This handbook and any accompanying documents can be translated in Portuguese and/or Spanish. Please contact the high school administration.
Este manual e quaisquer documentos de acompanhamento podem ser traduzidos em português ou espanhol. Entre em contato com a administração do colégio.
Este manual y los documentos adjuntos se pueden traducir en portugués o español. Póngase en contacto con la administración de la escuela secundaria.
SCHOOL COMMITTEE
Chairperson – Dean Larabee
Vice Chairperson – Julie Ramos-Gagliardi
Stephanie Field, Cris Ghilarducci, Victor Machado Jr., Michael McDonald and Richard Peirce

CENTRAL OFFICE
Superintendent – Jeffrey Schoonover
Business Manager – Ronald Tarro
Director of Curriculum – Elizabeth Haskell
Director of Special Education – Megan Ashton
Director of Technology – Stephen Levesque

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

CONTENT COORDINATORS
Athletic Director and Wellness Coordinator – Joseph Francis
Engineering Technology – Jennifer Ashley
English Language Arts/Reading – Dr. Edward Doucette
Fine and Performing Arts – David Marshall
Mathematics – Andrew Laurence
Nursing – Kelly Andrade, RN
Science – Matthew Talbot
Social Studies – Alice Ferris
Special Education – Wendy Roberge
World Languages – Erica Pereira

GUIDANCE DEPARTMENT
Director of SEL and Student Growth – Elizabeth Coogan
Adjustment Counselors – Ann Nassiff and Tracy Branco Medeiros
Counselors: Anne Bolduc, James Judge, Tanya McCarthy, Alexandra Proulx
School Psychologist – Melanie Phruksachart

LIBRARY MEDIA CENTER
Anne Johnson – Library Media Specialist

SCHOOL RESOURCE OFFICER
James Vicente-Roberts
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. For the purpose of this handbook, the definition of principal will stand for the sitting principal and/or designee. If you have additional questions, please feel free to ask your teachers, counselors, or school administrators.

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

- Attendance Policy
- MCAS Testing
- Dual Enrollment/Virtual High School
- Student Vehicles/Parking Policy
- Extracurricular Activities Rules and Regulations
- Program of Studies
- Identification Information
- Vaping

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CORE BELIEFS AND VALUES STATEMENT
In partnership with students, parents and the community, Somerset Berkley Regional High School (SBRHS) will provide a safe and secure environment in which all students will have access to a rigorous curriculum that fosters critical and creative thinking. SBRHS 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 21st century

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

Students at SBRHS will:

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

SOCIAL AND CIVIC EXPECTATIONS
Students at SBRHS will:

- Demonstrate responsible behavior and citizenship.  
- Respect themselves and others.  
- Communicate and collaborate effectively with others
PARENT/GUARDIAN INVOLVEMENT AND RECOMMENDATIONS

It is hoped that parents/guardians will share with us the responsibility for their child’s success at SBRHS 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 where 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 child’s assignments, grades and attendance using your Aspen account.
6. Feel perfectly at ease to contact the school as often as you feel necessary regarding your child. 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 child 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 child 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.

PARENT/GUARDIAN PARTICIPATION OPPORTUNITIES

Parent participation is a vital component of a child’s education. SBRHS offers a multitude of opportunities for parents to make a difference in their child’s high school experience. Most opportunities consist of no more than a meeting once a month. Below is a list of parental groups for your consideration:

- SAC – School Advisory Council
- SEPAC – Special Education Parents Advisory Council
- PTO – Parent Teacher Organization
- Athletic Boosters Club
- Friends of Music
- CVTE Advisory Board – Career Vocational Technical Education

Please visit the school website for more information regarding any of these groups.

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:

1. Teacher/Guidance Counselor/Nurse
2. Content Coordinator
3. Assistant Principal
SCHOOL ADVISORY COUNCIL
A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C. You can find more information here.

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 (SBRSD) 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 SBRSD 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/guardians may be liable for tuition reimbursement based on the number of days the student was enrolled in the SBRSD.

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. If a family wishes to opt out of participation, please fill out the form at the beginning of the school year.

SCHOOL OPENING DELAYS
In the event of inclement weather, the Superintendent may cancel school or delay the opening of school if conditions threaten the health or safety of students and staff. Announcements will be made through the One Call Now notification system, and on local radio and television stations. When the opening of schools is delayed, schools will dismiss at their normal times. Delayed openings may range from one hour to two hours. If an early release is required a One Call Now message will be sent, as well as notifications to local television and radio stations.
NO-SCHOOL ANNOUNCEMENT

In the event of inclement weather, forcing schools to close at any time, a no-school announcement will be made on major television stations in the Boston and Providence markets and our One Call Now telephone system.

BUS REGULATIONS

Bus riding is a privilege extended to students as a means of transportation to and from school. Bus regulations apply from the time a student arrives at the bus stop. They remain in effect until the student leaves the bus stop on the return ride home. Any student who fails to follow bus regulations or who endangers the safety of other pupils renders themselves liable for suspension of bus riding privileges. Referrals by bus drivers will result in disciplinary measures by the school administration.

RULES FOR STUDENTS RIDING SCHOOL BUSES:

- Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop five minutes before the bus is due. When the bus approaches the stop, students shall remain a safe distance from the street and remain at the bus stop until the bus comes to a complete stop. There will be no pushing or shoving while boarding the bus. While waiting for buses, pupils are to wait at designated pick-up points and be courteous of private property.
- Parents are not allowed to board a school bus without the expressed permission of the bus company.
- Be seated promptly without disturbing others, and remain seated at all times. No student shall sit in the driver's seat at any time.
- Keep head, arms, and hands inside the bus.
- Outside of ordinary conversation, classroom conduct must be observed at all times. Shouting, making loud noises, or using vulgar language is not allowed.
- Aisles are to be kept clear of backpacks, books, sports equipment, and musical instruments. Objects of any kind are not to be thrown either from or on the bus.
- Any inappropriate conduct that distracts the driver and/or endangers the safety of self or others is prohibited.
- Students are to take only the bus designated for them by the school department. Parents may obtain permission from the school’s main office for a student to ride another bus.
- No student shall be permitted to leave the bus except at his or her designated stop.
- The student shall remain in their assigned seat at all times, if deemed necessary by the driver and/or administration.
- The bus driver is in charge of the bus and is responsible for the safety of all bus riders. Students are to follow instructions promptly and without question.
- State law (Massachusetts General Laws, Chapter 90, Section 78 as amended by Chapter 250 of the Acts of 1973) prohibits the use of any tobacco products on school buses.
- Students are expected to help maintain the cleanliness of the bus – no papers or other articles should be thrown on the floor. Food of any kind may not be eaten on the school buses.
- Students must leave the bus in an orderly manner and must obey the rules and regulations for entering and exiting a bus. Students are not to cross the roadway until consent by the school bus driver has been given and the student has double-checked for safety conditions. When boarding or leaving the bus, students
should be in view of the driver at all times. Any misconduct or disregard for these rules will be reported to the building principal or designee. 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.

- Students shall not open or close bus windows without the permission of the driver.
- Students will report any accident or unsatisfactory conditions to the bus driver and/or principal.
- Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
- Concerns or complaints should be addressed through the school principal or designee.

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, SECURITY, AND VISITORS**

In order to ensure security at the high school, exterior doors will remain locked during the school day. Cameras are on and monitored by the School Resource Officer and/or other staff members. In addition, the following procedures will be adhered to:

- Visitors to the building are required to register at the Attendance Office with a driver’s license, military ID or state ID and are subject to a background check prior to being issued a visitor’s pass. Visitors must check out with the attendance office and return visitor pass when leaving the building.
- Students are prohibited from allowing outsiders access to the school building. Any student allowing outsiders access to the building will be disciplined.
- Staff and students are expected to immediately notify the administration if any breaches of security are observed.

The administration carries 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.

