

# Somerset Berkley Regional High School



## Student/Parent Handbook 2016-2017

**David J. Lanczycki**  
PRINCIPAL

**Susan M. Brelsford**  
Assistant Principal

**Kim M. DoCouto**  
Assistant Principal

625 County Street  
Somerset, MA  
02726-5099  
508-324-3115  
508-324-3118 (fax)

[www.SomersetBerkley.org](http://www.SomersetBerkley.org)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



## FOREWORD

Exploration and opportunities abound here at Somerset Berkley Regional High School. Our philosophy is to give our students options to step out of their comfort zone in order to have new experiences. Classrooms are enriched with technology with teachers who are developing engaging, modernized curriculum to prepare students for the world that they will live in. Our students are among the best prepared in the country and graduates have proven that a Somerset Berkley Regional High School education is the launching point for exciting careers.

A plethora of extracurricular groups are at your arm's reach, from music to athletics or social organizations. We have something for everyone. If there is something new or different that you would like to see, come and see me and we can look to make it a reality. The only thing we ask is that you do something. Students who are involved report a higher success rate throughout their high school years than those who do not.

The staff at Somerset Berkley Regional High School are among the best. They are here to challenge and support you. Our goal is growth. Starting points never define who you are or who you will become. The journey you undertake does. The staff is here to guide you on your journey. Make your time here at SBRHS one that will bring a smile to your face for years to come.

Best Wishes,



Your Principal,  
David J. Lanczycki

TRANSLATION.....This handbook and any accompanying documents will be translated in Portuguese and/or Spanish. Please contact the high school administration.

### **SCHOOL COMMITTEE**

Chairperson- Richard Peirce  
Vice Chairperson -Julie Ramos-Gagliardi  
Michael Botelho, Stephanie Field,  
Christopher Ghilarducci, Dean Larabee, Lori Rothwell

### **CENTRAL OFFICE**

Superintendent - Jeffrey Schoonover  
Business Manager - Lindsey Albernaz  
Director of Curriculum - Elizabeth Haskell  
Director of Special Education – Lisa Martiesian  
Director of Technology - Stephen Levesque

### **ADMINISTRATION**

Principal - David J. Lanczycki  
Assistant Principal (grades 10 & 12) - Susan Brelsford  
Assistant Principal (grades 9 & 11) - Kim M. DoCouto  
Interim Assistant Principal (grades 10 & 12) – Andrew Laurence

### **CONTENT COORDINATORS**

Athletic Director and Wellness Coordinator- Joseph Francis  
Business/Engineering Technology - Samuel Adams  
English Language Arts/Reading - Dr. Edward Doucette  
Fine and Performing Arts (K-12) - Ira Schaefer  
Mathematics - Andrew Laurence  
Science - Matthew Talbot  
Social Studies - Alice Ferris  
Student Services Coordinator - Kathleen Curry-Beaulieu  
World Languages - Erica Pereira

### **GUIDANCE DEPARTMENT**

Lead Counselor - Guy Poisson  
Adjustment Counselor - Ann Nassiff  
School Psychologist/ Adjustment Counselor – Tracy Medeiros  
Counselors: Anne Bolduc, James Judge, Tanya McCarthy

### **LIBRARY MEDIA CENTER**

Anne Johnson – Library Media Specialist

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## **CORE BELIEFS and VALUES STATEMENT**

In partnership with students, parents and the community, Somerset Berkley Regional High School will provide a safe and secure environment in which all students will have access to a rigorous curriculum that fosters critical and creative thinking. Somerset Berkley Regional High School will strive to develop students into responsible and productive citizens of a technological and global society.

**S** = Safe

**B** = Be critical and creative thinkers

**R** = Responsible and productive citizens

**H** = High expectations for all

**S** = Skills for the 21<sup>st</sup> century

## **ACADEMIC EXPECTATIONS**

The academic expectations are aligned to the SBRHS Core Beliefs and Values statement and the Common Core Standards for College and Career Readiness.

***Students at Somerset Berkley Regional High School will:***

1. Read analytically to support conclusions drawn from text.
2. Produce clear and coherent writing that is appropriate to task, purpose and audience.
3. Adapt speech to a variety of contexts and tasks.
4. Solve problems and complete tasks by reasoning critically and creatively.
5. Process information critically to become capable researchers.
6. Demonstrate technological literacy to facilitate learning.

## **SOCIAL and CIVIC EXPECTATIONS**

**Students at SBRHS will:**

1. Demonstrate responsible behavior and citizenship.
2. Respect themselves and others.

3. Communicate and collaborate effectively with others.

## September

**Monday, September 5, 2016**    **No School – Labor Day**

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**Tuesday, September 6, 2016**    **Freshmen Orientation Day**

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**Wednesday, September 7, 2016**    **Class Meetings & A Per1&2**

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**Thursday, September 8, 2016**    **A Day Per 3/4/5/6 Half Day**

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**Friday, September 9, 2016**    **B Day**

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# September

**Monday, September 12, 2016**      **C Day**

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**Tuesday, September 13, 2016**      **D Day**

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**Wednesday, September 14, 2016**      **E Day**

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**Thursday, September 15, 2016**      **F Day**

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**Friday, September 16, 2016**      **G Day**

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# September

**Monday, September 19, 2016      H Day**

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**Tuesday, September 20, 2016      A Day**

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**Wednesday, September 21, 2016      B Day**

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**Thursday, September 22, 2016      C Day**

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**Friday, September 23, 2016      D Day**

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**September/October**

**Monday, September 26, 2016      E Day**

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**Tuesday, September 27, 2016      F Day**

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**Wednesday, September 28, 2016      G Day College Planning  
Night**

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**Thursday, September 29, 2016      H Day**

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**Friday, September 30, 2016      A Day**

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# October

**Monday, October 3, 2016**

**B Day**

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**Tuesday, October 4, 2016**

**C Day**

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**Wednesday, October 5, 2016**

**D Day College Fair**

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**Thursday, October 6, 2016**

**E Day Mid-Qtr. 1  
Musictown Ball**

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**Friday, October 7, 2016**

**F Day**

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# October

**Monday, October 10, 2016      Columbus Day      No School**

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**Tuesday, October 11, 2016      G Day**

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**Wednesday, October 12, 2016      H Day Parent Teacher Conf.**

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**Thursday, October 13, 2016      A Day      Pops Night 7PM**

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**Friday, October 14 , 2016      B Day      Half Day**

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# October

**Monday, October 17, 2016      C Day**

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**Tuesday, October 18, 2016      D Day      Concert Night 7PM**

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**Wednesday, October 19, 2016      E Day**

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**Thursday, October 20, 2016      F Day Parent Teacher Conf.**

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**Friday, October 21, 2016      G Day      Half Day**

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# October

**Monday, October 24, 2016**

**H Day**

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**Tuesday, October 25, 2016**

**A Day**

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**Wednesday, October 26, 2016**

**B Day**

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**Thursday, October 27, 2016**

**C Day**

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**Friday, October 28, 2016**

**D Day**

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## **October/November**

**Monday, October 31, 2016**

**E Day**

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**Tuesday, November 1, 2016**

**F Day**

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**Wednesday, November 2, 2016**

**G Day College Financing  
Seminar**

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**Thursday, November 3, 2016**

**H Day**

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**Friday, November 4, 2016**

**A Day**

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**Saturday, November 5, 2016**

**SAT's**

# November

**Monday, November 7, 2016**

**B Day**

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**Tuesday, November 8, 2016**

**No School**

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**Wednesday, November 9, 2016**

**C Day**

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**Thursday, November 10, 2016**

**D Day End of 1<sup>st</sup> Qtr.**

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**Friday, November 11, 2016**

**No School**

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# November

**Monday, November 14, 2016**      **E Day**

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**Tuesday, November 15, 2016**      **F Day**

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**Wednesday, November 16, 2016**      **G Day**

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**Thursday, November 17, 2016**      **H Day**

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**Friday, November 18, 2016**      **A Day**

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# November

**Monday, November 21, 2016**      **B Day**

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**Tuesday, November 22, 2016**      **C Day**

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**Wednesday, November 23, 2016**      **Half Day**      **Case Rally**

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**Thursday, November 24, 2016**      **Thanksgiving Day**

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**Friday, November 25, 2016**      **No School**

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**November/December**

**Monday, November 28, 2016      D Day**

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**Tuesday, November 29, 2016      E Day**

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**Wednesday, November 30, 2016      F Day**

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**Thursday, December 1, 2016      G Day**

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**Friday, December 2, 2016      H Day**

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# December

**Monday, December 5, 2016                      A Day**

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**Tuesday, December 6, 2016                      B Day**

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**Wednesday, December 7, 2016                      C Day**

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**Thursday, December 8, 2016                      D Day**

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**Friday, December 9, 2016                      E Day**

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**Saturday, December 10, 2016**

**Sunday, December 11, 2016                      Holiday Concert**

## December

**Monday, December 12, 2016**      **F Day**

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**Tuesday, December 13, 2016**      **G Day**

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**Wednesday, December 14, 2016**      **H Day**

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**Thursday, December 15, 2016**      **A Day**

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**Friday, December 16, 2016**      **B Day**      **Mid-Qtr. 2**

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## December

**Monday, December 19, 2016**      **C Day**

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**Tuesday, December 20, 2016**      **D Day**

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**Wednesday, December 21, 2016**      **E Day**

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**Thursday, December 22, 2016**      **F Day**

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**Friday, December 23, 2016**      **G Day**      **Half Day**

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## **December/January**

**Monday, December 26, 2016**

**School Vacation**

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**Tuesday, December 27, 2016**

**School Vacation**

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**Wednesday, December 28, 2016**

**School Vacation**

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**Thursday, December 29, 2016**

**School Vacation**

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**Friday, December 30, 2016**

**School Vacation**

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# January

**Monday, January 2, 2017      School Vacation**

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**Tuesday, January 3, 2017      H Day**

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**Wednesday, January 4, 2017      A Day**

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**Thursday, January 5, 2017      B Day**

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**Friday, January 6, 2017      C Day**

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# January

**Monday, January 9, 2017**

**D Day**

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**Tuesday, January 10, 2017**

**E Day**

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**Wednesday, January 11, 2017**

**F Day**

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**Thursday, January 12, 2017**

**G Day**

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**Friday, January 13, 2017**

**H Day**

**Half Day**

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# January

**Monday, January 16, 2017**      **No School**      **Martin Luther  
King Jr. Day**

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**Tuesday, January 17, 2017**      **A Day**

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**Wednesday, January 18, 2017**      **B Day**

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**Thursday, January 19, 2017**      **C Day**

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**Friday, January 20, 2017**      **D Day**

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# January

**Monday, January 23, 2017**

**E Day**

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**Tuesday, January 24, 2017**

**F Day**

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**Wednesday, January 25, 2017**

**G Day .**

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**Thursday, January 26, 2017**

**H Day End of 2<sup>nd</sup> Qtr**

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**Friday, January 27, 2017**

**A Day**

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# January/ February

**Monday, January 30, 2017**

**B Day**

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**Tuesday, January 31, 2017**

**C Day**

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**Wednesday, February 1, 2017**

**D Day**

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**Thursday, February 2, 2017**

**E Day**

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**Friday, February 3, 2017**

**F Day**

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# February

**Monday, February 6, 2017**

**G Day**

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**Tuesday, February 7, 2017**

**H Day**

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**Wednesday, February 8, 2017**

**A Day**

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**Thursday, February 9, 2017**

**B Day**

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**Friday, February 10, 2017**

**C Day**

**Half Day**

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# February

**Monday, February 13, 2017**

**D Day**

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**Tuesday, February 14, 2017**

**E Day**

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**Wednesday, February 15, 2017**

**F Day**

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**Thursday, February 16, 2017**

**G Day**

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**Friday, February 17, 2017**

**H Day**

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# February

**Monday, February 20, 2017**

**Winter Vacation**

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**Tuesday, February 21, 2017**

**Winter Vacation**

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**Wednesday, February 22, 2017**

**Winter Vacation**

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**Thursday, February 23, 2017**

**Winter Vacation**

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**Friday, February 24, 2017**

**Winter Vacation**

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## February/March

**Monday, February 27, 2017**

**A Day**

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**Tuesday, February 28, 2017**

**B Day**

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**Wednesday, March 1, 2017**

**C Day**

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**Thursday, March 2, 2017**

**D Day**

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**Friday, March 3, 2017**

**E Day**

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# March

**Monday, March 6, 2017**

**F Day**

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**Tuesday, March 7, 2017**

**G Day**

**Mid-Qtr. 3**

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**Wednesday, March 8, 2017**

**H Day**

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**Thursday, March 9, 2017**

**A Day**

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**Friday, March 10, 2017**

**B Day**

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# March

**Monday, March 13, 2017**

**C Day**

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**Tuesday, March 14, 2017**

**D Day**

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**Wednesday, March 15, 2017**

**E Day**

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**Thursday, March 16, 2017**

**F Day**

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**Friday, March 17, 2017**

**G Day**

**Half Day**

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# March

**Monday, March 20, 2017**      **H Day**

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**Tuesday, March 21, 2017**      **A Day**      **ELA MCAS**

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**Wednesday, March 22, 2017**      **B Day**      **ELA MCAS**

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**Thursday, March 23, 2017**      **C Day**      **ELA MCAS**

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**Friday, March 24, 2017**      **D Day**

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# March

**Monday, March 27, 2017**      **E Day**

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**Tuesday, March 28, 2017**      **F Day**

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**Wednesday, March 29, 2017**      **G Day**

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**Thursday, March 30, 2017**      **H Day**

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**Friday, March 31, 2017**      **A Day**

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# April

**Monday, April 3, 2017**      **B Day**

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**Tuesday, April 4, 2017**      **C Day**

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**Wednesday, April 5, 2017**      **D Day**      **Pops Concert 7PM**

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**Thursday, April 6, 2017**      **E Day**      **End of 3<sup>rd</sup> Qtr.**

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**Friday, April 7, 2017**      **F Day**

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# April

**Monday, April 10, 2017**      **G Day**

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**Tuesday, April 11, 2017**      **H Day**

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**Wednesday, April 12, 2017**      **A Day**

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**Thursday, April 13, 2017**      **B Day**

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**Friday, April 14, 2017**      **No School**      **Good Friday**

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# April

**Monday, April 17, 2017**      **Spring Vacation**

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**Tuesday, April 18, 2017**      **Spring Vacation**

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**Wednesday, April 19, 2017**      **Spring Vacation**

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**Thursday, April 20, 2017**      **Spring Vacation**

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**Friday, April 21, 2017**      **Spring Vacation**

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# April

**Monday, April 24, 2017**      **C Day**

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**Tuesday, April 25, 2017**      **D Day**

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**Wednesday, April 26, 2017**      **E Day**

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**Thursday, April 27, 2017**      **F Day**    **Spring Concert 7PM**

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**Friday, April 28, 2017**      **G Day**

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# May

**Monday, May 1, 2017**

**H Day**

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**Tuesday, May 2, 2017**

**A Day**

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**Wednesday, May 3, 2017**

**B Day**

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**Thursday, May 4, 2017**

**C Day**

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**Friday, May 5, 2017**

**D Day**

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**Saturday, May 6, 2017**

**SAT's**

# May

**Monday, May 8, 2017**      **E Day**      **Half Day**

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**Tuesday, May 9, 2017**      **F Day**

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**Wednesday, May 10, 2017**      **G Day**

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**Thursday, May 11, 2017**      **H Day**

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**Friday, May 12, 2017**      **A Day**

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May 13<sup>th</sup> High School Musical Production

May 14<sup>th</sup> High School Musical Production

# May

**Monday, May 15, 2017**

**B Day**

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**Tuesday, May 16, 2017**

**C Day**

**Math MCAS**

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**Wednesday, May 17, 2017**

**D Day**

**Math MCAS**

**Mid-Qtr. 4**

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**Thursday, May 18, 2017**

**E Day**

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**Friday, May 19, 2017**

**F Day**

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# May

**Monday, May 22, 2017**

**G Day**

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**Tuesday, May 23, 2017**

**H Day**

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**Wednesday, May 24, 2017**

**A Day**

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**Thursday, May 25, 2017**

**B Day**

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**Friday, May 26, 2017**

**C Day**

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## May/June

**Monday, May 29, 2017**                      **No School**    **Memorial Day**

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**Tuesday, May 30, 2017**                      **D Day**

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**Wednesday, May 31, 2017**                      **E Day**

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**Thursday, June 1, 2017**                      **F Day**

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**Friday, June 2, 2017**                      **G Day**                      **Half Day**

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# June

**Monday, June 5, 2017**      **H Day**    **Science MCAS**  
**Music Awards Night**

**Tuesday, June 6, 2017**      **A Day**    **Science MCAS**

**Wednesday, June 7, 2017**      **B Day**

**Thursday, June 8, 2017**      **C Day**

**Friday, June 9, 2017**      **D Day**      **Graduation Day**

# June

**Monday, June 12, 2017**

**E Day**

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**Tuesday, June 13, 2017**

**Potential Finals Begin**

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**Wednesday, June 14, 2017**

**Potential Finals Begin**

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**Thursday, June 15, 2017**

**Finals**

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**Friday, June 16, 2017**

**Finals**

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# June

**Monday, June 19, 2017**

**Last Day (No Snow)**

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**Tuesday, June 20, 2017**

**(Snow Day)**

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**Wednesday, June 21, 2017**

**(Snow Day)**

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**Thursday, June 22, 2017**

**(Snow Day)**

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**Friday, June 23, 2017**

**(Snow Day)**

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# June

**Monday, June 26, 2017** (Snow Day)

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**Tuesday, June 27, 2017**

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**Wednesday, June 28, 2017**

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**Thursday, June 29, 2017**

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**Friday, June 30, 2017**

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## **RULES AND REGULATIONS**

### **PURPOSE**

This Student/Parent Handbook is intended to provide you and your parents/guardians with information about your school's opportunities and rules so that you are able to make appropriate decisions. If you have additional questions, please feel free to ask you teachers, counselors, or school administrators.

For returning students, please be sure to read the *revised or new* policies listed below:

Page 51-52:	Parent Involvement and Recommendations
Page 52:	Parental Participation Opportunities
Page 52:	Chain of Command
Page 54:	Bus Regulations
Page 55:	School Safety and Security
Page 56:	Identification
Page 56:	School Attendance
Page 63:	Student Behaviors
Page 90-91:	Policy on Student Lockers and Desks
Page 94:	Music
Page 98:	Student Dining Center
Page 99:	Policy Regarding Student Vehicles/Parking
Page 110:	Physicals
Page 118:	Summer School
Page 124-125:	National Honor Society
Page 128:	Alternative Classes
Page 129:	The Extended Day Program
Page 129:	Dual Enrollment
Pages 133-144:	Extracurricular Activities Rules and Regulations

## **PARENT INVOLVEMENT AND RECOMMENDATIONS**

It is hoped that parents will share with us the responsibility for their child's success at Somerset Berkley Regional High School by carrying out the following suggestions at home:

1. Share with the student the responsibility for being prompt.
2. Be sure the student brings a lunch from home or is prepared to buy a hot lunch at school.
3. Make provisions for a suitable place wherein the student may study with no distractions or interruptions.
4. Provide necessary supplies for use in preparing home assignments.
5. Assume the responsibility for checking your son's/daughter's agenda book and his/her completed assignment(s). Be sure all work assigned has been accomplished by accessing the Parent Portal to check student grades and attendance. In general, home assignments provide the opportunity to practice the subject matter that has been taught in the classroom. Unless the student actually does the home assignment independently, the value of the lesson has been lost. Students are urged to understand the class work and to seek help at school if they do not understand.
6. Feel perfectly at ease to contact the school as often as you feel necessary regarding your son/daughter. The student's best interest is of the utmost importance to both the home and the school. The lines of communication between school and home should remain open at all times.
7. Build confidence in your son/daughter regarding the opportunities provided by a public school education, the outcome of which depends largely upon the student's willingness to work and attend school regularly.
8. Make sure your son/daughter knows that students are required to conform to the rules of the Student/Parent Handbook during school hours, on school buses or school provided transportation, after school while on school property and at all school related activities.
9. Check the on-line portal for students grades and attendance

### **Here are some tips from the National Congress of Parents and Teachers:**

- Help your children think of themselves as one who succeeds. Give them plenty of chances early in life to accomplish things, and praise them when they do well. When they have a discouraging experience, remind them of their successes.

- Encourage children to talk to you about their problems and be sure to listen.
- Do not make derogatory remarks about your child's teachers, coaches, advisors, or administrators, or speak disparagingly about their school to them. If you wonder why they do certain things, inquire at the school. Visit the school and know the teachers. That will give your children a sense of security.

