



**STUDENT HANDBOOK**

**2011-2012**

*"...committed to excellence with pride and unity."*

## **FOREWORD TO STUDENTS**

On behalf of the administration, faculty and staff, it is my pleasure to welcome you to Shepherd Hill Regional High School for the 2011-2012 school year. In 1973 the communities of Dudley and Charlton opened the doors to a regional high school that remains to this day "...COMMITTED TO EXCELLENCE WITH PRIDE AND UNITY." I challenge each and every student to live this mission statement on a daily basis. There are numerous academic and extracurricular opportunities available to help you develop your talents and abilities as far as you are willing to take them. You can count on the entire staff to create a safe, positive learning environment while helping you make your high school years as productive and enjoyable as possible. The ultimate decision about how successful you will be in high school is in your hands. I encourage each student to strive for academic achievement in the classroom and to become actively involved in the plethora of extracurricular activities.

This student handbook contains important information about school policies, procedures and expectations for student conduct. It is reviewed annually by the Shepherd Hill School Council, approved by the Dudley-Charlton Regional School Committee and placed on file with the Massachusetts Department of Elementary and Secondary Education. I encourage students and parents to take the time to review the handbook and become familiar with its contents.

As you move through each day, seize your opportunities and make the most of them. We look forward to the expectation of excellence for all and extend best wishes for an enjoyable, rewarding and successful school year.

### **Mary A. Pierangeli, Principal**

#### **Assistant Principals**

Andrew J. Leach, Jr.

Michael D. Resener

#### **Director of Student Resources**

Suzanne H. Cabral

### **Regional School Committee**

Geraldine A. Nowicki, Chairperson, Charlton, Term Expires 2013

Pauline J. Aucoin, Vice Chairperson, Dudley, Term Expires 2014

Raymond J. Chalk, Charlton, Term Expires 2014

Catherine M. Kabala, Dudley, Term Expires 2013

Michael T. McConville, Charlton, Term Expires 2012

Joseph M. Pietrzak, Dudley, Term Expires 2012

Elaine M. Rabbitt, Charlton, Term Expires 2012

### **Central Administration**

Sean M. Gilrein, Superintendent

William J. Trifone, Finance Director

Nancy L. Tully, Director of Curriculum

Jody A. O'Brien, Administrator of Special Needs

Daniel D'Arcangelo, Technology Coordinator

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## **Accreditation**

Shepherd Hill Regional High School is accredited by The New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence That it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by The New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff. Individuals may also contact the Association:

New England Association of Schools and Colleges  
209 Burlington Road  
Bedford, Massachusetts 01730-1433  
(617) 271-0022

<b>MISSION STATEMENT AND LEARNING EXPECTATIONS</b>
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Shepherd Hill Regional High School is “Committed to Excellence” and dedicated to developing all students to their full potential. The school, along with parents, community, and supporting agencies, provides motivation, quality instruction, guidance, a safe environment, and skills for success in today’s ever-changing world. By promoting a sense of “Pride and Unity” we strive to enable students to become productive citizens in a free society and to instill in them a desire for life-long learning.

### **LEARNING EXPECTATIONS**

1. The Shepherd Hill student writes effectively.
2. The Shepherd Hill student reads effectively.
3. The Shepherd Hill student speaks effectively.
4. The Shepherd Hill student listens effectively.
5. The Shepherd Hill student uses technology effectively.
6. The Shepherd Hill student understands and applies personal wellness skills.
7. The Shepherd Hill student demonstrates critical thinking and problem solving skills.
8. The Shepherd Hill student demonstrates an understanding of culture and the arts.
9. The Shepherd Hill student plans and sets goals for transition to post graduate life.
10. The Shepherd Hill student demonstrates a sense of citizenship and community.

### **BEHAVIORAL EXPECTATIONS**

All Shepherd Hill students should:

- Be Respectful and Cooperative
- Be Responsible and Productive
- Follow School Rules and Teachers’ Expectations

**ANTI-BULLYING (STUDENTS)**  
**Policy 1349**

I. Policy

- A. It is the policy of the Dudley-Charlton Regional School District to take pro-active, reasonable measures designed to provide a learning and working atmosphere for students, employees and other members of the school community free from sexual harassment, bullying, hazing and intimidation. These terms are referenced herein as “harassment”, which is more particularly defined below. The District in the strongest possible terms condemns harassment, whether based on race, color, religion, national origin, age, gender, sexual orientation, disability, or any other reason.
- B. It is a violation of policy for any administrator, teacher or other employee, or any student or other member of the school community, to engage in or condone harassment in school, on school grounds or at or in a school-related function, activity, communication or contact, or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- C. This policy is not designed or intended to, nor shall it, limit the school’s authority to take disciplinary action to take remedial action when such harassment occurs out of school, but has a sufficient nexus to school under applicable law, or is disruptive to an employee’s or student’s work or participation in school-related activities. Reports of harassment, including but not limited to cyber-bullying by electronic or other means, occurring in or out of school will be reviewed, and, when a sufficient nexus to school or school-related work exists, will result in discipline.
- D. It is the responsibility of every employee, student and parent to recognize acts of harassment and take reasonable action to see that the applicable policies and procedures of this school district are implemented. All members of the school community are and must act as partners in such efforts if we are to have any reasonable chance of success in preventing or minimizing activity of this type, which is harmful to both the victim and the perpetrator. The children attending our schools are in critical, formative stages of their lives. To the extent that we, working together, are able to show them a better way, they will reap immeasurable, lifelong benefits.
- E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive reasonably prompt and appropriate handling of the complaint. While proper enforcement of this policy foreseeably may require disclosure of any or all information received, all reasonable efforts will be made to maintain confidentiality to the extent consistent with such enforcement.
- F. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

II. Prohibition and Definitions

Harassment, including bullying, may take a variety of forms. It is utterly unacceptable in a school or work environment. As a result, neither any student, nor employee nor other member of the school community shall be subjected to harassment, intimidation, bullying, or cyber-bullying in any public educational institute.

- A. “Harassment”, including “Bullying”, the latter including but not limited to “cyberbullying”, as used in this policy means an unwelcome written, electronic, verbal or physical communication, act or gesture which: (1) reasonably causes a student or employee to feel coerced, intimidated, harassed or threatened and (2) under the circumstances foreseeably may cause: (a) a reasonable person to suffer physical or emotional harm, or (b) damage to a student’s or employee’s property, or (c) a disruptive or hostile school environment. The behavior must interfere with an employee’s ability to perform his or her duties or with a student’s academic

performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

1. that are being offered by or through the school district; or
  2. during any district-related educational program or activity; or
  3. while in school, on or using school district property or equipment, in a school vehicle, on a school bus, at school-designated bus stops, at school-sponsored activities, at school-sanctioned events; or
  4. through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute related to or provided or facilitated by the district; or
  5. in circumstances otherwise having a sufficient nexus with the school district.
- B. "Electronic communication" as used in this policy means any communication through an electronic device, including but not limited to a telephone, cellular phone, computer or pager.

### III. Guidelines and Procedures for Investigating and Processing Harassment Claims

Harassment may take many forms. In a school district such could involve an instance of staff member to staff member, staff member to student, student to staff member, or student to student. It conceivably could also include parent to a student other than the parent's child, staff member to parent, or parent to staff member. This listing is illustrative and the procedures set forth herein are not intended to limit the definition of harassment, nor the District's authority to take appropriate action as to same except to the extent that specific subject matter is expressly addressed herein.

Guidelines and procedures for dealing with any charge of harassment are as follows:

- A. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- B. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. If possible victim should sign the complaint. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result, no disciplinary action shall be taken on anonymous complaints unless verified by what the administration in the good faith exercise of its reasonable discretion deems to be clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard, namely whether the administration in the exercise of its aforementioned discretion, taking into account all material information and circumstances, concludes that a violation of this policy more likely than not has occurred.
- C. Any school employee who has reasonably reliable information that would lead a reasonable person to suspect that a person may be a target of harassment, bullying or intimidation shall immediately, as a condition of employment report it to the administration. Each school shall document each prohibited incident that is reported and confirmed, and report each such incident and the resulting consequences, including discipline and referrals if any, to the Superintendent's office in timely fashion and without any avoidable delay.
- D. A good faith report from a staff member is not grounds for any legal liability and, since such reports are a condition of the staff member's employment is considered to have been made in the course of employment for purposes of employment the Municipal Tort Claims Act, M.G.L. c. 258. As a result, the employee would not be subject to damages simply by reason of making such a report, and in the event of a suit based

solely thereon would be covered by the school district's insurance policy which provides defense of such suits.

- E. If an instance of student to student harassment, as defined in Sec. II above, is reported to a staff member other than an administrator, the staff member must inform the Building Principal/Designee in timely fashion. If the alleged harasser would otherwise be responsible for conducting an investigation, the Alternate Harassment Coordinator designated by the Superintendent or District School Committee, who is presently the Curriculum Coordinator, shall conduct the investigation and report to the alleged harasser's immediate supervisor.
- F. If a situation involving a charge of staff member to student harassment, as defined in Sec. II. above, is brought to the attention of any staff member, the staff member should notify the Building Principal immediately.
- G. Once a charge of harassment has been made, the following course of action should be taken.
  - 1. The Building Principal or such Principal's designee should conduct a reasonable, factual investigation by means of discussions with the individuals involved, any other witnesses if any, review of any documents and other, written or electronic materials, etc.

If the Principal himself or herself does not conduct the investigation, he or she should review the designee's report and supporting documentation (by way of example only, any written, signed statements by the complainant setting forth the allegations, any such statement by the accused and witnesses, and any other materials such as those mentioned above), as appropriate to the then current stage of the investigation and before making any determination as to whether a violation more likely than not has occurred, and if the Principal deems such necessary or advisable should conduct direct interviews himself or herself during or following such review and before making a determination.

In situations involving allegations against an employee, the employee should be accorded all rights provided by any applicable statute and/or collective bargaining agreement, including but not limited to being informed of his/her right to have a third party present at the time of the discussion if apt, and in the case of a teacher of the right to counsel if the any discussion could conceivably lead to a suspension (see, M.G.L. c. 71, sec. 42D).

In situations involving harassment of students, the Principal should conduct an investigation with the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions if warranted.

Parents of students alleged to have engaged in harassment as to whom suspension is imposed shall be notified that they, or one of them must attend a meeting at which the behavior, words or images giving rise to the complaint may be reviewed. Before any final decision is made as to whether to impose discipline exceeding ten (10) school days, and the nature of such discipline, the student and her or his parent(s) will be informed in reasonable detail of the factual allegations underlying the complaint and given an opportunity to respond to and provide any information material to same.

In the school administration's discretion, depending on its preliminary assessment of the seriousness of a reported incident of alleged harassment, a student accused of

harassment may be suspended from school under the procedures for suspension set forth in the student-parent handbook and not readmitted to the regular school program until the student and his or her parent(s) attend such meeting. A ten (10) school day suspension if deemed reasonably necessary by the administration may be imposed prior to such a meeting, but before any such were imposed the student shall be informed of the ground(s) for such possible suspension in sufficient detail to allow the student to respond to the charge(s). A satisfactory conference with the student and his or her parent(s) or legal guardian(s) must occur prior to the students readmission.

It is important that each situation be resolved as confidentially and as quickly as circumstances reasonably permit.

2. At any stage of the proceedings the alleged harasser and the victim may discuss the matter at a resolution meeting in the presence of the Principal/Designee and/or parent when appropriate.

During this discussion, the offending behavior should be described by the victim and the administration. If warranted a request for a change in behavior should be made, and a promise should be made that the described behavior will stop and not recur. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution, if any, is voluntarily reached at such a meeting will result in appropriate discipline. The Principal or his or her designee at the close of the meeting shall prepare a written summary of the discussion held at the meeting and of any resolution, if any, agreed to at same, and shall ask the parties attending the meeting to review, date and sign the agreement. The administrator shall sign the summary, and if any party to the meeting refuses to sign shall note that fact thereon. No such memorandum must be included in a student's school record or an employee's personnel file unless otherwise required by law, but the Principal shall keep a copy of same in her or his records.

- H. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following may occur:
  1. In instances involving student to student or student to staff member harassment, subject to applicable law and the disciplinary procedures set forth in the student-parent handbook, the student may be subject to discipline, including but not limited to counseling, suspension or expulsion.
  2. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action, up to and including discharge from employment, may also be initiated at this point, consistent with applicable law and collective bargaining agreement.
  3. In all cases where in the good faith judgment of the Principal or Superintendent the circumstances so warrant, a referral to law enforcement will be made. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

#### IV. Retaliation:

In the event of retaliation in any form against any person who has made or filed, or provided any information as to, a complaint relating to harassment, any employee or student found to have engaged in same shall be subject to discipline in accordance with applicable law. In the

case of an employee, up to and including dismissal from employment, and in the case of a student up to and including expulsion. If warranted a referral to law enforcement shall also be made.

V. Confidentiality:

Reports of harassment should be kept completely confidential to the extent consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult the Dudley-Charlton Regional School District Policy index: Community # 1350, 1351; Personnel # 4116-6.4, 4116-6.2; Students # 5131.4, 5131.5.

Legal References:

1. Title VII of the 1964 Civil Rights Act, Section 703
2. Title IX of the 1972 U.S. Civil Rights Act.
3. Chapter 151C, Massachusetts General Laws
4. M.G.L. Chapter 76 § 5
5. M.G.L. Chapter 269 § 17, 18, 19
6. M.G.L. Chapter 71, §§82, 84

First Reading: March 10,2010

Second Reading and Adoption: March 24, 2010

<b>INTERNET/INTRANET POLICY</b> <b>Policy 5131.9</b>
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1. Internet/Intranet access is a privilege, not a right. The use of the Internet/Intranet must be consistent with the educational objectives of the Dudley-Charlton Regional School District. Abuse of the Internet/Intranet may result in suspension or termination of Internet/Intranet access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Dudley-Charlton Regional School District. In addition, if such conduct constitutes a violation of law, criminal prosecution may result.
2. Abuse of the Internet/Intranet includes, but is not limited to, the following conduct:
  - a. Unauthorized file sharing (Napster, Kazaar, etc.) by students and staff members is not allowed.
  - b. Placing unlawful and/or inappropriate information on a system.
  - c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
  - d. Sending messages or posting information that would likely result in the loss of a recipient's work or system.
  - e. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.
  - f. Participating in other types of use which would cause congestion of the networks or interfere with the work of others.
  - g. Using the Inter/Intranet in a manner which would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading computer viruses.
  - h. Accessing or transmitting materials that are obscene, sexually explicit, and accessing any prohibited sites on the Internet.
  - i. Revealing one's own personal address or telephone number.

- j. Disseminating passwords, codes, access telephone numbers, or account numbers.
  - k. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the Internet/Intranet access network.
  - l. Attempting to harm, modify or destroy data of another user.
  - m. Exhibiting any other action whatsoever which would in any way subject the user or the Dudley-Charlton Regional School District to any civil or criminal action.
  - n. Discussing highly sensitive or confidential school department info in e-mail communications.
3. The Dudley-Charlton Regional School District assumes no responsibility for:
    - a. any unauthorized charges of fees, including telephone charges.
    - b. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
    - c. any cost, liability or damages caused by a user's violation of these guidelines.
    - d. any information or materials that are transferred through the Internet/Intranet.
  4. The primary purpose of the Internet/Intranet connection is educational. It is essential that everyone who uses this connection understands that purpose. Therefore, anyone using the connection for purposes other than classroom-related instruction may be asked to log off should any significant slowdown occur. Failure to abide by these regulations shall result in the suspension of their Dudley-Charlton Regional School District account, pending administrative review.
  5. The Dudley-Charlton Regional School District makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Dudley-Charlton Regional School District shall not be liable for any loss or corruption of data resulting while using the Internet/Intranet connection.
  6. All messages and information created, sent or retrieved over the Internet/Intranet are the property of Dudley-Charlton Regional School District. Electronic mail messages and other use of electronic resources by students and staff are also the property of the school department and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the school department's back-up files. While the school department does not plan to review cache files or back-up files on a regular basis, the school department reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications may be disclosed to law enforcement, or other third parties without prior consent of the sender or receiver.
  7. Within reason, freedoms of speech and access to information will be honored. During school time, teachers of students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as information resources as television, telephones, movies and radio are accessed.
  8. The Dudley-Charlton Regional School District strongly condemns the illegal distribution (otherwise known as pirating) of software. Any users caught transferring such files through the Internet/Intranet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. Any Internet/Intranet access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.
  9. Many kinds of materials eventually find their way to the Internet. If a user finds materials which are inappropriate while using a Dudley-Charlton Regional School District account, he or she shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.