Because the school cannot be expected to provide educational services and instruction to individuals not properly enrolled and attending SBRHS, 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 granted by the principal the day before the planned visitation is to occur. Adult visitors/observers must also obtain 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. A visitor’s pass will be issued at the attendance office. Individuals not adhering to this policy will be removed from the building and/or be prosecuted for trespassing as covered by law under Chapter 266, Section 120.
IDENTIFICATION

STUDENT IDENTIFICATION BADGE POLICY
The purpose of this policy is to ensure safety and security on the Somerset Berkley campus for the approximately 1500 persons who are on the campus each day.

Student Identification Cards will be provided to every student. Just as a driver’s license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. EVERY student must wear their ID cards at all times while on school grounds. Students are also required to carry their I.D. cards at “student only” activities which include, but not to be limited to, school dances, school sporting events, school sponsored trips, etc.

The SBRHS faculty and staff try very hard to be familiar with all of our students. However, it is a challenge for every staff member to know each of our students. Therefore, it is crucial we are able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff.

ID cards help us in identifying students as well as trespassers.

The School Leadership Team has adopted the Student Identification Card Policy. Following is the procedure all teachers and administrators will use to encourage our students who need assistance in complying with the policy.

1. All students must wear their current year ID cards in order to:
   a. Be in class
   b. Move between classes and to the restroom
   c. Borrow library books
   d. Participate in campus life activities (assemblies, prom, etc)
   e. Be on campus before or after school

2. The ID Card must be worn on a breakaway lanyard hanging from their neck in a way that is visible to faculty and staff.
   a. School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
   b. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
   c. The ID Card must be presented to any school staff member or person of authority when the student is requested.
   d. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
   e. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the main office.
   f. Cost for replacement is $5.00 for a new ID Card.
   g. Replacement lanyards will be available for $1.
   h. Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.

3. Refusing to provide access to your ID to an adult on campus is considered insubordination, and may result in further disciplinary action/consequences.
ATTENDANCE POLICY

For further information regarding the SBRSD Attendance Policy, please click here and reference section JH.

Philosophy
In accordance with Massachusetts General Laws, Chapter 76, students are required to be present in school in order to ensure continuity and consistency in the educational process and to prepare them for college and/or career.

School District Responsibility
Official school attendance records including absences, tardies and dismissals will be kept by the Attendance Office. Class attendance will be recorded daily. Students with chronic school attendance problems will be identified as early in the quarter as possible. In accordance with Massachusetts General Law, Chapter 76, the school principal or designee will make a reasonable effort to notify by email parents/guardians, or students 18 years of age or older, if a student has five (5) or more unexcused absences to develop action steps for student attendance.

Parent/Student Responsibility
Regular and consistent school attendance is the responsibility of students and parents/guardians. Failure to comply with this responsibility violates the legal requirement and may be subject to consequences through the court system. Parents/Guardians and students should use the Aspen Portal to view student’s attendance records for excused and unexcused absences, tardies and dismissals. All students, including those 18 years of age and older, will be bound by school attendance and extracurricular policies and procedures. Students are required to enter the school building upon exiting the bus and/or a private vehicle.

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

- Parent/guardian must call the Attendance Office on the day of the absence – (508) 324-3124.
- If no call is made, the school will notify the parents/guardians on the day of the absence.

This is in accordance with MGL Chapter 76, Section 1A and 1B, Pupil Absence Notification Program. Parents/guardians phone calls or notes do not excuse absences unless stated below.

Excused Absences, Dismissals or Tardies
In order for an absence to be excused, the following documentation must be provided, in writing, within five (5) school days, unless the absence is due to school discipline:

- Doctor/Dentist Medical Documentation
- Driver’s License Test/Permit Test (with RMV documentation)
- Court (with court documentation)
- Bereavement (with parent/guardian notification)
- School sponsored field trips/events
- College visits/accepted student day (four (4) per year excluding mid-year and final exam dates)
The excused absence will be issued after date of visit when official letter from institution is given to attendance office

- Religious observances (with parent/guardian notification)
- Absences, dismissals and tardies by School Nurse, Administration or School Designee
- Absences due to suspension or school exclusion

**Unexcused Absences and Vacations**

Any absence from school not listed in the aforementioned section will be counted towards students’ unexcused absence limit. Two or more unexcused periods in a school day will be considered an unexcused absence.

The school will notify parents/guardians of students who have 2 or more unexcused periods within 5 days or have 5 or more unexcused absences in a school year. (Pupil Absence Notification Program in accordance with MGL Chapter 76, Section 1B)

A meeting may be scheduled with the building principal (or their designee) with the parents/guardians and the students to develop an action plan to improve the student’s attendance. (Pupil Absence Notification Program in accordance with MGL Chapter 76, Section 1B)

Vacations: Students’ absences resulting from vacations taken at times other than the days/weeks identified in the school calendar are highly discouraged and unexcused due to their impact on time spent learning. Upon request, work will be provided in advance to students. No credit will be given for assignments not completed by the day of the return.

**Absence Limit per Year**

Aforementioned excused absences are not counted toward the absence limit. Students who exceed 12 unexcused absences from a full-time course receiving 5 or more credits will receive no credit for the course, regardless of grade. Students who exceed 6 unexcused absences from a part-time course receiving fewer than 5 credits will receive no credit for the course, regardless of grade.

Absences accumulated will be carried over to the new class for students who transfer from another class. Underclassmen (grades 9-11) are given the opportunity to recover lost credit, due solely to absenteeism, by adhering to the above policy, in its entirety, the following school year.

It is understood that seniors who do not adhere to the policy as stated, will be required to make up lost credit (up to two full time classes) during an evening school program, provided it is equal to the same subject material and rigor. If students feel that their unexcused absences beyond the 12th day for a school year were of an exceptional nature, they may appeal their case to the principal. The appeal for the student must be in writing within ten (10) business days from the mailing of the final report card of the school year.

**School Tardiness**

Students entering the building after the 7:25 a.m. bell will be considered tardy. Students who do not report to class by the 7:25 a.m. bell must sign in and obtain a tardy admission slip from the attendance office before going to class. Anything other than the aforementioned excused school absences is considered an unexcused tardy. Tardies are tallied ongoing throughout the school year.
Tardiness Progressive Discipline Outline:

- **FIRST – FOURTH OFFENSE** – Processed by the Attendance Office with no penalty.
- **FIFTH – FIFTEENTH OFFENSE** – Result in one (1) detention.
- **SIXTEENTH & SUBSEQUENT OFFENSES** - Result in one (1) Saturday school and parental/guardian notification via email.

**Class Tardiness:**
Students entering the classroom without a pass will be issued a detention by the teacher, which must be served within two (2) school days. Students who are repeatedly tardy to class will be subject to additional discipline.

**Class Truancy:**
A student is considered truant from class when the student is not present in an assigned class and does not have an approved excuse to be absent from class. An offense will result in one (1) Saturday School and parental/guardian notification via email.

**Dismissals**
Anything other than the aforementioned excused school absences is considered an unexcused dismissal. If a nurse or school administrator dismisses a student for medical reasons it will be considered an excused dismissal. Students who are ill will be dismissed by the nurse into the custody of parents/guardians or emergency contact. Dismissal notes/phone calls should include parents’/guardians’ name, and contact phone number. Efforts will be made to contact the parent/guardian to verify notes.

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 parents/guardians when deemed appropriate. This procedure prevents confusion regarding students’ whereabouts and expedites appropriate medical intervention.

Verification of students who need to be routinely dismissed for medical/psychological services will remain confidential and processed by the school adjustment counselor or school nurse, and communicated to the high school administration.

**Make-up Work Policy**
One school day will be allowed for each absence, excused or unexcused. Additional time may be provided only at the teacher’s discretion. Students who have been absent from school have the responsibility, upon the day of their return, to submit work assigned prior to the absence. On the day of return from an absence, students have the obligation to secure the missing work and must communicate with the teacher to arrange the time frame in which work missed during the absence must be made up. Students who are truant from class or school will receive a zero for any assignment or assessment missed. Students must submit school work (homework, papers, projects) that is due on the day of a field trip before leaving for both in-house and out-of-school field trips. Students have the obligation to secure work they will miss during the trip, for both in-house and out-of-school field trips.