### **PARENTAL PARTICIPATION OPPORTUNITIES**

Parent participation is a vital component of a child's education. Somerset Berkley Regional High School offers a multitude of opportunities for parents to make a difference in their child's high school experience. Most opportunities are no more than a meeting once a month. Below are a list of parental groups for your consideration:

1. SAC- School Advisory Council
2. SEPAC – Special Education Parents Advisory Council
3. PTO- Parent Teacher Organization
4. Athletic Boosters Club
5. Friends of Music
6. CVTE Advisory Board

Please visit the school website for more information.

### **CHAIN OF COMMAND**

If you have a concern with your student, always start the solution with the staff member involved in the circumstance. We ask you to follow the chain of command below:

- Teacher/Guidance Counselor/Nurse
- Content Coordinator
- Assistant Principal
- Principal
- Central Office

## **ADVISORY COUNCILS**

The Education Reform Act of 1993 (G.L. C.71, s.59C) mandates the creation of Advisory Councils.

School Advisory Councils consist of administrators, parents elected by other parents, teachers elected by other teachers, other public members who are not parents and, on the secondary school level, at least one student. Principals serve as co-chairs and are responsible for convening the first meeting within 40 days of the start of the school year. Each council is free to determine the size of its membership, but must have at least as many parent representatives as teachers (plus the Principal). No more than 50% of the council's membership may consist of members of the public who are not parents, teachers, administrators or students of the school. School councils are subject to the open meeting law. School councils are responsible for assisting the Principal in setting educational goals, identifying educational needs, reviewing the school building's budget, and preparing the building's school improvement plan. The school improvement plan is to address issues such as class size, professional development, parental involvement and school climate. School committees may grant councils additional authority over educational policy at the building level except for those areas subjected to collective bargaining.

## **RESIDENTIAL POLICY**

It is the policy of the Somerset Berkley Regional School Committee that all children who register and attend Somerset Berkley Regional School District at the expense of the citizens of Somerset/Berkley are legal residents whose actual principle domicile is in Somerset or Berkley or have been accepted as part of the School Choice program.

Parents should understand that enrolling their child in the Somerset Berkley Regional School District is contingent upon the conditions of the Residency Policy (see district website). It should also be understood that violation of this policy may result in termination of the child's enrollment and parents may be liable for tuition reimbursement based on the number of days the student was enrolled in the Somerset Berkley Regional School District

## **PUBLICITY – EXCLUSION**

The school may on occasion release for publication a student's name, class photograph, participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans. Parents and/or guardians should contact the high school if they want any specific information included/excluded.

## **90-MINUTE DELAY**

Due to inclement weather, the Superintendent may implement a 90-minute delay to the school day. When this occurs, Somerset Berkley Regional High School will begin at 8:55 a.m. and will be dismissed at 2:05 p.m.

## **NO-SCHOOL ANNOUNCEMENT**

In the event of inclement weather forcing schools to close at any time, a no-school announcement will be made over stations AM WSAR-1480, WLNE-channel 6, WCVB-channel 5, WBZ-channel 4, WHDH-channel 7, WJAR-channel 10, WPRI-channel 12 and the OneCallNow telephone system.

## **BUS REGULATIONS**

1. Be on time to the bus stop and walk safely. Stay on the sidewalks or, if there are none, walk on the left side of the road facing oncoming traffic. Cross streets only at intersections or crosswalks.
2. While waiting for buses, students are to wait at designated pick-up points. Keep off the road and form a line for entering the bus. No fooling allowed at the bus stop.
  - a. Enter and leave the bus in a single line and in a courteous manner.
  - b. Be seated promptly without disturbing others and remain seated at all times.
  - c. Keep head, arms and hands inside the bus.
  - d. Talk only in conversational tones. Shouting, making loud noises, or using vulgar language is not allowed.
3. Aisles are to be kept clear of backpacks, books and musical instruments. Fooling or playing is not allowed. Poor conduct distracts the driver and endangers the safety of all.
4. Objects of any kind are not to be thrown either from or on the bus.
5. Students are expected to help maintain the cleanliness of the deadline for all students in all grades
6. Food of any kind may not be eaten on the school buses.
7. Students are to take only the bus designated for them by the school department. In other words, if they are scheduled for Route 1A, that is the only bus they are eligible to ride. If a student is to ride a different bus, a parent note must be

submitted to the main office, confirmed with parent by office and stamped by office. Copy is kept in student file; other copy is for student to give bus driver upon entering.

8. The bus driver is in charge of the bus and is responsible for the safety of all bus riders. Students are to follow his/her instructions promptly and without question.
9. Smoking is not allowed on school buses. (G.L. c. 90, s.7B).
10. When necessary to cross the road, cross in front of the bus and use extreme caution to be sure no traffic is approaching in either direction.
11. Any student who fails to follow bus regulations or who endangers the safety of other students renders himself liable for suspension of bus riding privileges.
12. Students shall not open or close bus windows without the permission of the driver.
13. Students will report any accidents or unsatisfactory conditions to the bus driver and/or Assistant Principal.

In addition to the Bus Regulations, students are expected to comply with the Student/Parent Handbook while traveling on school buses and during the course of any school provided transportation. Violations of the Student/Parent Handbook under this section may result in discipline separate and apart from losing bus riding privileges.

### **SCHOOL SAFETY AND SECURITY**

In order to ensure security at the high school, exterior doors will remain locked during the school day. In addition, the following procedure will be adhered to:

- (a) Visitors to the building are required to register at the security booth and will be issued a visitor's pass. Some type of photo identification must be left at the security booth.
- (b) Students permitted to exit the building are required to lock the door behind them. Students are prohibited from allowing outsiders access to the school building. Any student allowing outsiders access to the building will be disciplined according to Article 7 under "Out of School Suspension".
- (c) Staff and students are expected to immediately notify the administration if any breaches of security are observed.

The administration carry cell phones with them throughout the school day. Calls can be directly conveyed to the police department via

cell phones. Students are encouraged to immediately notify a teacher if they observe any breach of school security.

### **IDENTIFICATION**

Students are required to carry their I.D. cards at all times during the school day and at “student only” activities which include, but not be limited to, school dances. Students are expected to show their I.D. card upon request. Any student who refuses to show his/her I.D. card will receive a Saturday School.

Students have the responsibility to report lost I.D. cards to the office. A \$5.00 fee will be charged to replace a lost I.D card.

### **VISITORS**

Because the school cannot be expected to provide educational services and instruction to individuals not properly enrolled and attending Somerset Berkley Regional High School, student visitors to the school are not generally allowed. Exceptions to this rule are given on an individual basis by the Principal. Permission to host a student visitor must be secured from the Principal the day before the planned visitation is to occur.

Adult visitors/observers must also secure permission prior to a planned visit. Permission for visitors under the state’s Observation Law (G.L. c. 71B, s. 3) can be obtained through a request to the Principal or the Student Services Coordinator.

It is embarrassing to all concerned for a visitor to be told to leave because prior approval was not secured. A visitor’s pass will be issued at the security booth. Individuals not adhering to this policy will be liable for prosecution for trespassing as covered by law under Chapter 266, Section 120.

### **SCHOOL ATTENDANCE**

Students are required to be present in school to ensure continuity and consistency in the educational process. Parents/guardians have a statutory responsibility to ensure that their child attends school on a regular and consistent basis. Failure to comply with this responsibility violates a legal requirement.

*All absences must be verified in one of the following ways:*



1. Parent/Guardian must call the attendance secretary in the Main Office between 7:00 a.m. and 8:30 a.m. on the day of the absence - (508) 324-3124. Failure to do so will result in an unexcused absence.
2. If no call is made, the school will contact the parent/guardian at home, or at work, to verify the absence.
3. If the school is unable to contact the parent/guardian, the student must bring a written excuse signed by the parent/guardian stating the date(s) and reason(s) for absence. The written excuse must be presented to the attendance office within two days of the absence to be considered as an excused absence.
4. **Make up work-** two days will be allowed for each day absent except in extenuating circumstances approved by the Principal.

Official school attendance records will be kept by the Main Office. Daily attendance in school is taken and subsequently updated throughout each day as necessary to show late arrivals and early dismissals. The school shall notify parents/guardians or students (18 years of age or older) in writing, of attendance problems and their consequences. Students with chronic school attendance problems will be identified as early in the quarter as possible. School officials will utilize resources, including counseling, conferences and discipline, when appropriate, to help students improve their attendance. Absences from school are included for each quarter on the quarterly report cards. Parents/guardians or students (18 years of age or older) may contact the school if they have any questions relative to their/their child's attendance record.

***School Truancy:***

The penalty for school truancy is Saturday School. The student will receive a grade of "zero" for all class work missed. Continued school truancy will result in further discipline and a parental conference. Absences due to school truancy shall be counted as two (2) absences towards the limit as covered under the attendance policy.

***School Tardiness:***

The administration considers punctuality at school to be a basic responsibility of each student and his/her parents. Students who do not report to their homeroom by 7:25 a.m. must sign in and obtain a tardy admission slip from the attendance office before going to class.

The following regulations will govern unexcused tardiness to school. For purposes of these regulations, tardiness is an arrival time between 7:26 and 7:45 a.m. Offenses are tallied per marking period and reset at the start of each new marking period. Within reason,

students shall be given the opportunity to make up work missed due to tardiness. This privilege shall be forfeited in cases of excessive tardiness.

- a. **FIRST OFFENSE** – Processed by the attendance office with no penalty for the first offense of each new marking period.
- b. **SECOND OFFENSE** during each new marking period will result in One (1) detention.
- c. **THIRD OFFENSE** during each new marking period will result in One (1) detention.
- d. **FOURTH AND SUBSEQUENT OFFENSES** during each new marking period will result in One (1) Saturday School and parental notification via mail and/or phone.

**Any student who arrives more than 30 minutes after the start of the school day, without an acceptable reason for such tardiness (see below), will be assigned a one-day Saturday School.**

**The following are acceptable reasons for tardiness:**

1. Medical appointment
2. Court appearance
3. Driver's license appointment
4. Bereavement
5. Parental written excuse (up to three per year)

**All of the above reasons must be documented as follows:**

1. Appointment card for doctor, dentist or license appointments.
2. Court document for court appearance.

*We appreciate your help in improving student punctuality at Somerset Berkley Regional High School.*

***School Arrival:***

Students are required to enter the school building upon exiting the bus and/or a private vehicle. Students who violate this policy will be assigned a Saturday School.

***School Dismissal:***

The Education Reform Law mandates that students be involved in core curriculum work during the entire school day, including time spent in structured study periods. Because of this regulation, students may not be dismissed from classes or structured study periods unless approval has been granted by the school administration and where reasons are clearly legitimate. The following reasons for dismissal may be deemed acceptable:

- medical appointments
- verified/verifiable college interviews
- bonafide family emergencies
- illness (through health office)

Verification of a student's need to be routinely dismissed for medical/psychological services that are confidential in nature will be processed by the school adjustment counselor or school nurse, and communicated to the high school administration. In these situations, the reasons for dismissal will remain confidential.

When legitimate reasons for dismissal do exist, a note signed by the parent or guardian should be brought to the attendance office. In the case of medical appointments, it is suggested that a copy of the appointment card also be submitted. Dismissal notes should include the parent/guardian's home phone, work number, and if necessary, the cell number. Efforts will be made to contact parents to verify notes.

Dismissals for illness will be handled by the school nurse. Students who are ill will generally only be dismissed to the custody of a parent/guardian or when it is confirmed that home supervision is available. Students are not permitted to use cell phones to contact parents related to illness. Students are to go to the health office with a pass from their classroom teacher to be evaluated by the school nurse. The school nurse will then contact the parent when deemed appropriate. This procedure prevents confusion regarding student whereabouts and expedites appropriate medical intervention.

Excessive dismissals may result in a parental conference. All work missed due to absence/dismissal from school must be made up within two school days. It is the responsibility of the student to request make-up work from his/her teachers.

***Case Rally Morning:***

Students will not be allowed to enter the building after 7:40 A.M. Students who do come in after 7:40 A.M. and do not have transportation home will be escorted to the office until a suitable mode of transportation is established.

**VACATIONS WHEN SCHOOL IS IN SESSION**

Student absences resulting from family vacations taken at times other than the weeks (days) identified in the school calendar are unexcused. These absences create significant learning difficulties as 90% of today's instruction involves discussion, group work and in-school practice, which cannot be replicated when a child is not in

school. Also, many of the classroom activities are grouped and differentiated with the readiness, interests, and learning styles of students in mind.

Assignments will not be sent home prior to the absence, but key assignments may be saved during the student's absence and given to the student upon his/her return to school. Key assignments that are not completed and/or mastered will adversely influence the student's performance level on the report card (see homework policy)

### **CLASS ATTENDANCE/TRUANCY POLICY**

Students who are truant from class will be assigned to Saturday School as stated in the policy. Truancy includes unexcused absences from class, the school building and/or the school grounds. Excessive unauthorized absences (truancies) may lead to the student being dropped from the course and NO CREDIT received. Before a student is dropped, a conference between an administrator, parent and student will be held to indicate that this action may occur if unauthorized absences continue. Action under this section will be the prerogative of the administration after the procedures stated under class truancies have been followed.

#### ***Class Truancy***

- a. **FIRST OFFENSE** will result in One (1) day Saturday School and parental notification.
- b. **SECOND OFFENSE** will result in One (1) day Saturday School, parental notification and teacher/parent conference.
- c. **THIRD OFFENSE** will result in One (1) day Saturday School, parental notification, teacher/parent/administrator conference.
- d. **SUBSEQUENT OFFENSES** will result in a teacher/parent/administrator conference and a One (1) to three (3) day out of school suspension; repeat or habitual offenses could result in additional discipline, including out of school suspension.

A student who is truant from class will receive a grade of "zero" for all graded work missed as a result of that truancy. Students will not be allowed to make up work.

Teachers will be asked, after checking the attendance list, to call the attendance office within five minutes after the beginning of each period to report any students missing from their classrooms. The attendance office will check with the main, guidance, and health office for dismissals. If confirmed that the student is truant from class, the parent will be contacted and appropriate disciplinary action will be imposed in accordance with current school policy.

***Unexcused Class Tardiness:***

One detention will be issued by the teacher which must be served within 48 hours. Students who are repeatedly tardy to class (more than 3 offenses in a marking period) will be subject to additional discipline up to and including parental notification and suspension.

***Absence Limit Per Quarter:***

The following are the limitations for class absences per class, per quarter. These include all absences unless specifically excluded below:

Classes That Meet:	Limits:	Classes That Meet:	Limits:
12 times/cycle	12 absences	4 times/cycle	4 absences
7 times/cycle	7 absences	3 times/cycle	3 absences
6 times/cycle	6 absences	2 times/cycle	2 absences
5 times/cycle	5 absences	1 times/cycle	1 absence

Absences accumulated will be carried over to the new class for students who transfer from another class.

***Absences Not Counted Toward “Absence Limit”***

1. Observance of religious holidays: Absences due to practicing individual’s prescribed creed or religion shall not be counted toward the noted limit.
2. Observance of bereavement: Consecutive absences for bereavement due to the death of an immediate family member shall not be counted towards the limit.
3. Illness: Absences due to illness shall not be counted toward the limit. The Principal may require that the student produce a doctor’s letter upon return if the student has been absent for 5 or more consecutive days due to illness.
4. Absence due to attendance at a school-sponsored activity.
5. Absences due to suspension.

***Absences Counted Toward “Absence Limit”***

Unless delineated above, all other absences from class shall be counted toward the limit, with the following provision: absences due to school truancy shall be counted as two absences toward the limit.

### ***Consequences of Exceeding “Absence Limit”***

The following policy shall be observed in the event that an excessive number of class absences are accumulated by a student. A student’s grade in one or more quarters will be established as being a 64. If the grade is less than 64, the lower grade will remain. Failure may result from the following:

1. Any student exceeding the “absence limit” from a class in a given quarter shall receive an NC (no credit) for the quarter in question. Provided that the student does not during a subsequent quarter repeat the absence limit, his/her grade shall be updated by the end of the year to reflect the student’s average for the quarter. In the event that an excessive number of absences is repeated in the subsequent quarter, the student will receive a mark not to exceed 64.
2. Any student exceeding the “absence limit” in a class during the last quarter shall receive a mark not to exceed 64.

Class attendance records will be kept by each teacher. Administrators will contact parents/guardians or the student (if 18 years of age or older) in writing to inform them of attendance problems and their consequences. Parents/guardians and/or student (if 18 years of age or older) may contact the school if they have any questions relative to absences from a particular class.

### ***Process for Appealing “Absence Limit”***

The attendance policy described above holds students, parents, teachers and the school accountable for attendance. If a student has demonstrated adequate expected responsibility for his/her attendance, but has nonetheless exceeded the allowable number of absences due to circumstances beyond his/her control, this fact may be brought to the attention of the administration of Somerset Berkley Regional High School.

*The procedure for the appeals process is as follows:*

1. An appeal must be initiated by a written request by the parent/guardian of a student, or by the student (if 18 years of age or older) who has exceeded the absence limitations. The written appeal should include, but may not be limited to, the unusual circumstances which warrant such an appeal. The appeal should be addressed to the Principal of Somerset Berkley Regional High School, and must be initiated within ten school days of the time that the student is notified of his/her failure to comply with the attendance policy.

2. The Principal will meet with the student and his/her parent or guardian to review the appeal and render a decision. Each decision shall be made within five school days, and a written copy of the decision shall be forwarded to the student and his/her parents or guardian.
3. In the event that the parent/guardian and/or student are not satisfied with the decision of the building Principal, they may appeal within five school days of receiving the decision to the Superintendent of Schools.

### **HOME/HOSPITAL TUTORING**

*AVAILABLE TO:* A public school student, who, due to documented medical reasons, is confined to home or hospital for not less than fourteen (14) school days during the school year, is entitled to receive home/hospital educational services as described in 603 CMR 28.03(3)(c).

*PROCEDURE:* It is the parents' responsibility to notify the school if their child is ill and his/her physician feels that the illness is such that an extended absence may be possible. The school will provide the parents with a 28R/3 form, which is to be completed by the student's physician. All parts of the 28R/3 must be completed in order that it may be approved. If the 28R/3 form is not received by the Special Education Office properly completed and signed, no home or hospital tutoring can be offered.

It is the intent of tutoring to keep the student connected with the education that is taking place during the student's absence. Make-up work and additional instruction necessary to bring the child in line with the class will be completed by the regular education staff upon his/her return.

If you have additional questions, please call: Somerset Berkley Regional School District – Special Needs Office – 324-3103.

### **STUDENT BEHAVIOR**

*School Committee policy:*

Several major aspects of School Committee policy concerning student behavior are as follows:

- Public education is the means that has been chosen to train young people in citizenship and in the development of their talents so as

to ensure a productive life for themselves and a progressively better society for all; and, since education benefits the individual as well

as society, it is to be considered a great privilege as well as an obligation to attend a free public school.

- Although a public school system is responsible for the attendance of all students aged 7-16, it may legally deny membership temporarily, if said students refuse to subscribe to the regulations of the school system.
- The Somerset Berkley Regional School District exists for the benefit of society. No student has the right to disregard, offend, or treat lightly, either the institution or the officials appointed to maintain it. The Somerset School Committee has legal authority to exclude a student from the public schools for misconduct after giving him/her and his/her parent or guardian an opportunity to be heard. It is expected in all schools that students will be responsive to school regulations.

***Expectation of students:***

The School Committee takes the position that while students do not surrender any rights of citizenship while attending school, neither do they acquire any special rights, privileges, or immunities upon entering school. The committee maintains that the educational welfare of the individual student and of the larger school community is determinate. Therefore, all disciplinary actions and procedures must be directed toward serving educational ends. The school is a community with rules and regulations, and those who would enjoy the rights and privileges it provides, must also accept the responsibilities that membership demands, including respect for and compliance with the school rules.

More specifically, the School Committee expects that students in the Somerset Berkley Regional School District will:

1. Conform to reasonable standards of speech, conduct and dress.
2. Refrain from violating the civil rights of others.
3. Appreciate the opportunity for the offered education.

**The student behavior code is governed by a legal standard of reasonable suspicion. When there is just reason to believe that a violation of the behavior code has occurred, and it meets the standards of reasonable suspicion, disciplinary proceedings will be implemented in accordance with the student behavior code.**

For its part, the School Committee will provide and maintain a suitable environment for learning and expects that the school administration will maintain and facilitate the education program so that the needs of the individual student will be met.



The School Committee affirms that the administration, in order to implement these expectations, has the inherent and statutory responsibility and power to maintain order and discipline in the schools and to remove the privilege of school attendance temporarily from any member of the whole student community.