10. The Dudley-Charlton Regional School District administration reserves the right to amend this policy at any time without prior notice.

#### **User Contract**

I understand and will abide by the above Internet/Intranet Acceptable Use Policy. I further understand that any violation by me of the terms of the Internet/Intranet Acceptable Use Policy may result in the suspension or revocation of my Internet/Intranet and/or computer privileges (other than directly supervised use during classroom instruction) and may also result in school disciplinary action. If a violation constitutes a criminal offense, appropriate legal action may be taken. I further agree to indemnify the Dudley-Charlton Regional School District for any losses, costs or damages, including reasonable attorney's fees incurred by the Dudley-Charlton Regional School District relating to or arising out of any violation by me of the Internet/Intranet Acceptable Use Policy.

#### **Parent/Guardian Contract (For Users Under 18 Years of Age)**

As parent/guardian of the above named student, I have read the Internet/Intranet Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I have discussed with my son/daughter his/her responsibilities regarding the use of the Dudley-Charlton Regional School District's Network and Internet access. My son/daughter understands and agrees to follow the Internet/Intranet Acceptable Use Policy of the Dudley-Charlton Regional School District. I understand that any violation by my son/daughter of the terms of the Internet/Intranet Acceptable Use Policy may result in the suspension or revocation of his/her Internet/Intranet and/or computer privileges (other than directly supervised use during classroom instruction) and may also result in the school disciplinary action. I will not hold the Dudley-Charlton Regional School District liable or responsible for any materials my son/daughter accesses, acquires, or transmits via the Dudley-Charlton Regional School District computer network and/or Internet connection. I hereby give permission for my son/daughter to use the Internet/Intranet at school. I further agree to indemnify the Dudley-Charlton Regional School District for any losses, costs or damages, including reasonable attorney's fees, incurred by the Dudley-Charlton Regional School District relating to or arising out of any violation by my son/daughter of the Internet/Intranet Acceptable Use Policy.

Adopted: October 14, 1998  
Amended: April 10, 2002

<p style="text-align: center;"><b>PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION Policy 6144.2</b></p>
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At the beginning of each school year, all parents/guardians of students in the Dudley-Charlton Regional School District will be notified, in writing, of the courses and curriculum offered which primarily involve human sexual education or human sexuality issues.

The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/Guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parents/guardian, under this policy, may be given an alternative assignment.
2. inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy, may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

Adopted: August 13, 1997

<p style="text-align: center;"><b>NON-DISCRIMINATION POLICY STATEMENT</b> <b>Policy 5116</b></p>
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It is the goal of the Dudley-Charlton Regional School District to promote an environment that is free from discrimination and affirmatively provides access to employment and equal educational opportunity. Discrimination, including that based on race, color, sex, religion, national origin, ancestry, disability, homelessness or sexual orientation of an individual occurring in the workplace or in other settings in which individuals may be entitled access to educational opportunity is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual for cooperating with an investigation of a discrimination complaint is similarly unlawful and will not be tolerated. To achieve our goal, acts of discrimination or harassment will not be tolerated and we have provided procedures by which inappropriate conduct will be addressed, if encountered by an employee, student or member of the community.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Suzanne H. Cabral  
Director of Student Resources  
Shepherd Hill Regional High School  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6700

<p style="text-align: center;"><b>TITLE IX, CHAPTER 622 STUDENT GRIEVANCE PROCEDURES</b></p>
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Any person who feels aggrieved as a result of policies and practices within the Dudley-Charlton district with regard to educational opportunities regulated by Title IX, Chapter 622 legislation will direct their complaints as follows:

Grievances in regard to educational practices and opportunities shall be directed at first level to the building principal where the student resides.

A resolution of the complaint or grievance will be attempted at that level. If the grievant, be they student or parent, is not satisfied with the resolution or disposition of the complaint with regard to educational opportunities, they shall register their complaint with the superintendent of schools.

If a just and equitable resolution of the complaint is not arrived at the level of superintendent of schools, in terms of educational opportunities, the grievant or the parent of the grievant shall request to be placed on the agenda of the most appropriate and convenient school committee meeting.

Upon reviewing the matter of grievance, the school committee shall uphold the complainant or make suggestions to modify and resolve the problem or shall uphold any decisions rendered by the administration and superintendent of schools at this point. This decision by the school committee and its reasons for its decision shall be rendered in writing to the complainant.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district:

Under IDEA 2004: Section 615 (K) in conjunction with state law under M.G.L. c. 71, 37H & 37 & 37H 1/2:

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team convenes
  - a. to develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan;
  - b. to identify appropriate alternative educational setting(s); and
  - c. to determine the relationship between the disability and the behavior - "a manifestation decision" (Is IEP or Section 504 plans appropriate? Is placement appropriate? If there was a behavior plan, was it implemented? Does student understand impact and consequences of his/her behavior? Can student control behavior?).
3. If the Team determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities that may be in some other setting.
4. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 days
  - a. if the behavior involves weapons or illegal drugs or another controlled substance while at school or a school function; or
  - b. if the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer orders the alternative placement; and
  - c. the interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the IEP or Section 504 plans, and provides services to address the problem behavior.

5. If the Team determines that the behavior IS a manifestation of the disability, then the district takes steps (with the consent of the parent) to correct the IEP or Section 504 plans, the placement, or the behavior intervention plan.
6. The school district provides written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the placement on the last accepted IEP/Section 504 plans or the interim alternative placement, unless the parent and the school district agree otherwise.

**Procedural requirements applied to students not yet determined to be eligible for special education services or a Section 504 Accommodation plan:**

1. If, prior to disciplinary action, the district has knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
  - a. the parent had expressed concern in writing; or
  - b. the parent had requested an evaluation; or
  - c. school district staff had expressed concern that the student had a disability.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

<b>HAZING</b>
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Hazing of students is prohibited by state law and is defined as any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of the student.

In compliance with our requirement to provide each student with a written copy of the law forbidding hazing we include the text of M.G.L., Ch. 269, Sec. 17-19:

CH. 269. S. 17, Crime of Hazing; Definition; Penalty

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c. 536; amended by St. 1987, c. 665.CH. 269, S. 18,

Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement

official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

CH. 269, S. 19, Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is a part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provision of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start, of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually a report with the regents of higher education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regards to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such reports. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

The following policy has been adopted by the Dudley-Charlton Regional School Committee in regard to the Anti-Hazing Law:

1. All incidents of hazing will be reported to the appropriate police authorities as required by law.
2. Depending on the seriousness of the hazing incident, the first occurrence will result in informing parents and assignment of in-house suspension or out-of-school suspension for up to ten days. The second occurrence will result in out-of-school suspension for 3-10 days. The third occurrence will result in out-of-school suspension for ten days.

**SMOKING ON SCHOOL PROPERTY**  
**Tobacco Use By Students**

Ch. 71, S. 2A –Prohibition Against the use of Tobacco by Students

It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds. Each school committee shall establish a policy dealing with students who violate this law. The policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

Smoking, chewing, possession or other use of tobacco products by staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property. There shall be no smoking or use of tobacco products on any school bus at any time. In addition, there shall be no smoking or use of tobacco products by students at any school-sponsored events, even though those events may not take place on school grounds. (This is not to be construed as prohibiting the use of nicotine patches and other products to curb smoking or for other medicinal purposes.)

**FIREARMS**

CH. 269, S. 10, Prohibition Against Firearms in Schools

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which shot, bullet or pellet can be discharged by whatever means. Amended by St. 1987, c. 150, s. 2.

**WEAPONS IN SCHOOLS**  
**Policy 5131.3**

The school committee intends to ensure that all students shall be able to attend school in a safe environment that is free of weapons and the violence associated with the use, or threatened use, of a weapon against another student or staff member.

In compliance with Massachusetts General laws (see Appendix A), the school committee prohibits firearms and other dangerous weapons in schools and adopts the statutory definitions of a firearm and other dangerous weapons. Other dangerous weapons that are not defined in the statutes are defined in Appendix A.

Possession and/or use of any firearm, or other dangerous weapon on school grounds, in a school building, on a school bus, or at any other school sponsored activity will not be tolerated.

The school district supports the prosecution of all school related weapons assaults.

Any student found in possession of a firearm or other dangerous weapon shall be:

- a. suspended for a minimum of ten school days
- b. reported to the police for possible prosecution
- c. reported to the superintendent for consideration of expulsion for up to 180 school days

Appendix A to Policy 5131.3—Definition of Weapons

Firearm = any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Other dangerous weapons = stiletto, dagger, or a device or case which enables a knife with a locking blade to be drawn in a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade, or a sling shot, blowgun, blackjack, metallic knuckles or knuckles nunchau, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire, or leather, a skuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband made with leather which has metallic spokes, points, or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends.

(The above is adapted from the Massachusetts General Laws, c. 269, S. 10(J) and (B).

Illegal and/or dangerous weapons shall include but not be limited to a firearm as defined in M.G.L. Chapter 140, Section 121, knives and other dangerous devices set forth in Chapter 269, Section 12.

Other dangerous weapons not defined shall be defined as follows: After the discovery, finding or use of any device or instrument, the device and/or instrument will be examined by a competent adult. If that competent adult looking at the device or instrument, either having been used or not used, determines such to be a dangerous weapon using the “reasonable man standard” said device or instrument will be considered a dangerous weapon under this policy.

**COMPLAINTS CONCERNING SCHOOL PERSONNEL/  
INSTRUCTIONAL MATERIAL**

The Dudley-Charlton Regional School Committee’s policy number 1312(a) in part states, “people with complaints are encouraged to seek resolution at the individual level, where appropriate, with the staff member or principal of the school, as this is where most problems can be most easily resolved.”

**DUE PROCESS REQUIREMENTS**

The following due process rights apply to all students in accordance with guidelines issued by the Massachusetts Department of Education and required by Ch. 71, S. 37H. MGL.

1. Prior to suspension from School Transportation Services or from school for up to ten (10) school days, or assignment to Detention Hall a student shall be given:
  - An oral or written notice of the charges.

- An explanation of the evidence against him/her.
  - A stated opportunity to present his/her side of the story.
2. A student who is to be suspended for more than ten (10) school days or who may be subject to expulsion by the School Committee shall:
    - Receive written notice of the charges.
    - Have the right to be represented by legal counsel, at the student's expense, at a formal hearing.
    - Have adequate time to prepare for the hearing.
    - Have the right to question witnesses.
    - Receive a prompt written decision with the reasons for the decision.
  3. In all instances, notice of the suspension and the hearing must occur before the student may be asked to leave school, except when a student presents an immediate threat to school officials, other students, staff, or him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but must be held in a reasonable period of time.

<p><b>SUSPENSION AND EXPULSION</b>  <b>Policy 5114</b></p>
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**Suspension**

A student guilty of misconduct may be suspended from school by the principal or designee when other means of correction have failed or when keeping the student in school would be detrimental to the general welfare of the school and its students.

Parents or guardians shall always be notified of the suspension in writing, even when this follows oral notification. A concerted effort will be made to notify parents or guardians of the suspension by telephone or in person, as soon as possible after the decision to suspend is made.

Parents or guardians shall always be notified of their child's direct involvement in an incident that results in the suspension of another student. A concerted effort will be made to notify parents or guardians of the incident as soon as possible after the incident.

In accordance with Chapter 71, Section 37H of the Massachusetts General Laws,

- a. Any student who is found on school premises or at a school-sponsored or school-related event, 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 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.

In cases involving the possession or use of weapons, the possession or use of illegal substances, the illegal possession of alcohol, or the use of excessive force, provided that the violation occurs on school property, the principal or headmaster of every school system

within each city, town or district shall have the authority to suspend a student, including an indefinite suspension and no other disciplinary measure adopted as a rule or regulation may inhibit his authority to suspend. Where a student has been suspended by a principal or headmaster under the authority of the previous sentence, the school committee may review such suspension and alter the disciplinary measure after a hearing.

In cases of extreme misbehavior a student may be suspended for a period of up to ten school days with the approval of the Superintendent, as outlined below.

The process by which a student may be suspended includes the following:

1. The involved administrator will provide the student with the facts, pertinent information, and reasons why the suspension action is contemplated. The student will be provided the opportunity to respond prior to any decision to suspend.
2. In extreme cases where immediate suspension is necessary, the student will be informed of the facts, pertinent information and reasons for the suspension and be given an opportunity to respond as soon as possible.
3. Prior to reinstatement, a conference will be held. That conference should include the involved student, that student's parent(s) or guardian(s), and other directly involved people.
4. In cases of extreme misbehavior where a student faces suspension for up to ten days, the administrator will follow the process described above. Should the situation warrant, that administrator may suspend the student for up to ten days. The Superintendent must review the case and the length of the suspension.

The Superintendent will notify the School Committee when a student has been suspended for more than five days.

Any suspension shall be a prohibition against such student attending school, school functions, or school affiliated activities during the period of suspension.

If the duration of the suspension exceeds the number of school days left in the school year then whatever remains on the suspension shall be served at the start of the next school year. When the student involved is a high school senior and the number of days left in the school year is less than the days remaining under the suspension then the student will not be allowed to attend graduation exercises or any other school activities that extend beyond the last school day.

When a student (whether suspended or not) becomes so severely disruptive that the student appears to represent a danger to himself or to others and cannot be controlled and that student's parents or guardians cannot be contacted, cannot report to school, do not wish to cooperate, or also cannot manage the student at school, the Dudley or Charlton Police Department may be called at the discretion of the building administrator(s) to remove the student.

#### **Chapter 71, Section 37H ½**

Upon a student being convicted of a felony or upon an adjudication or administration of guilt with respect to such a felony or felony delinquency, the principal may expel said student if the principal feels that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

## **Expulsion**

The exclusion of a student from school requires the action of the Principal. Such exclusion of a pupil from school should be considered only after a careful study of all facts surrounding each individual case indicates that no other approach is feasible.

The principal shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard.

The following guidelines should be considered with regard to expulsion:

1. Evidence that the pupil's behavior interferes with the maintenance of discipline and/or the learning processes of other students.
2. Professional advice that it is in the best interest of the student, in terms of his/her intellectual and social development, to remove him/her from the school system.
3. A student being excluded should be advised as to which action, if taken, may be useful in gaining readmission.

Adopted August 24, 1972  
Amended October 20, 1977

Amended April 29, 1992  
Amended July 14, 1993

Amended August 13, 1997  
Amended April 20, 2002

<p style="text-align: center;"><b>STUDENTS - USE OF ALCOHOLIC BEVERAGES</b> <b>Policy 5131-6</b></p>
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The possession, serving, or consumption of any alcoholic beverage on school property or at school functions is prohibited.

Those students identified as having been drinking alcoholic beverages prior to attendance at, or participation in, school-sponsored activities will be barred from such activities.

Students attending school, or a school activity, who are in possession of alcoholic beverages, or have been drinking alcoholic beverages, will be suspended from school for a minimum of five school days up to ten school days. Students selling or possessing with intent to sell any alcoholic beverages on school property, or at any school function will be suspended for ten school days. A report will be made to the local police authorities of all suspensions under this policy and the incidents relation to the suspension.

A satisfactory conference with the student and his or her parent(s) or legal guardian(s) should take place before the student is readmitted. Conditions must be established and made clear to the student before his/her readmission. Readmission will include evidence that steps have been or are being taken to seek solutions to the problems which were the basis of the suspension.

Adopted May 17, 1974  
Amended March 25, 1987

Amended March 9, 1988  
Amended September 23, 1992

Amended July 14, 1993  
Amended April 10, 2002

<p style="text-align: center;"><b>STUDENTS – DRUGS</b> <b>Policy 5131</b></p>
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Ch. 133, S. 430. The second paragraph of section 37H of Chapter 71 of the Massachusetts General Laws is hereby amended by inserting after the first sentence the following:

In cases involving the possession or use of weapons, the possession or use of illegal substances, the illegal possession of alcohol, or the use of excessive force, provided the violation occurs on school property, the principal or headmaster of every school system within each city, town, or district shall have the authority to suspend a student, including an indefinite suspension, and no

other disciplinary measure adopted as a rule or regulation may inhibit this authority to suspend. Where a student has been suspended by a principal or headmaster under the authority of the previous sentence, the school committee may review such suspension and alter the disciplinary measure after a hearing.