**Extracurricular Eligibility**
Any extracurricular activity is defined as, but not limited to athletics, academic clubs and teams, intramurals, music groups and performances, plays and all other events and activities. Unless there is a verified excused school absence,
dismissal or tardy, students must attend a full school day to be eligible to participate in extracurricular practices, games or events and activities that day.

Students who violate the attendance policy may be subject to disciplinary action and/or loss of academic credit.

**Case Rally Morning:**
*Students will not be allowed to enter the building after 7:40 a.m. Students who 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.*

## 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’/guardians’ responsibility to notify the school if their child is ill and their 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 student in line with the class will be completed by the regular education staff upon the student’s return.

If you have additional questions, please call the SBRHS Special Needs Office at: (508) 324-3103.

## SCHOOL COMMITTEE POLICIES

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 SBRSD 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 the student and their 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 SBRSD 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 their parents or guardians will be fully recognized in compliance with the General Laws, Chapter 71, s. 37H, s. 37H½, and s. 37H¾

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 (10) days from the date of the expulsion. Should the principal choose to suspend rather than expel the student, the principal must inform the School Committee in writing of the reasons. Finally, the responsibility for attendance and proper conduct in the SBRSD rests with the parents/guardians. The School Committee recognizes its responsibility to provide whatever services and opportunities are needed to assist the parent in meeting their obligation, but maintains that the school cannot and should not attempt to do this alone.

**STUDENT BEHAVIOR CODE**

The Student Behavior Code is as follows:

- Demonstrate responsible behavior and citizenship.
➤ Attend school.
➤ Arrive to class on time.
➤ Report to the nurse when ill.
➤ Arrive with Chromebook fully charged.
➤ Respect themselves and others.
➤ When tardy, sign in at the attendance office.
➤ Communicate and collaborate effectively with others.
➤ Arrive to school on time and appropriately dressed.
➤ Check school e-mail each school day for discipline notifications and school updates.
➤ Don’t congregate in rest rooms or corridors.
➤ Be reasonably quiet in class.
➤ Attend all classes.
➤ No food or drink, except water, is allowed in the school. The student dining center is the only exception.
➤ Students who leave school grounds without official 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.
➤ Students are required to come to the office when called.
➤ Directed study periods are designed to provide students an opportunity to engage in independent structured learning.
➤ A student shall not repeatedly fail to comply with directions of principals, teachers or other authorized school personnel during any period of time when the student is properly under authority of school personnel.

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 SBRHS. All school documents must be countersigned by parent/guardian. 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 that they think is relevant and is allowed 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 they urge other students to engage in such conduct if a substantial and material disruption or obstruction is reasonably certain to result from their urging.

SCHOOL PROPERTY DAMAGE POLICY
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. Violation of this section could result in criminal prosecution under MGL Chapter 266 Section 126A.

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. Violation of this section may result in prosecution under applicable criminal laws. Self defense is not considered an intentional act under this regulation.

SCHOOL RESOURCE OFFICER
The SRO has access to school cameras and the student management system.

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 Department and the School Committee. Any drug offenses in this area carry special and severe penalties. Violation of this section may result in prosecution under applicable criminal laws.

SCHOOL ZONE
The “School zone” is defined as:
- School owned property and buildings.
- School controlled property and buildings.
- Any school sponsored activity.
- Jurisdiction over a student who is on any vehicle designated by the school for transportation of student to and from school.

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

- SBRHS has the right to investigate any incident involving a student occurring outside of the school zone.
- SBRHS has the right to gather information and exchange information in at least oral fashion with the police department regarding actions of school students.
- 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.

**DRUG AND ALCOHOL/TOBACCO POLICY**

**ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/e-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9. Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening. All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district’s website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

**SOURCE:** MASC February 2018

**LEGAL REFs:** M.G.L.71:2A; 71:96; 71:97; 272:40A

**CROSS REFs:** IHAMB, Teaching About Alcohol, Tobacco and Drugs
GBEC, Drug Free Workplace Policy
GBEC Tobacco use on School Property by Staff Members Prohibited
ADC, Tobacco Products on School Premises Prohibited
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 their 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.

Students involved in extracurricular activities please refer to the Chemical Health Violations under the “Extracurricular” section of the handbook.

**Tobacco Products on School Premises Prohibited**

Use of any tobacco products within the school buildings, school facilities, on school district grounds or on school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times. Tobacco products include but are not limited to: cigarettes, cigars, little cigars, chewing tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization. A staff member determined to be in violation of this policy shall be subject to disciplinary action. A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

Electronic monitoring may be used to monitor smoke/vapor on the premises.

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

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

**SOURCE:** MASC July 2016  
**LEGAL REF:** [M.G.L. 71:37H; 270:6]  
**CROSS REFS:** GBED, Tobacco use on School Property by Staff Members Prohibited  
JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

**Policy Regarding Use/Possession of Tobacco and Vaping Products**

State law prohibits the use of tobacco/vaping products within school buildings, the school facilities, on the school grounds, or on school buses by any individual, including school personnel. Use of tobacco/vaping products as stated above in the district policy will be confiscated, destroyed and a parent/guardian will be contacted to attend a Principal hearing 37h3/4 (M.G.L. 71:37H; 270:6).

*Programs are available to any student who would like to try to stop smoking. Please visit the health office for details.*
SEARCH AND SEIZURES POLICY

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:

- No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred.
- Searches shall be conducted by an administrator or designated staff person in the presence of at least one other staff member.
- 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.
- 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.
- 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.
- 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. SBRHS 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 SBRHS 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 AND DISCIPLINE POLICY

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, at their 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 (10) days from the date of the expulsion in which to notify the Superintendent of their 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 ten (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 Children and families, 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 weapon’s “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 notwithstanding any license obtained by them under the provisions of Chapter 140, carries on their 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. 37H½**

*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 their request for an appeal no later than five (5) 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 (3) 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 their 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 (5) 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 their 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 (5) 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 (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their 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 (5) 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. 37H¾
Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H½
(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 37H½.

(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 consequence 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.

(g) 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), SBRSD’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, out-of-school suspension, exclusion and revocation of class privileges. In all cases, the principal and/or designee reserves the right to apportion discipline as deemed to be in the best interests of the student and the overall school environment.

Detention

Detentions are assigned by staff when an infraction takes place. It is the student's responsibility to notify their parent/guardian. Detention is 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 serve detention after two school days will result in a one-day Saturday School for each detention not served. This will eliminate the detention obligation.

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. In all cases, parent/guardian will be notified via e-mail.

Saturday School Regulations

1. Parent/Guardian is responsible for student transportation. Make arrangements for pick-up prior to your arrival. Only those who have been assigned to Saturday School will be allowed in the room.
2. Saturday School starts at 8:00 a.m. SHARP in Room 141. End time is 11:00 a.m. Students are expected to be on time and to sign in. Tardiness or failure to remain until dismissal will result in further disciplinary action and/or refused entry.
3. Students are to bring study materials, a book to read, or school assignments to work on and must remain actively engaged in learning throughout the session. You will not be allowed to go to your locker once Saturday School starts.

4. Without exception, electronic devices other than Chromebooks are NOT permitted.

5. Food and drinks are not allowed. Please eat prior to coming to Saturday School. You may have a bottle of water with you.

6. Talking is NOT allowed. After one (1) warning only, any conversations/disruptive talking will result in removal from Saturday School and further disciplinary action.

7. Sleeping is NOT permitted at any time.

8. Your conduct must adhere to all guidelines as outlined in the Student Handbook. All school rules apply during Saturday School. Disruptive behavior of any kind will result in no credit for the session and further disciplinary action.

9. Any student assigned to Saturday School forfeits the right to participate in any school-related activity and/or event on the day of the Saturday School (examples: athletics, music groups, clubs, etc).