The school administration has the further responsibility to recommend to the School Committee, expulsion from school for those students who are habitually and overtly in defiance of school attendance, rules and regulations. When the privilege of school attendance is to be removed or curtailed for a specific period of time, the rights of the student and his/her parents or guardian will be fully recognized in compliance with the General Laws, Chapter 71, s. 37H, s. 37H $\frac{1}{2}$ , and s. 37H $\frac{3}{4}$ .

The Principal may expel a student who possesses a dangerous weapon or controlled substance on school property or school related events; or assaults an educational staff member on school premises or at school sponsored or school related events. Any student committing any violation must receive a notice in writing of an opportunity for a hearing before the Principal and can appeal to the Superintendent within ten days from the date of the expulsion. Should the Principal choose to suspend rather than expel the student, he/she must inform the School Committee in writing of the reasons.

Finally, the responsibility for attendance and proper conduct in the Somerset Berkley Regional School District rests with the parents. The School Committee recognizes its responsibility to provide whatever services and opportunities are needed to assist the parent in meeting his/her obligation, but maintains the school cannot and should not attempt to do this alone.

#### THE STUDENT BEHAVIOR CODE IS AS FOLLOWS:

1. Demonstrate responsible behavior and citizenship.
2. Respect themselves and others.
3. Communicate and collaborate effectively with others.
4. Arrive to school on time and appropriately dressed.
5. When tardy, sign in at the attendance office.
6. Attend school unless ill or there is an emergency.
7. Arrive to class on time.
8. Report to the nurse when ill.
9. Don't congregate in rest rooms or corridors.
10. Be reasonably quiet in class.
11. Attend all classes.
12. Excessive unauthorized absences may lead to the student being dropped from the course and no credit received. Action under this

section will be the prerogative of the Principal after the procedures stated under class truancy have been followed.

13. Students who leave school grounds without office permission will be considered truant. Students are expected to attend class when a substitute is in charge or they will be charged with a class cut. It is understood that a student who is marked absent from class is not present in the room. It is the student's obligation to have his/her name removed from the class absence list if he/she arrives late for class.
14. Students are required to come to the office when called.
15. Directed study periods are designed to provide students an opportunity to engage in independent structured learning.
16. While in study hall, students are required to be involved in core curriculum and/or topics addressed in regularly assigned classes. Students not conforming with this regulation will be subject to disciplinary action.
17. A student shall not repeatedly fail to comply with directions of Principals, teachers or other authorized school personnel during any period of time when he/she is properly under authority of school personnel.
18. Violations of individual school regulations shall be considered violations of this code and the student may be suspended or expelled under provisions of violations of the code.

### **AGE OF MAJORITY**

Students who are eighteen years or older, may legally assume full responsibility for their actions as they apply to Somerset Berkley Regional High School. All school documents must be countersigned by parent(s). Contact the Principal/Assistant Principal for procedures to follow.

### **INVESTIGATION**

In dealing with an alleged misconduct, the administrator shall investigate the incident and hear all available accounts of it. The student shall be offered the opportunity to raise any defense he/she thinks relevant and is allowed, at his/her option, to submit a written statement of the facts relating to the alleged misconduct to the administrator.

## **DISRUPTION OF SCHOOL**

A student shall not intentionally cause the substantial and material disruption or obstruction of a lawful mission, process or function of the school. Neither shall he/she urge other students to engage in such conduct if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

## **DAMAGE TO, DESTRUCTION OF, OR THEFT OF SCHOOL PROPERTY AND PRIVATE PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage to school property, or steal, or intentionally cause or attempt to cause substantial damage to private property, or steal; or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

## **PHYSICAL ABUSE/ACTS OF VIOLENCE**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as to cause physical injury or harm to any student, school employee or persons not employed by the school either on the school grounds or during a school activity, function or event off school grounds. Self defense is not considered an intentional act under this regulation.

## **DRUG FREE ZONE**

Students should be aware that the area within 300 feet of the school has been declared a drug free zone by agreement between the Somerset police and the School Committee. Any drug offenses in this area carry special and severe penalties.

## **SCHOOL ZONE**

1. School owned property and buildings.
2. School controlled property and building.
3. Jurisdiction over a student who is on any vehicle designated by the school for transportation of student to and from school.
4. Any school sponsored activity.

Please Note: When a student leaves the "school zone" the school's obligation ends, however the school's rights continue. For example:

1. SBRHS has the right to investigate any incident involving a student occurring outside of the school zone.
2. SBRHS has the right to gather information and exchange information in at least oral fashion with the police department regarding actions of school students.
3. SBRHS has the right to make a determination whether actions of the student creates a clear danger/disruption connecting back to and upon the safe and orderly educational atmosphere of the school.

### **POLICY REGARDING DRUGS AND ALCOHOL**

***Overview:***

Students are expected to behave in accordance with the School District's rules and regulations and to remove themselves from situations which involve illegal activity or the possession or use of illicit drugs or alcohol. Students who put themselves in these situations or who do not report, or remove themselves from these situations may be subject to disciplinary action including suspension or expulsion. It is the policy of Somerset Berkley Regional School District to maintain a safe, alcohol-free and drug-free environment.

***Policy:***

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, alcoholic beverages or intoxicant of any kind on school grounds at any time, or off school grounds at any school activity, function or event. Possession shall include being or remaining at a site, or in a room, building, or vehicle on school grounds or at a school activity, function or event, in which a controlled substance or alcohol is being used, consumed or possessed, including alcohol consumed or possessed by a person under the age of 21; provided, this "Presence Rule" shall not apply to activities which a student attends with his or her parent(s) or legal guardian(s) where alcohol is consumed as long as the student does not personally consume alcohol. Use of a drug authorized by a medical prescription from a registered physician for the student shall not be considered a violation of this regulation. The nurse's office must be used to hold a student's prescribed drugs for the school day for obvious reasons.

In addition to complying with the School District's rules and regulations, student athletes will also be responsible for complying with the rules and regulations of the Massachusetts Interscholastic Athletic Association.
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## **POLICY REGARDING SEARCHES AND SEIZURES**

The Superintendent, Principal or other designated administrator may authorize a personal search of a student, a student's property, a classroom, or an automobile, if there is a reasonable suspicion that health and safety are at risk or that a student has violated or is violating school rules or federal/state laws. Should a student decline to be searched, the student's parent/guardian will be notified and the police will be contacted.

Searches of students, their possessions, lockers or student automobiles will be conducted in a way conducive both to the preservation of individual rights and to an atmosphere supportive of the educational process. If, at any time during the search process, a designated administrator feels a threat is imminent to any student or other personnel, the police will be contacted.

Whenever a student search is conducted, the following shall apply:

1. No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred;
2. Searches shall be conducted by an administrator, or designated staff person in the presence of at least one other staff member;
3. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, book bags, etc.;
4. In recognition that right to privacy considerations intensify as a search becomes invasive, no school official shall ever conduct a "strip search" of a student;
5. Should a student refuse to voluntarily comply with a request for a search, the student may be detained until parents, and if necessary police, can arrive to assist, as appropriate, in the investigation. A student who fails to cooperate, lies, misleads or threatens any person during or after a search or questioning, may be subject to additional disciplinary action;
6. Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.

Nothing herein shall be construed to limit the right of the School Committee or administration to make use of external detecting resources should these become necessary or desirable.

***Canine Search of Property:***

Illegal drug possession and use by school-aged children and young adults is a dangerous and persistent problem nationwide. Somerset Berkley Regional High School remains vigilant at all times to prevent illegal drugs from entering our school and follows strict enforcement of anti-drug rules to protect the health and safety of all students and faculty. The School's primary goal is to deter students from using or bringing drugs (or other unlawful or unauthorized items) into the school, not to subject students to arrest or school discipline.

To that end, the Somerset Berkley Regional High School has partnered with the Bristol County Sheriff's Department to perform unannounced canine patrols of school property. This service and its results are confidential. The Police Department along with the Principal will determine when and the number of times this service is to be performed. There is no people-to-canine contact when this service is being performed and the canines remain under the direction and control of the Sheriff's Department at all times.

In the event that drugs, weapons or other unlawful or unauthorized items are found, Parents will be notified. All decisions concerning school discipline and police referral will be made by the Principal, or designated administrator, using existing school procedures.

## **STUDENT CONDUCT**

### **MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H**

*Publication of School Committee Policies Relative to the Conduct of Teachers and Students.*

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games,

may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) 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 provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

## POLICY AGAINST USE/POSSESSION OF WEAPONS

Possession of any weapon is strictly forbidden. A weapon is any object that may be used to assault or intimidate, such as a knife, mace, or sharp spiked jewelry. Canes or other similar devices are not to be used or carried unless the school nurse has on file a physician's recommendation that a student use them. The administration will take disciplinary action commensurate with the violation.

School staff are required to file written reports on any incidents, regardless of whether or not they occur during school hours, involving a student's possession of a dangerous weapon on school premises. A Principal receiving such report will file copies with the local Chief of Police, the Department of Social Services, the school district's office of Student Services (or its equivalent) and the School Committee. The filing of such a report triggers an assessment of the student, referral to a counseling program, and a follow-up assessment.

Any student who is involved in a weapons "incident" whether expelled or not, is entitled to receive information on available counseling services. Such services can include counseling available within the district and provided by district personnel and/or counseling available through other agencies. Information provided to the student must include information regarding the cost to the student. The school district is required to provide counseling services at no cost to the student only if such counseling services are available on a regular basis to other students within the district.

Students transferring to a new district must provide that district with complete school records containing information on suspensions, violations of criminal acts and incident reports filed against the student.

### ***Firearms***

Whoever, not being a law enforcement officer, and not withstanding any license obtained by him/her under the provisions of Chapter 140, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school without written authorization of the board or officer in charge of such



secondary school, shall be punished by a fine not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearms” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any student who is determined to have brought a firearm to school will be disciplined in accordance with G.L. c. 71, s. 37H.

***Firecrackers***

Firecrackers and any other explosive devices are illegal and prohibited on school property. Discipline will be handled at the discretion of the administration.

**MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H<sup>1/2</sup>**  
*Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal*

Notwithstanding the provisions of Section eighty-four and Sections sixteen and seventeen of Chapter seventy-six:

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the student’s request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The

superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

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

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services under an education service plan, under section 21 of chapter 76.

**MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H<sup>3</sup>/<sub>4</sub>**  
*Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H<sup>1</sup>/<sub>2</sub>*

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H<sup>1</sup>/<sub>2</sub>.

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student;

provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster, or a designee, shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reason for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

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

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

## **STUDENT DISCIPLINE AND DUE PROCESS RIGHTS**

Consistent with the Massachusetts student discipline law (Chapter 222 of the Acts of 2012) and the student discipline regulations (603 CMR 53.00), Somerset Berkley Regional School District's student discipline policy includes specific procedures related to student suspensions and expulsions and is designed to provide students who are suspended or expelled the opportunity to make academic progress. Our goals are:

1. To keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices;
2. To promote engagement of a student and a student's parent or guardian in discussion of the student's misconduct, and the options for responding to it;
3. To assure that every student who is expelled or suspended, regardless of the reason for suspension or expulsion, has the opportunity to receive education services to make academic progress during the period of suspension or expulsion; and
4. To limit the use of long-term suspension as a consequence for student misconduct until other consequences have been considered and tried as appropriate.

Student discipline at Somerset Berkley will consist of detention, Saturday School, in-school suspension, out-of-school suspension, exclusion and revocation of class privileges. In all cases, the Principal reserves the right to apportion discipline as he/she deems to be in the best interests of the student and the overall school environment.

### **A. Due Process**

Except in cases of emergency or when the student's continued presence poses a danger to person or property, the principal may not impose a suspension without first providing the student and the parent or guardian oral and written notice of the offense, the basis for the charge and the potential consequences, and providing the student an opportunity for a hearing on the alleged offense and the parent or guardian an opportunity to participate in the hearing. The principal shall make reasonable efforts to notify the parent or guardian orally of the opportunity to attend the hearing. A hearing may be conducted without the parent or guardian present if, after reasonable, good faith efforts to include the parent or guardian, the principal is unable to secure their participation.

This section does not apply to the suspension of a student for: (a) possession of a dangerous weapon; (b) possession of a controlled substance; (c) assault on a member of the educational staff; or (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the principal determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½.

i. Principal's Hearing

The principal shall determine the extent of the rights afforded to a student at a disciplinary hearing based on the anticipated consequences for the offense. Students facing a long-term suspension will be afforded greater minimum rights than students facing a short term suspension. For additional information refer to 603 CMR 53.08.

- a. Short-term Suspension: At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts that the principal should consider in determining whether other remedies or consequences (other than suspension) may be sufficient and appropriate. If present, the parent or guardian shall be provided an opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.

Following the hearing, the principal shall notify the student and parent or guardian of the determination, the reasons for the determination, and length of any suspension being imposed. The determination shall be in writing. Students shall be provided with the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.

- b. Long-term Suspension: At a minimum, a student facing a long-term suspension shall be afforded all of the rights afforded a student in a short-term suspension hearing. In addition, a student facing a long-term suspension shall have the following additional rights:

- In advance of hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making his/her determination;
- The right to be represented by counsel or a lay person at the student's choice and at the student's/parent's or guardian's expense;
- The right to produce witnesses on his or her behalf;
- The right to cross examine witnesses presented by the school district; and
- The right to request that the hearing be recorded.

The principal's determination shall be in writing and sent to the student and parent or guardian. If the principal decides to suspend the student, the written determination shall:

- Identify the offense, the date on which the hearing took place and the participants at the hearing;
- Set out the key facts and conclusions reached by the principal;
- Identify the length and effective date of suspension;
- Include notice of the student's opportunity to receive education services to make academic progress during the suspension;
- Inform the student of the right to appeal the decision to the superintendent (or designee). Appeal to the superintendent is only provided in those cases where the principal has imposed a long-term suspension.

In every case of misconduct for which suspension may be imposed, the principal shall exercise discretion in deciding the consequence for the offense.

#### ii. Superintendent's Hearing

A student placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The appeal must be filed within five (5) calendar days of the effective date of the long-term suspension. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent or guardian request an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension. A good faith effort will be made to include the parent or guardian in the hearing.

The superintendent shall send written notice to the parent or guardian of the date, time, and location of the hearing.

The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parents or guardian upon request. The student shall have all of the rights afforded at the Principal's Hearing for long-term suspension.

The superintendent shall issue a written decision within five (5) calendar days of the hearing. While the superintendent may modify the principal's decision to reduce the suspension or consequence imposed on the student, under no circumstances may the superintendent impose a suspension which is greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the school district.

### iii. Emergency Removal

Nothing in these rules and regulations shall prevent the principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially alters and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- Make immediate and reasonable efforts to notify the student and the student's parent or guardian of the emergency removal, the reason(s) for the removal and other matters set forth in 603 CMR 53.06(2);
- Provide written notice to the student and parent or guardian pursuant to 603 CMR 53.06(2);
- Provide the student with an opportunity for a hearing and the parent or guardian an opportunity to attend the hearing, before the expiration of two (2) school days, unless an extension of time for the hearing is agreed to by the principal, student and parent or guardian.
- A decision must be rendered (orally) on the same day as the hearing, and in writing no later than the following school day.



A student may not be removed from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

**Expulsion**

Although suspension is limited to no more than 90 school days in a school year under M.G.L. c. 71 s. 37H<sup>3/4</sup>, principals continue to have discretion under M.G.L. c. 71, sections 37H and 37H<sup>1/2</sup> to impose a longer suspension or expulsion on a student for one of the statutory offenses, such as possession of a dangerous weapon or a controlled substance on school grounds, or assault on school staff.

The student shall receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his or her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

**The following are some examples of offenses and consequences. The provided examples are not all-inclusive. The Principal or designee reserves the right to apportion punishment as he/she deems to be in the best interests of the school environment.**

**DETENTION:**

- Tardiness
- Safety Violation
- Classroom Disturbance
- Not Reporting To an Administrator
- Repeated Violations
- Failure to Report for Medications

**SATURDAY SCHOOL:**

- Excessive Tardiness
- Insubordination
- Leaving Class without Permission
- Truant from assigned area
- Being found in an unauthorized area
- Smoking
- Failure to Report to Detention
- Safety Violation
- Repeated Detention Violations
- Lying, forgery or intentional deceit

**SUSPENSION:**

- Controlled Substance Violation
- Violation of the Drug and Alcohol Policy
- Fighting; Assault and Battery
- Hazing/Harassment/Bullying
- Profanity Directed Toward a Teacher/Administrator
- Saturday School Violations
- Major Disturbance/Disruptive Behavior
- Repeated Behavior Code or Handbook Violations
- Endangering Health and Safety
- Stealing
- Vandalism

**EXPULSION:**

- Assault/Battery on a School Staff Member
- Possession of a Weapon
- Use, Possession, Solicitation or Distribution of Controlled Substance
- Felony Charges/Conviction

**DETENTION**

Detention will be held on Monday, Tuesday, Wednesday, and Thursday from 2:10 to 3:30 P.M. Late bus transportation will be available at 3:45 for all students. Failure to take assigned teacher/office detention after two calendar days will result in the following:

- a. A one-day Saturday School for each detention not served – the detention obligation will be eliminated – parental notification.
- b. Failure to serve Saturday School will result in two or more days out-of-school suspension – parental conference.

Detention Offense: The teacher has the right to issue detention(s) to a student for action(s) such as:

- Disturbing a classroom
- Leaving a classroom without permission
- Being tardy to class
- Behaving in a manner considered inappropriate by the administration and/or staff member
- Not being prepared for class. (book, writing utensil, agenda book, notebook, etc.)

## SATURDAY SCHOOL

Saturday School is an alternative form of discipline. The goal of this program is to hold students accountable for their actions without loss of instructional time. The administration reserves the right to use discretionary judgment in assigning Saturday School to students who violate the discipline code.

### SATURDAY SCHOOL REGULATIONS

1. Parent/Guardian is responsible for student transportation.
2. Saturday School will take place from 8:00 a.m. – 11:00 a.m. Students are expected to be on time. Tardiness will result in further disciplinary action and/or refusal to enter.
3. Students are to sign in and remain until dismissal time for the session to be counted.
4. Students are to bring study materials and school assignments to work on and must remain actively engaged in learning throughout the session.
5. Disruptive behavior of any kind will result in no credit for the session and further disciplinary action.
6. Any student assigned to Saturday School forfeits the right to participate in any school-related activity and/or event during the day of the Saturday School
7. All school rules apply during Saturday School.
8. Failure to report to Saturday School may result in **one, two or more days of out-of-school suspension.**

### OUT-OF-SCHOOL SUSPENSION

1. **Assault and battery** – One to five (1-5) day(s) suspension, possible parental conference, possible police referral and possible referral to Superintendent of Schools
2. **Disruptive behavior in Saturday School** One (1) day suspension and referral to Principal/Assistant Principal
3. **Possession and/or distribution of drugs/alcohol on school premises, or substantiated involvement, or under the influence of, drugs and/or alcohol on school premises** –Five (5) days suspension, parental referral and referral to Principal for possible further disciplinary action. (See Grounds for Expulsion)
4. **Involvement in bomb scare, false alarm or setting fires** – Five (5) day suspension, parental conference, police referral and referral to Superintendent of Schools.

5. **Possession or use of firearms, weapons or fireworks on school premises** –Five (5) day suspension, parental conference, police referral and referral to Principal for possible further disciplinary action. (See Grounds for Expulsion)
6. **Threatening to or using physical means to harm or restrain a staff member or student(s)** –Five (5) day suspension, parental conference, police referral and referral to Principal for possible further disciplinary action. (See Grounds for Expulsion)
7. **Any extreme act or code violation that threatens the safety, health and welfare of the school population, or considered to be offensive and/or inappropriate by the administration** - One to five (1-5) day(s) suspension, possible parental conference, possible police referral/possible referral to Superintendent.
8. **Failure to follow an administrative directive** One to five (1-5) day(s) suspension.
9. **Stealing** – One – five (1-5) day(s) suspension, possible police referral and possible referral to Superintendent of schools
10. **Fighting and harassment** – One to five (1-5) day(s) suspension possible referral to Somerset police dept.
11. **Smoking** – Subsequent offenses – see smoking policy.
12. **Disturbing a school assembly** – One to five (1-5) day(s) suspension, possible police referral and possible referral to Superintendent of schools.
13. **Being present in school building or on schoolgrounds during time of “suspension” or “absence”** – One (1) day suspension.
14. **Vandalism** – Destroying or defacing school property – One-five (1-5) day(s) suspension plus payment in full for all damages or restoration of the vandalized area by student; parental conference, possible police referral and possible referral to Superintendent of schools.