Students attending school or any school activity who are in the possession of any illicit drug, or have been using any illicit drug, will be suspended from school for a minimum of five (5) school days up to ten (10) school days. A satisfactory conference with the student and his or her parent or legal guardian should take place before the student is readmitted. Conditions must be established and made clear to the student before readmission. Readmission will include evidence that steps have been or are being taken to seek solutions to the problems which were the basis for the suspension.

Students selling, or possessing with intent to sell any illicit drug on school property, or at any school function, will be suspended for ten (10) school days.

A report will be made immediately to the local police authorities of all suspensions under this policy and the incidents relating to the suspension. In the event that there is a conviction for selling drugs at school, the student will be brought before the School Committee for exclusion from school.

Any suspension (pursuant to the provisions herein) shall be a prohibition against such student in attending school, school functions or school affiliated activities during the period of time of suspension.

If the duration of the suspension exceeds the number of school days left in the school year then whatever days remain on the suspension shall be served at the start of the next school year. When the student involved is a high school senior and the days left in the school year is less than the days remaining under the suspension then the student shall not be allowed to attend graduation exercises or any other school activities that extend beyond the last school day.

<p style="text-align: center;"><b>BUS CONDUCT</b> <b>Policy 5131.1</b></p>
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The right of students to ride a school bus is contingent upon their appropriate behavior and their observance of established regulations.

The driver of a school bus shall be responsible for the safety of the student on a bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the building principal of the school involved if any student continues to violate the established rules of conduct.

A principal may withhold from the student the privilege of riding the school bus for a violation of established regulations.

Adopted February 7, 1974

Amended April 10, 2002

<p style="text-align: center;"><b>STUDENTS - HARASSMENT</b> <b>Policy 5131.5</b></p>
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**I. Introduction**

It is the goal of the Dudley-Charlton Regional School District to promote a workplace that is free from discrimination and which affirmatively provides access to employment and equal educational opportunity. Discrimination or harassment that is based on race, color,

sex, religion, national origin, ancestry, disability, age or sexual orientation is unlawful and will not be tolerated. Further, any retaliation against an individual for initiating, or cooperating with an investigation of, a discrimination complaint is similarly unlawful and will not be tolerated. This policy is designed to assist in achieving the aforementioned goal by providing procedures by which an employee, student or other member of the community should report allegations of illegal, inappropriate conduct, and pursuant to which any such allegation will be investigated, and appropriate, corrective or disciplinary action taken if warranted based on the outcome of such investigation.

The Dudley-Charlton Regional School District takes allegations of illegal discrimination and harassment seriously and intends to respond promptly to such complaints. Where it is determined, after a factual investigation, that such inappropriate conduct has occurred, the district will take reasonable, timely, corrective action, including disciplinary action where appropriate, designed to eliminate the conduct.

While this policy sets forth the goal of promoting an educational environment and workplace free of harassment, the policy is neither designed nor intended, and shall not be construed so as, either: (a) to limit the District's authority to discipline or take remedial action for conduct which the District deems unacceptable, regardless of whether that conduct satisfies the definition of harassment; or (b) to create additional, legal remedies in any forum other than the District, as to which see, for example, Section VII below for pre-existing forums, laws and regulations which already provide an extensive system for enforcement of legal rights and remedies for violations of same.

## **II. Definition of Harassment**

Harassment consists of conduct, whether verbal, physical, or written/drawn, that is based upon a person's protected status based on race, color, sex, religion, national origin, ancestry, age, disability or sexual orientation, and that is illegal under applicable, federal or Commonwealth law or regulations.

While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct which may do so, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Bullying
- Making dehumanizing remarks
- Extortionate behavior
- Displaying offensive cartoons or pictures
- Writing messages of an offensive nature
- Harassment occurs when such conduct, based on objective criteria and a reasonable person's perception, has the purpose or effect of substantially and unreasonably interfering with an individual's work or educational performance, or of creating an unreasonably intimidating, hostile, or offensive working or educational environment.
- Harassment occurs when submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or success as a student

All individuals should take special note that, as stated above, retaliation against an individual who has complained about harassment, or retaliation against an individual for cooperating with an investigation of a harassment complaint, is unlawful and will not be tolerated.

### III. Complaints of Harassment

If any Dudley-Charlton student or employee believes that he or she has been subjected to harassment, as described above, they have the right to file a complaint with the school district.

If you would like to file a complaint, you may do so by contacting any building principal, the superintendent of schools, or other central office administrator. These personnel are also available to discuss any concerns you may have and to provide information to you about the district policy on harassment and the complaint process.

**Lori A. Pacheco**  
Charlton Elementary School  
9 Burlingame Road  
Charlton, MA 01507  
508-248-7774

**Theodora Dono**  
Mason Road School  
20 Mason Road  
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508-943-4312

**Mary A. Pierangeli**  
Shepherd Hill Regional High School  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6700

**Kathleen E. Pastore**  
Heritage School  
34 Oxford Road  
Charlton, MA 01507  
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**Terri A. Caffelle**  
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Dudley-Charlton Regional School District  
68 Dudley-Oxford Road  
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508-943-6888

**Dean W. Packard**  
Charlton Middle School  
2 Oxford Road  
Charlton, MA 01507  
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**Gregg J. Desto**  
Dudley Middle School  
70 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-2224

**Suzanne H. Cabral**  
Director of Student Resources  
Shepherd Hill Regional High School  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6700

### IV. Harassment Investigation

When a complaint has been reported, the Dudley-Charlton Regional School District will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will include a private interview with the person filing the complaint and the witness(es), if any. The district will also interview the person alleged to have committed harassment. When the district has completed the investigation the administrator, to the extent appropriate, will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate, illegal conduct has occurred, the administrator will take such timely action as the administrator believes will reasonably serve to eliminate the offending conduct, including, where appropriate, disciplinary action.

### V. Formal Procedures for Resolution

A. Both students and employees may direct the complaint to the administrator or supervisor who has immediate jurisdiction over the school involved. Students and employees are expected to direct the complaint no later than 20 calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. The student or employee shall submit the complaint in writing and will state the name of the individual and the location of the school/department where the alleged harassment practice occurred, the basis for the complaint, including the date(s) on which the violations are alleged to have taken place and the details of same with sufficient specificity for the administrator to investigate same, and the corrective action the student or employee is seeking. If the complaint is filed by or on behalf of a student and involves an administrator or supervisor, it shall be addressed to the Director of Student Resources.

- B. The appropriate administrator, supervisor or director will conduct the necessary investigation in timely fashion after receiving the formal, written, complaint. In the course of the investigation, the appropriate administrator, supervisor, or director shall contact those individuals who have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and, if apt, the principal or appropriate authority involved.

Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the students or employees that are involved in the complaint are not immediately available. The appropriate administrator or director, however, will make sure that the complaint is handled as quickly as is reasonably feasible and will strive to complete the investigation within 30 school or working days. When more than 30 school or working days are required for the investigation, the administrator or director shall inform the student or employee who filed the complaint that the investigation is ongoing.

- C. After completing the initial investigation, the administrator or director shall request a meeting with the person against whom the complaint was filed to discuss the tentative findings and, at the same time, to give the person against whom the complaint was filed an opportunity to respond to such findings, and to seek to resolve the complaint. When feasible and appropriate, the administrator or director will make every attempt to resolve the issue within the time parameters of this initial meeting; however, more than one meeting may be necessary. The administrator or director will strive to complete both the investigation and the resolution of the complaint within 30 school or working days. When more than 30 school or working days are required for the investigation and resolution process, the administrator or director shall inform the student or employee who filed the complaint and the individual against whom the complaint was filed that additional time is needed for the resolution process.
- D. If the administrator or director finds that there is reasonable cause for believing that an illegal, harassing practice has occurred, he/she will either take appropriate action as discussed above or will refer the matter to the Superintendent of Schools for the Dudley-Charlton Regional School District for appropriate action, up to and including, if apt, expulsion for students or termination for employees.

## **VI. Disciplinary Action**

Disciplinary action will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and school district policies. Any staff member or student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal, or if the complaint is against the principal, with the Superintendent of Schools. The Superintendent shall have the right to consider or review any complaint or the prosecution or disposition of same in the Superintendent's discretion, but shall not be required to do so unless the complaint has been made against a principal, an employee of the central school district administrative office or another employee for whom the Superintendent has primary responsibility under M.G.L. c. 71.

**VII. State and Federal Remedies**

In addition to the above, if a student or employee believes he or she has been subjected to harassment with regard to protected status, he or she may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-- 180 days; MCAD -- six months.)

The United States Equal Employment Opportunity Commission (EEOC)  
JFK Federal Building, Room 475  
Government Center, Boston, MA 02203

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place, Room 601E, Boston, MA 02108  
671-727-3990

Second Reading and Adoption: January 22, 2007  
First Reading: January 10, 2007

**SEXUAL HARASSMENT  
Policy 4116-6.4**

**I. Introduction**

It is the goal of the Dudley-Charlton Regional School District to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees by anyone, including a fellow student, teacher, coach, supervisor, co-worker, vendor, or other third party is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an educational environment or workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and the district has provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the Dudley-Charlton Regional School District takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, the district will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an educational environment or workplace that is free of sexual harassment, the policy is not designed or intended to limit its authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

**II. Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or, (b) such advances, requests or

conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor, teacher, or any individual in a position of authority or work for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or workplace that is hostile, offensive, intimidating, or humiliating to male or female students or workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

### **III. Complaints of Sexual Harassment**

If any of our Dudley-Charlton students or employees believe that he or she has been subjected to sexual harassment, as described above, they have the right to file a complaint with the school district. This may be done in writing or orally.

If you would like to file a complaint, you may do so by contacting any building principal, the superintendent of schools, or other central office administrators. These personnel are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

**Lori A. Pacheco**  
Charlton Elementary School  
9 Burlingame Road  
Charlton, MA 01507  
508-248-7774

**Theodora Dono**  
Mason Road School  
20 Mason Road  
Dudley, MA 01571  
508-943-4312

**Mary A. Pierangeli**  
Shepherd Hill Regional High School  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6700

**Kathleen E. Pastore**  
Heritage School  
34 Oxford Road  
Charlton, MA 01507  
508-248-4884

**Terri A. Caffelle**  
Dudley Elementary School  
16 School Street  
Dudley, MA 01571  
508-943-3351

**Sean M. Gilrein**  
Superintendent of School  
Dudley-Charlton Regional School District  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6888

**Dean W. Packard**  
Charlton Middle School  
2 Oxford Road  
Charlton, MA 01507  
508-248-9145

**Gregg J. Desto**  
Dudley Middle School  
70 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-2224

**Suzanne H. Cabral**  
Director of Student Resources  
Shepherd Hill Regional High School  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6700

#### **IV. Sexual Harassment Investigation**

When the Dudley-Charlton Regional School District receives a complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and the witnesses. The district will also interview the person alleged to have committed sexual harassment. When the district has completed the investigation we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

#### **V. Procedures for Resolution**

A. Before initiating the formal procedure, the student or employee should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis.

The student can raise the issue to his or her teacher, assistant principal, principal or the Director of Student Resources.

B. Both students and employees may direct the complaint to the administrator or supervisor who has immediate jurisdiction over the school involved. Students and employees are expected to direct the complaint no later than 20 calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. The student or employee shall submit the complaint in writing and will state the name of the individual and the location of the school/department where the alleged harassment practice occurred, the basis for the complaint and the corrective action the student or employee is seeking. If the complaint involves an administrator or supervisor, it shall be addressed to the Director of Student Resources.

After filing the formal written complaint, the appropriate administrator, supervisor, or director will conduct the necessary investigation promptly after receiving the complaint.

In the course of the investigation, the appropriate administrator, supervisor, or director shall contact those individuals who have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the principal or appropriate authority involved.

Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the students or employees that are involved in the complaint are not immediately available. The appropriate administrator, supervisor, or director, however, will make sure that the complaint is handled as

quickly as is feasible and will strive to complete the investigation within 30 school or working days. When more than 30 school or working days are required for the investigation, the administrator, supervisor, or director shall inform the student or employee who filed the complaint that the investigation is ongoing.

After completing the formal investigation of the complaint, the administrator, supervisor, or director shall request a meeting with the person against whom the complaint was filed to discuss the findings and, at the same time, to give the person against whom the complaint was filed an opportunity to respond to the findings, and to seek to resolve the complaint. When feasible and appropriate, the administrator, supervisor, or director will make every attempt to resolve the issue within the time parameters of this initial meeting; however, more than one meeting may be necessary.

The administrator, supervisor, or director will strive to complete both the investigation and the resolution of the complaint within 30 school or working days. When more than 30 school or working days are required for the investigation and resolution process, the administrator, supervisor, or director shall inform the student or employee who filed the complaint and the individual against whom the complaint was filed that additional time is needed for the resolution process.

If the administrator, supervisor, or director finds that there is reasonable cause for believing that a harassing practice has occurred, he/she will refer the matter to the Superintendent of Schools for the Dudley-Charlton Regional School District for appropriate action, up to and including expulsion for students or termination for employees.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above, the student or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that the Dudley-Charlton Regional School District's complaint process does not prohibit any student or employee from filing a complaint with these agencies. For students, complaints may be taken to:

**The Office for Civil Rights**  
U.S. Dept. of Education  
John W. McCormack Building  
Post Office and Court House Square  
Boston, MA 02109-4557  
617-223-9667

**The Bureau of Equal Education Opportunity**  
Massachusetts Department of Education  
350 Main Street  
Malden, MA 02148-5023

or other appropriate state or federal agency.

For employees or applicants for employment, complaints may be taken to:

**The Massachusetts Commission Against Discrimination**  
One Ashburton Place  
Boston, MA 02108  
508-994-6000

**Equal Employment Opportunity Commission**  
One Congress St. 10th floor  
Boston, MA 02203  
617-565-3200

or other appropriate state or federal agency.

## **VI. Disciplinary Action**

If it is determined that inappropriate conduct has been committed by one of our employees or a student, the district will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

## **VII. State and Federal Remedies**

In addition to the above, if a student or employee believes he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-- 180 days; MCAD -- six months.)

**The United States Equal Employment Opportunity  
Commission (EEOC)  
JFK Federal Building Room 475  
Government Center  
Boston, MA 02203**

**Massachusetts Commission Against Discrimination  
(MCAD)  
One Ashburton Place  
Room 601E  
Boston, MA 02108  
617-727-3990**

Adopted December 11, 1996  
Amended March 27, 2002

Amended:  
First Reading: October 11, 2006  
Second Reading: October 25, 2006

**SHEPHERD HILL REGIONAL HIGH SCHOOL**  
**Bell Schedule**

Warning Bell 7:30 a.m.  
Report to Block A: 7:35 a.m.

**Breakdown Block A**

Channel 1 - 2 minutes  
Announcements - 2 minutes

Block			Days						
			1	2	3	4	5	6	7
A	7:40 - 8:44	64 minutes	1	7	6	5	4	3	2
B	8:48 - 9:30	42 minutes	2	1	7	6	5	4	3
C	9:34 - 10:16	42 minutes	3	2	1	7	6	5	4
D	10:20 - 11:02	42 minutes	4	3	2	1	7	6	5
E	11:06 - 12:38	68 minutes	5	4	3	2	1	7	6
F	12:42 - 1:24	42 minutes	6	5	4	3	2	1	7
G	1:28 - 2:10	42 minutes	7	6	5	4	3	2	1

Block			Days						
			8	9	10	11	12	13	14
A	7:40 - 8:44	64 minutes	1	7	6	5	4	3	2
B	8:48 - 9:30	42 minutes	2	1	7	6	5	4	3
C	9:34 - 10:16	42 minutes	3	2	1	7	6	5	4
D	10:20 - 11:02	42 minutes	4	3	2	1	7	6	5
E	11:06 - 12:38	68 minutes	5	4	3	2	1	7	6
F	12:42 - 1:24	42 minutes	6	5	4	3	2	1	7
G	1:28 - 2:10	42 minutes	7	6	5	4	3	2	1

Passing time: 4 minutes

**Breakdown Block E—Lunch Schedule**

Lunch 1	Lunch	11:06 - 11:26	20 min.
	Class	11:30 - 12:28	68 min.
Lunch 2	Class	11:06 - 11:26	20 min.
	Lunch	11:30 - 11:50	20 min.
	Class	11:54 - 12:14	44 min.
Lunch 3	Class	11:06 - 11:50	44 min.
	Lunch	11:54 - 12:14	20 min.
	Class	12:18 - 12:38	20 min.
Lunch 4	Class	11:06 - 12:14	68 min.
	Lunch	12:18 - 12:38	20 min.