10. Failure to report to Saturday School may result in a §37H¾ principal’s hearing.

Out of School Suspensions

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 the parent or guardian’s 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.

Principal’s Hearing (37H, 37 H ½, 37 H ¾)
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:

i. In advance of hearing, the opportunity to review the student’s record and the documents upon which the principal may rely in making their determination;

ii. 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;

iii. The right to produce witnesses on his or her behalf;

iv. The right to cross examine witnesses presented by the school district; and

v. 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.

**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/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.

**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:

a. 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);

b. Provide written notice to the student and parent or guardian pursuant to 603 CMR 53.06(2);

c. 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.

d. 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. 37H3/4, principals continue to have discretion under M.G.L. c. 71, sections 37H and 37H1/2 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.

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 their 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 their educational placement to the same extent that a general education student would be removed, provided that the
student with a disability 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 attempt to prevent the behavior from happening again.

When appropriate, the principal, or designee, may seek an order from the 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 assesses as well as 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 Elementary and Secondary Education brochure on Special Education Parents’ Rights, available in many languages, visit www.doe.mass.edu/sped/parents or can be requested from the 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:

a. The parent/guardian of the student expressed concern in writing to supervisory or administrative personnel of the student’s school or to a teacher of the student that the student is in need of Special Education and related services; or
b. The parent/guardian requested an evaluation of the student; or
c. 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 (10) consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to
students with disabilities who receive special education services. Please contact the Director of Social Emotional Learning and Guidance/Principal of the High School.

**Physical Restraint of Students**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the SBRSD. 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:** The amended regulations do not include a definition of an extended restraint, however, under the new regulations approval by a principal or designee will be required to continue a restraint beyond 20 minutes.
- **Physical escort:** Temporary touching or holding, without use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
- **Physical restraint:** Direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

**Time-out and Seclusion**

- **Time-out:** A behavioral support strategy in which a student temporarily separates from the learning activity or classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, student must be in a clean, safe, sanitary and appropriate space, and continuously observed by a staff member. This includes inclusionary and exclusionary time-out.
- **Inclusionary time-out:** when a student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom. Functions as a behavior support strategy while allowing student to remain aware of the activities of the classroom.
- **Exclusionary time-out:** separation of student from the rest of the class either through complete visual separation or from actual physical separation. During an exclusionary time-out, the student must be continuously observed by a staff member, and a staff member must be with or immediately available to the student. Exclusionary time-out must cease as soon as the student has calmed down. This should only be used when students are displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom.
- **Seclusion:** the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Both elements of the definition establish seclusion. **Use of seclusion is prohibited in Massachusetts.**

In addition to prone restraint, mechanical restraint, medication restraint (currently referred to as chemical restraint), and seclusion are prohibited.

**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. The in-depth training, (i.e. 12-16 hours) 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 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 SBRHS’s Behavior Incident Report) no later than the next school working day.
The principal or their 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 inform the student’s parents/guardians verbally of the restraint as soon as possible or within twenty-four (24) hours and by written report (using the “SBRSD Behavior Incident Report”) postmarked no later than three (3) 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 three (3) school working days of the administration of the restraint. The written report required for extended restraints and restraints resulting in serious injury are different from the “SBRSD 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.
STUDENT LOCKERS AND DESKS POLICY

The SBRSD recognizes the right of a student to privacy. However, lockers/desks are not to be considered personal property, but rather the property of the SBRSD. Certain items shall not be stored in lockers or desks including weapons, illegal drugs, alcoholic beverages, stolen property, and other items of contraband. The SBRSD 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 open 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 SBRHS. 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. The school is not responsible for lost articles. If a school locker becomes inoperable, it should be reported to the office immediately.

ELECTRONIC DEVICE POLICY

SBRHS’s electronic communication policy reflects the Massachusetts technology standards and supports 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.

Electronic Device Permitted Areas

Students may responsibly use electronic devices:

- In the library (unless part of academic class time) and in the Student Dining Center.
- During instructional time with teacher approval and following teacher directive.
  - If a teacher directs that any type of electronic device is not to be used, and 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, they may direct the class to not open and/or utilize their device. Failure to comply with this directive will result in immediate disciplinary action.
- During the Case Rally in airport mode, and non-academic related school events.
- On the school bus.

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

- The only device allowed when taking an assessment, with teacher approval, is your Chromebook. This includes but is not limited to smart watches, cell phones and other electronic devices. If you must go to the restroom, you must leave your cell phone and smart watches with the teacher or wait until after the test is complete to use the restroom. Students who do not follow this procedure will receive a zero on their assessment.
- Ignoring or disrespectfully responding to a question or a directive from a staff member
- Creating a loud, unpleasant, or disruptive climate for other students, staff members, teachers, or visitors
- Taking or disseminating unauthorized photos or videos
  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
SBRHS 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
For any information on SBRHS’s computer care, maintenance, and support agreement as well as information on the SBRSD Acceptable Use/Internet Safety Policy (AUP/ISP) please click here.

Personal Safety
Users are expected to refrain from posting 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 their 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.

Electronic Communications
Texting/calling/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, the person 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. Phones are available in the Main Office, Guidance and the nurse’s office. Violating this policy will result in the phone being taken away for the remainder of the school day.

Music
In the library, hallways and during non-academic course time, students may listen to soft music while working on academic coursework. Students are expected to wear only one (1) ear bud/pod in the event that a teacher directive is given or an announcement is made. 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.

Violations of this policy will result in the following discipline:

- **First Offense** – confiscation of the device, student pickup from Assistant principal. A warning is designated in the student’s discipline record.
- **Second Offense** – confiscation of the device, one day detention.
- **Third and Fourth Offense** – confiscation of the device, one day Saturday School.
- **Subsequent Offense** – confiscation of the device, principal’s Hearing (37H3/4), picked up by parent.

**Any teacher that confiscates an item after 1:10 p.m. should be given back to the student at the end of the day.**

**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 main office where they may be claimed by their rightful owners. If you have lost an item, please check the main office as well as the lost and found area in the Student Dining Center.

**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.

The administration reserves the right to grant individuals an exception to the dress code policy in order to accommodate religious customs or medical needs.
1. Coats and hats must be deposited in school lockers by 7:25 a.m. and should NOT be carried throughout the school during the school day (7:25 – 2:05 p.m.).

2. 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.
   a. Clothing which could create unsafe or unhealthy conditions for the student or their classmates is banned.
   b. 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.

3. No masks or makeup that makes the identification of a student difficult will be allowed as defined by the administration.

4. Blankets are not to be worn during the school day.

5. Since the health of students is important, footwear must always be worn.

6. 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.

7. 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 derogatory language, pictures or symbols that are obscene or defamatory, contain fighting words, or is intended to incite or advocate violence is prohibited.

8. 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.

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**STUDENT VEHICLES/PARKING POLICY**

**MASSACHUSETTS GENERAL LAWS, CH. 90, S. 16B**

*Offensive or Illegal Operation of Motor Vehicles* – click on link [here](#) for more information.

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:
   a. Obtain a parking form
   b. Have it signed by a parent/guardian
   c. Return it to the main office and pay a fifty-dollar ($50) non-refundable fee to receive an annual parking tag

2. Student parking passes will be distributed in the following manner:
   a. The number of parking passes sold per school year will be capped at 213 parking passes issued to students to park in the student lot.
b. Parking passes will be available for all Junior class members to pre-purchase their Senior year parking pass in June of their Junior year

c. When school starts, the remaining passes will be available to Juniors using a lottery system

3. Student must replace lost tags immediately and be subject to a five-dollar non-refundable replacement fee.

4. Attach the parking tag to the rearview mirror. (Failure to display a valid parking tag, taking up more than one parking space, parking in the faculty/staff/visitor teacher’s parking lots, or parking in a handicapped parking spot without a valid handicapped placard will subject the vehicle to being ticketed by the Somerset Police Department.)