*We have attempted to list all the behaviors that warrant suspension. However, the list is not exhaustive. The administration reserves the right to suspend for other behaviors not specifically listed, but which materially interfere with the educational process or which endanger the health or safety of any person in the school.*

PLEASE NOTE – Any student who is serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other

school work as needed to make academic progress during the period of his or her removal from the classroom or school.

#### **GROUNDS FOR EXPULSION (BY PRINCIPAL)**

1. Possession of a dangerous weapon or a controlled substance and/or under the influence of alcohol/controlled substance on school premises or school-related events.
2. Assaulting a staff member.
3. Conviction of a felony or felony delinquency, or guilty plea to a felony.

#### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

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

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

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

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

If the behavior is not a manifestation of the student’s disability, then the student may be removed from his educational placement to the

same extent that a regular education student would be removed, provided that the special education student must continue to receive appropriate educational services set out in the student's IEP. Additionally, the student should receive, as appropriate, a functional behavioral assessment and behavior intervention plan to prevent the behavior from happening again.

When appropriate, the Principal, or designee, may seek an order from the Department of Education, Bureau of Special Education Appeals (BSEA) placing a student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. An interim alternative educational setting is a program identified by the team that allows a child access to the general curriculum, provides IEP services, and addresses the behavior involved in the incident.

The Principal, or designee, may unilaterally order a change in educational placement of a child with a disability to an appropriate interim alternative educational setting for up to forty-five school days if the student:

- a. Carries or possesses a weapon to or at school, on school premises, or to or at a school function; or
- b. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- c. Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents' Rights, available in many languages, visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or can be requested from the Director of Student Services/Director of Special Education at (508) 324-3100.

**Discipline of Students Not Yet Eligible for Special Education:**

A child who has not been determined to be eligible for Special Education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for Special Education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

1. The parent of the student expressed concern in writing to supervisory or administrative personnel of the student's school or to a teacher of the student that the student is in need of Special Education and related services; or

2. The parent requested an evaluation of the student; or
3. District staff expressed, directly to the Special Education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent has not consented to an evaluation of the student or has refused Special Education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility.

If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner.

**Discipline of Students on 504 Plans:**

School personnel may not suspend a student on a 504 plan for more than ten consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students. Please contact the Student Services Coordinator/Principal of the High School.

**DANGEROUS ITEMS**

In general, students will not be allowed to possess chains on school property. Reasonable sized wallet chains may be allowed but only if they do not pose a danger to the safety, health and welfare of the school population. Violations of this rule will result in a detention and parental notification; repeat violations will result in addition discipline, up to and including suspension.

**INAPPROPRIATE DISPLAYS OF AFFECTION**

Students are to refrain from displaying and/or participating in inappropriate public illustration of affection on school premises. Such activity contradicts efforts to maintain acceptable decorum during school and at school activities. Students in violation of this policy will receive a warning for initial violation and will be subject to addition discipline, up to and including suspension, for repeat violations and blatant offenses.

## PHYSICAL RESTRAINT OF STUDENTS

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

Physical restraint shall be used only in emergency situations, and with extreme caution, after other less intrusive alternatives have failed, or been deemed inappropriate. School personnel shall use physical restraint with two goals in mind: 1) to administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate serious physical harm; and 2) to prevent or minimize any harm to the student as a result of the use of physical restraint.

### **The following definitions appear in 603 CMR 46:02:**

Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.

Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.

Physical restraint: The use of bodily force to limit a student's freedom of movement.

Restraint-Other: Limiting the physical freedom of an individual student by mechanical means or seclusion in a limited space or location, or temporarily controlling the behavior of a student by chemical means. The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

- Mechanical Restraint: The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.
- Seclusion Restraint: Physically confining a student alone in a room or limited space without access to school staff. The use of "Time Out" procedure during which a staff member remains accessible to the student shall not be considered "seclusion restraint."
- Chemical Restraint: The administration of medication for the purpose of restraint.



**Training:**

Each staff member will be trained regarding the school's physical restraint policy. Each building Principal will arrange training to occur within the first month of each school year, and, for staff hired after the beginning of the school year, within a month of their employment. Training will include information on the topics described in 603 CMR 46:03(2).

At the beginning of each school year, each building Principal will identify staff members to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Department of Elementary and Secondary Education recommends be at least 16 hours in length. The in-depth training will include the topics described in 603 CMR 46.03(4).

**Administration of Physical Restraint:**

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

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm to the student or others. Nothing in this policy precludes any teacher, employee or agent of the District from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious physical harm.

**Reporting:**

The program staff shall report the use of any physical restraint, regardless of the duration of the restraint or whether the student or staff suffered injury. When a restraint lasting less than twenty minutes, which does not result in injury, has been administered, the staff member who administered the restraint shall inform the administration of the physical restraint as soon as possible, and by written report (using the Somerset Berkley Regional High School's Behavior Incident Report) no later than the next school working day. The Principal or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Elementary and Secondary Education.

The Principal shall verbally inform the student's parents or guardians of the restraint as soon as possible and by written report (using the "Somerset Berkley Regional School District Behavior Incident Report") postmarked no later than three school working days following the use of restraint. If the school customarily provides the parent or guardian with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent or guardian in that language.

When a restraint has resulted in serious injury to student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required written report to the Department of Elementary and Secondary Education within five (5) school working days of the administration of the restraint. The written report required for extended restraints and restraints resulting in serious injury is different from the "Somerset Berkley Regional School District Behavior Incident Report," which is used for restraints under 20 minutes that do not result in serious injury. Forms for written reports to the Department of Elementary and Secondary Education of extended restraints or restraints that result in serious injury can be obtained from the building Principal.

In special circumstances, the District may seek a parent's consent to waive the reporting requirements for an individual student for restraints that do not result in serious injury to the student or a staff member and do not constitute extended restraint. For additional information regarding special circumstances for waiver of reporting requirements please see 603 CMR 46.07.

### **CORRIDORS, REST ROOMS, AND RESTRICTED AREAS**

Students who leave the classroom for the purpose of going to the restroom and/or the health office are **required** to use a standard corridor pass. The standard corridor pass may still be used by the main office, guidance office and library.

### **POLICY ON STUDENT LOCKERS AND DESKS**

The Somerset Berkley Regional School District recognizes the right of a student to privacy. However, lockers/desks are not to be considered personal property, but rather are the property of the Somerset Berkley Regional School District. Certain items shall not be stored in lockers or desks including weapons, illegal drugs, alcoholic beverages, stolen property, and other items of contraband. The

Somerset Berkley Regional School District retains the right to inspect lockers and desks of students periodically for compliance with these rules and/or possible violations of the law. The school reserves its right to enter a locker in the event that it has “reasonable suspicion” that the search will reveal a violation of the rules or unlawful activity.

Lockers will be issued to students when they enter Somerset Berkley Regional High School. Locks will be provided for all students. It is imperative that students keep their lockers secured at all times. Students who fail to do so run the risk of losing whatever is stored in the lockers.

Students are not to share lockers unless they are directed to do so by the office. The school is not responsible for lost articles. If a school lock becomes inoperable, it should be reported to the office immediately.

## **ELECTRONIC DEVICE POLICY**

### **Introduction**

Somerset Berkley Regional High School’s electronic communication policy reflects the Massachusetts technology standards and support student learning in the classroom.

This policy paradigm shift stems from the belief system that Somerset Berkley students will continue to strive to be active and globally responsible citizens in all facets of their academic settings, including digital environments. The technology policy encompasses the five tenets highlighted in the technology vision statement:

- 1) technology team
- 2) professional development system
- 3) effective and innovative instructional practices
- 4) monitor student engagement and achievement
- 5) organizational efficiency and staff productivity.

### **Electronic Device Permitted Areas**

Students may responsibly use electronic devices:

- a. During library (unless part of academic class time) and in the Student Dining Center.
- b. During class time with teacher approval and following teacher directive. If a teacher directs that any type of electronic device is not to be used, an a student utilizes the device, immediate discipline will occur, including confiscation of the electronic device. At any point, if an individual teacher deems electronic devices inappropriate for classroom usage, he/she may direct the class that they may not open and/or utilize their

device. Failure to comply with this directive will result in immediate disciplinary action.

- c. During the Case Rally in airport mode, and non-academic related school events in.

Students' inappropriate use of electronic devices includes, but may not be limited to:

- a. Ignoring or disrespectfully responding to a question or a directive from a staff member
- b. Creating a loud, unpleasant, or disruptive climate for other students, staff members, teachers, and/or visitors
- c. Taking or disseminating unauthorized photos or videos
- d. Using electronic devices in bathrooms, locker rooms, or other areas with an expectation of privacy. Students are reminded that cyber bullying is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others. Instant messaging, chat rooms, e-mails, and messages posted on websites are the most common methods of this new twist on bullying. Cyber bullies can quickly spread messages and images to a vast audience while remaining anonymous, often making them difficult to trace. Students are reminded of the possible legal consequences of violating personal privacy and related laws, including federal and state bullying, harassment, and/or sexual harassment regulations.

#### **Lost & Stolen Personal Devices**

Somerset Berkley Regional High School is not responsible for any lost or stolen personal belongings brought onto school grounds. If an electronic device is lost or stolen, the owner may choose to file a complaint with the school resource officer and/or Somerset Police Department.

#### **Technology Ethics/Acceptable Use**

Use of the Somerset Berkley Regional School District electronic communication system is a privilege that will be withdrawn from irresponsible users. Users must accept responsibility to use school-provided Internet service in a manner consistent with state and national regulations and the educational goals of SBRSD. Irresponsible users are ones that do not adhere to the guidelines for electronic device user conduct.

**Personal Safety**

Users will not post inappropriate personal information about themselves or other people on the Internet during school hours. Users will promptly disclose to a school administrator any message they receive or view that is inappropriate in nature.

**Illegal Activity/System Security**

Users will not attempt to gain unauthorized access to the District system or to any other computer system through this local area network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's hardware and files. These actions are illegal, even if only for the purpose of "browsing". Users will not make deliberate attempts to disrupt the computer system's performance or destroy data by spreading computer viruses or by any other means. These actions are illegal. Users will not use the District network to engage in any illegal acts.

Users are responsible for the use of their individual account(s) and should take all reasonable precautions to prevent others from being able to use/access their account. Under no conditions should a user provide his/her password to another person. Users will immediately notify the Main Office or Administration if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not upload, create, or spread computer viruses.

**Cell Phones**

Talking on the phone at ANY time to ANYONE is prohibited. If a student needs to speak with someone via phone, he/she must use the school phone at the discretion of SBRSD staff. Phones are available in the Main Office, Guidance and the nurse's office.

**Texting**

Texting/communicating with anyone via an electronic device during school hours is prohibited, unless directed for an educational purpose. While a student may be in a study hall texting, he/she may be texting a person in an academic course. This is a distraction for the student, teacher, and entire classroom. The electronic device policy is intended for students to use devices for academic purposes.

### **Music**

In the library, hall ways and during non-academic course time, students may listen to soft music while working on academic coursework. Students are expected to wear only **one** ear bud in the event that a teacher directive is given during the course of the study hall/library time. Music cannot be audible to anyone but the user. **At no time should the external ring tones of the electronic device be audible to the general population. All electronic devices should be on SILENT during the school day.** No noise and/or vibrating should be heard by anyone, as this is a disruption to others.

### **Pictures/Videos**

Absolutely no pictures and/or videos should be taken with an electronic device, unless directed for educational purposes.

*The School Administration is willing to consider expanding the electronic device policy to include other areas of the building; however, the expansion of the policy is solely predicated on the manner/demeanor in which the Somerset Berkley student body responds and adheres to the content of this policy.*

Violations of this policy will result in the following discipline:

**First Offense** – Confiscation of the device, student pickup from Assistant Principal. Items confiscated after 1:00 p.m. will not be available for student pickup until the next school day. A warning is designated in the student's discipline record.

**Second Offense** – Confiscation of the device, one day detention, item must be picked up by parent.

**Third Offense** – Confiscation of the device, one day Saturday School, item must be picked up by parent.

**Subsequent Offense** – confiscation of the device, one day out-of-school suspension, picked up by parent, parental conference.

**PLEASE NOTE:** Cell phones, like all other personal items brought into the school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police.

**If it is necessary for a parent/guardian to contact a student, it must be done through the Main Office.**

The school is not responsible for the loss/damage of property such as a cell phone or other electronic equipment.

## LOST AND FOUND

All lost and found articles may be turned in to the office where they may be claimed by their rightful owners. Replacement cost for a lost agenda book is \$4.00.

## SKATEBOARDS/ HOVERBOARDS

Possession and use of skateboards or hoverboards on the premises of Somerset Berkley Regional High School is prohibited. Students in violation of this regulation will be subject to the following discipline:

**First Offense** - One detention

**Second Offense** - One Saturday School, parental notification

**Subsequent offense** - One day out-of-school suspension, parental conference

## GAMBLING

All forms of gaming, including card playing, are prohibited. Minimally, the consequence for such is a **Saturday School**. However, engagement in such activity could result in police notification, MIAA violations and/or possible suspension, depending on the severity of the incident. The following is the Commonwealth of Massachusetts definition of gambling:

"Illegal gaming," a banking or percentage game played with cards, dice, tiles or dominoes, or an electronic, electrical or mechanical device or machine for money, property, checks, credit or any representative of value, but excluding: (i) a lottery game conducted by the state lottery commission, under sections 24, 24A and 27 of chapter 10; (ii) a game conducted under chapter 23K; (iii) pari-mutuel wagering on horse races under chapters 128A and 128C and greyhound races under said chapter 128C; (iv) a game of bingo conducted under chapter 271; and (v) charitable gaming conducted under said chapter 271.

Reference: M.G.L. Part I, Title I, Chapter 4, Section 7

## **DRESS CODE POLICY**

Students should be dressed in a manner that does not interfere with their health or safety, does not distract from the educational process, and does not interfere with the health and safety of their classmates.

1. Clothing which makes identification of the student difficult could impact safety in the school. Therefore, hats, hoods, bandanas, and scarves worn over the head as well as sunglasses covering the eyes are prohibited. Clothing which could create unsafe or unhealthy conditions for the student or his/her classmates is banned. The administration shall have the sole discretion in determining whether such clothing is unsafe or unhealthy. Such clothing includes, but is not limited to, excessively high-heeled shoes; cleated or spiked footwear; any ornamentation that could likely be used as a weapon; or any clothing that represents gang affiliation.
2. Since the health of students is important, outerwear should not be worn during school hours; and footwear must always be worn.
3. Any clothing which is disruptive or distracting to the educational process is forbidden. Distracting or disruptive clothing includes, but is not limited to, transparent clothing or any clothing that excessively reveals the midriff, upper thigh, chest, back or undergarments.
4. Apparel or other modes of appearance should respect another person's race, color, sex, national origin, religion, or sexual orientation in order to foster an environment that makes it comfortable for all individuals to learn. Clothing which contains language, pictures or symbols that are obscene or defamatory, contains fighting words, or is intended to incite or advocate violence is prohibited.
5. Clothing which advertises or alludes to drugs, alcohol, or tobacco products is forbidden in school since one of the school's missions is to promote good physical and emotional health.

The administration reserves the right to grant individuals an exception to the dress code policy in order to accommodate religious customs or medical needs. Students in violation of the above will receive the following:

**First offense:** one detention

**Second offense:** one Saturday School, parental notification

**Third offense:** one to two days Saturday School, parental conference.

<p><b>Please note: Coats and hats must be deposited in school lockers by 7:25 a.m. and should NOT be carried throughout the school during</b></p>
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the school day (7:25 – 2:05 p.m.)

## **MASSACHUSETTS GENERAL LAWS, CH. 71, S. 2A**

### *Student Use of Tobacco Products*

The Somerset Berkley Regional High School is a SMOKE FREE school. In accordance with G.L. c. 71, §2A, use of all tobacco products is prohibited within all school facilities, on all school grounds, and on all school buses by any individual, including students, visitors, and school personnel. Possession of tobacco products is also prohibited. Tobacco products are defined as any product or substance containing tobacco including smoking and chewing items, including electronic or nicotine e-cigarettes.

Smoking and the possession of tobacco products are also prohibited at all school-sponsored events regardless of where they are held.

Violations of the smoking policy may result in one or more of the following: attendance at a smoking cessation program, loss of school privileges, detention, Saturday school, suspension, or expulsion.

Smoke detectors may be used to monitor smoking on the premises.

### **POLICY REGARDING USE OF TOBACCO PRODUCTS**

State law prohibits the use of tobacco products within school buildings, the school facilities, on the school grounds, or on school buses by any individual, including school personnel.

The penalty for such use by students is outlined in the following:

**First offense:** Parent/guardian/student conference explaining the policy and procedure with the Assistant Principal or Principal, one (1) day Saturday school.

**Second offense:** (2) days of Saturday School. In addition there will be a parent/guardian/student conference with the Principal or designee.

**Third offense and Subsequence offenses:** One day suspension.

*Programs are available to any student who would like to try to stop smoking. (see school adjustment counselor)*

### **POLICY REGARDING TOBACCO POSSESSION**

Possession of any and all tobacco products on the premises of Somerset Berkley Regional High School is prohibited.

Students in violation of this regulation will be subject to the following discipline:

- |                      |  |
|----------------------|--|
| First offense:       | One (1) detention  |
| Second offense:      | One (1) day Saturday School/parental notification            |
| Third offense:       | Two (2) Saturday School days, parental notification          |
| Subsequent offenses: | One (1) day out-of-school suspension and parental conference |

Possession of cigarette lighters, matches or other types of flammable igniters is also prohibited, and such materials will be subject to confiscation. Violators will be disciplined as follows:

- |                      |   |
|----------------------|---|
| First offense:       | One (1) detention                                 |
| Subsequent offenses: | One (1) Saturday School and parental notification |

### **STUDENT DINING CENTER**

The student dining center is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are offered at reasonable prices.

*The following are rules for the cafeteria:*

1. Deposit all litter in the trash receptacles.
2. Leave the table and floor around your place in a clean condition for others.
3. No food may be taken from the cafeteria.
4. Students may carry securely sealed water bottles in the corridors and in the classrooms.
5. Food throwing and/or inciting any type of disturbance in the cafeteria is prohibited.

**MASSACHUSETTS GENERAL LAWS, CH. 90, S. 16B**  
*Offensive or Illegal Operation of Motor Vehicles*

Operators of buses and personal motor vehicles, including students, faculty, staff and visitors, are restricted from idling vehicles on school grounds, consistent with section 16B of chapter 90 and 540 C.M.R. 27.00.

The purpose of this policy is to restrict unnecessary idling time in order to improve and protect campus air quality. Local law enforcement authorities have the authority to enforce the requirements of M.G.L. c. 90, § 16B and 540 C.M.R. § 27.00. Penalties range from \$100 for a first offense up to \$500 for second and subsequent offenses.

**POLICY REGARDING  
STUDENT VEHICLES/PARKING**

To facilitate the safe and effective use of all automobiles by our students, the following regulations will govern the use of all vehicles to and from school and on school grounds:

1. Students wishing to park in the student parking lot must first obtain an annual parking tag from the main office.
  - a. Pay a Fifty-dollar non-renewable fee. Lost tags must be replaced immediately (subject to a five-dollar (\$5.00) non-renewable replacement fee).
  - b. Attach the parking tag to the rearview mirror. (Failure to display a valid parking tag, taking up more than one parking space, parking the teacher's parking lot, and parking in a handicapped parking spot without a valid handicapped placard will subject the vehicle to being ticketed by the Somerset Police Department.)
2. **Safe operation of vehicles on school property must be observed at all times.**
  - a. Speed on school grounds must not exceed 15 M.P.H., whether or not posted.
  - b. No vehicle may break through the lines of departing buses during dismissal time.
  - c. No vehicle may be operated in a reckless or unsafe manner.
3. No vehicle may be occupied while parked on school grounds during the school day.
4. A dismissal pass must be obtained from the attendance office in order to be dismissed during the school day.

5. Neither the Somerset Berkley Regional School Department or the Somerset Police Department assumes any responsibility for damage to vehicles and/or theft of personal property contained therein. **ALL VEHICLES PARKED ON SCHOOL GROUNDS SHALL BE LOCKED.**
6. No students are to congregate in the parking lot at the beginning and/or at the end of the school day. Students are required to enter the building and/or exit the parking lot immediately.
7. Students with parking tags are required to park in the designated student parking area. Unauthorized vehicles may be reported to the police and are subject to being tagged and/or towed at the owner's expense.
8. No student shall park in the parking lot of St. Thomas More Church during regular school hours unless attending a church-related function. Any student who violates this policy may be given an after-school detention for each violation (in addition to losing parking privileges).
9. **AS A CONDITION OF THE PARKING PRIVILEGE, ALL STUDENTS MUST CONSENT TO HAVING HIS/HER VEHICLE SEARCHED WHEN THERE IS REASON TO SUSPECT THAT THE VEHICLE CONTAINS ILLEGAL AND/OR PROHIBITED ITEMS.**
10. Somerset Police periodically monitor the school grounds and may issue parking tickets without prior notice.