**TWO HOUR DELAY SCHEDULE**

9:30	Warning Bell	
9:35	Pass to Block C	
9:40 - 10:16	Block C	36 min.
10:20 - 11:02	Block D	42 min.
11:06 - 12:38	Block E	68 min (Normal Lunch Schedule)
12:42 - 1:24	Block F	42 min.
1:28 - 2:10	Block G	42 min.

## SHEPHERD HILL REGIONAL HIGH SCHOOL 2011-2012 STAFF

### Administration

Mary A. Pierangeli, Principal  
Andrew J. Leach, Jr., Assistant Principal  
Michael D. Resener, Assistant Principal  
Suzanne H. Cabral, Director of Student Resources

### Secretarial Staff

Lynn Spahl, Principal's Secretary  
Sheila McGrail  
Christine Wojnar

### Business & Technology Education

David Lotter, Coordinator  
Frank Damelio  
John Dembkowski  
Shaune Ducharme

### English

Denise Kokocinski, Coordinator  
Amy Beth Barcelo  
Mary Brousseau  
Timothy Cormier  
Kristin Griffiths  
Jamie Gwosch  
Karen Higgins  
Leslie Manthos  
Barbara Marderosian  
David McCann  
Bridget McGovern  
Suzanne Mrazik  
G. Karen Warinsky

### Mathematics

Cynthia Boyd, Coordinator  
Patricia Covill  
Peter DeCaro  
Lawrence Dunn  
Tara Glieman  
Eric Hensel  
Amanda Holton  
Jennifer Kustar  
Debra Leach  
Thomas Mulcahy  
Cynthia Piehl  
Debra Richard  
Raymond Sullivan

### Physical Education / Health /Family & Consumer Sciences

William Martin, Coordinator  
Sean Burke  
Sarah Garneau  
Ashley Gustafson  
Christopher Lindstrom  
Nathan Skermont

### Foreign Languages

Scott Provost, Coordinator  
Yorelis Andrade  
Stephanie Granger  
Nathaniel Hardt  
Alycia O'Loughlin  
Carol Pobst  
Eric Rhynhart  
Marie Robidoux  
Louise Zajac

### Science

Judith Nawrocki, Coordinator  
Debra Ceminski  
Kristi Christenson  
Thomas Courtemanche  
Elizabeth Gaddis  
Jacquelin Govoni  
Christopher Jeffcoat  
Heidi Lippold  
Graces Rodriguez  
Justin Sauvageau  
Kurt Savage  
Anja Wade  
Katie Wilson

### Social Studies

Christopher Stowe, Coordinator  
Thompson Boyd  
Steven Gould  
Aidan Kearney  
Mark Kelley  
Tracy LeBlanc  
Jamie Moller  
Matthew Morway  
Ricardo Simoes  
William Tittle

### Special Education

Judith Powell, Coord./Team Chairperson  
Michelle Mazejka, Secretary  
Charles Aucoin  
Kristen Brunelle  
Nancy Ceppetelli  
Lisa Fitton  
Michele Ganger  
Joseph Moran  
Deborah Wojcik, Job Coach  
Darlene Aiello, Assistant  
Norma Jean Curtis, Assistant  
Jayne Langley, Assistant  
Denise Senosk, Assistant

### Visual & Performing Arts

Constance Galli, Coordinator  
James Flynn  
Stephanie Lashua  
Lisa Loudon

### Project Sharp

Shane Szydlo

## SCHOOL SERVICES

### **Guidance**

Suzanne H. Cabral, Director of Student Resources  
Lorraine Reilly, Secretary  
Corey Gendron  
Lisa Incutto  
James Laliberte  
Diana Swidrak

### **Athletics**

Sean Burke, Athletic Director  
Scott Provost, Asst. Athletic Director

### **In-House Supervisor**

Ryan Daniels, Assistant

### **Health**

Paul Harrington, M.D.  
Hope Ring, M.D.  
Mary Gould, R.N.  
Deborah Starkus, Assistant

### **Library / Media Center**

Samantha Westall, Librarian

### **School Psychologist**

Stephen Peters

### **Speech/Language Pathologist**

Elizabeth Munn

### **Plant Maintenance**

Gerald Millette, Supervisor  
Leo Caplette  
Gregory Duval  
James Gatzke  
William Kent  
Lisa Law  
David Proulx  
George Saad  
Paul Zablocki

### **Cafeteria**

Andreas Panayiotou, Director  
Lucille Graves, Clerk  
Denise Dostoler  
Thomasina Gardecki  
Lisa Gardiner  
Elaine Garrepy  
Maureen Gauvin  
Gregory Kontoes

<b>SCHOOL CITIZENSHIP THE FACTS OF SCHOOL LIFE</b>
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1. Your first obligation in school is your education. You are here to learn and you have the major share of responsibility for that process. Your teachers can make school interesting, even exciting, and see that you have all the tools you need for success, but **ONLY YOU** can learn.
2. This school has the responsibility of protecting your right to an education without interference. People who interfere with the rights of others will be disciplined.
3. As at home and on the job, school has authorities. Your welfare is their goal. The administrators, teachers and staff members are here because they care about your success. That is why they keep after you.
4. As anywhere else in life, teachers are not alike - so you will have to adjust to many different personalities and their expectations. Remember - there is no problem so large you cannot solve it; use all the resources of the school and get the help you need to be successful. If you are sincerely interested in your education, if you respect the dignity and the rights of other people, then you will find Shepherd Hill a profitable and pleasant experience.

<b>GENERAL INFORMATION</b>
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**Accidents**

Report all accidents on school property to the supervising staff member or the nearest teacher. If the situation warrants it, get help at once from any staff member and the school nurse, particularly if first aid is needed. The school needs a written report on any accident; you file this with the school nurse. Students enrolled with school insurance may secure insurance claim forms at the office.

**Assemblies**

Courtesy is the rule. Respectful consideration for everyone participating in or attending is the only acceptable form of behavior. Your enthusiasm for a program can be best demonstrated by vigorous applause—unruliness, booing, whistling, and so on are disrespectful forms of behavior. Teachers will monitor student behavior during assembly programs.

Remember - the cultural level of Shepherd Hill is reflected in your conduct at assemblies. You have a major responsibility for the impression that the school leaves with the community. Behave always with pride in yourself and your school. Remember the Shepherd Hill Motto: **Pride and Unity!**

**Bus Transportation**

Students traveling to school by bus are placed on specific routes and buses established by the Dudley-Charlton School District Finance Director.

These routes are published annually in local newspapers, usually in late August or early September before the new school year begins. Students are not free to make changes on their assigned buses without seeking approval first from school administration. Any special arrangements, long term or temporary, must be approved well in advance. Please do not attempt special arrangements through bus drivers because they are not at liberty to do this.

**Cafeteria Procedures**

The Rule: responsible conduct and consideration towards others. To encourage good nutrition, a well-balanced lunch is available at a reasonable price. We need your help and cooperation to keep all areas clean. Maintain the degree of cleanliness that reflects pride in yourself, your school, and your upbringing. Keep your table and floor area clean. Deposit all lunch litter in wastebaskets, return all

trays and utensils to the dish washing windows, and cooperate fully with the lunchroom supervisors. The cafeteria is not the place for horseplay. Everyone should be able to relax and enjoy a pleasant meal.

Food throwing, misuse of utensils, shoving, and fooling around interfere with the rights of others and invite immediate disciplinary action. Those few who cannot cooperate and who violate the rights of others may have the privilege of eating in the cafeteria revoked for a period of time and may have to eat lunch elsewhere. Food fights will not be tolerated. Any student found guilty of precipitating or engaging in a food fight will be subject to disciplinary action which may include suspension from school.

### **Caps/Coats**

For hygiene, discipline and safety reasons, caps and hoods cannot be worn by students during regular school hours. For comfort, health, safety and security reasons, outer clothing (coats, jackets, etc.) worn to school will be stored in lockers (along with caps) upon arrival, and will not be worn during the school day.

### **Card Playing**

Card playing and other activities associated with gambling are not allowed on school property.

### **Care of Personal Property**

You should remember that you are responsible for any items of personal property that you bring to school. **IT IS STRONGLY SUGGESTED THAT YOU PUT YOUR NAME IN/ON ALL ARTICLES OF CLOTHING, INCLUDING FOOTWEAR, BROUGHT TO SCHOOL FOR USE IN PHYSICAL EDUCATION CLASS.** Names in jackets are also advisable. Use common sense when bringing in items of value. Don't carry large sums of money. Remember, most of the people around you are basically honest, but in a school this size, even one dishonest person can make life miserable. Unusually valuable or hazardous items should be taken to the principal's office for safekeeping. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.**

### **Care of School Property**

The school provides many kinds of materials for you to use, things like books, lockers, school locks, athletic uniforms, school equipment and so on. Responsible students take care of everything they get, realizing that these things must last for years to come. We ask that you take good care of all school property and equipment and that, if you damage or lose something, you replace it or pay for it.

Students who owe monies for damaged or missing materials will be billed. Unpaid bills will be retained in student folders. Seniors having unpaid bills will not be allowed to participate in graduation exercises. School property that is lost, paid for and later returned may be assessed a 20% administration fee. If the material is no longer used by the school no refund can be made.

### **Corridor Behavior**

**RESPECT THE RIGHTS OF OTHERS.** Environmental pollution begins in careless littering, defacing property, and vandalism. Reflect pride in yourself and this building with your behavior. Help keep the corridors free from obstructions and use common sense. Extra caution should be used on stairs.

### **Dances**

One of the school's goals is to promote social growth among the students. We do this in many ways and one of our more pleasant activities can be student dances. We expect that students will follow a few simple rules that help make dances fun times for all who participate.

When the high school sponsors a dance, all students who are in good standing at Shepherd Hill are invited to attend. Depending on the nature of the dance, guests may be invited. The intent of inviting

guests is to allow good friends and alumni friends to attend the dance as a “true” guest of the Shepherd Hill student. In order for a student’s guest to attend a dance or the prom, several requirements must be met.

1. The Shepherd Hill student must submit a completed guest form to the office for approval.
2. The guest form must be approved by a Shepherd Hill administrator before a guest ticket may be purchased.
3. Guests must enter the dance at the same time as the sponsoring student from Shepherd Hill.
4. Guests must present a photo ID before they will be allowed to enter the dance.
5. All guests must be in grade 9 or above. Guests 21 years of age or older on the date of the dance are not permitted to attend.

For a student to be able to attend a high school dance, he or she must have been present for school on the day of the dance. Only rarely will we make exceptions to this rule and then only in extraordinary cases, cleared through the office well in advance.

When applicable, dress requirements will be announced. Students will not be admitted to the dance after the event has been in progress for over one hour. If students leave the dance they will not be permitted to return.

Victory Dance - Annually sponsored by the Student Council on the Friday following Thanksgiving, this dance is open to SHRHS students in grades 9-12 in good standing and their approved guests.

Junior/Senior Prom - Annually sponsored by the Junior Class for the Seniors in May. This dance is open to SHRHS Juniors and Seniors in good standing, and their approved guests.

### **Directed Study Procedures**

The concept of the directed study revolves around the belief that students need a quiet place to study during the day. We believe that everybody needs that opportunity. The following guidelines have been set up with that concept in mind:

Students will be assigned to specific rooms. While in that area, they are under the supervision of the study teacher. Each directed study has special conditions and requirements that the supervising teacher may feel a need to set, but, in general, students are expected to:

1. Come prepared to work.
2. Remain quiet and, at all times, respect the rights of those who need silence to study.
3. A pass/fail designation will be employed.
4. Cafeteria vending machines are not to be used while in Directed Study.
5. Headphones or any other electronic devices are not allowed during any directed study.

Students find many uses for study time: this is a time to meet with teachers and make use of the library. Above all, this is the time of the day when students should plan to sit down and “put it all together.” Directed study is not limited to doing tomorrow’s homework - this is an ideal time to go over those assignments that you are weak in or review for next week’s test. Use the time wisely.

A reminder...you need a pass to leave your directed study. Grades 10-12 first honor students may be assigned to the library.

### **Driver’s Education**

The basic Driver Education course consists of a minimum of 30 (clock) hours of classroom instruction, a minimum of 12 (clock) hours of behind-the-wheel instruction, and 12 (clock) hours of observation—a standard set by the Massachusetts Registry of Motor Vehicles. The purpose of Driver Education at Shepherd Hill is to create responsible and more competent drivers and to make all students aware of traffic safety. Students must be in good discipline standing to be eligible for

enrollment into the Driver's Ed program.

### Course Requirements

A total of three unexcused absences (hours, not class sessions) will eliminate the student from the classroom program for the current semester. Make-up work for excused absences will be assigned in accordance with the number of hours missed. The total of unexcused absences may not exceed 6 classroom hours.

### Grading System

50% Final Exam

30% Quiz Work

20% Oral Report, Term Project or Work Sheets

### Fees

Students must pay a fee of \$480.00 to D-C Regional School District for the program The Registry of Motor Vehicles charges approximately \$100.00 for their services (subject to change.) Students who require the use of the driver training vehicle for their license exam will be charged an hourly rate. For more detailed information, contact the Director of Driver Education.

### **Emergency Medical Attention**

The school reserves the right to arrange for medical attention for a student when no emergency procedure card is available.

### **Exams**

Mid-year and final assessments may be administered to all students at the conclusion of first and second semester.

Senior Exam Exemptions:

1. Half year course "A" Average (90+) may exempt teacher at discretion.
2. Full year course not exempt from mid-term
3. Full year course "A" Average (90+) may exempt teacher at discretion.

### **Extra Help**

Your teachers will gladly give you extra help. Make an appointment with them or see them before or after class. Most teachers can see you at some time during the day or after school. If you can make arrangements for help during one of your study periods, don't forget to get a pass. Don't wait until the end of the quarter to expect additional help that will help you pass a course. Get help immediately when you are having a problem.

### **Fire Drills and Emergency Evacuations**

A fire drill is an important precaution. It is intended to train you to respond in emergency situations without confusion. Procedures demand the following essentials:

1. Obey orders from your teacher or other person in authority promptly. Their orders are to clear the building following a planned routine. Pass in single file. Walk, but at a brisk and alert pace.
2. If you are the first person to reach the exit door, open it and hold it open until all students have left the building. Then rejoin your group.
3. Keep quiet! No talking! How can you obey orders if you cannot hear them? Stay with your group.
4. If you are not in a classroom at the time of a drill, you must leave the building by the nearest exit and join the nearest teacher directed group as quickly as possible. Let the teacher know you are there.

5. All groups leave according to a pre-set plan, unless emergency instructions are given. Know where your class goes in the event of an evacuation. The route and location is posted in every room. In case of a blocked exit, your teacher will move your group quickly through the nearest exit. Be alert to your teacher's command and stay calm.

### **Food and Beverages in Academic Area**

Consumption of food or beverages in the academic wing is prohibited unless prior approval is granted by the administration. Students are not permitted to bring open containers or plastic beverage holders into the academic wing.

### **Grievances**

Do you have a problem? Use the proper channels. If you feel that you are being treated unfairly, talk it over with the person involved. If, after a reasonable effort, the problem is not resolved, discuss the matter with someone else—your counselor, perhaps, or another teacher, or an administrator. If you feel that certain rules or policies should be changed or discontinued, you have a responsibility as a member of your school community to make your opinions known to those people or organizations that can influence change. These include your student government representatives, teachers, and administrators. In addition, work to include such important matters on the agenda of student government meetings, or request a student-administrator meeting to discuss the problem.

Changing established procedures usually takes time and much effort, for conflicting opinions are often resolved only through realistic compromise. If your cause is a valid one, your efforts will not only give you the satisfaction of working for your own convictions, but you will also contribute to the well being of others.