5. **Safe operation of vehicles on school property must be observed at all times, this included but is not limited to:**
   a. Obeying the speed limit on school grounds, which is 15 M.P.H. (whether or not it is 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 (refer to the above hyperlinks for related state motor vehicle laws) (refer to the above hyperlinks for related state motor vehicle laws)
   d. No vehicle may be occupied while parked on school grounds during the school day
   e. A dismissal pass must be obtained from the attendance office, if a student needs to move their vehicle or retrieve items from said vehicle during the school day

6. 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 SHOULD BE LOCKED.**

7. No students are to congregate in the parking lot at the beginning and/or end of the school day. Students are required to enter the building and/or exit the parking lot immediately.

8. 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.

9. No student shall park in the parking lot of St. Thomas More Church during regular school hours unless attending a church-related function.

10. **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 ITEMS PROHIBITED ON SCHOOL GROUNDS.**

11. The Somerset Police routinely monitors parking on the school grounds and may issue parking tickets without prior notice.

12. Students who park on Clifford M. Holland Road are required to park on the wooded (south) side

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 the school day without first obtaining permission from the administration.
**FIELD TRIPS/SCHOOL SPONSORED OVERNIGHT TRIPS**

Students are subject to school rules and regulations while on a field trip sponsored by SBRHS. 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 child at the site of the trip. This may be waived at the discretion of the administration if or when the distance prohibits pick up. 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:

- Field trip participation by students is voluntary.
- Students are responsible for making up all missed work.
- Parental permission slips must be completed and returned to the sponsoring teacher at least two (2) days prior to the date of the field trip.
- A student who does not return a parental permission slip will not be allowed to participate.
- There is no nurse present.

**Field Trip Vehicles:**

The SBRSD’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. Students are expected to be respectful of their peers, presenters and faculty. When attending an assembly, the student will be held to the following expectations:

- Do not take books or coats to the assembly unless instructed otherwise.
- Proceed to the assembly area quietly and promptly.
- Do not leave the assembly until dismissed.

**FIRE/EVACUATION DRILLS**

Fire/evacuation drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, it is essential that 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.
STUDENTS AT RISK FOR HARM TO OTHERS

1. Attention shall be paid to past disciplinary issues as they may relate to the current incident.
2. Parents/guardians will be contacted. Parents/guardians will have the option to transport student for the purpose of obtaining a mental health assessment from a licensed mental health professional. The school is not responsible for student transportation to required location or cost of assessment.
3. A readmission conference with the parent/guardian and student with the administration and/or crisis counselor will occur before a student should return to a regular school day. Plan for readmission will be reviewed and agreed upon.
4. For Special Education Students, please refer to existing discipline codes and Federal/State Regulations.

STUDENTS AT RISK FOR HARM TO SELF

1. Parents/guardians will be contacted. Parent/guardian will have the option to transport student for the purpose of obtaining a mental health assessment from a licensed mental health professional. The 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 themselves or to others before readmission can be considered.
3. A readmission conference with the parent/guardian and with the administration and/or crisis counselor will occur before a student should return to a regular school day. Plan for readmission will be reviewed and agreed upon.
4. The SBRSD 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.

BULLYING PREVENTION PLAN

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

School Bullying Prohibited; Bullying Prevention Plans – click on link here for more information.

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.

Bullying may include, but is not limited to:

- 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)
- Verbal: teasing, using offensive names, ridiculing, spreading rumors, verbally threatening
- Indirect Verbal: egging on bullying, speaking up in support of the bully or helping bully verbally
- Non-verbal: writing offensive names or graffiti about others, rude gestures, cyber bullying
➤ Extortion: threatening to take someone’s possessions, food or money
➤ Property: hiding property or items that belong to someone else
➤ Cyber bullying: sending/posting harmful/cruel text/photos

Bullying can occur:

➤ Between students
➤ Between staff and students (i.e., bullying of a student by a staff person, or bullying of a staff person by a student)

A witness to bullying should report it to the appropriate school personnel (administration, guidance/adjustment counselor and/or school resource officer).

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.

For further information regarding the SBRSD Bullying/Cyber Bullying Policy, please click here and reference section JICFB.

SEXUAL HARASSMENT POLICY

It is the policy of the SBRSD 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 SBRHS 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.

For further information regarding the SBRSD Sexual Harassment Policy, please click here and reference section ACAB.

HAZING POLICY

MASSACHUSETTS GENERAL LAWS, CH. 269, Sections 17, 18 19
Click section number for link to MA law.
For further information regarding the SBRSD Hazing Policy, please click [here](#) and reference section **JICFA-E**.

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**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. Students must be on time and in school for the entire day in order to attend.
2. No tickets will be sold at the door.
3. All seniors must have their community service requirement fulfilled before a ticket can be purchased for the Prom.
4. 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.
5. 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.
6. The student must show their I.D. at the time the ticket is purchased and when entering the social activity.
7. SBRHS students may only purchase a maximum of two tickets each.
   a. 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.
   b. The guest will not be allowed to participate in the activity unless accompanied by their SBRHS sponsor, and in possession of their original picture I.D. that must match the photocopy.
8. Students under suspension forfeit the privilege to attend social activities.
9. Breathalyzer: Upon reasonable suspicion that a student or 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 guest’s failure to comply would result in ejection from that activity, notification to parent and further disciplinary action. 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:
   a. Ejected from the event.
   b. Detained by the police until a parent or guardian picks them up.
   c. Subject to appropriate discipline as referenced in the Student/Parent Handbook.

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**HEALTH OFFICE POLICIES**

The school nurse is on duty during school hours, Monday through Friday, in the Health Office. When a student becomes ill, they 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 they enter or leave the SBRSD. 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. Remaining senior health records are distributed to students at graduation rehearsal. 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 SBRSD for 10 years.

Immunizations
The following are immunization requirements for all students entering SBRHS:

- 3 doses - Hepatitis B series
- 4 doses - DTaP/DPT or > 3 doses Td; plus 1 dose Tdap
- ≥ 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.

Student Medical Treatment Forms
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 SBRHS 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 medications to students during the school day. All medications should be brought to the school nurse to be stored in a locked medication cabinet and administered by the school nurse. Students are allowed to carry their own inhaler and/or 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 the school nurse, regardless of doctor’s orders, dispense these medications during school. 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 in 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 10th graders. This is calculated using the student’s height and weight taken at the time of their 10th grade physical. Knowing your child’s BMI can be a useful tool in identifying possible health risks. BMI data will be recorded in the student’s health record. Parents/guardians are given the opportunity to opt their child out of the postural screening, as well as the SBIRT screening, for 9th graders and the BMI screening for 10th graders.

Physicals
It is mandated by the state that all 10th grade students receive a physical examination. This physical may take place any time on or after July 1st 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 10th graders still in need of a physical. Emails reminding parents of this requirement will be sent periodically throughout the school year. 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, they may be excluded from participating in any school or after-school activities until the school nurse receives the physical report. The student and their parent/guardian may also be subject to a meeting with the nursing staff.

Student Injuries
Regarding student injuries: Any student being treated for an injury that restricts their 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 timeframe 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.

Elevator Passes
Any student requesting a long-term elevator pass will need to present a doctor’s note which designates the length of time the elevator use is required for the medical condition/injury. Short-term elevator passes are given at the discretion of the school.
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 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 (24) hour plan may be purchased by the individual if it is desired.

In case of an accident, when a claim is to be made, an insurance claim form will be sent to you via certified mail. This insurance is supplementary to any existing health or accident insurance coverage you may already have. Immediate action must be taken to ensure satisfactory results on your claim.