Extreme caution should prevail when driving on school property and in the vicinity of the school. Pedestrians and school buses have the right of way. Be sure that you comply strictly with the state motor vehicle laws at all times. Avoid unnecessary noise such as horn blowing and racing motors. No student is to be in the school parking lot for any reason during school time without permission of the administration.

### **FIELD TRIPS/SCHOOL SPONSORED OVERNIGHT TRIPS**

Students are subject to school rules and regulations while on a field trip sponsored by Somerset Berkley Regional High School. Any student who violates school rules and regulations will be subject to disciplinary action as prescribed in the Student/Parent Handbook. Any student guilty of using, possessing and/or distributing drugs or alcohol, or of being in the presence of drugs and alcohol and not reporting it, will be disciplined in accordance with the Student/Parent Handbook. When the alcohol/drug policy is violated on an overnight trip, parents will be

notified immediately by the advisor and will be required, at their expense, and as soon as possible, to pick up their son/daughter at the site of the trip. This may be waived at the discretion of the administration if or when the distance is prohibitive. In addition, when there is reasonable suspicion, an advisor and/or administrator may search a student's luggage.

Students should be aware of the following:

1. Field trip participation by students is voluntary.
2. Students are responsible for making up all work missed.
3. Parental permission slips must be completed and returned to the sponsoring teacher at least two days prior to the date of the field trip.
4. A student who does not return a parental permission slip will not be allowed to participate.

**Field Trip Vehicles:**

The Somerset Berkley Regional School District's policy regarding the use of vehicles to transport students is restricted to only approved vehicles as voted upon by the School Committee. Private vehicles may not be used for the purpose of transporting students.

**ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be an educational as well as an entertaining experience. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, stamping of feet, whispering, whistling and outbursts are discourteous. Loud shouting is permissible during pep rallies.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly.
3. When the chairperson of the assembly asks for your attention, give it to the person immediately.
4. Be courteous to the performers.
5. Applaud in keeping with the occasion. Never applaud during or after a devotional assembly.
6. Never leave the assembly until dismissed.

## **FIRE/EVACUATION DRILLS**

Fire/evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and orderly as possible. The teachers in each classroom will give exact directions.

## **COLLEGE VISITS**

Students who wish to visit post secondary institutions that they are considering applying to for admission after high school, may do so with the approval of their parents/guardians. School days missed for school visits will be counted as absences from school and all school work missed should be made up immediately upon return to school. Parents/Guardians who have approved school visits for their sons/daughters are asked to call the main office at the high school (324-3115) on the morning of the school visit to inform the attendance secretary that their son/daughter will be absent from school. The student has two responsibilities:

1. To give advance notice to his/her teachers of the college visit.
2. To provide his/her teachers with documentation that validates the college visit.

## **STUDENTS AT RISK FOR HARM TO OTHERS**

1. Any student who poses a threat to the school through verbal or written means can be suspended for up to ten (10) consecutive school days.
2. Attention shall be paid to past disciplinary issues as they may relate to the current incident.
3. Parent(s)/guardian(s) will be contacted. Parent(s)/guardian(s) will have option to transport student for the purpose of obtaining a mental health assessment from a licensed mental health professional. (School is not responsible for student transportation to required location or cost of assessment.)
4. A written assessment must be turned in and indicate that student is not harmful to others before readmission can be considered.
5. A readmission conference with the Parent/guardian and student with the administration and crisis counselor will occur before a student can return to a regular school day. Plan for readmission will be reviewed and agreed upon.

6. Expulsion hearing might be considered if the medical clearance is not obtained.
7. For Special Education Students, please refer to existing discipline codes and Federal/State Regulations.

### **STUDENTS AT RISK FOR HARM TO SELF**

1. Parent(s)/guardian(s) will be contacted. Parent/guardian will have option to transport student for the purpose of obtaining a mental health assessment from a licensed mental health professional. (School is not responsible for student transportation to required location or cost of assessment.)
2. An assessment must indicate that student is not harmful to him/herself or to others before readmission can be considered.
3. A readmission conference with the Parent/guardian and student with the administration and crisis counselor will occur before a student can return to a regular school day. Plan for readmission will be reviewed and agreed upon.
4. The Somerset Berkley Regional School District will take the appropriate and necessary steps relative to the student's right to educational services.
5. For Special Education Students, please refer to existing discipline codes and Federal/State Regulations.

### **MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37O**

#### *School Bullying Prohibited; Bullying Prevention Plans*

Bullying shall be prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school, and
- (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

The plan shall be publicized and widely available for members of the school community.

## **BULLYING**

1. Bullying is defined as an act of aggression with the intent to cause embarrassment, pain or discomfort to another. Bullying involves an abuse of/or imbalance of power. Individuals or groups may be involved.
2. Bullying may include, but is not limited to:
  - a. Physical bullying: hitting, pushing, pinching, tripping, spitting on others, physically threatening, uninvited personal contact that does not cause physical harm (e.g., pulling off hats/backpacks, grabbing or shoving books, backpacks)
  - b. Verbal: teasing, using offensive names, ridiculing, spreading rumors, verbally threatening
  - c. Indirect Verbal: egging on bullying, speaking up in support of the bully or helping bully verbally
  - d. Non-verbal: writing offensive names or graffiti about others, rude gestures, cyber bullying
  - e. Extortion: threatening to take someone's possessions, food or money
  - f. Property: hiding
  - g. Cyber bullying: sending/posting harmful/cruel text



3. Bullying can occur:
  - a. Between students
  - b. Between staff and students, i.e., bullying of a student by a staff person, or bullying of a staff person by a student.
4. A witness to bullying should also report it to the appropriate school personnel (administration, guidance/adjustment counselor and/or school resource officer).
5. Bullying is considered a serious school offense. Be advised that the administration will consider the following options in disciplining the bully: 1-10 days out-of-school suspension, parental notification, parental conference, and/or possible police referral.

**A copy of the school's Bullying Prevention and Intervention Plan is available on the school website.  
(M.G.L. c. 71 37HO)**

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Somerset Berkley Regional School District to provide an environment free from sexual harassment. The public schools are committed to courteous and considerate treatment of its employees and students at all times as an accepted behavior. Consequently, the Somerset Berkley Regional School Committee endorses an atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments regarding sexual orientation or gender identity.

Any and all reports of harassment at Somerset Berkley Regional High School shall be made in writing and shall be directed to the Principal/Assistant Principals and possible referral to Somerset Police Department.

The Principal shall follow the policies as established by the Somerset Berkley Regional School Committee and shall investigate any report as said policy directs.

### **POLICY ON HAZING M.G.L. Ch. 269, Sections 17-19**

Massachusetts anti-hazing law provides that whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Consent shall not be available as a defense to any prosecution under this action. MGL c. 269 s. 17.

Additionally, Massachusetts law provides that whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. MGL c. 269 s. 18. At least annually, every student group, student team or student organization which is a recognized part of the Somerset Berkley Regional High School Community shall receive a copy of M.G.L. c. 269, sections 17-19 and each organization shall deliver annually to the school administration an attested acknowledgement stating that all members of the group, team or organization received copies of these sections of the law and that they understand and agree to comply with them.

### **STUDENT PROTOCOL FOR SOCIAL ACTIVITIES**

The following rules are to be adhered to when a student desires to participate in a school sponsored social activity including, but not limited to, Semi-Formals and the Prom.

1. No tickets will be sold at the door.
2. All Seniors must have their Community Service requirement fulfilled before a ticket can be purchased for the Prom.
3. Tickets will not be available for purchase any later than 24 hours of the last school day prior to the event. For example, tickets for a Saturday evening event would have to be purchased by lunch period on Thursday.
4. No student will be allowed into the social event 30 minutes after the scheduled arrival time as stipulated on the ticket. No refunds will be allowed.
5. The student must show his/her I.D. at the time the ticket is purchased and when entering the social activity.

6. Somerset Berkley Regional High School students may only purchase a maximum of two tickets each. If the second ticket is purchased for a guest who is not a SBRHS student, a photocopy of a picture I.D. for their guest must be presented at the time of purchase. That photocopy will be retained and matched with the original I.D. when the guest enters the activity. The guest will not be allowed to participate in the activity unless accompanied by their Somerset Berkley Regional High School sponsor, and in possession of their original picture I.D. that must match the photocopy.
7. Students under suspension forfeit the privilege to attend social activities.
8. Breathalyzer:
  - a. Upon reasonable suspicion that a student or attendee/guest has been consuming alcohol at a school sponsored event, is under the influence of alcohol, or is in possession of alcohol at school or on school property, as determined by school officials, a breathalyzer test would be requested. The student's or attendee's/guest's failure to comply would result in ejection from that activity, notification to parent and further disciplinary action including, but not limited to, suspension from school. (In accordance with existing policy - see Out-of-School Suspension)
  - b. If administered and the first test is positive, a second test will be administered using a different unit. If this test is positive, the student will be:
    1. Ejected from the event.
    2. Detained by the police until a parent or guardian picks him/her up.
    3. Subject to appropriate discipline as referenced in the Student/Parent Handbook.

**Somerset Berkley Regional High School Dance on the Premises:**

1. Attendees must be Somerset Berkley Regional High School students. No guests or outsiders will be allowed to attend.
2. I.D. card must be shown to gain entrance.
3. Students must sign in, and indicate their name, address, home phone number, age, and parent/guardian name.
4. Once a student exits the dance and/or school building, he/she cannot return except due to extenuating circumstances and only at the discretion of the administrator present and/or the advisor-in-charge.
5. School rules and regulations apply as they would during the school day.

## **THE SCHOOL NURSE**

The school nurse is on duty during school hours, Monday through Friday, in the Health Office. When a student becomes ill, he/she must receive permission from a teacher to report to the nurse with a pass. The teacher may assign another student to accompany the ill student to the health office as needed.

Students are requested to use the Health Office for medical concerns only. If the school nurse determines that there is no medical concern, the student will either be asked to return to class or referred to the appropriate resource area i.e. guidance, student adjustment counselor, or student support services.

In the event that students are habitually overusing the health office, their names will be sent to the Main Office. At that time, a member of the administration will review each individual case and determine whether or not the student can continue to access the Health Office. If a student loses the privilege of using the Health Office except for emergencies only, a telephone call and a letter will be sent home to notify parents/guardians of this concern. From that point on, it will be the recommendation of administration that these particular students be required to report to their Assistant Principal to be assessed by them prior to utilizing the health office.

### **Health Records**

The cumulative health record, which the school health office keeps on each student, follows the student from K through 12. It is state law that immunization records for certain communicable diseases be kept up-to-date. In keeping with state law, the student's health record will be a required source of information when he/she enters or leaves the Somerset Berkley Regional School District. It is requested that all graduating seniors visit the health office at the close of their senior year to receive their original cumulative health record for their own purposes. This record includes documentation of their immunization history to date. It is important that this original cumulative health record be kept by the student in a safe place for reference when needed for application to further their education or future employment. A copy of students' immunizations only will be retained by the Somerset Berkley Regional School District for 10 years.

### **Immunizations**

The following are immunization requirements for all students entering Somerset Berkley Regional High School:

- 3 doses - Hepatitis B series
- 4 doses - DTaP/DPT or  $\geq 3$  doses Td; plus 1 dose Tdap
- $\geq 3$  doses - Polio (OPV/IPV)
- 2 doses MMR (Measles, Mumps, Rubella)
- Varivax - 1-2 doses, or physician's documentation of Chicken Pox Disease (Varicella)

Note: Meningitis vaccine is recommended but not required for all high school students. Please be aware that some workplaces and most colleges where students will be living in a dormitory setting will require a meningitis vaccine.

### **Medical Information Form**

At the opening of each school year, parents/guardians of all students will receive a medical information form which is required to be completed and returned to the school nurse for inclusion in the student's health record. Please be assured that the information provided to the nurse will remain confidential and will be made available only to the Superintendent, Principal, Assistant Principals, and Health Office staff. However, by special request of parents/guardians, specific information may be made available to the student's teachers for consideration in the classroom.

### **Student Medical Treatment Form**

At the opening of every school year, parents/guardians of all students will receive a Student Medical Treatment Form which is required to be returned to the school nurse. Parents/guardians may give consent for administration of non-aspirin medications and/or treatments at the discretion of the school nurse and standing orders authorized by the Somerset Berkley Regional High School physician. This form also provides the option for parents/guardians to give consent for a two-way exchange of medical information between the student's physician and the school nurse when appropriate.

### **Medications**

A student medication form will be sent home at the beginning of each school year. Please note that the form requires the signature of a parent/guardian and a physician for the legal dispensing of prescription and medications to students during the school day. All medications should be brought to the school nurse and administered by the school nurse. Students are allowed to carry their own inhalers and EpiPen, providing that a signed medication form has been given to the school nurse and that the inhaler/EpiPen is used appropriately. At the end of

the school year, all medications must be picked up by the parent/guardian. Students may pick up their own medications with parental permission. Any medication that is not retrieved will be discarded.

Note: Any student requiring a narcotic analgesic for pain (i.e. Percocet, Vicodin, Codeine...) following a surgery, injury, or medical procedure may not come to school having taken such medication. Nor will these medications be dispensed during school by the school nurse, regardless of doctor's orders. If a student is in pain to the point of requiring a narcotic, they must convalesce at home and, for safety reasons, may not attend school while under the influence of a narcotic medication. Under the Nurse Practice Act, it is at the discretion of the school nurse whether or not to dispense any medications that pose a risk to the safety and well-being of the individual student or the student body.

### **Health Screenings**

Any student, who is identified during the school's routine screening process as having a vision, hearing, or postural abnormality, will have a referral mailed home to their parent/guardian. A written report (included in the mailing) should be completed by a doctor and returned to the school nurse for inclusion on the health record. This serves to verify the fact that the student has been further evaluated as recommended. An additional state requirement is Body Mass Index (BMI) screenings for 10<sup>th</sup> graders. This is calculated using the student's height and weight taken at the time of their 10<sup>th</sup> grade physical. Knowing your child's BMI can be a useful tool in identifying possible health risks. BMI data will be recorded on the student's health record.

### **Physicals**

It is mandated by the state that all 10<sup>th</sup> grade students receive a physical examination. This physical may take place any time on or after July 1<sup>st</sup> preceding their sophomore year and must be received by the school nurse before entering their junior year of high school. The school physician administers a free physical in the spring for any 10<sup>th</sup> graders still in need of a physical. Mailings reminding parents/guardians of this opportunity will be included throughout the year with 10<sup>th</sup> grade report cards. Please note that if your child does not have a physical examination on record with the school nurse by the first day of school of their junior year, he/she may be excluded from school and will not be allowed to participate in any school activities until the physical report is received by the school nurse. Please note that if your child does not have a physical examination on record with the school nurse by the first day of school of their junior year, he/she

and their parent/guardian will be subject to a meeting with the nursing staff. The student will also not be allowed to participate in any afterschool activities until the physical report is received by the school nurse.

### **Student Injuries**

Regarding student injuries: Any student being treated for an injury that restricts his/her physical activity must provide documentation from the treating physician. This documentation needs to be dated, signed by the physician, and be specific about the exact timeframes of restrictions/exclusions. If the student was treated in any emergency, the emergency room physician must provide this documentation. This information must be documented in the Health Office and it will be forwarded to the Wellness Department as well as the Guidance Department if schedule changes will be necessary. In the event of long term exclusion from physical education or sports, and/or other restrictions from activities, further documentation from the doctor's office may be requested by the school nurse.

### **Accidents/Insurance**

All accidents that occur on the way to school, in school, on the way home from school, or at any official school- affiliated/sponsored activity, should be reported to either the staff member supervising the student when the accident occurred or to the Principal, Assistant Principals, or school nurse. Accident reports are to be completed by the nurse, if she is present, by any school personnel at the scene of the accident, by the individual to whom the accident is reported, or by the one who administers first aid. All accident reports must be completed immediately and sent promptly to the Health Office.

All students will be covered by school insurance. This is a limited coverage policy that will supplement the parents' insurance plan. The student accident insurance policy covers students while attending school and/or traveling directly to and from school and/or participating in activities sponsored and supervised by school personnel. The optional twenty-four hour plan may be purchased by the individual if it is desired.

In case of an accident, when a claim is to be made, please obtain an insurance form from one of the school secretaries. The secretary will then instruct you on how to complete the claim form. This insurance is supplementary to any existing health or accident insurance coverage you may already have. Immediate action must be taken to insure satisfactory results on your claim.

## **GUIDANCE SERVICES**

Guidance counselors are available to all students and each student should consult their counselor for advice on any school problem. Counselors will assist students in making important decisions concerning themselves and their future plans. When students choose courses for the following year, they should be sure the courses they select are consistent with their interests, abilities and aptitudes.

In grade 8, students will work out a plan of courses to be taken in grade 9. While the students are making their selections, they should also focus on courses to be taken during the four years of high school. These plans should be made in light of abilities, interests and career direction. The four-year academic program should be related to requirements of the institutions, which may be entered after graduation from high school. These institutions, such as colleges, technical institutes, schools of business, nursing or art, have different requirements or expectations in the various areas of languages, mathematics, history, laboratory science, etc.

Parents are urged to come to school with students to confer with a counselor concerning this career planning matter. Appointments can be made by calling the Somerset Berkley Regional High School Guidance Office (508) 324-3119 for grades 10, 11, and 12. For students entering grade 9 call (508) 324-3140 for the Somerset Middle School and (508) 884-9434 for the Berkley Middle School.

## **PROGRAM OF STUDIES**

When making course selections, students are encouraged to solicit input from counselors, teachers, and parents. There shall be no arbitrary limitations on the number of credits that may be earned in any year. However, students are expected to elect a minimum of 42 credits per year. Somerset Berkley Regional High School operates on an eight day rotating cycle. There are six periods per day for a total of 48 periods over the eight day cycle.

### ***Graduation Requirements***

Students must earn a minimum of 144 credits to graduate (SBRHS requirement). Students must successfully complete the following courses with a minimum average of 65:



<b>English</b>	4 years (English I, II, III & IV)
<b>Social Studies</b>	3 years (Modern World History, Early and Modern U.S. History)
<b>Mathematics</b>	3 years
<b>Science</b>	3 years
<b>Physical Education</b>	4 years *
<b>Health I &amp; II</b>	2 semesters *
<b>Fine &amp; Performing Arts</b>	6 credits (one major course or combination of mini courses)
<b>Computer/Technology Education</b>	6 credits (one major course or combination of mini courses)

In addition, students must pass MCAS. (see MCAS testing)

#### **Community Service Requirement**

Students will be required to complete 20 hours over four years as a requirement for graduation from Somerset Berkley Regional High School. The community service project provides students with the opportunity to engage in active learning while developing good citizenship. Through the use of the instructional tool of community service, students will participate in service experiences that meet actual community needs. Students will explore aspects of civil engagement, as well as factors in creating and sustaining healthy communities. While completing the requirements of the community service project, students will also explore their identity in relation to the greater community. The community service project will be monitored by the Assistant Principals and/or their designees.

#### **Grading**

**Passing grade** - A final average of 65-100 earns full credit based on class meetings per 8 day cycle (i.e.) a course which meet 6 periods per 6 day cycle would generate 6 credits for a final average of 65 – 100; a course which meets 8 periods per 8 day cycle would generate 8 credits for a final average of 65 – 100; a course which meets 2 periods per 8 day cycle would generate 2 credits for a final average of 65 – 100.

Please note: A final average for a major core course is based on the average of four terms of course work.

**Failure grade** – A final average of 64 and below earns no credit.

### **Levels of Instruction**

Final decisions as to placement rest primarily with the parent and student, with the assistance from the Principal and the guidance counselor in consultation with the teachers concerned, achievement test results, teachers' grades and recommendations, and evidence of interest in scholarship. Levels of instruction are designed as follows:

#### **Level 9**

College level courses which provide a means by which secondary school students may demonstrate their readiness to undertake advanced courses as college freshmen. These courses are part of the College Entrance Examination Board's Advanced Placement Program, which encourages schools and colleges to provide challenging work for able students. Advanced Placement courses at Somerset Berkley Regional High School are offered in Biology, Calculus, Chemistry, English, Physics, Spanish, Statistics, United States History, World History, Psychology, and Fine Arts.

Advanced Placement is based on the fact that many students can do college level work and on the belief that such achievement should be encouraged and recognized.