### **Health Services**

The health suite is available to all students on a daily basis. Except for emergencies, students are encouraged to avail themselves of these services between classes, or before they begin. At this age, health should become the responsibility of the student. We encourage this with assistance in such areas as:

1. Medications
2. Emergency Card Information
3. First Aid
4. Regular Attendance
5. Physical Examinations
6. Immunizations
7. Vision and Hearing Tests
8. Emotional and Social Problems
9. Medical Adjustments to School Program

Some rules do exist regarding the way a student should proceed; medical care is individual, so parental assistance and contact is also necessary.

1. Medication should not be carried by any student without authorization. Any prescription medications, for use during school hours, must be brought to the nurse's office upon arrival, in the original prescription bottle, by the student. The necessary medication will be kept at the nurse's office for dispensing, and the remainder will be returned to the home by the student. Aspirin and Tylenol are available and will be given with permission by the parent on the emergency card. Abuse of any medication will be reported to the parent.

2. Every student is responsible for returning a computer generated Emergency Information Sheet signed by a parent or guardian. Information is confidential but essential with an active Physical Education program, and industrial arts department. A call to update information is encouraged.
3. Any accident or illness should be reported to the nurse. All dismissals for illness shall be at the discretion of the nurse with the permission of a parent or designated person on the emergency card only.
4. All absentees requiring a physician's visit should return with a note from the physician describing the nature of the illness or injury, dates, any limitations, and signed by the physician. All other absenteeism requires a parental note.
5. All athletic sports candidates must, by law, have an annual physical exam prior to participating in any sport or its practice. Annual exams begin on the first of July of that school year, and are given upon completion of sports questionnaire, signed by parent or guardian. School physicians from the Charlton Family Practice will conduct the exam in the nurse's office. With the information on the questionnaire, blood pressure, height and weight, and the exam itself, the physician will determine the candidate's ability to participate. Any questions in that regard will be referred to the family physician for his/her approval.

All students are required by Massachusetts State Law to have a physical exam. Notices will be given to all students well in advance of the date of examination. Parents may choose to use their own physician, which is acceptable. A written note from the parent for a child to use his/her own physician should be received prior to the date of examination or the child will be scheduled at the school. A sports physical that same year will serve as the requirement, but a 10th grade physical will not serve the athletic requirement, without further information. A nurse will be present during all female examinations.

Any required physical may be done by a physician of your choice, but must be completed on school forms by each deadline date, at the parent's expense. The nurse will only sign work permit cards on physicals given at the school.

6. All students become due for a Diphtheria-Tetanus-ten year booster shot during their high school years. This will be done on an annual basis. If a student has any occasion to receive a booster, a record should be sent to the school at that time, signed by a physician or emergency room nurse. All students will receive forms on the year they become due, with additional information on where and how to proceed. These forms must be signed by a physician and returned. Failure to comply with this requirement must mean exclusion from school according to state regulations, but not without a letter from the Nurse and/or Principal. All students will receive a permanent immunization record for college and other requirements upon graduation.
7. Failures of vision and hearing tests will be given to the student, whose responsibility it is to deliver to the parent. Physicians' responses should be returned to be kept on file.
8. Assistance for counseling in diet, drug or alcohol related problems through community agencies, the guidance department or the school psychologist will be available.
9. The nurse will assist with any health related problems that may interrupt a regular academic schedule.
10. Body piercing of any kind that pose a health or safety hazard to a student or others shall be removed at the discretion of either the principal or school nurse.

We encourage parents to contact the nurse at any time during the school year for any health related matters.

### **Homework**

Homework is issued in courses to enable students to practice, learn, assimilate, master, (etc.) the course content. Copying homework is wrong because it is counter to the intent, and leaves the “copier” in a poor position to perform on quizzes and tests, with negative results. Teachers also place considerable value on homework within courses and make efforts to identify, and refuse copied homework, with resulting loss to the student. Teachers observing copying of homework will report to the teacher who assigned the homework.

### **Late Bus Pass System**

Students participating in any sport must obtain a permanent late bus pass from their coach. It will be the students’ responsibility to use the assigned bus pass to the end of their respective season.

Students participating in extra-curricular activities must obtain a bus pass from their advisor or librarian.

### **Late Bus Routes**

**Dudley: 3:40 Route A** - Leave Shepherd Hill to Dudley Middle School to Mason Rd., left on Sawmill Rd. right on Charlton St., left on Pine St., right on Mill St., straight across at lights to Schofield Ave., continue on Schofield Ave., turn around at Perryville Rd., left on Carpenter Rd., left on New Boston Rd. (turn around at Brookstone Dr.), right on New Boston Rd., left on Rocky Hill Rd. and continue to Eagle Dr., right on Fairview Ave., straight across to First Ave., left on Brandon Rd., left on West Main St., route ends at Mason Rd. (Fire Station).

**Dudley: 3:40 Route B** - Leave Shepherd Hill to Dudley Middle School, left on Dudley-Oxford Rd., left on Dudley Hill Rd., left on Airport Rd., at lights turn right on West Main St., right at lights in Quinebaug (Route 131), left on Southbridge Rd., left on Route 131, turn around at Baptist Church (105 Southbridge Rd.), right on West Dudley Rd., right on Dudley-Southbridge Rd., right on Route 131, right on Leo Ave., turn around at Raymond St. and go left on Rt. 131, right on Dudley-Southbridge Rd.

**Dudley: 3:40 Route C** - Leave Shepherd Hill to Dudley Middle School., to Ramshorn turn around at Baker Pond Rd., left on Corbin Rd., left on Hayden Pond Rd., right on Mason Rd. Extension, left on Dudley-Oxford Rd., left on Pierpoint Rd., right on Hayden Pond Rd., left on Dudley-Oxford Rd.

**Charlton: 3:45 Route A** - Leave Shepherd Hill to Pierpoint Rd.-Dudley, Lelandville Rd.-Charlton, to Partridge Hill Rd., right on Oxford Rd., straight on Richardson Corner Rd. to Hammond Hill Rd., left on Stafford St., right on Little Mugget Rd., left on G French Rd., right on Center Depot Rd., left on City Depot Rd., end route by making left on Route 20.

**Charlton: 3:45 Route B** - Leaves Shepherd Hill to Ramshorn Rd., left on Dresser Hill Rd. #2, right on Route 31 to Charlton Center, left on Masonic Hill Rd., straight across to Brookfield Rd. to turn around, right on Power Station Rd., right on Route 20, left on 169, left on Carpenter Hill Rd.

**Shepherd Hill 5:40 late run** - Leave Shepherd Hill to Charlton Center only.

Rules governing general bus behavior are distributed each school year. Students who violate the rules are reported in writing by the bus driver to the building administrator. Discipline, when necessary, is established by the building administrator and documented on the written bus card that the bus driver used to report the infraction. Parents then must review the bus card and sign it. The signed card is kept

on file at the school. Students who repeatedly behave poorly face the possibility of a suspension of the bus ride privilege for a period of time.

### **Lavatory Use**

Every effort is made by the school to keep the lavatories clean and sanitary. Soap and paper towels are provided. The staff monitors the lavs continuously. For your convenience and health we ask that you follow these simple rules:

1. Individual stalls are designed to accommodate one person at a time.
2. Report any damage to the office.
3. The lavatory is not a sick room. Report to the nurse's office if you are ill.
4. Keep the lavatory clean at all times - this is a reflection on your pride in yourself and in your school.

You may use the lavatory between classes (provided you are not on the restricted lavatory list) without a pass if doing so will not make you tardy. (This list restricts students to the Nurse's lavatory.) Passes are required during class time. During your lunch period you may only use the lavatory in the cafeteria. Students who abuse the lavatory privilege may be subject to restrictions regarding its use.

### **Library-Media Center**

The Shepherd Hill Regional High School Library Media Center is maintained as a facility where students and faculty can read, study, or use non-print materials in a quiet, relaxed atmosphere. Its resources are intended to satisfy a wide variety of subjects, as well as furnish answers to reference questions.

The Library Media Center is open every day from 7:25 a.m. to 3:30 p.m. The school expects that library users will behave and be respectful of library materials and furniture. The Center rules are as follows:

1. All students with a valid Library Pass may report directly to the library during their directed study (with the exception of Block A where attendance must be taken.) Upon the student's arrival in the library, the pass will be turned in to the Library Staff and the student will sign in on the proper Directed Studies sheet. Once in the library, the student will be expected to remain until the end of the period, at which time he or she will report to his/her next class. If for any reason, the student needs to leave the library, a pass must be issued by one of the librarians. Students may be asked to return to their directed studies class if space is limited. Students who do not prove responsible in using their library privileges will have them withdrawn.
2. Food and beverages are not permitted in the library.
3. The library has an automated Circulation System which assigns an individual number to each student and staff member. When checking out library materials, the student needs to take the material to the circulation desk and give the librarian his or her name. All the necessary circulation information will be recorded electronically.
4. Circulating books, software, and recordings circulate for two weeks. Reference books, magazines, and periodicals do not circulate. Videotapes only circulate among staff members.
5. Borrowed library materials are to be returned to the circulation desk. The borrower is responsible for seeing that materials are checked in by a member of the library staff. Lost or damaged materials will be paid for by the student last borrowing them.
6. Library materials placed on reserve are located behind the circulation desk and may be borrowed for one period of use in the library.
7. Audiovisual (AV) equipment with designated materials may be charged out of the Library. This material is for use in the library or in the classroom for one period only.
8. All library material and equipment being used by students must be returned to the shelves, circulation desk or the AV Room at the end of each period. All materials to be borrowed must be

charged out at the circulation desk BEFORE the end of each period or before the end of school day (3:30 p.m.).

9. Conference Rooms are available for student use, only at the specific request of a teacher or library staff member.
10. The library charges \$.05 per copy on the photocopier. Computer printouts are free up to five pages.
11. Game playing is not allowed.

#### Library Computer Center Rules & Regulations

1. Only authorized students are allowed in the computer area.
  - a. Authorized means a student has officially signed in at the Main Desk in the Library or is participating in a group that has signed up for the computer area and is directly supervised by that instructor.
  - b. Each person in the Library Computer Center will be assigned to a specific computer (one student per computer). The only exception may be made by a teacher supervising a group using a computer area.
2. All individuals who have signed in at the Main Desk will be issued a computer to use based on availability. Students must sign their name and ID#, identify the period and time they are present.
3. The Computer area must be left neat and orderly at the time of your departure. All materials and equipment must be returned to their original places and computers must be shut down appropriately.
4. Any equipment problems should be reported to the Library Staff immediately.
5. All students' work must be saved to a storage disk. Any work left on the hard drive will be ERASED daily.
6. Only students with a signed internet permission form will be allowed internet access.

#### **Lockers and Locks**

The school maintains lockers, which it assigns to students as a matter of personal convenience. As with any school property, please take care of your locker. These assigned lockers are your responsibility. Students should utilize only that locker assigned. The school lockers are unlocked and do not include padlocks.

Students who wish padlocks for their lockers may borrow them from the office. There is a \$5.00 deposit required for each lock, although families with more than two children in school do not have to pay more than \$10.00 in deposit money unless a replacement lock is issued. Deposits are returned when the student returns the lock upon either withdrawal or graduation from Shepherd Hill. Only SCHOOL LOCKS may be used on lockers.

Please do not leave things of value or sums of money in your locker. **The school assumes no liability for any valuables lost or stolen.** Also, it is a good idea not to share your combination with any other student. There are enough locks and lockers available for each student. Sharing of lockers is not allowed.

Please bear in mind that the school retains ownership of the locker and lock; the school also reserves the right to inspect the locker if the administration has reasonable grounds to believe that it contains materials injurious to the best interests of the school. The school also retains the right to inspect students, backpacks, pocketbooks, and students' cars (on the premises) for compliance with school rules. Such inspections will usually take place in the student's presence, although that may not always be possible.

#### **Lost and Found**

Any student who finds a lost article should turn this item into the main office. Students who lose articles should check with the office as soon as possible.

## **No School Announcements**

No school announcements due to inclement weather will be made on television Channel 4 WBZ, Channel 5 WCVB, Channel 7 WHDH, and Channel 6 FOX and over radio stations WESO 970 AM, WXL0 104.5 FM, WORC 98.9 FM, WTAG 580 AM, WSRS 96.1 FM, WBZ News Radio 1030 AM or [www.dcrsd.org](http://www.dcrsd.org) and [www.cancellations.com](http://www.cancellations.com).

## **Parent-Teacher Conferences**

We encourage your parents to become involved with our school in as many ways as possible. One of the best ways is to hold a conference and meet with your teachers. There is one regularly scheduled afternoon and evening session held in the fall and again in the spring. All teachers will meet with parents at any reasonable time. Please call the office to make an appointment with a teacher.

**Parking on School Grounds** - Students who are permitted to drive to school are assessed a \$100.00 parking fee for a full or partial school year. The parking lot has been numbered, and each student will have an assigned place to park. Spaces may be assigned/reassigned by administration only.

Any senior student who wishes to have parking privileges must be registered within the first week of school. After senior registration has concluded, junior students who wish to have parking privileges will be allowed to participate in a lottery system for any remaining spaces.

Students who drive to school without having the required parking permit are subject to disciplinary action. All student operators and passengers of motor vehicles are required to properly fasten safety belts while on school property. Non-school registered vehicles risk the possibility of being towed at the owner's expense. Additionally, failure to follow proper parking procedure will jeopardize any future consideration of driving to school. We ask that students cooperate with our parking procedure, and only drive to school after successfully registering their vehicles.

Any student failing to adhere to safe driving, posted signs, appropriate parking lane designation, administrative or school personnel directives, registration of vehicle, excessive tardiness or absences, and other school policies will lose their parking privileges. Student parking privileges may be revoked by the administration. Parking fees will not be refundable. Extenuating circumstances may be appealed to the principal in writing within five (5) days. When a student arrives with his/her vehicle, he/she must leave it promptly; he/she may not return to the vehicle during the day until departure time. At no time may students loiter in or near parked cars. Students who drive will be expected to operate their vehicles safely, follow reasonable speeds, and exercise extreme caution. The speed limit for all vehicles on school property is set at 15 mph.

Failure to adhere to the above rules and governing statutes of the Commonwealth of Massachusetts will result in appropriate disciplinary action and may result in loss of parking privilege.

## **Pass System**

The pass system was designed to help students meet their responsibilities to be prompt and to help them get the most out of their school day. You need a pass if you are in the corridors between 7:40 and 2:10, except when you are changing classes or attending lunch. Students found outside of classes during class time will be expected to hold valid passes. Students at fault will be immediately directed to the office to receive an office detention.

Teachers use passes for several reasons. (1) Excuse a student from a class or study hall to go to another part of the building to do business. When you are out on this pass, make sure you show it to the receiving teacher so he/she can sign it; make sure he/she marks the time when you return to the sending teacher. (2) Sometimes a teacher will want to see you at a certain time; that teacher will use a pass to let you know. (3) If a teacher should keep you late for a reason, he/she should give you a pass

to get to your next appointment. It is your responsibility to obtain a pass: Don't leave without it.

The office issues a pass to students who have a parental or guardian's request for early dismissal. These should be brought to the Main Office prior to the start of the school day. (See "Early Dismissal from School," under Attendance).

When you have an appointment with the office, guidance or nurse, you will receive a pass in your Block A class. Plan to honor the appointment. Deliberate failure to do so may result in disciplinary action.

### **Physical Education**

**Students are reminded to secure all valuables. Upon request, you may borrow a lock to secure valuables during Physical Education class, or the instructor will lock your valuables in his/her desk during class. However, please make every effort to refrain from bringing valuables to class.**

Physical education is required of all students in grades 9-11. Grade 12 students may schedule physical education as an elective upon successful completion of grades 9-11 requirements. Varieties of activities are offered to students of Shepherd Hill and each one presents itself with a new learning problem. Success in physical education largely depends on participation, effort and cooperation with others while skill plays a very minor role.

There are several responsibilities which the student must follow. Each student must report to physical education class dressed in appropriate attire - shorts, sneakers, a T-Shirt, and provide a towel for showering. To be excused, a student must bring a note from his/her parents stating the reason. After the second consecutive class excuse, a doctor's certificate must be presented. Physical education (required by statute) is a regular class and participation is necessary for a grade. Class cutting is handled as any other class cut. Non-participation will be counted as a zero in compiling grades. Unexcused missed classes can be made up during a directed study period or after school. Students are asked to make arrangements with their instructor.

### **Public Display of Affection**

Display of affection in public is to be avoided. Students who disobey this policy will be dealt with on an individual basis.