Medical Assessment Drug Policy

If a student is suspected to be under the influence of any type of drug or harmful substance including but not limited to alcohol, marijuana, hashish, cocaine, crack cocaine, steroids, inhalants, psychedelics, amphetamines, barbiturates, tranquilizers, narcotics, prescription or over-the-counter medications, an administrator may ask the school nurse to perform a medical assessment on the involved student or students. The school nurse shall do this evaluation with an administrator present as a witness. This evaluation is a medical assessment and is not a drug screening. Once the school nurse completes the assessment and there is reasonable suspicion of substance abuse, an assessment form will be completed. Copies will be provided to the appropriate Asst. principal as well as EMT personnel who may be transporting the student to the hospital, if deemed necessary. At that time, a parent or guardian will be called to notify them of the situation. If the student is released to the parent/guardian, an immediate drug screening will be highly recommended as a follow-up. It is in the student’s best interest that the results of the drug screening be shared with the school nurse so that referrals to drug counseling and/or a rehabilitation center may be offered if necessary. At the parent/guardian’s request, the results of the screening will be held confidential. It is our hope to be proactive with regard to intervention when any of our students become involved in substance abuse.

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 SBRHS Guidance Office.

**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 number of credits per year based on their grade level.

**Graduation Requirements for the class of 2020, 21, 22 and 23**

Students must successfully complete and pass the following courses with a minimum average of 65:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 years (English I, II, III, &amp; IV)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 years (Early &amp; Modern U.S. History, Modern World History)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 years</td>
</tr>
<tr>
<td>Science</td>
<td>3 years</td>
</tr>
<tr>
<td>Physical Education</td>
<td>4 years</td>
</tr>
<tr>
<td>Health I &amp; II</td>
<td>2 semesters</td>
</tr>
<tr>
<td>Fine &amp; Performing Arts</td>
<td>3 credits (one major course or combination of mini courses)</td>
</tr>
<tr>
<td>Computer/Technology Education</td>
<td>3 credits (one major course or combination of mini courses)</td>
</tr>
</tbody>
</table>

**Credit Requirements**

Students must have reached the required number of credits in order to graduate. These numbers differ by year of graduation due to the implementation of a new schedule.

- **Class of 2020**: 134 Credits
- **Class of 2021**: 124 Credits
- **Class of 2022**: 114 Credits
- **Class of 2023**: 105 Credits

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 SBRHS. 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. Seniors who do not complete their community service hours will not be allowed to attend prom.

**Grading**

**Passing grade:** A final average of 65-100 that earns full course credit.

**Failure grade:** A final average of 64 and below that earns no course credit.

Please note: A final average for all full year courses is based on the average of four terms of course work, mid year exam and final exam. A final average on a semester course will be an average of two terms, mid-semester assessment and final assessment.

**Levels of Instruction**

Approximately half way through the school year, teachers will recommend levels and courses for each student. Final decisions as to placement rest primarily with the parent/guardian and student, but families are encouraged to collaborate with their child’s guidance counselor to finalize the level and/or course selection. Levels of instruction are designed as follows:

**Advanced Placement (AP)**

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 SBRHS are offered in Biology, Calculus, Chemistry, English, European History, Physics, Statistics, United States History, World History, Psychology, Computer Science and Fine Arts.

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.

**Honors**

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

**Advanced College Prep (ACP)**
The Advanced College Prep program provides students with a rigorous curriculum that will prepare them for any two or four year college or university. It provides some opportunities for remediation that are built into the curriculum. The pacing is slightly slower than Honors.

College Prep (CP)
Good sound college preparation at a level acceptable to any institution 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 SBRHS are graded numerically for all subjects. Numerical grades from 1 to 100 are translated into letter grades according to the table below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>65-66</td>
</tr>
<tr>
<td>U</td>
<td>0-64</td>
</tr>
</tbody>
</table>

Grade averages with a fraction of ½ 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, at which time the grade is calculated by the teacher or defaults to a zero.

Dropping a Course
Only under extraordinary situations will allowances be made for course changes. In such instances, the parent/guardian of the student must write a letter of request to the principal explaining how the student’s circumstances at the time of the requested change are significantly different from the original course request.

Students who are allowed to drop a course or are removed from a class for disciplinary reasons after the deadline date to drop the 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 may be addressed to the principal in regards to a W (withdrawn) on the transcript.

Grade Adjustment When Dropping a Level
Students are allowed to drop down a level in any subject provided that they have obtained written parental/guardian 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 (1) Geometry to Level One (1) Algebra, or from the second-year world languages to level one (1) 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 (1) week after the second parent/teacher conference** as scheduled on the high school calendar.

**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/guardian 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.

**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 child is enrolled, should contact their child’s guidance counselor. The following steps will be initiated by the guidance counselor when contacted by the parent/guardian:

1. The parent/guardian 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 their approval, the parent/guardian may appeal to the principal. Under normal circumstances the principal’s decision will be reached within five (5) school days.

**Incompletes**
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.

All work missed, due to an absence from school, must be made up. One day 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.
DUAL ENROLLMENT AND VIRTUAL HIGH SCHOOL

SBRHS offers several opportunities for students to take courses that are either not offered at SBRHS or that cannot fit into a student’s schedule. Students can take courses at local colleges and universities through dual enrollment or through Virtual High School (VHS).

Dual Enrollment

Students in dual enrollment courses receive both college and high school credit. In this way, students are given the opportunity to earn college credit in a variety of courses at an affordable price. Students enrolled in dual enrollment courses must schedule their college classes after regular school hours or during the school day at times that would not cause them to miss class time in other courses.

Participation in dual enrollment courses requires pre-approval from both the Content Coordinator and high school administration. Once the course has been approved, the student and their parent/guardian will be asked to sign a dual enrollment contract, which explains the student’s responsibilities.

Dual enrollment courses must be 100-level or 200-level courses and must be three or more credits. Students must meet the dual enrollment requirements established by the local, participating colleges and must complete and submit all application requirements.

Students enrolled in dual enrollment courses must have reliable transportation from Somerset Berkley to the college campus, unless the dual enrollment courses are completed entirely online. Students are responsible for all expenses related to the course (tuition, fees, books, materials, etc.) unless the course is required to satisfy high school graduation requirements. At the conclusion, the student must submit an official college transcript to their guidance counselor for inclusion on the student’s high school transcript. Upon successful completion of the course, the student will receive credit commensurate with college coursework (i.e. Advanced Placement).

Students are eligible for dual enrollment once they have completed their sophomore year.

Virtual High School (VHS)

SBRHS participates in the distance-learning program, The VHS Collaborative. VHS provides a wealth of quality online education options for high school students who would like a challenge in a computer setting.

Through VHS, schools expand their educational offerings and students expand their world view, as they attend class with students from across the country and around the world. Students gain access to a wide variety of courses not typically available and have the flexibility to take these courses anytime and anyplace as best fits their schedule. These courses are offered at various levels but are generally demanding and academically rigorous as they meet the same standards expected of students taking a traditional high school class.

Once the course has been approved by the appropriate Content Coordinator, the student will be enrolled and be asked, along with their parent/guardian, to sign a contract which explains the responsibilities of taking a distance-learning course. Courses are a semester in length. A student may not withdraw once enrolled in a VHS class. These classes will be taken outside of school hours. For more information about the VHS Collaborative, students may visit the VHS Collaborative website, speak with their counselor to see if they qualify, and/or meet with the on-site coordinator for VHS.
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 one must have fulfilled all of the minimum requirements necessary to qualify for a diploma.

These requirements include:

1. Achieving a minimum of credits based on graduation year. (See “Credit Requirements” section)
2. Regardless of previous credit earnings, a senior must successfully complete at least four major courses
   a. a major course is defined as any course that meets the equivalent number of credits such as an ELA course
   b. successful completion is defined as earning at least a D (65) overall final average for the year in the course
3. Complete the Program of Studies as presented in the Student/Parent Handbook.
4. A students’ status for graduation participation must be established by the close of the school day (2:05 p.m.) prior to the day of graduation.
5. 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
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. An endorsement from the student’s guidance counselor should accompany the written request. Requests for a fifth-year option will be reviewed and considered on an individual basis.