The Advanced Placement Program has three goals:

1. The program helps schools establish college level courses for their stronger students, providing course descriptions and professional consultation.
2. The program sets and administers examinations based upon these courses.
3. The program sends the examination grades, together with supporting materials, to the candidates' colleges, which thus are able to grant appropriate placement and credit.

#### **Level 1**

An honors program involving considerable enrichment and acceleration where desirable, leading to Advanced Placement opportunities. This program is open to students who have demonstrated outstanding capacity, achievement and desire for scholarship.

#### **Level 2**

Good sound college preparation at a level acceptable to any institution of higher learning, including those with the highest standards.

### **Level 3**

An academic program at a level acceptable to some, but not all, institutions of higher learning. This level best suits students who have had some difficulty with academic subjects but who aspire to further education/training beyond high school.

### ***Grade Reporting***

Students at Somerset Berkley Regional High School are graded numerically for all subjects. Numerical grades from 1 to 100 are translated into letter grades according to the table below:

A+ 97 – 100	B 83 – 86	C- 70 – 72
A 93 – 96	B- 80 – 82	D+ 67 – 69
A- 90 – 92	C+ 77 – 79	D 65 – 66
B+ 87 – 89	C 73 – 76	U 0 – 64

- Grade averages with a fraction of  $\frac{1}{2}$  are rounded off to the next highest average.
- Please note: A grade of “I” in any subject for a term indicates that work is incomplete and must be made up by mid term of the next term.

### **Grade Progression Policy**

Students are encouraged to earn at least 36 credits or more each academic year to accumulate the required number of credits (144) needed for graduation.

Students not earning the minimum number of advisable credits needed to meet graduation credit requirements (144) will be notified by their guidance counselor. A letter will also be mailed to the student’s parent/guardian. The student’s guidance counselor will meet with the student and parent/guardian to formulate an academic plan to accrue the 144 credits necessary to graduate.

### **Deadline to Drop a Level/Course**

The deadline for all students in all grades to add or drop a course will be the first “H Day” of September (8 school days).

### **Grade Adjustment When Dropping a Level**

Students are allowed to drop down a level in any subject provided that they have obtained written parental approval. When a program change occurs in which a level in a subject is lowered, ten points will be added to the grade average the student received in the higher level course as long as the change is made before the deadline. The grade adjustment, however, will not exceed a grade of B. This policy also

applies to students in grade 9 who drop from level one geometry to level one algebra, and from the second year world languages to level one of the first year languages. The deadline for all students who have written approval from their parents/guardians to change the level of a scheduled course will occur one week after the second parent/teacher conference as scheduled on the high school calendar.

### **Dropping a Course After The Deadline**

Only under extraordinary situations will allowances be made for course changes after the deadline. In such instances, the parent of the student must write a letter of appeal to the Principal explaining how the student's circumstances at the time of the requested change are significantly different from the circumstances at the deadline.

Students who are allowed to drop a course or students who are removed from a class for disciplinary reasons after the deadline date to drop a course, will receive a grade of W (withdrawn) on the high school record. Students who receive a grade of W will not receive an average nor be awarded any credits for the course. A letter of appeal should be addressed to the Principal. The transcript will appear as follows:

<b>Course</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Final Average</b>	<b>Credit</b>
Ceramics 72	W					0
Graphics I		83	79	88	83	4.5

### **Dropping A Level After The Deadline**

Similar to dropping a course after the deadline, only extraordinary situations may warrant allowances for a level change after the deadline. In such instances the parent of the student must write a letter of appeal to the Principal explaining how the student's circumstances at the time of the requested change are substantially different from the circumstances at the deadline.

Students who are allowed to drop a level after the deadline date to make level adjustments will receive a grade of W(withdrawn) on the high school record. The student will not be entitled to a grade adjustment. The transcript will appear as follows:

<b>Course</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Final Average</b>	<b>Credit</b>
English I (1)	68	W				0
English I (2)	68	82	79	86	79	6

### **Conflict Changes**

Students and parents/guardians are strongly advised to take the course selections process very seriously. Level changes within a content area that have been made in accordance with the current level change protocol, will be allowed. However, only those students who have received a course conflict slip will be allowed to make course changes in September. Those students who do have a conflict will have a course conflict slip attached to the schedule that is distributed to students in September. The conflict slip will inform the student of the conflict(s), and will direct the student to report to guidance. Only those students who have received a course conflict slip should report to guidance. The time schedule for handling such conflicts will be communicated to the students during the first day of school.

### **Protocol for Lateral Changes**

As a general rule, requests for lateral changes will not be honored. A parent/guardian requesting a teacher change for a course in which their son or daughter is enrolled, should contact their son/daughter's guidance counselor. The following steps will be initiated by the guidance counselor when contacted by the parent/guardian:

1. The parent will be encouraged to meet with the teacher involved and at the same time the guidance counselor will inform the appropriate Content Coordinator of the request.
2. If the matter remains unresolved subsequent to the parent/teacher conference, the parent/guardian will be directed to forward a letter of request to the appropriate Content Coordinator stating the reasons for the lateral change request and listing the extenuating circumstances. After receipt of the letter, the Content Coordinator will schedule a meeting with the parent/guardian. Under normal circumstances the Content Coordinator's decision will be rendered within five school days.
3. If the decision made by the Content Coordinator is not suitable to the parent/guardian or does not meet with parental approval, the parent/guardian may appeal to the Principal. Under normal circumstances the Principal's decision will be reached within five school days.

### **Incompletes**

- A. Incomplete (I) indicates that the student has not met course requirements and/or has outstanding financial obligations. Make-up work must be completed during the first half of the subsequent quarter. Exceptions due to extenuating circumstances may be granted by the Principal.

- B. All work missed, due to an absence from school, must be made up. Two days will be allowed for each day's absence except in extenuating circumstances when more time may be allowed by the teacher. Therefore, work which is not made up may be recorded as the grade earned or as an "I"(incomplete)grade. It is the student's responsibility to ask the teacher for make-up work.

### **Summer School**

A student who fails a full time class with a grade of 50 – 64 may be eligible to attend summer school. Summer school classes must be passed with a minimum grade of 70 for a student to receive credit in their full year class and have the full year final average improved to a 65. Students who earn a 65 – 69 have already earned credit but may improve their final average grade to 70 through summer school attendance. A minimum grade of 70 must be earned in summer school as well. Students may take up to two summer school classes.

### **Policy on Commencement Exercise Participation**

In order for a student to participate in commencement exercises he/she must have fulfilled all of the minimum requirements necessary to qualify for a diploma. These include:

1. Achieving a minimum of 144 credits.
2. Regardless of previous credit earnings, a senior must successfully complete at least four major courses (a major course is defined as meeting at least 6 periods per 8 day cycle). Successfully complete is defined as earning at least a D (65) overall final average for the year in the course. Please note: a student who completes a major course with an overall final average for the year of D (65) or higher earns full credit depending on class meetings per 8 day cycle. (For example, a course which meets 6 periods over the 8 day cycle would yield 6 credits in this grading situation; a course which meets 7 periods over the 8 day cycle would yield 7 credits in this grading situation and so forth.)
3. Complete the Program of Studies as presented in the Parent/Student Handbook.
4. Please note: The student's status for graduation participation must be established by the close of the school day (2:05) prior to the day of graduation. Those students not eligible to participate in graduation may have the opportunity to receive their diploma in August by attending summer school.

### **Fifth Year Option**

1. Requests for a fifth year option to fulfill graduation requirements must be communicated in writing to the Principal no earlier than the end of the first marking period.
2. An endorsement from the student's guidance counselor should accompany the written request.
3. Requests for a fifth year option will be reviewed and considered on an individual basis.

### **School Property: Textbooks, Athletic Uniforms, Equipment, Musical Instruments**

Each student is responsible for the condition of all school textbooks, uniforms and equipment used; all texts are to be covered. At the close of the school year, if school property is damaged, not returned, and/or lost, the student is responsible for payment. Obligations not met will be recorded until they are fulfilled. All obligations must be met before a student is permitted to participate in any extracurricular activity or official school functions including the graduation ceremony and the prom.

GRADING PROTOCOL – A grade of “I” for the course will be recorded by the designated teacher. The student's grade will be corrected upon receipt of payment for lost and/or damaged school property, or the return of the reported lost school property.

### **Withdrawing From School**

Any request for transfer to a new high school or for withdrawal from Somerset Berkley Regional High School must go through the Guidance Department.

### **Student Records**

Authorized school personnel of the school to which a student seeks or intends to transfer may have access to a student's record without the consent of the eligible student or parent.

### **Homework Policy**

Homework is assigned at the high school on a regular basis in all content areas and at all levels. The successful completion of homework is routinely required in each class and is evaluated as part of the overall assessment process in determining term grades.

All work missed, due to an absence from school must be made up. Two days will be allowed for each day's absence except in extenuating

circumstances when more time may be allowed by the teacher. It is the student's responsibility to ask the teacher for make-up work.

### **COLLEGE APPLICATION FEE**

A fee of \$1.00 (per transcript) is required to be submitted by a student to the guidance office for the processing and mailing of a student's official high school transcript to a college admissions office, military recruitment office and/or prospective employer. No official transcript will be processed and mailed until the fee is paid by the student either in cash or by check. The student will receive a receipt of payment when the transcript fee is paid.

### **COLLEGE ADMISSIONS REQUIREMENTS**

In choosing the college preparatory program of studies students should plan their academic program in line with their abilities. Also, students should investigate the entrance requirements of the college or colleges to which they plan to apply, so that they will fulfill the subject matter entrance requirements. It is important that students follow the suggestions of their counselors in choosing courses. Course selection should be based on career and educational goals. Students preparing for a four year college should pursue at least five major academic subjects each year. Their choice of subjects should be influenced by their interests, aptitudes and career and educational goals.

#### **LIBERAL ARTS**

English - 4 years

Mathematics – 3-4 years (Alg. I, Geom., Alg. II, Trig/Adv. Alg. desirable)

Social Studies - 3 years

Science - 2-3 years (two lab sciences)

Foreign Language – 2-4 consecutive years (preferably 3 years of the same language)

#### **ENGINEERING/SCIENCE (Biology, Chemistry, Physics, Etc.)**

English – 4 years

Mathematics – 4 years (Alg. I, Geom., Alg. II, Trig/Adv. Alg., Advanced Math)

Science – 3-4 years (two-three lab sciences)

Social Studies – 2-3 years

Foreign Language – 2-4 consecutive years (preferably 3 years of the same language)

Drafting/CAD – 1 year (recommended for engineering)

Computer – 1 year (minimum)



**NURSING – College Programs/Allied Health Programs  
(Physical Therapy, Medical Laboratory Technology, etc.)**

Most hospital diploma (R.N.) schools require the same as college nursing programs.

Licensed Practical Nursing (L.P.N.) schools require a high school diploma, preferably with Biology and Chemistry (lab sciences)

English – 4 years

Mathematics – 3 years (Alg. I, Geom., Alg. II)

Science – 3-4 years (two-three lab sciences)

Social Studies – 2-3 years

Foreign Language – 2-4 consecutive years (preferably 3 years of the same language)

**BUSINESS (Accounting, Management, etc.)**

English – 4 years

Mathematics – 3-4 years (Alg. I, Geometry, Algebra II-highly desirable are Trig/Adv. Alg., or higher level math)

Science – 3-4 years (two-three lab sciences)

Social Studies – 3-4 year (Economics highly recommended)

Foreign Language – 2-4 consecutive years (preferably 3 years of the same language)

Business Electives – Electives (Marketing, Accounting and others are recommended)

Computer – 1 year (minimum)

**ART\*/MUSIC\*\***

English – 4 years

Mathematics – 3 years (Alg. I, Geometry, Alg. II recommended)

Social Studies – 3 years

Science – 2-3 years (two lab sciences)

Foreign Language – 2-4 consecutive years (preferably 3 years of the same language)

\*Art students – it is important to include Drawing and Art History in the high school program of studies along with other art electives. Four years of art is recommended.

\*\*Music students – it is important to include Music Foundations in the high school program of studies along with music electives. Four years of music is recommended.

Career schools and some two (2) year community and junior college programs have less rigid requirements. Be sure to consult the catalogs of these schools in planning an appropriate high school program.

### **UMass & State College Admissions Course Requirements**

Sixteen college preparatory courses (each course is equivalent to a year long high school class) are required:

English – 4 courses

Mathematics – 3 courses (Algebra I & II and Geometry or Trigonometry, or comparable coursework)

Sciences – 3 courses (including 2 courses with laboratory work)

Social Studies – 2 courses (including a course of U.S. History)

Foreign Languages – 2 courses (in a single language)

Electives – 2 courses (from the above subjects or from the Arts & Humanities or Computer Sciences)

Students should make provisions to include some courses in music appreciation and art appreciation. By the time students graduate from high school, they should at least have learned to listen intelligently to fine music. They should have had the unique experience of studying some of the world's great art masterpieces. If they have any talent or skill whatsoever, they should have learned to play an instrument in the school band or orchestra or to sing in one of the choral organizations.

### **Engineering Technology & Business Department**

Somerset Berkley Regional High School is among many area high schools involved in providing 'articulated' Business & Technology education studies in conjunction with Bristol Community College. The program is designed to provide qualified students acceptance into a career associate degree program or a transfer bachelor degree program. Articulated courses target educational proficiency that allows students an opportunity to earn college credit while still in high school and at Bristol Community College free of charge.

Articulated courses are identified by an asterisk \*.

Questions concerning these courses should be directed to Mr. Guy Poisson. Any student may enroll in an articulated class. Students who are not pursuing the Tech-Prep Program are able to enroll in the business courses denoted with a (TP).

### ***Honor Roll – Grades 9, 10, 11, 12***

Academic excellence shall be recognized by designating students to an honor roll in grades 9, 10, 11 and 12. Student selection shall be for

each term of the school year and shall be based on a letter grade point weighing system.

Major courses, which are assigned a level, will adhere to the following grade point weighing system:

- A-, A, A+ =4 points
- B-, B, B+ =3 points
- C, C+ =2 points only 1 letter grade of C allowed
- C- =automatic exclusion from consideration
- D, D+ =automatic exclusion from consideration
- U =automatic exclusion from consideration

Non major courses, which are not leveled, are not calculated in the grade point weighing system. However, any grade of C- or below in a non-major, non-leveled subject will automatically exclude a student from honor roll status for the term.

**Grouping shall be as follows:**

3.50 – 4.00      High Honors                      3.00 - 3.49      Honors

Any letter grade of C shall need to be offset by an A. In such a case, a student shall need four (4) A's with one (1) C to achieve high honor roll status. ( $16 + 2 = 18$ ;  $18 / 5 = 3.6$ )

A student with four (4) subjects shall need three (3) A's and one (1) C to achieve high honor roll status.

( $12 + 2 = 14$ ;  $14 / 4 = 3.5$  average)

Students in all levels shall have an opportunity for honor roll status under these guidelines. The honor roll list will be published in the local newspaper.

**Class Rank**

Somerset Berkley Regional High School uses a cumulative weighing system in computing grade point averages to determine class rank. All leveled courses meeting six days per cycle (or more) are included in determining class rank. Courses meeting less than six days per cycle are not included in weighing.

*Please note: Official high school rank is computed at the end of six semesters.*

**Grade Point Weighing**

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D
LEVEL 9	20	19	18	17	16	15	14	13	12	11	10
LEVEL 1	17	16	15	14	13	12	11	10	9	8	7
LEVEL 2	14	13	12	11	10	9	8	7	6	5	4
LEVEL 3	11	10	9	8	7	6	5	4	3	2	1

## NATIONAL HONOR SOCIETY

1. National Honor Society Induction into the Edward J. Kaylor chapter of the National Honor Society takes place in the winter of each school year. In order to be inducted, a student must attain the following academic average at each grade level:

- A junior must achieve a 13.00 grade point average (based on a 20.00 grade point weighing system) for four semesters of course work (grades 9 & 10).
- A senior must achieve a 13.00 grade point average (based on a 20.00 grade point weighing system) for six semesters of course work (grades 9, 10 and 11).

To calculate averages, please refer to the Grade Point Weighing Chart under Class Rank.

2. Students must obtain and complete the SBRHS Application for the Edward J. Kaylor National Honor Society.
3. Students must return the application to the Advisors no later than October 31st. Applications will not be accepted after October 31st.
4. The N.H.S. Faculty Board will review all applications. Applicants will be notified by December 1st of the decision made by the Board. All decisions made by the Board are final.
5. The NHS Induction Ceremony is held in January (TBA).
6. Once inducted, students must maintain and uphold the standards of Scholarship, Leadership, Character and Service.

More specifically, the following requirements must be met:

### **Scholarship**

Students must maintain the GPA set forth in the SBRHS handbook. GPA will be recalculated after the completion of the student's junior year. In September/October of the student's senior year, a meeting with the Advisors and Vice-Principal will occur if the GPA has fallen below the 13.00 quality points. **Automatic dismissal is granted in the event that the student fails to meet this requirement.** Written notice of the dismissal will be sent to the member, his/her

parents and the Principal.

### **Service & Leadership**

a. Student must attend NHS quarterly meetings. If a student cannot attend a meeting, they must provide the advisors with documentation for the absence. A student cannot miss more than one meeting during the school year. **Automatic dismissal is granted in the event that the student fails to meet this requirement.**

b. Students must maintain their service requirement by attending the following:

i. NHS Service project (2 per school year). Students must attend at least 1 of these events.

ii. Additional service to SBRHS, SMS, BMS, and any of the Elementary schools in Somerset & Berkley. Proper documentation is necessary. Service is defined as an activity in which the student is not compensated and does not involve employment by a relative. Students must provide documentation of 5 hours per school year. (5 junior year, 5 senior year) Events may include, but are not limited to:

1. Tour Guide (Parent-Teacher Conference, 8th grade Parent Orientation, AP night, etc.)
2. Peer tutoring (All Schools)
3. Individual Service Project

**Automatic dismissal is granted in the event that the student fails to meet this requirement.**

### **Character**

Students must uphold and demonstrate the pillar of Character at SBRHS in and outside the classroom. This includes any evidence that a student may have plagiarized or cheated in a course or activity. The N.H.S. Faculty Board will address any complaints or concerns from faculty and staff regarding student's failure to uphold the principles of morality, ethics, courtesy and respect for others. In the case of flagrant violation of school rules or civil laws, a warning is not required for dismissal, but a hearing will still be held. If the N.H.S. Faculty Board decides that dismissal may be warranted, the member is allowed to present his/her case at a dismissal hearing before the N.H.S. Faculty Board. A parent/guardian may be present with the member, however, it should be noted that the primary focus of the hearing is to allow the

member to present his/her case. If a member is dismissed, written notice of the dismissal will be sent to the member, his/her parents and the Principal.

## **AP TESTING PROTOCOLS**

**Credit:** All students enrolled in AP courses must take the AP test in order to earn AP credit and quality points. Students who do not take the test will earn credit and quality points as a level one course with a 'W' entered in accordance with the policy of dropping a level after the deadline. Please refer to the contract for the amount of the fee incurred by the student for taking the AP test.

**Note:** All students enrolled in AP courses are required to take an AP Practice Test. There is no fee incurred with the practice test. The schedule will be determined prior to AP exams.

**Final Examinations:** All students will take some form of a final assessment during final examination time. It will be at the teacher's discretion as to what form this assessment will be.

**Contract:** A universal contract outlining rules and policies for AP courses will be issued to all students who register for AP courses at the end of the school year. The contract will be signed by each student (parent's signature being required if the student is under 18 years of age). The AP contracts will have to be returned to the guidance office before the end of the school year.

## **TESTING PROTOCOLS**

Students are encouraged and expected to perform conscientiously and diligently on the MCAS and on any other mandated test. Those students whose behavior and attitude do not appear to be in compliance with the test's policy or philosophy will be governed by the following:

1. removal from the testing site
2. parental notification
3. disciplined in accordance with the discipline code as covered in the Student/Parent Handbook

## **MCAS TESTING**

All students will be required to meet or exceed a scaled score of 240 on both the grade 10 English Language Arts and mathematics MCAS exams. Students will be required to meet or exceed a scaled score of 220 on both the Grade 10 English Language Arts and mathematics MCAS exams and fulfill the requirements of an Educational Proficiency Plan (EPP); the EPP shall be developed for the subject matter area(s) in which students did not meet or exceed a scaled score of 240. Additionally, all students must pass the MCAS Science and Technology/Engineering test. At Somerset Berkley Regional High School, students in grade nine are enrolled in a physical science course. These students have the opportunity to take the MCAS Introductory Physics test in June of their freshman year. Students who take and pass the MCAS Introductory Physics test will have met the MCAS science requirement for graduation. Grade nine students who take and fail the MCAS Introductory Physics test or who do not take the test due to a waiver, will participate in the MCAS Biology test in grade 10 since that is the science course students are scheduled to take in their Sophomore year.