### **Radios, Cassette Players, etc.**

Students are encouraged not to bring iPods, mp3 players, radios or other electronic devices to school. Use of these devices during school hours may result in disciplinary action and the school cannot be held responsible for lost, damaged, or stolen items.

After a warning, such devices will be held at the office for claiming by a parent.

### **School Clubs and Activities**

(See Academic Requirements for Participation in Extra-Curricular Activities) – Clubs and activities will function when sufficient student interest is demonstrated and an advisor is available.

### **School Insurance**

Early each year, the school offers a student insurance plan at an inexpensive price. Since parents are, in general, responsible for costs of medical treatment resulting from injuries, they are encouraged to enroll students in this plan, particularly if they have no other health insurance plan. School insurance coverage maintains economical premiums by paying claims where other insurance, if any, leaves off. Therefore, claims must be submitted to any other hospital, surgical, or medical plan you have coverage from first. Students who do enroll in either a "School Time Plan" or "Twenty-Four Hour Coverage Plan" should secure claim forms at the administration office following any medical treatment covered

by the plan. Mr. Leach coordinates all claims and will provide assistance in completing forms. Claim forms are sent from the school office directly with a duplicate file maintained for further reference. The student and parental inquiries should be referred to Mr. Leach.

The school insurance provided by the school district for all participants in athletic teams is a separate policy, and all claims, etc., should be referred to the Athletic Director or the Trainer.

### **School Pictures**

Each school year school photography service is available to students in grades 9-11. Grade 12 students usually have portraits produced for graduation and yearbook.

Student pictures are available at a reasonable cost on the following basis:

1. All students are photographed whether they desire to purchase or not. The service provides these individual photos to the school for use in the yearbook and for school I.D. purposes.
2. ONLY students who prepay at the time of photographing will have color sets printed up and forwarded to the school.
3. Students and parents who are not satisfied with the printed sets for any reason may return these for cash.
4. A make-up date is established for students absent on the original date of photographing.
5. All information concerning school photographs is announced several days prior to pictures being taken and all information is provided to students and parents in a printed letter.

All inquiries at this school concerning individual photographs should be directed to Mr. Leach.

### **Skip Days**

The school does not authorize “skip days”; no class group or individuals are authorized to “take” days off from school. Seniors are already authorized an official class day on school time.

Any student involved in a skip day will be treated under the truancy rule.

### **Student Appearance**

Our community and school take pride in the appearance that our students present. We expect that all students will dress and groom themselves neatly in clothes that are suitable for school activities. Items such as, but not limited to, tank tops, half shirts, strapless, bare midriffs, and low necklines (which expose the chest or cleavage) are not suitable for school. Skirts and shorts should be at least reasonable length (mid-thigh), so as not to be a distraction. Wearing a hat or hood during school hours is prohibited.

Clothes must conform to health and safety standards and common decency as observed by the faculty and staff and supported by school administration. Students who dress in an inappropriate manner will be required to change into appropriate attire; the second offense will result in a detention and a parent will be notified. Subsequent offenses will result in multiple detentions.

Please avoid having to make this choice. Come to school dressed appropriately.

### **Student Responsibilities**

Every member of the school community, including students, parents and staff, shares the responsibility to help the school meet its goals -and in particular, to promote regular attendance, maintain orderly conduct and behavior, insure freedom from fear and insult or injury, and provide maximum opportunities for learning on the part of each student.

The following are among prime responsibilities of students:

1. To participate fairly in and contribute to the productive classroom work and life of the school.

2. To treat staff and other students with respect, regardless of sex, race, color, creed, ethnic background, social-economic status, or minority group membership.
3. To refrain from impairing the educational process or depriving students or staff of their rights.
4. To respect the personal property of students and staff.
5. To refrain from acts endangering students or staff or impairing the condition of maintenance of school buildings or grounds.
6. To become familiar with and observe regulations set forth in this handbook.
7. To recognize the responsibility of staff for the good order of the school and respond to the authority of staff within the buildings, on the grounds, and at any school-related activities regardless of location.
8. To behave responsibly, reflecting the school's motto of Pride and Unity and to conduct one's self to preserve or improve the quality of the school.

### **Student Safety**

One of our greatest concerns at Shepherd Hill is providing students with a safe place to learn. Each area of the school has certain safety rules that you must follow. In general, the best rule is that of "common sense."

One area that is potentially dangerous is the shop area. Be sure to follow the specific directives of the shop teacher. Pay particular attention to the requirements to wear safety glasses and to wear sensible shoes and clothing when working in shop areas.

A second potentially high-hazard area is the science lab. Each lab has specific safety requirements that you must become familiar with and follow.

You can never be too safe. Safety is an attitude and the majority of all accidents are preventable - think safe and you will be safe.

### **Telephone Use**

The school telephones are for school business; they may be used by students with a pass when approval has been granted by an administrator. If an administrator is not available an office secretary may grant permission.

### **Tips for Studying**

There is no "best" way to study - some can do it with music or the TV on; some need complete silence. Do what seems to work for you. See your individual teachers and get specific advice. Try following time-tested techniques:

1. Include studying in a well-planned, daily schedule.
2. Come to your study area with the books, pencils, notebooks, and other study tools you need.
3. Look things over before you plunge. Survey the material that is to be studied. Get an overall picture before working on details.
4. Question - what you read, and what you hear. It's the best way to stimulate your thinking and your recall. Include questions of your own for use during study and review.
5. Concentrate. Reading involves your mind as well as your eyes. This enables you to pick out details for a better understanding of what you are reading.
6. Make reviewing a daily habit. Avoid last minute "panic" reviews or cramming.
7. Work at increasing your vocabulary in every subject. The terms are the key to understanding the ideas and concepts of the course.
8. Develop your skill for taking notes. A notebook should be a valuable tool for you. Make it usable. Organize it to serve your study needs.

9. Get the habit! Daily study is the most sensible, and the easiest way of getting the most returns out of your school experience. Keep an assignment notebook. Use it every school day!

### **Tutorial Services**

High school students trained as Peer Helpers and Tutors, as well as members of the National Honor Society, are often available to tutor students who may need some help in just about any subject. If you think you would like some friendly, confidential help from someone who has it all together, ask your teacher or counselor to try to get a tutor for you.

### **Vending Machines**

Vending machines are located in the cafeteria area for the convenience of the students. Snack machines are operable only after regular school hours.

### **Visitors**

The school has the responsibility to protect you from outside distractions. The rule is to accept only those visitors who have legitimate business in school. We encourage parents to visit at any time; other guests and visitors must register at the office. Students wishing to bring a guest to school must obtain at least a 72 hour prior approval from an administrator. Visitors are expected to leave promptly when their business is completed. Students attending another school may not visit Shepherd Hill without the other school's approval and the parent's/guardian's approval. No visitors or guests are permitted for the first two weeks of school, the last two weeks of school, during exam weeks, and the day before or after a vacation period. In addition, students from nearby schools will not be admitted as visitors on days their own schools are closed.

### **Vocational Programs**

General Laws Chapter 74, Section F guarantees a student the right to a vocational education in the subject area of his/her choice. Students electing a vocational education must apply through his/her guidance counselor early enough to ensure an April 1 deadline. Eligible post secondary or post graduate students must provide a letter of intent to the Superintendent by February 1.

<b>ATTENDANCE GUIDELINES</b>
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It is the contention of the School Committee that when a student displays excessive absenteeism he/she cannot truly master course content material and denial of credit appears reasonable. It is the intent of the attendance guideline to provide a structure in which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their course work and benefit from the group dynamics generated within the class. The Shepherd Hill attendance guideline is based on the following premises:

- each class period contains instructional material or activities that are important to the student
- regular attendance provides the continuity to the learning process particularly in terms of opportunity for interaction among students and teachers
- a student should evidence productive attendance a majority of the semester in order to qualify for full course credit

The Shepherd Hill Attendance Guideline designates twelve (12) class absences per subject, per semester (each 1/2 year) as the maximum allowed for normal circumstances of regular school attendance. The allowed number of days for absence is designed to accommodate:

- Personal illness
- Religious holidays
- Serious personal or family problems
- Professional appointments that could not be scheduled outside the regular school day

## **Attendance**

When a sickness or a personal family emergency requires you to be absent from school, you must bring a note on the next day to the main office explaining your absence. The note must be signed by your parent or guardian.

The new federal law, No Child Left Behind, and Massachusetts regulations now require 95% attendance for all students. The entire school population, including individual groups (i.e. free/reduced lunch recipients, Title I students, special education students) within the school, must each year meet the 95% required attendance level for the school to achieve Adequate Yearly Progress (AYP) and an acceptable performance level. AYP and performance will negatively affect school financing if the standard attendance is not met. It is important that all students attend school at all times.

### **Provision of the Attendance Guideline**

1. Courses are successfully completed and credit earned when the student:
  - a. earns a passing grade **and**
  - b. does not exceed the maximum absence limit.
2. In courses in which students fail to receive full credit due to exceeding the maximum absence limit, an earned passing grade will be recorded and the reason for credit loss will be included on the permanent record.
3. When a student receives a passing grade but partial credit for a course required for graduation, the course requirement will be considered fulfilled. (Note: Students may need to complete additional coursework successfully in order to earn a minimum of 21.00 credits needed to graduate from Shepherd Hill.)
4. This guideline does not pertain to school sponsored or sanctioned activities for which the student has been properly pre-excused. Students must arrange for make-up work when attending these activities.
5. Absences resulting from late entrance into a course will not be counted as class absences. Students who transfer from one class to another during a semester will have days absent from first class counted toward class time in the second class.
6. Out of school suspension days for the first offense will not be included in total days absent. Out-of-school suspension days subsequent to the first offense will be counted in the total days absent per semester.
7. After three (3) days of in-house suspension per semester, all subsequent inhouse suspension days will be counted against class days missed. Students who complete assigned work during this period will be granted credit for work completed even though these days are counted toward their absences. NOTE: Students who do not complete and submit work assigned for a particular class during their first three days of in-house will have each day counted as a class absence.
8. If a student is late without a pass, (15 or more minutes), that student will be marked absent to that class. Admission slips issued upon late arrival to school will not constitute an exemption. All exemptions to this regulation must be approved by a member of the administrative team.
9. Students who have lost credit as a result of the attendance guideline will be required to attend class on a regular basis. Failure to attend class will result in disciplinary action.
10. It is understood that credit loss will be deducted from the total credit earned toward graduation.
11. Vacation days taken during school time are considered absences acquired toward the maximum absence limit.
12. Students who are hospitalized or under doctor's care and return with a doctor's letter of explanation, which has been verified and accepted by the school nurse and an administrator, may be granted an extension equal to the number of days of that care, providing all other absences have received prior acceptance by an administrator.
13. Staff members will submit to the appropriate office (Main Office or Guidance) credit loss forms when students exceed maximum number of days absent.
14. It is extremely important that students and parents realize that the twelve (12) class absences per subject built into the attendance policy are not to be considered as authorized days of absence.

15. Second semester seniors will be allowed nine (9) days as the maximum allowable absence limit.

### **Mechanics of Attendance Guideline**

1. After five (5) days of absence the teacher will meet with the student and discuss the need for good school attendance and inform the individual of the provisions of the Shepherd Hill Attendance Guideline. The teacher will record the date of this meeting for each individual student on a form and retain for his/her record.
2. After eight (8) days of absence from a class the teacher will notify the student and forward an attendance form to the Guidance Office. The attendance form will be mailed home. A guidance counselor will confer with the student and the parent will be contacted by the Guidance Office.
3. With the accumulation of thirteen (13) absences in any one class during the semester (semester is defined as one-half the school year; 1st and 2nd marking periods as semester #1, 3rd and 4th marking periods as semester #2) the teacher will notify the appropriate assistant principal on a Credit Loss Form. The assistant principal will notify the Guidance Office and a Credit Loss Form will be mailed home after the guidance counselor meets with the student. **The student will forfeit one half of the course credit** for that semester unless an error has been made in the process or in the computation of the total days absent.
4. After credit loss a student/parent may request an appeal for review in order to re-examine the specific conditions relating to the individual case. The request for review must be in writing to the Shepherd Hill principal within 10 school days. The principal will review the material presented and may extend the absence limit or continue the student's credit enrollment in the class on a probationary basis. If the decision at this level is not satisfactory, an appeal may be made to the School Committee by writing the Superintendent of Schools.

### **Class Cutting**

No "cuts" are authorized. A student who cuts a class will be placed in the In-House Suspension Center. Every class in your schedule is essential-there are not enough days of school to accomplish all that needs to be accomplished. All students will attend all classes, directed studies and the lunch period. If you feel you have a problem so important that you cannot attend a class, resist the temptation to cut. There are many ways to work out your problems, using the help of staff, guidance, nurse, or the administration. Go to your classes; then seek the help you need.

### **Early Dismissal**

There are times when illness or personal family business of a serious nature occurs and you need to miss part of the school day. At that time you may request an early dismissal. Try to schedule doctor and dentist appointments after school, but when emergency demands, try to schedule them early in the day, or late in the day, or during the study period. To obtain an early dismissal, bring a written request from your parent or guardian to the principal's office as soon as you arrive at school. The request will be reviewed and an early dismissal slip will be issued if warranted. **CHECK-OUT WITH THE OFFICE WHEN YOU LEAVE AND CHECK-IN WHEN YOU RETURN.** Students must be in school prior to or after 11:00 a.m. for the day to count for participation in school activities. Early dismissals are counted as time lost within the provisions of the Attendance Policy.

### **Tardiness to Class**

Promptness to class is as important at Shepherd Hill as promptness to your job is when you go to work. Good school citizens are never tardy to class because that interferes with their own education and disrupts the whole class. You have four minutes to pass between classes, and during that time you can reach any place in the school from any other place. If you are with a staff member or doing an errand that cannot be done at some other time, and if this results in your being late to class, please be sure that you get a pass from the staff member in charge. It is YOUR responsibility to get a pass whenever you are going to be late for or miss an appointment.

Students who are tardy to class two times or for a total of five minutes, whichever comes first, will be

issued an office detention by the teacher. A special form for office detention should be completed. One copy is to be given to the student and the carbon to the office.

### **Tardiness to School**

Tardiness will be excused only if you have a note of acceptable explanation, such as a dentist or doctor appointment. Extenuating circumstances will be reviewed on a case-by-case basis. Students who do not bring an acceptable note will receive one office detention. If an acceptable note is submitted within 24 hours, the detention may be dropped. Students who are tardy to school will be issued a pass. Tardiness to school is counted as time lost within the provisions of the Attendance Policy. Habitually unexcused tardiness to school may result in detention followed by in-house suspension as the number of incidents rise. Students who drive their own vehicles to school and are frequently late may be subject to a loss of their driving privilege.

<b>GUIDANCE INFORMATION</b>
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The main objective of the Guidance Department at Shepherd Hill Regional High School is to assist students in all aspects of their high school experience.

In striving toward this goal, we encourage all students to see their counselors for assistance with any problem areas or with any informational questions they may have. We do respect the right of student self-determination. Along the same lines, each student is expected to assume the responsibility of the consequences for his/her decisions. Each student is assigned a counselor who meets with him/her in regularly scheduled interviews, at least twice a year. Students may see his/her counselor by requesting an appointment through his/her counselor or through the guidance secretary. All students are again encouraged to see their counselors for emergency situations by dropping into the guidance office.