School Property: Chromebooks, Textbooks, Athletic and Musical Uniforms and Equipment
Each student is responsible for the condition of all school property, including but not limited too, chromebooks, textbooks, athletic and musical uniforms and equipment used. 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.

Withdrawing from School
Any request for transfer to a new high school or for withdrawal from SBRHS 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/guardian.

**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.

**Academic Support**
Monday-Thursday after school, certified teachers are available to assist students with their academic struggles. Please see the schedule on-line for subject days and locations.

**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.

**HONOR ROLL**
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>4 points</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>3 points</td>
</tr>
<tr>
<td>C+, C</td>
<td>2 points (only 1 letter grade of C allowed)</td>
</tr>
<tr>
<td>C-, D+, D</td>
<td>automatic exclusion from consideration</td>
</tr>
<tr>
<td>U</td>
<td>automatic exclusion from consideration</td>
</tr>
</tbody>
</table>
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.

\[16 + 2 = 18; \frac{18}{5} = 3.6 \text{ average}\]

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

\[12 + 2 = 14; \frac{14}{4} = 3.5 \text{ average}\]

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**

SBRHS uses a cumulative weighing system in computing grade point averages to determine class rank. All leveled earning five (5) credits are included in determining class rank. Courses earning less than five (5) credits are not included in weighing.

Please note: Official high school rank is computed at the end of six (6) semesters.

Grade Point Weighing

<table>
<thead>
<tr>
<th>AP</th>
<th>Honors</th>
<th>ACP</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>20</td>
<td>17</td>
<td>14</td>
</tr>
<tr>
<td>A</td>
<td>19</td>
<td>16</td>
<td>13</td>
</tr>
<tr>
<td>A-</td>
<td>18</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>B+</td>
<td>17</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>B</td>
<td>16</td>
<td>13</td>
<td>10</td>
</tr>
<tr>
<td>B-</td>
<td>15</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>C+</td>
<td>14</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>C</td>
<td>13</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>C-</td>
<td>12</td>
<td>9</td>
<td>6</td>
</tr>
</tbody>
</table>
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:

1. A junior must achieve a 13.00 grade point average (based on a 20.00 grade point weighing system) for four (4) semesters of coursework (grades 9 & 10).
2. A senior must achieve a 13.00 grade point average (based on a 20.00 grade point weighing system) for six (6) semesters of coursework (grades 9, 10 and 11).
3. The SBRHS Community Service requirement of 20 hours must be completed and documented prior to September 10th of the Junior year.
4. Students will not be invited to obtain an application unless the Quality Points and Community Service Requirements have been met.

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

Students must obtain and complete the SBRHS Application for the Edward J. Kaylor National Honor Society once they are notified by the NHS advisors.

Students must return the application to the Advisors no later than the date printed on the application. Applications will not be accepted after the deadline.

The N.H.S. Faculty Board will review all applications. Applicants will be notified by December 31st of the decision made by the Board. All decisions made by the Board are final.

The NHS Induction Ceremony is held in January (TBA).

Once inducted, students must maintain and uphold the standards of Scholarship, Service, Leadership, and Character.

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 assistant 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, their parents/guardians and the principal.

**Service & Leadership**

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. The student is automatically dismissed in the event that the student fails to meet this requirement.
Students must maintain their service requirement by attending the following:

1. NHS Service project (2 or more per school year are offered). Students must attend at least 1 of these events.
2. Additional service to SBRHS, SMS, BMS, and any of the elementary schools in Somerset & Berkley.
   a. Proper documentation is necessary.
   b. Service is defined as an activity in which the student is not compensated and does not involve employment by a relative.
   c. Students must provide documentation of 5 hours per school year. (5 junior year, 5 senior year)
   d. Additional hours must be documented by April 30th of the senior year in order to maintain status as a member of NHS and earn the graduation regalia.

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 their 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 their case. If a member is dismissed, written notice of the dismissal will be sent to the member, their parents/guardians 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. Please refer to the contract for the amount of the fee incurred by the student for taking the AP test.

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.

MCAS TESTING

Per state requirements, a score of 240 is considered proficient for all MCAS testing. Students who receive a 220 or higher on MCAS testing have met the state requirements for graduation for the ELA and Science MCAS exams. However, students receiving between 220 and 238 on the Mathematics MCAS exam must fulfill the requirements of an Educational Proficiency Plan (EPP).

Under extreme circumstances, the state may grant eligibility to students that 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 meet all of the following requirements:

- 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;
➢ 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 request, 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 SBRHS 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 child’s assistant principal. Referrals are reviewed and approved by the Student Success Team.

COMMUNITY EVENING SCHOOL
The Somerset Community Evening School is an alternative high school program that is available to students who choose to leave SBRHS. 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 SBRHS 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/guardian 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 SBRHS diploma during the summer following their June graduation date. If a SBRHS student is 12 credits or less from meeting SBRHS graduation requirements, then that student may be allowed to attend the summer semester of the evening school.

Prior approval from the SBRHS Guidance Department and the SBRHS 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 SBRHS diploma in August. The Community School office can be contacted at (508) 324-3146.

**EXTENDED DAY PROGRAM (FLEX)**

FLEX is the Extended Day Program at SBRHS. 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 students in Grades 9-12, meeting Monday through Friday, 2:15-3:30. 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 all work that day. Students are required to adhere to the same school rules as a day school student. Referrals are reviewed and approved by the Student Success Team.

**FAMILY LIFE/SEX EDUCATION**

The Somerset Berkley Regional School Committee’s policies regarding Family Life/Sex Education can be found on their [website](http://example.com). Please refer specifically to their policies on Health Education (IHAM) and Health Ed Exemption procedures (IHAM-R).

**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 rules are for the student dining center:

- Deposit all litter in the trash receptacles.
- Leave the table and floor around your place in a clean condition for others.
- No food may be taken from the student dining center.
- Students may carry securely sealed water bottles in the corridors and in the classrooms.
- Food throwing and/or inciting any type of disturbance in the Student Dining Center is prohibited.
LIBRARY MEDIA CENTER

The goals and objectives of the SBRHS Media Center are:

- To provide an environment suitable for study, research and collaboration.
- To provide students and staff with materials and resources similar to those found in a university or college setting.
- To gather resources and materials for students and staff which reflect their information needs.
- To provide training to students and staff on electronic and print resources located within the media center.
- 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 7:00 a.m. to 3:30 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 reasonable level. Students who violate Media Center policy are denied privileges for two weeks and are only able to access its resources before and 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 student ID cards. They can also request books from the SAILS Library Network, a consortium of over 60 libraries throughout Southeastern Massachusetts. For more information about the Library Media Center please visit our website.

PROTOCOL FOR CLASSROOM OBSERVATIONS

SBRHS, in accordance with Section 3 of Chapter 71B of the General Laws, provides for parents/guardians 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 (2) 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.

EXTRACURRICULAR ACTIVITIES

Students may participate in any of the following extracurricular activities while attending SBRHS.