Eligible students may meet the Competency Determination standard by demonstrating the required level of knowledge and skills through an MCAS Performance Appeal. To be eligible for an MCAS Performance Appeal, a student must:

- Take the grade 10 test three times in the subject being appealed;
- Maintain at least a 95 percent attendance level during the previous school year and the year of the appeal; and
- Participate in the tutoring and academic support services made available by the school.

The Competency Determination standard applies to all public high school students, including those in vocational-technical and special education programs, students with limited English proficiency and recent transfers. All students must meet the Competency Determination standard in order to graduate from a Massachusetts public high school.

## **MCAS TEST SCORES & STANDARDIZED REPORTS**

MCAS scores on individual students will be maintained in the guidance office with other standardized test results (i.e. Stanford, NEDT, PSAT and Sat I/II). At the student's option, these scores will be made readily available to college admissions officers, military recruiters or employers who might request such student information.

## **ALTERNATIVE CLASSES**

Alternative Classes at Somerset Berkley Regional High School are offered in the areas of English, Social Studies, Math and Science during the regular school day. These classes are designed to address the needs of students who are unable to meet with success in a regular academic classroom due to social, emotional, and/or academic difficulties. Alternative Classes maintain a small, structured, educational environment. The low teacher-to-student ratio provides the opportunity for individualized support as well as the fostering of positive self-esteem. These classes are staffed by certified teachers and may include paraprofessional support. Requests for additional information on Alternative Classes should be directed towards your son/daughter's Assistant Principal. Referrals are reviewed and approved by the Intervention Team.

## **THE COMMUNITY EVENING SCHOOL**

The Somerset Community Evening School is an alternative high school program that is available to students who choose to leave Somerset Berkley Regional High School.

Students have the opportunity to eventually earn a high school diploma from the Community Evening School upon successful completion of all requirements of the Evening School. Students must also pass all required MCAS subject tests.

Any Somerset Berkley Regional High School student contemplating leaving school should first talk with their guidance counselor. If the Evening School is an option for you, a time will be arranged for you and a parent to meet with the Evening School Principal.

The Evening School Principal will further explain the program requirements and rules to you, and determine your status in relation to the Evening School.

An additional function of the Evening School is to assist non-graduating senior students in earning their Somerset Berkley Regional High School diploma during the summer following their June graduation date.

If a Somerset Berkley Regional High School student is 12 credits or less from meeting Somerset Berkley Regional High School graduation requirements, then that student may be allowed to attend the summer semester of the Evening School.

Prior approval from the Somerset Berkley Regional High School Guidance Department and the Somerset Berkley Regional High School administration is necessary prior to a senior student being admitted to the summer semester.



Upon successful completion of the required course(s), senior students will be awarded their Somerset Berkley Regional High School diploma in August. The Community School office can be contacted at (508) 324-3146.

### **THE EXTENDED DAY PROGRAM (FLEX)**

FLEX is the Extended Day Program at Somerset Berkley Regional High School. It is designed to provide academic instruction and support services to high school students.

All students are at risk academically for a variety of reasons identified during the referral process. These students are provided opportunities to learn in a flexible environment designed to meet their individual needs and learning styles.

The program serves up to 10 students in grades 9-12, Monday through Friday, 2:15-3:40. The late bus is available for those students who live in Somerset or Berkley. Students may be instructed in 1-5 subject areas, including English, Mathematics, Science, Social Studies and an Elective.

Attendance in this program is mandatory as classes in each discipline only meet once per week. One class period in FLEX is equivalent to a week's worth of instruction in the regular day program. Students are only allowed to miss one class per term. Additional absences result in zero for that work for that day. Those students who fail to follow extended day protocols will be disciplined according to the discipline code in the Parent/Student Handbook. Contact your Assistant Principal or Guidance Counselor for further information.

### **DUAL ENROLLMENT**

The Commonwealth Dual Enrollment Program (CDEP) allows high school students to enroll in one college course each semester at local state colleges at no cost. CDEP courses are funded through a grant from the Commonwealth of Massachusetts. The Dual Enrollment Program is meant to enhance a student's educational experience and should not be considered to fulfill local graduation requirements. Classes taken under this program will be listed on the student's transcript as unlevleled and not be considered in the calculation of class rank and GPA.

## **ENGINEERING TECHNOLOGY DEPARTMENT**

All students enrolled in Engineering Technology lab courses which require the use of tools and equipment in which safety is a concern, shall be trained by the instructor and required to pass a safety test. Students will be required to pass the exam with a minimum grade of 80%. Students shall be provided the opportunity to complete the exam only twice during class time. Students who fail to pass the exam during class time may be required to remain after school to retake the exam. Students will not be permitted to engage in hands-on work in the technology labs prior to passing the safety exam.

Those students who failed the exam will complete alternate reading and written assignments in the appropriate course content until they pass the safety exam. Failure to successfully pass the exam within a ten week period will result in the student being denied the opportunity to remain in the course at the discretion of the instructor and administration.

## **FAMILY LIFE/SEX EDUCATION**

The Somerset Berkley Regional School Committee officially adopts the following policy regarding Family Life/Sex Education in the Somerset Berkley Regional School District:

1. Parents will be notified every year regarding the instruction of the Family Life/Sex Education units.
2. Parents will be given the opportunity to exempt their child/children from any portion of the said curriculum.
3. No student shall be penalized by reason of such exemption.
4. Each year the Principal will be informed of any and all changes to the Family Life/Sex Education curriculum.
5. Program instruction materials for said curriculum shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review.
6. The department of education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section.

## **MEDIA CENTER**

The goals and objectives of the Somerset Berkley Regional High School Media Center are:

1. To provide an environment suitable for study and research.
2. To provide students and staff with materials and resources similar to those found in a university or college setting.
3. To gather resources and materials for students and staff which reflect their information needs.
4. To provide training to students and staff on electric and print resources located within the media center.
5. To collaborate with staff in planning research projects and assignments which integrate information and problem solving skills.

The Media Center staff works to achieve these goals and objectives by serving staff and students from the hours of 7 a.m. to 4 p.m. Monday through Friday. Students may utilize the Media Center for research and study purposes during these hours by obtaining a pass from the Media Center in advance. Students are asked to respect others and to keep talking to a minimum. Students who violate Media Center policy are denied privileges for two weeks and are only able to access its resources after school.

The Media Center is home to an array of print and multimedia resources which complement the high school curriculum and are similar to those found in college and university settings. Students may borrow materials with their Somerset Berkley Regional High School I.D. card for a period of four weeks. Materials may be renewed. Overdue materials are charged a fine of one cent per day. All overdue materials must be returned and fines must be paid before a student is allowed to check out additional materials.

In addition to the high school's collection, students are also able to take advantage of holdings from local public, college and university libraries through interlibrary loan. They must have a public library card to do so. The Somerset Public Library will provide cards to all Somerset Berkley Regional High School students with proper ID and proof of address.

Students may expand on this by utilizing the Internet to view, download, and print information from anywhere in the world. Students may connect to the Internet from the Macintosh and DOS computer lab located in the Media Center. These computers may also be used for word-processing, for accessing CD-ROMs on various subjects, and for card catalog searches.

## PROTOCOL FOR CLASSROOM OBSERVATIONS

Somerset Berkley Regional High School, in accordance with Section 3 of Chapter 71B of the General Laws, provides for parents and /or parent-designated independent evaluators and educational consultants, observations of a child's current program and/or of any program proposed for the child, including both academic and non-academic aspects of that program. Verbal/written requests are to be communicated to the school Principal or designee two school days prior to the time/date of the observation. Sufficient duration for observation will be afforded. The emphasis on the safety, integrity and confidentiality of our program may restrict any program observations.

## EXTRA CURRICULAR ACTIVITIES

*Students may participate in the following extra curricular areas while attending Somerset Berkley Regional High School*

Amnesty International	Math Team
Anti-Bullying Club	National Honor Society
Big Buddies Program	Peer Leadership Program
Computer/Video Club	Prom Committee
Cooking Club	Newspaper--"The Breeze"
Debate Team	Raiders Reaching Out
DECA	Reading Club
Drama Workshop	School Store -- "Raider's Turf"
Envirothon Club	Science Club
Future Teachers of America	Science Fair
Gay Straight Alliance	Science Olympiad
Hip-Hop Club	Ski Club
Intramurals	Student Council
International Relations	Video Gaming Club
Key Club	Yearbook -- "The Raider"
Literacy Magazine	

### **Sports**

#### *Fall Season*

Cheerleading, Cross Country (Boys and Girls), Field Hockey (Varsity and JV), Football (Varsity, JV and Freshmen), Golf, Soccer (Boys and Girls -- Varsity and JV), Volleyball (Varsity and JV)

*Winter Season*

Basketball (Boys and Girls – Varsity, JV and Freshmen), Cheerleading, Gymnastics (Co-op), Boys Ice Hockey (Varsity and JV), Girls Ice Hockey (Co-op), Track (Boys and Girls), Wrestling

*Spring Season*

Baseball (Varsity, JV and Freshmen), Softball (Varsity, JV and Freshmen), Tennis (Boys and Girls-Varsity and JV), Track (Boys and Girls)

**Music Extra Curricular Activities**

Competition Majorettes	Jazz Band
Drama Club	Marching Band
Winter Color Guard	Show Choir
Winter Percussion	

**Science Fair Participation**

Open to students in grades 9-12. Science Fair projects provide an opportunity for self-motivated students to pursue their interest in science and communicate their knowledge to others. A project involves the preparation of a visual display for the fair held during the month of February, in addition to a research report/experiment, which the student works on independently under the guidance of a mentor or the science fair coordinator. Participation on the high school level may provide the opportunity to compete at the regional, state and international levels.

**EXTRACURRICULAR ACTIVITIES  
RULES AND POLICIES**

Somerset Berkley Regional High School, under the auspices of the Somerset Berkley Regional School Committee, makes available to its students a wide variety of opportunities to participate in after school programs including teams, clubs, societies, workshops, committees, leagues and publications. Participation in these activities helps our students develop personal strengths, such as a sense of competence, affiliation, and pride; leadership and team skills, communication and problem resolution skills, respect for authority and for diversity; character, commitment, accountability, confidence, sportsmanship, physical fitness, and general happiness. In the pursuit of nurturing individual interests, these activities serve as mini life skills labs where students can practice social interaction, share talents, and work with

caring, principled adults outside the home. We view these activities as a unifying force within the school community, affecting not just those who take an active part in the program, but the entire community. While winning is laudable, the primary priority is learning and growth in the pursuit of excellence. We invite all students to take part in extracurricular activities.

*Students are strongly encouraged to participate in one or more of these activities, however participation is a privilege.*

**Any student who has been determined to be a habitual offender of school rules and regulations, may be restricted from participating in any extracurricular activities. Each student's discipline and academic records will be reviewed on an individual basis, and his/her participation will be at the discretion of the athletic director, advisor and the Principal/Assistant Principal.**

**YOU ARE ELIGIBLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY IF:**

1. You have acquired a final grade of, at least, sixty-five (65) in four (4) major courses and one (1) graded minor course or five (5) major courses in the semester immediately preceding the current semester. Students will not be eligible to participate in extracurricular activities until the next marking period/season if the above criteria is not met. To be eligible to participate in fall activities, students are required to have final grades of sixty-five (65) for the year in at least four (4) major courses and one (1) graded minor course, or five (5) major courses. Incoming freshmen automatically meet this eligibility requirement for the fall semester.
2. You are a good school system citizen because of regular attendance, good behavior and academic success.
3. You have been in attendance at school during that day. You may not participate in any organized activity on the day you have been absent from school. A student who violates this rule will be suspended from the activity for a period of not less than one school week. A student is considered absent if he or she leaves school before 10:30 a.m. or reports to school after 10:30 a.m. This ruling may be waived in individual cases by the Principal and activity advisor if it is determined the absence was for good reason and not the result of carelessness or willful disregard for responsibility. Somerset Berkley gives coaches/advisors and activity directors the discretion of implementing more stringent attendance policies. If this is the case, parents/guardians and students will be informed of said policies at the beginning of the season.

4. You are not serving a suspension (in-school or out of school) or Saturday School. A student who is serving a suspension term or attending Saturday School is not eligible to participate in any extracurricular activity for the duration of the disciplinary period. This prohibition applies to weekends that intersect multi-day suspension periods. For example, a student receiving a two (2) day Out-of-School Suspension, which commences on a Friday and is completed on a Monday, would render the student ineligible in any extracurricular activity during the intervening Saturday and Sunday. Generally, the same rule applies to in or out-of-school suspensions that extend through vacation periods. However, in these cases, participation may be allowed, on a full or limited basis, at the discretion of both the Principal and activity advisor. The “no-participation rule” applies for the entire day that a suspension occurs. For example, a student serving a suspension may not participate in any extracurricular event throughout that entire day. Eligibility would resume on the next day.
5. You meet the applicable requirements of the Massachusetts Interscholastic Athletic Association (MIAA), the Massachusetts Secondary Schools Activities Association (MSSAA) and/or the Massachusetts Music Educators Association (MMEA).
6. You are in good standing within Somerset Berkley Regional High School. For home schooled students, upon written request of the Superintendent, those students must provide documentation of good standing.
7. Note: Academic ineligibility is determined only on the published date of the report card. Ineligibility will be enforced until the next marking period when eligibility will be re-evaluated. Incomplete grades will be interpreted on an individual basis.

#### **PROHIBITED BEHAVIOR**

Prohibited behaviors include but are not limited to the following:

1. Stealing.
2. Vandalism or willful destruction of property whether school or private property.
3. Fighting/Battery against teammates, opponents, coaches, officials or spectators.
4. Insubordination – failure to comply with the directions of the Athletic Director, Music Director, coaches, advisors, officials or other staff members.
5. Intimidation/Threats – behavior that harasses, embarrasses, or threatens bodily harm to another person, whether physically or verbally.

6. Abuse, misuse or loss of any issued uniform or equipment through negligence.
7. Vulgar, profane or abusive language/behavior.
8. Lying to the athletic director, music director, coaches, advisors or other staff members.
9. Cheating in the performance of an activity contest.
10. Use of drugs, alcohol or tobacco.

Any student found to be in violation of any of the above may be dismissed from an activity after the first offense if the coach/advisor, administration and Music Director or Athletic Director, when applicable, determine the situation is serious enough for such action. Upon dismissal, the student shall forfeit all rights, privileges, awards and recognitions associated with activity membership.

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); 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 or the student’s own use by his/her doctor. A student is permitted to take drugs legally prescribed specifically for the student’s own use by his/her physician. However, the school policy requires that such prescription drugs are to be secured with and administered by the school nurse during the school day.

### **Minimum Penalties**

**First Violation** – When the Principal confirms that a violation has occurred, following an opportunity for the student to be heard, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport in which the student is a participant. In the case of organizations that meet infrequently the student would not participate in the next activity (for example, if the offending student were a member of the Breeze Staff, that student would not be permitted to participate in the next edition of the Breeze). No exception is permitted for a student who becomes a participant in a treatment program. The student may be allowed to remain at practice or rehearsal for the purpose of rehabilitation subject to the approval of the Principal, and either the Music Director, Athletic Director or other activity advisor.



**Second and Subsequent Violations** – When the Principal confirms that a second or subsequent violation has occurred, following an opportunity for the student to be heard, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. 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 activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. For all other activities the certification must be issued by the school's adjustment counselor and approved by the Principal.

**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 completed season of any sport, which may affect the eligibility status of the student during the next academic year.**

**MIAA penalties are mandatory and are not subject to the appeal process.**

#### **DUE PROCESS PROCEDURES**

All suspensions from activities for disciplinary reasons should be communicated directly to the student's parent(s) and the Principal by the coach/advisor. Where applicable the coach/advisor must also notify the Athletic Director. Students and parents shall have the right to appeal any disciplinary suspensions, due to violation of the team rules. Such appeals shall follow the chain of command beginning with the Athletic Director or Music Director then to the Principal. In any violation of the activity's rules, a responsible person must make the identification of the offense, and the standard of reasonable suspicion will be employed to determine the authenticity of the infraction.

#### **GENERAL POLICIES**

**Travel on School Provided Buses.** Only activity members and their advisors, coaches, trainers and managers are allowed on school provided buses unless otherwise directed by the Athletic Director, Music Director, advisor or Principal. Any student who travels on school provided transportation must return on the bus unless arrangements have been made in advance and with the written approval of the member's parents passed in to the person in charge one day prior to the event.

**Responsibility for Monitoring Eligibility**

Coaches and advisors are responsible for monitoring their activity members for passing grades, attendance in school, and good behavior.

**ADDITIONAL RULES AND POLICIES GOVERNING  
ATHLETICS**

Somerset Berkley Regional High School offers a variety of opportunities to develop athletic skills and to become involved as members of interscholastic athletic teams. These opportunities are offered in conformity with the mandates of Title IX and chapter 622, which have established standards of equality for male and female students. Listed below are the rules and policies subscribed to and implemented by the Somerset Berkley Regional School Committee for governing the athletic program.

The MIAA is the official organization in Massachusetts for regulating and conducting athletic events, contests and tournaments among member schools. The MIAA is also responsible for the formulation and enforcement of the rules relative to the eligibility of athletes for participation in inter-school athletic events. In pursuing these commitments, the association publishes an annually updated handbook of rules and regulations governing athletics (the Blue Book). The following is a summary of the eligibility rules found in the Blue Book. Please note that this is not intended to be a complete or detailed presentation of all the MIAA rules. Copies of the Blue Book are available for reference in the offices of the Principal and athletic director or on the website: [www.miaa.net](http://www.miaa.net).

Students displaying unsportsmanlike conduct at school athletic contests, whether home or away, will be ejected from such events and possibly banned from attending future Somerset Berkley Regional High School athletic contests. Unsportsmanlike conduct may include, but not be limited to, throwing objects, possession and use of laser lights, unruly and/or disruptive behavior, use of inappropriate language, displaying inappropriate signs or symbols, and/or under the influence of alcohol or controlled substances, and any violation of the Student/Parent Handbook.

*Websites*

[www.miaa.net/schools/public/SomeSo1](http://www.miaa.net/schools/public/SomeSo1)– directions to games, rules and regulations, tournament info, schedules for all sports, email updates of changes, etc.

### **A. Eligibility**

You are not eligible to participate if:

1. You were not a member of some secondary school for the two (2) months, exclusive of summer vacation months, preceding the contest.
2. You transferred from one high school to another, unless you qualify for one of the exceptions provided by the rules. You are required to see the Athletic Director in order to have exceptions approved.
3. Since you entered grade 9, twelve consecutive sports seasons have passed (four years), whether or not you participated.
4. Your 19<sup>th</sup> birthday came before September 1<sup>st</sup> of the present school year.
5. You graduated from any secondary school.
6. You were persuaded or influenced to transfer to your present high school by a coach, athletic director, Principal, or other person connected with the school.
7. You are ejected from a game for fighting or flagrant unsportsmanlike conduct including the use of threatening, abusive or obscene language. He/she must be suspended from the next contest that is part of their regular season schedule or in tournament play (in baseball, ice hockey, and soccer the penalty is two contests).
8. You are not an amateur. Amateur status is forfeited if an athlete receives compensation in any form for competing. See the MIAA Blue Book for a thorough explanation of the amateurism rules.
9. Participating in one sport at Somerset Berkley Regional High School prohibits an athlete from participating in a second sport at Somerset Berkley Regional High School during that season.
10. All financial obligations are not settled before the next season.

The violation of any eligibility rule may result in forfeiture of games won by your team or the elimination of the offending player from participation for one year. A mistake could spoil a good season's record. If, in your opinion, there is any doubt concerning your eligibility, consult the Principal or Athletic Director. The rules apply to boys and girls sports. Requests for waivers of eligibility rules should be directed to the Athletic Director.

### **B. Requirements of Athletes**

When an athlete reports for a sport, he/she is telling school authorities and the coach that he/she wants to be a member of that group. Since no group can achieve its goals without regulations for its members, the athlete reporting for a sport is also expressing his/her

acceptance of a set of ground rules and his/her understanding that these rules must be enforced for all team members.

Athletes are required to attend all practices, games, and team meetings unless the coach has approved the absence. Each coach, prior to the beginning of each season, will meet the team members to explain what is expected of all athletes as a member of the team. The expectations will be in written form and both the student and parent will acknowledge reading and understanding the rules. The team rules will be reviewed at a pre-season meeting and/or wellness nights.

Athletes must change and participate in physical education in order to be eligible for practices or games.