Below are listed the general categories of services provided for students via the Guidance Office.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Course Selection</li> <li>• Career Counseling</li> <li>• Problem Solving (Academic/Personal)</li> <li>• Group Counseling</li> <li>• Testing</li> <li>• College or Post Graduate Ed.</li> </ul> | <ul style="list-style-type: none"> <li>• Financial Aid Services</li> <li>• Special Education Services</li> <li>• Outside Agency Assistance &amp; Referral</li> <li>• Peer Tutoring</li> <li>• Provide Guidance Bulletins</li> <li>• Orientation of New Students</li> </ul> |
|---|--|

### **Counselor Assignments**

<b>Grade 12</b>		<b>Grade 11</b>		<b>Grade 10</b>		<b>Grade 9</b>	
A-Fal	Laliberte	A-Cim	Laliberte	A-Cr	Laliberte	A-Flah	Laliberte
Fau-Kei	Swidrak	Cl-Hol	Swidrak	Cy-Law	Swidrak	Flib-LeBl	Swidrak
Kel-O	Incutto	Hus-Pet	Incutto	Le-Pla	Incutto	Lecl-Puc	Incutto
P-Z	Gendron	Pi-Z	Gendron	Pol-Z	Gendron	Q-Z	Gendron

### **Program Requirements**

All students must carry enough courses during a school year to accumulate a minimum of 5.75 to 6.0 credits. A greater number of credits may be elected should space be available in courses, if they serve the best interests of the pupil, and if they have been approved by the student's parents and Guidance Department. The following requirements must be met by students in order to graduate:

- Four credits in English
- Three credits in Social Studies

- Three credits in Mathematics (four starting with class of 2013)
- Three credits in Science
- Three 1/4 credits of Physical Ed. successfully passing in Gr. 9-12

**Promotion and Graduation**

The Massachusetts Education Act of 1993 requires that all students be tested for academic proficiency in grade 10 by passing the Massachusetts Comprehensive Assessment System (MCAS) Test in Mathematics and English Language Arts with a minimum score of 220 with an Educational Proficiency Plan (EPP), or a minimum score of 240 without an EPP in each English Language Arts and Mathematic. In addition, a competency determination with a 220 in Science/Technology is also a graduation requirement.

	<u>Class of 2011, 2012, 2013</u>	<u>Beginning w/Class of 2014</u>
To be considered a Sophomore	4.25	5.00
To be considered a Junior	9.00	10.00
To be considered a Senior	14.75	15.75
For Graduation	21.00	22.00

**Promotion to Grade Nine**

Students must pass all core courses (language arts, math, social studies, and science) or make up the subject in summer school to be eligible for promotion to the ninth grade. It should be noted that no more than two subjects can be completed in summer school.

**Admission of Transfer Students**

A student entering S.H.R.H.S. must, with his or her parents or legal guardians, provide official school records from his or her previous school. Such records will include but not be limited to transfer card, academic records (including grades to date for the current school year), disciplinary records, health records, and an Individual Educational Plan in the case of students with special needs.

**Procedure: Student Entering**

1. Biographical information will be reviewed and verified by the Guidance Administrative office.
2. Parent or guardian will sign a release allowing sending school to provide S.H.R.H.S. with records.
3. Student/ parent(s) meet with a counselor (and Team Chairperson in case of an I.E.P.) In the case of a student in the custody of DCF or DYS students, a meeting is required with the caseworker and the Team Chairperson for a student with special needs.
4. Upon receipt of all records and review by appropriate personnel, an admission decision will be made.
5. The Guidance Secretary will call the home and arrange for the student to start school.
6. The Massachusetts Education Act of 1993 requires that all students be tested for academic proficiency in grade 10. The awarding of a high school diploma will be coordinated upon the student passing the MCAS exam.

**Procedure: Student Withdrawing**

1. The student must return all books and have debts cleared for his or her records to be forwarded.
2. A transfer card will be issued on the last day of attendance upon parental signature.

**Transfer of Credits**

I. All credits previously earned and awarded by another public or recognized private high school may be accepted upon transfer to Shepherd Hill. The student will be informed at the time of enrollment by his or her counselor of his/her credit status and of remaining credit requirements for earning a Shepherd Hill diploma.

II. Students transferring from Home Study Programs:

- a. Students transferring into Shepherd Hill from Home Study Programs would automatically transfer credits, as though transferring from another high school, if evidence is presented showing receiving of credit(s) from a Home Study Agency holding accreditation from its appropriate accrediting agency.
- b. Students lacking such evidence may be awarded credit for prior work after enrolling for a semester in a schedule of courses determined to be the next logical step in their academic progress and successfully completing that semester's program.

Evidence of progress and success is defined as earning a minimum of C grade in assigned course work.

- c. Determining the next logical step may include any or all of the following:
  1. Review of curriculum studied
  2. Samples of work completed
  3. Passing SHRHS produced exams in said subjects
  4. Passing a standardized test to determine grade levels.

### III. Students transferring from Foreign Schools:

Because of difficulties in obtaining transcripts from some countries and major differences in credit systems on those received, students will be placed at the grade level deemed appropriate as in (II) above and held responsible only for credit requirements in those grades completed at Shepherd Hill.

- IV. Students who are not satisfied by the decision of Shepherd Hill officials as to acceptance of transfer credits may make an appeal of the decision to the Superintendent of Schools. Such an appeal shall be in writing and shall be submitted within fifteen days from the date of the notification of credits that are not accepted. If the decision of the Superintendent of Schools is not satisfactory to the student, the matter may be appealed to the School Committee. Such an appeal to the School Committee shall be submitted in writing within fifteen days of the decision of the Superintendent and shall be submitted to the Dudley-Charlton Regional School District Office which is located in the Shepherd Hill Regional High School Building.

### **Graduation: Participation**

**Seniors who have not met minimum academic requirements by the close of school the Friday prior to graduation will not be allowed to participate in the Graduation Exercises.** Seniors who have not fulfilled school obligations (i.e., failure to attend scheduled graduation rehearsals, outstanding school debts, serious misconduct during senior activities, failure to serve disciplinary time) may be excluded from Graduation Exercises by the Principal.

### **Summer School**

1. Each student has the opportunity to attend summer school to make up course failure, provided a 52 average has been obtained.
2. Students must notify the Guidance Office of their intent to attend summer school. The Guidance Office will apprise students of the minimum letter grade which must be attained to receive credit.
3. Summer school make-up for failure of full year courses will be weighted as 1/5 of the final grade for the course. A minimum grade of C must be attained before consideration for credit.
4. Summer school make-up for failure of half year courses will be weighted as 1/3 of the final grade for the course. A minimum grade of C must be attained before consideration for credit.
5. Students may take summer school to enrich their academic background. The grade will be recorded on the permanent record. However, credit toward graduation will not be awarded.

## **Grading System**

Teachers assign grades as:

A	=	Excellent Performance
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failing
I	=	Incomplete

“+” after a letter grade indicates that the work is closer to the next higher letter grade. “-” after the grade indicates work is closer to the next lower grade. An “F” represents a numerical equivalent ranging from 0 to 59 and students must check with the teacher to determine exactly how low a grade the “F” represents. A “W” means that the student was in a course for part of the term and withdrew or changed sections. The “W” appears on the report card until a final grade is issued for the course.

Teachers assign grades to report all aspects of a student’s classroom performance: effort, achievement, homework, class work, and tests, as well as special requirements that vary from department to department. Each teacher publishes a written list of requirements at the beginning of each course which clearly spells out what a student is expected to accomplish. Classroom behavior is not reflected in a student’s academic grade.

There are four marking periods at Shepherd Hill. Marking periods 1 and 2 are considered to be in the first semester, the second semester includes marking periods 3 and 4. Some courses are taught in a single semester and some are taught for the entire year. Each teacher will review specific grading criteria at the beginning of the course syllabus. “Interim Progress Reports” are sent home at the mid-point of each marking period. Report cards are issued approximately one week after the close of each marking period.

## **Honor Roll**

The Shepherd Hill Honor roll is computed at the end of each marking period. A student may not have a grade lower than C- for honors consideration. To calculate honors, A+ = 4.3, A = 4.0, A- = 3.6, B+ = 3.3, B = 3.0, B- = 2.6, C+ = 2.3, C = 2.0, C- = 1.6. Add up the values for each class, and divide by the total number of grades. Independent Studies, no-credit classes (such as music assistant) and 1/4 classes (P.E. and health) are not included. The following table applies:

If the average is 3.67 or greater, the student earned First Honors.

If the average is 3.31 or 3.66, the student earned Second Honors.

If the average is 3.00 or 3.30, the student earned Recognition.

The Honor Roll is published approximately two weeks after report cards are distributed.

## **Incompletes**

An incomplete, indicated by the letter “I” on your report card, indicates that you did not meet some mandatory requirements for the course. Incompletes are given at the teacher’s discretion, in accordance with departmental procedure. Generally, you will have the number of days absent plus one to make up the work that caused the incomplete: if you fail to do that, your grade automatically becomes an “F” for that marking period. Failure to make up an incomplete at the end of a semester of a full-year course could result in an ‘F’ for the entire course. Special arrangements may be made, when warranted, through the guidance or administration offices.

## **Make-Up Work**

Generally, you will have the number of days absent, plus one, to make up work due to acceptable absences. A note from a parent or a doctor is required before the issuing of any make-up material.

## **Student Records**

### Regulations

Your school record includes all the information about you as an individual that the school system keeps, regardless of where or how it is kept (except for certain personal notes which the teachers, counselor, etc. do not share with anyone else.) It is made up of your “transcript” (name, address, courses taken, credits, and grades) and the “temporary record” (everything else, including progress reports, test scores, class rank, extracurricular activities, etc.)

Temporary records should contain only information which is accurate and which concerns you educationally. The State Board of Education has adopted regulations which protect your rights concerning your records. Some of these regulations are summarized below:

1. If you are in the 9th grade or higher or 14 years of age or older-the rights below belong to both you and your parent(s).
2. If you are 18 years of age or older-the rights below belong to you alone if you request in writing that only you and not your parent(s) should have these rights.

### Seeing Your Records

You and your parents have the right to see everything in your record within two weekdays of your request, unless you consent to a delay. You/your parents also have the right to copies of anything in the record. The school may charge a reasonable fee for copies, which shall not be greater than what it actually costs the school to make the copies.

### Privacy of Your Records

Teachers, guidance counselors, and other school personnel who work directly with you can see your records when it is necessary in order for them to perform their duties. With a very few exceptions, no one else can see your records without the written permission of you/your parent(s). You/your parent(s) can also decide which parts of your record should be seen by such people.

### Destroying Your Records

The school system must keep your transcript for at least 60 years after you have left the school system. Everything else (the temporary record) must be destroyed within five years after you leave the system. The principal may also destroy records while you are still in the school if the information is misleading, outdated, or irrelevant. Before any records are destroyed, you/your parent(s) must be given notice and an opportunity to get a copy.

### The Appeals Process

You/your parent(s) can add any relevant written material to your record which you choose. The records regulations also provide an appeals process you may use when you/your parent(s) feel that improper action has been taken concerning your records. This includes situations where you/your parent(s) feel that certain information in your record is inaccurate, misleading, or irrelevant and you want it removed. This appeals process begins with notifying the principal in writing or requesting a conference. Within one week of this notification or conference, the principal shall make a decision in writing. If you/your parent(s) are not satisfied, you may appeal, first to the superintendent and then to the school committee.

## **Alternative Education Programs**

The following programs are available to students with behavioral or academic needs which cannot be met in the traditional school environment. These programs are available to student (grades 9-12) who meet the requirements of the Special Needs Department. More information may be obtained through the guidance office.

Project COFFEE — Project GROW — Project COPE — RISE Academy

## EXTRA CURRICULAR ACTIVITIES & REQUIREMENTS

### **Academic Requirements For Participation In Extra-Curricular Activities**

Adopted by the Dudley-Charlton Regional School Comm. 4/11/84

A student must secure during the last marking period preceding participation in an extra-curricular activity a passing grade in at least 20 periods of prepared work. Prepared work is defined as any subject or course in which credit is allowed toward the high school diploma.

#### **Eligibility Requirements**

(Students must be in good standing to participate in any extra-curricular activities.)

- Beginning of School Year: A passing grade must be obtained in 20 periods during the 4th quarter the previous year as well as a cumulative passing grade in at least 20 periods of prepared work.
- End of 1st Quarter: A passing grade must be obtained in 20 periods of prepared work during the 1st quarter.
- End of 2nd Quarter: A passing grade must be obtained in 20 periods of prepared work, as well as a passing final grade in half-year courses.
- End of 3rd Quarter: A passing grade must be obtained in 20 periods of prepared work during the 3rd quarter.
- A student cannot at any time represent the school unless that student is taking a least 20 periods of prepared work. In the case of interscholastic athletics, MIAA minimal requirements of eligibility must always be met.
- Academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued.

These regulations affect athletes, cheerleaders, student council, class officers, theatre groups, yearbook staff, stage band, show chorus, and other groups supervised and/or financed by the school in which students enjoy some degree of freedom in selection, planning, and control.

#### **NOTE:**

Band/chorus credit areas will not be subject to eligibility requirements.

- A. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
- B. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has previously been pursued and failed.

## ATHLETICS

### Philosophy

Shepherd Hill strongly supports the commitment to the ideals of interscholastic athletics. We believe that a broad athletic program, competently directed by people committed to the goals of the school, contributes to the future success and happiness of our students.

The athletic program is an essential school component that provides young men and women the opportunity to develop self image, character, and good physical health. Proper student conduct will be expected at all athletic events, home and away. Students who fail to display good sportsmanship, or engage in other behaviors or activities are subject to disciplinary action based on the guidelines found in the student handbook.

### Objectives

- To establish a standard of excellence.
- To increase one's level of ability and physical fitness.
- To increase mutual support within a group and between the school and community.
- To instill a sense of enjoyment and fun in being with others.
- To develop skills to cope with competitive situations.
- To develop a high level of participation.

### Sport Offerings

	Boys	Girls
FALL	Cross-Country Varsity/JV/Fr. Football Varsity/JV/Fr. Soccer Golf	Cross-Country Varsity/JV/Fr. Soccer Varsity/JV Cheerleading Varsity/JV Field Hockey Volleyball
WINTER	Varsity/JV/Fr. Basketball Wrestling Indoor Track	Varsity/JV/Fr. Basketball Varsity/JV Cheerleading Indoor Track
SPRING	Lacrosse Varsity/JV/Fr. Baseball Track and Field Tennis	Varsity/JV/Fr. Softball Track and Field Tennis

### Rules and Regulations - General

1. Participation in the interscholastic athletic program is voluntary. No student has a protected right to participate in this program. Students who participate agree to abide by the rules promulgated by the M.I.A.A., the league(s) to which the school belongs, and other rules and regulations adopted by the Dudley-Charlton School Committee including a \$100 per sport athletic fee (\$400 maximum per family/year).
2. Academic Eligibility - M.I.A.A.  
A student must secure during the last marking period preceding the contest (e.g., second quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of four major subjects. To satisfy this requirement, a student must have passed sufficient courses so as to be earning for that marking period credits totaling the equivalent of four 1-year major English courses. A student cannot at any time represent a school unless that student is taking courses which would provide credit equivalent to four 1-year major English courses. To be eligible for the fall marking period, students are required to have earned credits for the previous academic year and the fourth quarter equivalent to four 1-year major English courses. The academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued to the parents of all students. Incomplete grades may not be

counted toward eligibility. A waiver, in writing, may be requested from the building principal.

- a. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
- b. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has previously been pursued and failed.
- c. Students receiving services under Massachusetts Special Education Regulation 603 CMR 28.00, whose individualized education plan is a 40 or more restrictive prototype, may be declared academically eligible by their principal provided that all other eligibility requirements are met.

3. Academic Requirements for Participation in Extracurricular Activities  
(Adopted by the Dudley-Charlton Regional School Committee 4/11/84)

*A student must secure during the last marking period preceding participation in an extracurricular activity a passing grade in at least 20 periods of prepared work. Prepared work is defined as any subject or course in which credit is allowed toward the high school diploma.*

Eligibility Requirements:

- Beginning of School Year: A passing grade must be obtained in four classes during the 4th quarter the previous year as well as a cumulative passing grade in at least four classes of prepared work.
  - End of First Quarter: A passing grade must be obtained in four classes of prepared work during the first quarter.
  - End of Second Quarter: A passing grade must be obtained in four classes of prepared work, as well as a passing final grade in half-year courses.
  - End of Third Quarter: A passing grade must be obtained in four classes of prepared work during the third quarter.
  - A student cannot at any time represent the school unless that student is taking at least four classes of prepared work. In the case of interscholastic athletics, MIAA minimal requirements of eligibility must always be met.
  - Academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued.
4. Fall: Monday before Labor Day to the first Monday after Thanksgiving.  
Winter: First Monday after Thanksgiving to the third Monday in March.  
Spring: Third Monday in March to completion of schedule or MIAA tournaments and/or championships.
  5. An athlete must have one physical examination per school year (as of July 1 of that year) by the school doctor or private physician prior to participating in a practice or game. An athlete needs only one physical exam per school year, unless a serious injury or illness warrants another.
  6. A sports candidate questionnaire form must be filled out and signed by a parent/guardian or physician. This form is available in the nurse's office, athletic office and main office.
  7. Emergency Procedure cards must be filled out by all student-athletes and returned to their respective coaches before being allowed to participate in a practice or game.
  8. Student athletes must attend Student/Parent Orientation Seminar.
  9. Violations observed by a Shepherd Hill staff member or brought to the attention of coach, athletic director, or principal will be disciplined accordingly.