- Amnesty International
- Anti-Bullying Club
- Big Buddies Program
- Community Service Club
- Debate Team
- Model UN
- National Honor Society
- Newspaper - “The Breeze”
- Peer Leadership Program
- Prom Committee
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, JV and Freshmen), Unified Basketball

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), Indoor Track (Boys and Girls), Wrestling (Co-op)

Spring Season
Baseball (Varsity, JV and Freshmen), Softball (Varsity, JV and Freshmen), Tennis (Boys and Girls-Varsity and JV), Outdoor Track (Boys and Girls), Unified Outdoor Track

Performing Arts Extra Curricular Activities
- Drama Club
- Marching Band
- Jazz Band
- Show Choir
- Winter Color Guard
- Winter Percussions

Extracurricular Activities Rules & Regulations

SBRHS, 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. Additionally, any student who has exhibited egregious behavior deemed unbecoming of a Raider may be restricted from participating in extracurricular activities. Egregious behavioral instances are not limited to the time of participation in an activity in order to have a restriction put in place. Each student’s discipline and academic records will be reviewed on an individual basis, and their 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.
   a. Students will not be eligible to participate in extra-curricular activities until the next marking period/season if the above criteria has not been met.
   b. 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.
   c. Incoming freshmen automatically meet this eligibility requirement for the fall semester.
2. You are a good school 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 or tardy from school.
   a. A student who violates this rule will be suspended from the activity for a period of not less than one school week.
   b. 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 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.
   a. This prohibition applies to weekends that intersect multi-day suspension periods. For example: a student receiving a two (2) day 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.
   b. 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.
   c. 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 Schools Activities Association (MSAA) and/or the Massachusetts Music Educators Association (MMEA).
6. You are in good standing within SBRHS. For home schooled students, upon written request of the Superintendent, those students must provide documentation of good standing.
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:

- Stealing.
- Vandalism or willful destruction of property whether school or private property.
- Fighting/battery against teammates, opponents, coaches, officials or spectators.
- Insubordination – failure to comply with the directions of the athletic director, music director, coaches, advisors, officials or other staff members.
- Intimidation/threats – behavior that harasses, embarrasses, or threatens bodily harm to another person, whether physically or verbally.
- Abuse, misuse or loss of any issued uniform or equipment through negligence.
- Vulgar, profane or abusive language/behavior.
- Lying to the athletic director, music director, coaches, advisors or other staff members.
- Cheating in the performance of an activity contest.
- 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.

**Chemical Health Violations**

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

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

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

**Minimum Penalties**
First Violation: When the principal confirms 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 (regular season and tournament) 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 meeting 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 contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. If after the second or subsequent violations, the student of their 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 provided the student was fully engaged in the program throughout that penalty period. 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, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalties during the fall season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.

Prior to any chemical health violation, a student’s request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco rule 62.

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/guardian and the athletic director and music director. Any coach/advisor who does not report directly to the athletic director/music director should notify the principal. 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 Extracurricular 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 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 advisor, coach or 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 & Regulations Governing Athletics

SBRHS 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.

Students displaying unsportsmanlike conduct at school athletic contests, whether home or away, will be ejected from such events and possibly banned from attending future SBRHS 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.southcoastconference.org/public/genie/567/school/1037/
  - Gives directions to games, schedules and scores for all sports, email updates of changes, etc.
- www.miaa.net
  - Rules, regulations and tournament information of the Massachusetts Interscholastic Athletic Association

Eligibility

You are not eligible to participate if:

- You were not a member of some secondary school for the two (2) months, exclusive of summer vacation months, preceding the contest.
- 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.
- Since you entered Grade 9, twelve consecutive sports seasons have passed (four years), whether or not you participated.
- Your 19th birthday came before September 1st of the present school year.
- You graduated from any secondary school.
- 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.
- You are ejected from a game for fighting or flagrant unsportsmanlike conduct including the use of threatening, abusive or obscene language.
  - The student 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).
- 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.
- Participating in one sport at SBRHS prohibits an athlete from participating in a second sport at SBRHS during that season.
- 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 all sports. Requests for waivers of eligibility rules should be directed to the athletic director.

**Requirements of Athletes**

When an athlete reports for a sport, the student is telling school authorities and the coach that they want 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 their acceptance of a set of ground rules and their 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 participate in physical education in order to be eligible for practices or games.

**Athletes Going on Vacation during an Athletic Season**

The coach will make decisions on routine requests by evaluating the request and rendering their decision.

All athletes with the exception Golfers, Football players and Wrestlers must participate in 10 practice sessions prior to any sporting contest. Golfers must have 7 practice days (not sessions) prior to the first interscholastic contest. Football players must have 15 practice days (not sessions) prior to the first game participation and Wrestlers must have 10 practice days (not sessions) prior to the first interscholastic contest. This will ensure all athletes are in good physical condition before they are eligible to participate.

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.

Weekend trips and vacations taken by student athletes that do not involve a parent/guardian could be subject to further penalties.
Students who are absent because of conflicts with school sponsored activities are allowed to select the most appropriate activity without penalty. Note: A winter ski trip is not academic in nature and therefore not an acceptable excuse for missing an athletic contest or practice.

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.

NOTE: Failure to give prior notices for above may result in a suspension of one (1) game. The coach will evaluate all requests at the beginning of the season.

**Athletic Physicals**
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.

Students may not participate in tryouts, practices, scrimmages, or games without a medical clearance from the athletic trainer; which includes registration on Family Id (www.familyid.com), completing IMPACT Testing, and having an up to date physical.

**Changing Sports during the Season**
A student must decide within two weeks from the opening call if they wish to change from one sport to another. The student must speak to the coach of the sport, which they are 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.

**Returning to Play Following a Concussion**
When an athlete shows ANY signs or symptoms of a concussion the process is as follows:

- The athlete will not be allowed to return to play in the current game or practice.
- Any athlete who receives a concussion, thinks they may have a concussion or even just “got their bell rung” must report to the athletic trainer to be evaluated before returning to play.
  - If an athlete is withheld from competition or practice for a concussion, they must be checked by a physician or athletic trainer and have a medical note to return to play.
- The athlete should not be left alone, no pain medication should be administered and regular monitoring for deterioration is essential over the initial few hours following injury.
- The athlete should be medically evaluated by a physician and cleared for athletics participation following the injury.
- The athlete’s ImPACT test has returned to baseline status.
- In order to return to play the athlete must first be cleared by a physician or an athletic trainer in consultation with a physician, be symptom free for 7 days, have returned to full academic participation with no symptoms and have passed all functional testing and Return to Play Protocol without any signs or symptoms recurring.
SBRHS follows the rules set by the National Federation of State High School Associations and the Massachusetts Interscholastic League. The rules state, “A player with a diagnosed concussion should not be allowed to return to play on the day of an injury. Once all symptoms have resolved and the athlete has been cleared by a health care provider, the athlete may then begin a slow increase in Physical activity over several days.”

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 (15-minutes) such as brisk walking or stationary bike, etc.
   a. No resistance training.
3. Sport specific exercise such as skating, running, passing drills, etc. (only 30 minutes of activity)
   a. Progressive addition of resistance training may begin.
4. Non-contact training/skill drills. (no time restricted participation)
5. Full contact training in practice setting.
   a. No game play allowed.
6. Return to competition.

Please visit our website to access the full SBRHS Concussion Management Policy and Procedures.

A free online course on concussion education for parents is available at NFHS Learn. Each year parents/guardians and student athletes are required to complete this free on-line course prior to their child’s participation in Somerset Berkley Athletics.

Loyalty to The High School Team: Bona Fide Team Members
A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs. Saturday and Sunday practices ONLY may be excluded from this rule and no waiver is required. Any student who violates this standard is subject to the following:

1st offense: Suspension for 25% of the season

2nd offense: Suspension for 25% of the season and ineligibility for tournament participation.

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.

**Booster Club Athletic Award Jackets**

Below are the qualifications to be eligible to purchase an Athletic Awards Jacket through the Booster Club:

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 they participate on a freshman, J.V., or Varsity team for a full season. Athletes switching sports will need to write a letter to the Booster Club.
2. A transfer student will have their records checked at the school previously attended and coupled with their records at SBRHS. It will be determined if they qualify 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 their control, prior to their 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 & Regulations Governing Performing Arts Activities**

SBRHS 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 SBRHS, the Town of Berkley and the Town of Somerset. Participation demands accepting responsibility to SBRHS, the community and family. Therefore, each student is expected to:

- Attend rehearsals and events
- 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.
- Upon dismissal the student shall forfeit all rights, privileges, awards and recognitions associated with the activity membership.

**Rules for Auditioning for Activities Sponsored by MMEA**

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**

Please visit the district [website](#) for school committee and district policies regarding non-discrimination.

**SECTION 504, TITLE IX & CIVIL RIGHTS POLICY**

Please visit the district [website](#) for school committee and district policies regarding Section 504, Title IX, and Civil Rights Policies.

Please visit the district website for all other School Committee and School District policies [here](#).