**C. Athletes Going On Vacation During Athletic Season**

1. The coach will make decisions on routine requests by evaluating the request and rendering his/her decision.
2. All athletes must participate in 10 practice days prior to any sporting contest. **Football Players** must have 15 practice days (not sessions) prior to the first game participation. This will ensure all athletes are in good physical condition before they are eligible to participate.
3. Student athletes who are accompanying their parents/guardians on vacation during extended vacation periods (Christmas, February or April vacation) must understand that upon their return they would have to work to maintain their position on the team. There are no guarantees that they would be able to step right into the role that they left.
4. Weekend trips and vacations taken by student athletes that do not involve a parent/guardian could be subject to further penalties.
5. Students who are absent because of conflicts with school sponsored activities are allowed to select the most appropriate activity without penalty.
6. Any student athlete who will be away due to vacation, weekend trips, or school sponsored activities **MUST** inform the coach at the beginning of the season.
7. **NOTE:** Failure to give prior notice for above may result in a suspension of one (1) game. The coach will evaluate all requests at the beginning of the season.

**D. Athletic Physicals**

1. All student athletes intending to participate in school sports are required to receive an athletic physical with their own physician. SBRHS will not be offering free physicals before each sports season. The physical exam will cover the student for 13

months from the exam date. A student's eligibility will terminate once a physical has reached the 13 month limit. (MIAA Handbook, part 56.1) Written doctor medical clearance notes do not take place of an annual physical. MD clearances will not be accepted.

2. Students may not participate in tryouts, practices, or games without a medical clearance from the athletic trainer; which includes registration on Family Id ([www.familyid.com](http://www.familyid.com)), completing IMPACT Testing and having an up to date physical.
3. Changing from one sport to another during the season. A student must decide within two weeks from the opening call if he/she wishes to change from one sport to another. He/she must speak to the coach of the sport, which he/she is leaving, so that equipment may be accounted for and other pertinent problems resolved. No coach may accept a transfer from another sport during the season until the previous coach, Athletic Director, and Principal approve the transfer. No student who has been suspended from a team may transfer to another during that season.

#### **E. Returning To Play Following A Concussion**

When an athlete shows ANY signs or symptoms of a concussion the process is as follows:

1. The athlete will not be allowed to return to play in the current game or practice.
2. The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
3. The athlete should be medically evaluated and cleared for athletics participation following the injury.
4. The athlete's IMPACT test has returned to baseline status.
5. Return to play must follow a medically supervised stepwise process.

**The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. The program is broken down into six steps:**

1. No exertional activity until athlete is asymptomatic. .
2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training.
3. Sport specific exercise such as skating, running, passing drills, etc. Progressive addition of resistance training may begin.
4. Non-contact training/skill drills.
5. Full contact training in practice setting.
6. Return to competition.

A free online course on concussion education for parents is available at [www.nfhslearn.com](http://www.nfhslearn.com). Parents are required to complete this free on-line course prior to their child's participation in Somerset Berkley Athletics.

**F. Loyalty To The High School Team: Bona Fide Team Members**

A bona fide member of the school team is a student who is regularly present for, and actively participates in, all team practices, competitions and completes the season. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team. Any student who violates this standard is subject to the following:

- 1<sup>st</sup> offense: Suspension for 25% of the season
- 2<sup>nd</sup> offense: Suspension for 25% of the season and ineligibility for tournament participation.

**G. Communication Protocols**

In an effort to develop the whole child, we feel strongly that the student athlete should learn the process of self advocacy. The following shows a series of steps that should be followed when a student athlete would like further clarification about a situation:

1. The student athlete speaks to the coach.
2. The student athlete and parent speak to the coach.
3. The student athlete, parent and coach meet with the Athletic Director.

Please be advised that the only level in which playing time will be discussed is the first level that involves the student athlete and the coach.

**H. Booster's Club Athletic Award Jackets Qualifications**

1. An athlete must have earned three units of participation on one athletic team. A unit of participation will be credited to an athlete if he/she participates on a freshmen, J.V., or Varsity team for a full season. Athletes switching sports will need to write a letter to the Booster's Club.
2. A transfer student will have his/her records checked at the school previously attended and coupled with his/her records at Somerset Berkley Regional High School. It will be determined if he/she qualifies according to item #1, above. It is the responsibility of the athlete to provide these records.
3. An athlete injured or unable to participate for reasons beyond his/her control, prior to his/her last eligible season, may be voted

an award jacket by approval of Board of Directors of the Somerset Berkley Athletic Boosters Club.

4. Eligibility for Athletic Award Jackets ends upon graduation.

### **ADDITIONAL RULES AND POLICIES REGARDING MUSIC DEPARTMENT ACTIVITIES**

Somerset Berkley Regional High School offers a variety of opportunities for students to develop their talent and appreciation of music. Through organized instruction, students have the opportunity to learn, listen, perform, enjoy, critique and understand music. Students may audition for selection to the Southeastern District and Massachusetts Music Organizations. The Massachusetts and Southeastern District Music Organizations are governed by guidelines established by the Massachusetts Music Educators Association (MMEA). In addition, the Music Department performing groups regularly participate in music festivals and tours.

#### **Department Requirements**

When students sign up for a music activity, they are making a long-range commitment to develop school spirit and promote Somerset Berkley Regional High School, the Town of Berkley and the Town of Somerset. Participation demands accepting responsibility to Somerset Berkley Regional High School, the community and family. Therefore, each student is expected to:

1. Attend rehearsals and events
2. Follow the prescribed rules and regulations established for each trip, tour, or event. Failure to live up to the responsibilities listed above may result in suspension from the Music Department activity. A student may be dismissed from an activity after the first offense if the advisor, Music director, and Principal determine the situation is serious enough for such action.
3. Upon dismissal the student shall forfeit all rights, privileges, awards and recognitions associated with the activity membership.

#### **Rules for Auditioning for Activities sponsored by the Massachusetts Music Educators Association**

Any student auditioning for any special activity such as Junior and Senior districts, All State, etc., must comply with the following two requirements:

1. Enrollment in music performing classes must be maintained for the entire school year. This commitment entitles students to the opportunity to audition for regional and state music festivals.

2. Students auditioning for MMEA participation must be “in good standing” in the school music organizations in which they are enrolled. To be considered, the following criteria applies:

Students obey all rules and regulations for the school music groups.

Students attend all regularly scheduled school concerts and rehearsals.

Students maintain a year-long commitment to the school music organizations in which they enroll.

### **NON-DISCRIMINATION STATEMENT**

The Somerset Berkley Regional School District does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of age, in accordance with the Age Discrimination in Employment Act of 1975 (Age Discrimination Act); on the basis of domicile in accordance with Title VIIB of the McKinney-Vento Homeless Assistance Act of 2001; on the basis of native language in accordance with the No Child Left Behind Act of 2001, on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of sexual orientation or religion in accordance with *Mass. Gen. Laws, Chapter 71 and 151B*.

To file a complaint alleging discrimination or harassment by Somerset Berkley Regional School District on the basis of race, color, national origin, sex, age, domicile, native language, sexual orientation, gender specification or religion or to make inquiry concerning the application of Title VI, Title VII, Title IX, the Age Discrimination Act, and their respective implementing regulations, please contact:

Jeffrey Schoonover  
Superintendent  
Somerset Berkley Regional School District  
580 Whetstone Hill Road  
Somerset, MA 02726  
Telephone: (508) 324-3100



To file a complaint alleging discrimination or harassment by Somerset Berkley Regional School District on the basis of disability or to make inquiry concerning the application of Section 504 and the ADA and their respective implementing regulations, please contact:

Lisa Martiesian  
Director of Special Education  
Somerset Berkley Regional School District  
580 Whetstone Hill Road  
Somerset, MA 02726  
Telephone: (508) 324-3100

### **NOTIFICATION OF SECTION 504 AND TITLE IX**

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations prohibit the discrimination towards any individual on the basis of his/her disability. Accordingly, all employees of the Somerset Berkley Regional School District are expected to adhere to School Committee policy which prohibits discrimination on the basis of disability. Any employee or parent who feels that he/she or his/her child has been discriminated against on the basis of a disability should file a written complaint with the school department's compliance officer. The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint. The school department's compliance officer for Section 504 of the Rehabilitation Act and the address is as follows:

Lisa Martiesian  
Director of Special Education  
Somerset Berkley Regional School District  
580 Whetstone Hill Road  
Somerset, MA 02726  
Telephone: (508) 324-3100

It is the policy of the Somerset Berkley Regional School District to maintain a working and learning environment for all its employees and students by providing fair and equitable treatment including freedom from sexual discrimination and sexual harassment. Any employee or parent who feels that he/she or his/her child has been subjected to sexual discrimination or sexual harassment should file a written complaint of the alleged act to the Title IX Compliance Officer.

The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint. The Title IX Compliance Officer for the Somerset Berkley Regional School District and the address is as follows:

Jeffrey Schoonover  
Superintendent  
Somerset Berkley Regional School District  
580 Whetstone Hill Road  
Somerset, MA 02726  
Telephone: (508) 324-3100

## **STATEMENT OF CIVIL RIGHTS POLICY**

The Somerset Berkley Regional School District recognizes the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness. The Somerset Berkley Regional School District extends its policy of non-discrimination to students, staff, the general public, and individuals with whom it does business. No person shall be excluded or discriminated against on the basis of race, color, national origin, sex, age, domicile, native language, disability, sexual orientation, or religion. Anyone aggrieved by or complaining of discrimination because of race, color, national origin, sex, age, domicile, native language, disability, sexual orientation, or religion may register a complaint with the Civil Rights Compliance Coordinator at the Office of the Superintendent, 580 Whetstone Hill Road, Somerset, MA 02726 (508-324-3100). The Title VI and IX Coordinator is located at central office and the Section 504 Coordinator is the Director of Special Education, Melissa Deyo-Silvia.

### **I. GRIEVANCE PROCEDURE**

Once the Civil Rights Compliance Coordinator, Principal or supervisor is notified, an immediate investigation of the allegation(s) will be conducted and necessary corrective action shall be taken through the grievance process. No employee or student shall be subjected to adverse treatment because the employee or student made a complaint. All appropriate confidences shall be maintained.

## II. GRIEVANCE PROCESS

Students and employees are encouraged but not required to directly object to acts or behavior felt to be discriminatory. If (s)he feels uncomfortable in doing so, or if the issue is unresolved after direct discussion, (s)he should inform the school Principal and/or Civil Rights Compliance Coordinator.

The Civil Rights Compliance Coordinator may advise the aggrieved of various options:

- Formal or informal implementation of the grievance process
- Filing a complaint with the Massachusetts Department of Education
- Filing a complaint with the Massachusetts Commission Against Discrimination
- Filing a complaint with the U.S. Department of Education Office of Civil Rights
- Filing a private lawsuit

## III. INFORMAL PROCESS

Once the grievance is brought to the attention of the Civil Rights Compliance Coordinator, (s)he shall attempt to resolve the matter through fact finding.

If the Civil Rights Compliance Coordinator is unable to resolve the complaint, the complainant may move to the formal grievance procedure. The Civil Rights Compliance Coordinator then becomes a resource to all parties.

## IV. FORMAL PROCESS

- A. For any employee who is covered by a collective bargaining agreement, they would access the formal grievance process that is outlined in their respective collective bargaining agreements.
- B. For students, parents and employees not covered by a collective bargaining agreement, and any other aggrieved party; the following formal procedure will be followed:
  1. The complainant may file a formal grievance with the Principal or supervisor within 30(thirty) working days (school days for students and school year employees) of the date that the complaint was made to the Civil Rights Compliance Coordinator. If all of the parties involved in the complaint process desire to extend the formal process, the 30-day requirement may be waived. If the complainant does not file a written complaint to the Principal or supervisor, the Principal or supervisor will

record the complaint in writing. If the complaint process begins with the Principal, then the formal process ensues.

2. Within fourteen (14) days (school days for students or school year employees) from receipt of the complaint, the Principal/supervisor must investigate and respond in writing with his/her review of the incident and of any action taken or decision made. The Principal/supervisor may notify the parent/guardian in accordance with established school policy if a student under 18 (eighteen) years of age is involved. The investigation may include but is not limited to the following:
  - meeting with the person charged to obtain a response to the complaint;
  - conducting interviews of possible witnesses to any alleged events;
  - report the matter to local police if criminal activity is involved (see Massachusetts General Laws, Chapter 265 section 43, which prohibits stalking, and chapter 269 section 17 which prohibits hazing) and/or suspected child abuse to the Department of Social Services as required by Massachusetts General Laws chapter 119 section 51A;
  - subject to the requirements of due process, take disciplinary action against the person charged pursuant to any collective bargaining agreement, student handbook, and state and federal law, including without limitation, a letter of reprimand or warning or a suspension of 1(one) to 10 (ten) days;
  - Superintendent and/or his/her designee may impose further disciplinary action.
3. The written report must contain the following information:
  - All facts and circumstances of the incident;
  - Verification of parent or guardian notification if a student under 18 (eighteen) years of age is involved;
  - A summary of the investigation of all allegations which will include interviews with all individuals reasonably believed to have relevant information: the complainant, the person charged, and if either is

under the age of 18 (eighteen), their parent(s)/ guardian(s), witnesses, and anyone who may have been the victim of similar conduct.

4. If the complainant is dissatisfied with the response of the Principal or supervisor, (s)he may submit a written request for review to the Superintendent of Schools within 30 (thirty) days (school days for students and school year employees). The Superintendent of Schools or designee must respond, in writing, within 14 (fourteen) working days.
5. An employee, student or parent/guardian acting on behalf of a student may at any time file a grievance with the following agencies:

United States Department of Education  
Region 1, John W. McCormack Building  
C.H. Room 222  
Boston, MA 02109-4557  
(617) 223-9317  
Massachusetts Human Rights Commission  
51 Inman St. Second Floor  
Cambridge, MA 02139  
(617) 349-4396

## HIGH SCHOOL CALENDAR 2016 – 2017

Professional Day – Teachers	Wednesday	August 31, 2016
Professional Day – Teachers	Thursday	September 1, 2016
Labor Day Holiday	Monday	September 5, 2016
Opening Day for Grade 9 Students	Tuesday	September 6, 2016
Opening Day for Grades 10-12	Wednesday	September 7, 2016
H.S. EARLY DISMISSAL (Students)	Thursday	September 8, 2016
MID QUARTER – QUARTER ONE	Thursday	October 6, 2016
Columbus Day - NO SCHOOL	Monday	October 10, 2016
Parent/Teacher Conferences	Wednesday	October 12, 2016
H.S. EARLY DISMISSAL	Friday	October 14, 2016
Parent/Teacher Conferences	Thursday	October 20, 2016
H.S. EARLY DISMISSAL	Friday	October 21, 2016
Professional Day – Teachers	Tuesday	November 8, 2016
END OF FIRST QUARTER	Thursday	November 10, 2016
Veterans Day – NO SCHOOL	Friday	November 11, 2016
THANKSGIVING – EARLY DISMISSAL	Wednesday	November 23, 2016
THANKSGIVING HOLIDAY–NO School	Thurs.-Fri.	November 24 & 25
MID QUARTER – QUARTER TWO	Friday	December 16, 2016
EARLY DISMISSAL	Friday	December 23, 2016
Holiday Vacation begins	Monday	December 26, 2016
CLASSES RESUME	Tuesday	January 3, 2017
H.S. EARLY DISMISSAL (Students)	Friday	January 13, 2017
M.L. KING JR. HOLIDAY-NO SCHOOL	Monday	January 16, 2017
END OF SECOND QUARTER	Thursday	January 26, 2017
H.S. EARLY DISMISSAL (Students)	Friday	February 10, 2017
WINTER VACATION – NO SCHOOL	Mon - Fri	February 20 – 24
MID QUARTER – QUARTER THREE	Tuesday	March 7, 2017
H.S. EARLY DISMISSAL (Students)	Friday	March 17, 2017
END OF THIRD QUARTER	Thursday	April 6, 2017
Good Friday – NO SCHOOL	Friday	April 14, 2017
SPRING VACATION - NO SCHOOL	Mon-Fri	April 17 – 21, 2017
H.S. EARLY DISMISSAL (Students)	Monday	May 8, 2017
MID QUARTER – QUARTER FOUR	Wednesday	May 17, 2017
MEMORIAL DAY – NO SCHOOL	Monday	May 29, 2017
H.S. EARLY DISMISSAL	Friday	June 2, 2017
Senior Breakfast – Venus de Milo	Tuesday	June 6, 2017
Graduation Day – 5:00 p.m.	Friday	June 9, 2017
END OF FOURTH QUARTER	Monday	June 19, 2017

**QUARTER ONE..... 46**

**QUARTER TWO .... 45**

**Total Days**

**QUARTER THREE ..... 45**

**QUARTER FOUR ..... 45**

**181**

## **ADMINISTRATION/STAFF FOR 2016-2017**

### **Principal**

David J. Lanczycki

### **Assistant Principals**

Susan M. Brelsford

Kim M. DoCouto

Andrew Laurence, Interim Assistant Principal

### **Business**

Content Coordinator: Samuel Adams

Christine Ayer, Gail Darmody, James Teixeira

### **Engineering and Technology**

Content Coordinator: Samuel Adams

Raymond Croke, Michael Kalif, Joseph Ramos, Kyla Schmigle

### **English Language Arts**

Content Coordinator: Dr. Edward Doucette

Christina Burgmyer, Benjamin Chase,

Nicole Copeland, Kathryn Davis, Michael Fallon,

Sherri Gosson, Katherine Hoyle, Jerilyn Karam-Kozak,

Charlene Murray, Christopher Silva, Elizabeth Sylvia

### **Fine and Performing Arts**

Content Coordinator: Ira Schaefer

Art – Rebecca Andrews, Merilee Bowers,

Stephen Meehan, Kyla Schmigle, Ginny Troutman

Music – Audra Arruda, Samuel Bianco,, David Marshall

### **Mathematics**

Content Coordinator: Andrew Laurence,

Catherine Cabral, Hannah Dennen, Leah Gay, George Gibeau,

Jonathan Loper, Kerri Mann,

Alexandra Proulx, Cathy Rebello, James Silva,

Jamie Sunderland, Kristin Thibault

### **Paraprofessionals**

Jessica Bucu, Nanci Caron, Cynthia DeCosta, Patricia Fortuna,  
Umbelina Gendreau, Erica Gomes, Kathleen Michael,  
Renee Plasse, Patricia Tolan, Emily Travis, Joan Vickrey

### **Science**

Content Coordinator: Matthew Talbot  
Teresa Arey, Matthew Croft, Pamela Lathan,  
Travis Markram, Kerri McKinnon,  
John Medeiros, Peter Papaleo, Diane Paskowski,  
Elaine Rezendes, Evan Schofield, Christine Sheehan,  
Danielle Tinkham, TBD

### **Social Studies**

Content Coordinator: Alice Ferris  
Christine Alves, John Correia, Matthew Dionne,  
Jason Farias, Nicholas Freitas, Stephanie Freitas,  
Caleigh Greenwell, Brian Horta, Raymond McDonald,  
Mitchell Pettey

### **Special Education**

Student Services Coordinator: Kathleen Curry-Beaulieu  
Transition Coordinator: Tom Mello  
School Psychologist/Adjustment Counselor: Tracy Medeiros  
Christopher Albernaz, Sara Beaulieu, Elizabeth Clement,  
Jeremy Pendergast, Jeannine Wood

### **Wellness**

Content Coordinator and Athletic Director:  
Joseph Francis  
Consumer Science - Carolyn Gloster  
P.E. - Dennis Almeida, Jonathan Berube, Ann Mollicone  
Health – Renee Driscoll, Kelly McCormack  
Athletic Trainer - Susan Medeiros

### **World Languages**

Content Coordinator: Erica Pereira  
Kelly Camara-Araujo, Carmen Francisco, David Gleason,  
Natalia Goncalves, Rita Pimento,  
Lisa Ponte, Ana Ponte-Porto



**Administrative Assistants**

Main Office: Diane Bernier, Jocelyne Farias, Colleen Feilhauer  
Attendance: Melissa Ruggiero  
Guidance: Claire Barrar, Janice Cranshaw, Rhonda O'Connell  
Health Office: Lynne Robitaille  
Library: Elizabeth Sullivan

**Computer Technology**

IT Coordinator: Stephen Levesque  
Marc Couture

**Guidance**

Lead Counselor: Guy Poisson  
Adjustment Counselor: Ann Nassiff  
Counselors: Anne Bolduc, James Judge, Tanya McCarthy

**Media Specialist**

Anne Johnson

**Nurse**

Susan Mello & Karen Cabral

**School Resource Officer**

Gerard Guimond