## **Suspensions/Dismissal**

- Suspensions may be made by the coach, athletic director, assistant principal, or principal.
- Suspensions may be affected for the health and safety of the athlete(s).
- A student dismissed from one team may not participate on another team that season and may be suspended from the interscholastic program for a full year.
- Suspension from the total athletic program may be made by the principal upon recommendation of the athletic director.
- Suspension/dismissal may be appealed in accordance with the student handbook (coach, athletic director, assistant principal, and principal).

## **Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer.” It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

This 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, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 25% of the season.
- **Second and subsequent violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 60% of the season.
- If after the second or subsequent violations the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 40% of the season.
- Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year.

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

During practice or competition, a coach shall not use any tobacco product.

Steroid Use - Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004). High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes.

Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences.

Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids.

Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people’s minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be.

The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

### **Good Citizen Rule**

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility. (The Board of Directors suggests that policies be included in local Student Handbooks.)

### **School Issued Equipment/Uniforms**

- School-issued athletic equipment and game uniforms are not to be worn or used for practice or at any time other than at a school-sponsored athletic event.
- The student-athlete is responsible for the clothing and equipment issued to him/her. All equipment not turned in at the end of the sport season will be billed at current replacement cost. The assessment must be paid before the end of school year and before awards are given.
- Student athletes are to keep the locker room clean.
- All team lockers will be empty following the completion of the season.

### **Travel**

- Players must ride to and from out-of-town games on school-owned or chartered buses. Players may not travel to an away athletic contest in private transportation and participate in a game without the expressed permission of the athletic director and principal.
- All athletes are reminded that, when visiting other schools, Shepherd Hill is the guest. The athletes will act in a reasonable and courteous way. This includes respecting the facilities and equipment of the host school. Any malicious destruction of property will result in an assessment of damages for restitution and dismissal from the team.
- Clothing (attire) will be neat and suitable, as advised by the coach and/or athletic director.

### **Attendance—School/Practice/Game**

- School attendance is mandatory for everyone.
- Students must be admitted to school prior to 11:00 a.m. or they are ineligible to participate in an athletic practice or contest on that day.
- Students who are admitted into school after 11:00 a.m. must have made arrangements to do so and receive permission from the administration at least 24 hours in advance. They then are eligible to participate in a practice or game on that day.
- Students are ineligible to participate in athletic practices or contests on days they are serving an in-house suspension. Also, if suspension occurs on a Friday, students are not allowed to participate in athletics until they have completed one day of normal school attendance.
- Athletes should expect to practice or have a game on every school day; occasionally, a weekend practice.

### **Eligibility**

- MIAA Regulations
- Any student not enrolled in Shepherd Hill Regional Senior High School the previous school year must submit to the coach written permission from the athletic director and director of guidance before he/she will be allowed to participate as a team member. Does not apply to Freshmen.
- Students are considered as members of an athletic team if they appear on the roster for that team, which must be submitted to the athletic office two weeks from the date of the first allowable practice as dictated by the MIAA.

- If a student's name appears on the official team roster, he/she may not participate on another school team during the same season without written permission from the athletic director and coach of the original team.
- Students may not join an athletic team after two weeks have elapsed from the first allowable practice as dictated by the MIAA. Exception may only occur with written permission of the athletic director and director of guidance.
- The first competition for an athlete shall not be before the 16th calendar day after and including the first day upon joining the team.

### **Additional**

- No team will be allowed to practice unless under the direct supervision of their coach or substitute coach.
- Accident insurance will be provided: supplemental coverage, non-duplicating policy.

### **Awards**

- League All-Stars                      Emblems  
   Team MVP                                Varsity Letter  
   District I State/National            Numerals  
   Coaches
- Sport Emblem: Awarded for the 3rd and 4th sport letter.
- Only one letter will be awarded during the student-athlete's high school career. The appropriate sport emblem will be given in place of a letter.
- To be eligible for an award, a student must be listed on the official team roster at the conclusion of the season.

### **M.I.A.A. Eligibility Summary**

The violation of any eligibility rule may result in forfeiture of a game won or the elimination of a player from participation for one year. A mistake could spoil a season. If there is any doubt concerning eligibility, consult the principal or athletic director. The rules apply to all teams (i.e. varsity, sub varsity, and freshman), to all grades, and to both girls' and boys' sports.

For a complete detail listing of M.I.A.A. rules, please visit their web site at [www.miaa.net](http://www.miaa.net).

There are many other important rules and regulations that must be adhered to. Those listed above are most common and must be understood. Consult the principal or athletic director if there is any possible doubt.

<b>SCHOOL CLUBS &amp; ACTIVITIES</b>
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### **Audio-Visual Club**

Students who are in the A.V. Club are trained in the operation of A.V. equipment, and scheduling of T.V. presentations. Prospective members must obtain three written recommendations from members of the Shepherd Hill staff. These individuals will be reviewed by the A.V. Coordinator and Senior A.V. Club members.

### **Band**

The Senior Band has the status of a regular credit class; it meets daily and offers students an opportunity to develop skills in instrumental performances and an appreciation of good music. The school's music director selects the members. The band plays at home football games, school assemblies, two or three formal concerts, and parades.

## **Chorus**

The Senior Choir also has the status of a regular credit class; it is a singing group composed of high school students placed in singing sections by an audition. A wide variety of choral literature is covered during the year, and rehearsals are held both during the school day and in the afternoon and evenings. The Choir performs at least twice a year, during the Christmas season and in the spring. Since the primary goal of the Choir is performance, it also is actively involved in singing in programs in the community area. Attendance at all events is expected.

Participation in one performance outside the school day is expected each semester. Various kinds of songs are learned by the group, designed to give the singers experience in singing part songs and to introduce them to the responsibilities inherent in group activity of this nature.

The Show Choir is a select vocal ensemble. All music is staged and choreographed, and the group performs with a rhythm section. Singers are selected by audition and are expected to be members of the Senior chorus. The group gives numerous performances in and around our communities. In addition, they participate annually in several music festivals and host the Central Massachusetts

## **Debate Team**

The Debate Team is open to students in grades 9-12. The team meets and practices the skills necessary to debate other schools in scheduled tournaments. Students develop critical thinking skills, ability to speak in public, and a greater awareness of current domestic and international topics.

## **Foreign Language Club**

The Foreign Language Club attempts to increase students' cultural awareness by sponsoring a trip to a foreign country. This trip gives the students an opportunity to practice the language that they have been studying in the classroom, to taste foreign cuisine, to manage foreign currency, to see the most important sights of the country and to experience life in a country other than their own. A student is eligible to participate if he/she is enrolled in foreign language or has successfully completed two years of foreign language study. Students must also have maintained a record of good school conduct and citizenship.

## **Friends of Rachel (FOR) Club**

Partnering with Rachel's Challenge, our goal is to continue the chain reaction of kindness and compassion by creating a permanent cultural change in our school and community.

## **Intramural Sports**

A variety of intramural sports are offered to students who desire to improve athletic skills by participating in a non-varsity sport.

## **Library Club**

The Library Club consists of students who serve as Student Library Assistants. Its purpose is to:

- serve as a liaison between the library and all the students of the school
- help publicize library facilities and activities, thus encouraging student use of the library
- help to set up special exhibits in the library
- sponsor activities such as book fairs which will encourage reading
- engage in fund-raising projects to benefit the library

The Library Club also provides its members:

- the development of a sense of responsibility in planning and carrying out programs, projects and activities
- a means for making a positive contribution to the school
- the opportunity to develop friendships by working together

### **Literary Magazine**

The Shepherd Hill Anthology provides an outlet for the creative energies of our students who are interested in writing in all of its literary forms-poetry, fiction, drama and humor. Frequency of publication is determined by the amount of material contributed.

### **Majorette, Flags, and Guard Team**

They perform with the band at half-time during the football season, in parades, at basketball games, and other community activities. The students do dance routines, baton twirling, and drilling. This activity is a lot of fun and beginners are welcome. Practice is held at least twice a week. Attendance at all events is expected.

### **Math Team**

The Math Team is made up of students who have an exceptional interest in math. They compete in four meets a year.

### **National Honor Society**

The Shepherd Hill Chapter of the National Honor Society strive to promote an enthusiasm for scholarship, a desire to render services and the development of character and leadership. Members of the Society are inducted each spring from students in grades 10, 11, and 12. A minimum scholastic unweighted average of 3.5 is required for eligibility. Selection is made by a Faculty Council on the basis of service, leadership, and character.

### **Peer Helpers**

Peer Helpers serve students of the Shepherd Hill community as mentors, confidants, and tutors. Students in grades 10-12 are eligible to participate. Selection is made by the Peer Helper Advisors with the help of the Shepherd Hill staff.

### **S.A.D.D. (Students Against Destructive Decisions)**

An active S.A.D.D. chapter provides various educational and awareness programs for the student body. Contracts For Life are available at all times. Students in grades 9 through 12 may participate in S.A.D.D.

### **Ski Club**

The Ski Club consists of students in grades 9-12. It is headed by an advisor and three officers. Skiing and transportation costs are paid by club members. The cost is approximately \$130 for six ski trips per skier.

### **Stage Productions**

The Drama Club presents productions each school year. Opportunities are offered to the student body to participate in acting, singing, dancing, set construction, costume construction, lighting and make-up.

### **Student Advisory Committee**

The Student Advisory Committee consists of five high school students which, along with the student council, represent the student body to the high school administration and the school committee. The Student Advisory Committee is elected by the student body for a one year term, in accordance with the Commonwealth of Massachusetts regulations. The purpose of the Student Advisory Committee is:

1. To provide for a meaningful link and to promote a mutual sense of respect and understanding among the student body, high school administration, and school committee.
2. To represent before the administration and school committee the attitudes, interests, and concerns, both positive and negative, of the student body.
3. To advise the administration and school committee and to add insight to their deliberations.
4. To inform the student body of the functions and workings of the school committee.

## **Student Advisory Council**

The Student Advisory Council is sponsored by the State Department of Education through its regional offices. Each year students at Shepherd Hill elect one delegate and one alternative to serve on the Central Massachusetts Student Advisory Council.

## **Student Council**

The purpose of the Student Council at Shepherd Hill is to help create greater involvement, interest, and a closer unity between the student body and the faculty and administration. It consists of seven seniors, seven juniors, seven sophomores, and seven freshmen representatives (along with an alternate) who are elected by their respective classes who in return elect four officers. Elections are held in the spring and terms of office are from June to the following June.

The Student Council is involved in many activities. It organizes both social and service activities whose overall purpose is to improve the climate of the school. In addition, the student government has a key role in helping to develop school rules and in helping to keep open communications between students and the staff. Students desiring to serve in this organization should contact the advisor. Announcements relative to the procedures of running for Student Council will be made. Students elected are expected to maintain a MINIMUM of "C" average and to attend meetings after school on a regular basis.

## **Yearbook**

The Shepherd Hill yearbook, *Country Roads*, is published annually by student members of the yearbook staff. The publication features not only seniors, but all students in grades 9-12. It is designed as a photojournalistic chronology of the school year.

<b>DISCIPLINE GUIDELINES</b>
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## **General Disciplinary Procedures**

The purpose of discipline is to help students meet their responsibilities at school. Most students can discipline themselves so that the school authorities do not have to. A few people, however, do not seem to be able to do what they should on their own, and at that point, the school has to step in and discipline. Generally, students who break rules can expect the following kinds of responses:

1. **CLASSROOM DETENTIONS.** A teacher may require a student to stay for a classroom detention. The student will generally receive at least 24-hour notice, although they may stay on the same day when the parent has been contacted. Office and classroom detention take priority over any other activity and last until 3:30 p.m. Students on classroom detention may ride the 3:30 last bus home or their parents may provide transportation.
2. **OFFICE DETENTIONS.** This detention is assigned by an administrator or a classroom teacher for tardiness to class and served in a detention hall under a teacher's supervision. Students are to bring work with them, as they are to be quiet and productive during this time. Students will generally receive at least 24 hours notice although they may stay on the same day when the parent has been contacted. Students on office detention may ride the 3:30 p.m. late bus home or their parents may provide transportation. If the student is absent the day of the detention, they are expected to report to the next day's detention.
3. **IN-HOUSE SUSPENSION.** Repeated failure to adhere to basic rules; failure to show response to more customary (conference, detentions, etc.) disciplinary measures; and certain specific offenses will lead to placement in the school's In-House Center. Examples of some of the offenses that will directly lead to placement in the In-House Center are:

- Insubordination
- Class cutting
- Detention cuts

During an In-House Suspension a student will:

- Spend the day in the center in isolation from the student body under the supervision of a teacher(s). Lunch and rest room use will also be supervised and at times separate from the remainder of the student body.
- Work towards the goal of return to regular classes through an itemized good behavior record kept period by period each day by the center supervisors.
- Upon satisfactory conclusion of assigned time in the center, a student may be required to confer with his/her counselor and with the administrator who processed the In-House suspension to be re-instated to class.
- A student who creates serious problems in the center, or fails to cooperate, will face another day of In-House or a regular three day suspension and, if suspended, may be required to satisfactorily complete the original assigned time in the center as a condition of reinstatement to school.
- After the second In-House, the student will meet with his/her guidance counselor to discuss the unacceptable behavior.
- After the third In-House during the semester, the administrator will request a parent conference and include the guidance counselor. At that point, the parent will be advised that continued offenses will result in outside suspension.
- All subsequent In-House offenses will result in outside suspension.
- Consisted infractions may result in an extended In-House (detentions ending at 3:30 or 5:30 depending on the severity and frequency of the infractions).

4. **OUT-OF-SCHOOL SUSPENSION.** Refer to Policy 5114 (Suspension & Expulsion) on page XVI.

### **Cheating**

Cheating is an unacceptable form of behavior at any level of life. It casts a shadow of doubt on the credibility of one's academic performance preceding the cheating incident, and may have a direct effect on how people perceive you for consideration of future awards, honors or letters of recommendation.

#### Cheating Defined

- Plagiarism is copying another's work and submitting it as if it were the original work of the student. Whether the source is copyrighted or not, electronic, printed or recorded, or a paper used by another student; if it is used without recognizing the source, plagiarism exists. Plagiarism within a library or research paper may render unacceptable with failure for the submitted work.
- Test dishonesty is the use of any means not specifically accepted by the teacher to obtain answers to a test or a quiz. Test dishonesty includes giving, receiving, passing or using in any way specific information about a test or quiz, whether oral or written form.

#### Penalties—In the event of cheating:

- The student will receive a grade of F/0 on the exam, test, or quiz.
- The student's parents and guidance counselor will be notified by the teacher.
- The student will be referred to the administrative office for possible further discipline ranging from in-house suspension to a 3-day school suspension.
- A second offense within a course may result in an F for the course in which the incident occurred.

The following list of misbehaviors and expected disciplinary actions are subject to administrative discretion and progressive disciplinary consequences. The list is designed to provide students with good information to avoid the consequences of a variety of common misbehaviors and is not all-inclusive, as that would be impossible to produce. Actions outside of those listed will result in reasonable disciplinary measures commensurate with the misbehavior.

<b>Misconduct</b>	<b>Disciplinary Action</b>
1. Falsifying signatures and/or altering notes, excuses, or other school documents.	<ul style="list-style-type: none"> <li>1.1 <b>First Offense:</b> One to three days in-house suspension, parents and guidance department notified.</li> <li>1.2 <b>Second Offense:</b> One to three days external suspension, parents and guidance department notified.</li> </ul>
2. Intimidation (to force into or deter from action by inducing fear, usually by threat).	<ul style="list-style-type: none"> <li>2.1 <b>First Offense:</b> Warning and/or office detention and/or in-house suspension and/or external suspension.</li> <li>2.2 <b>Second Offense:</b> One to five days in-house or external suspension, parents and guidance department notified, possible police involvement.</li> </ul>
2a. Sexual Harassment.	2a Warning, office detention, in-house suspension or external suspension. (Discipline determined by nature of incident following the Sexual Harassment Policy guidelines.)
2b. Harassment (including electronic harassment)	<ul style="list-style-type: none"> <li>2b1 <b>First Offense:</b> Warning and/or office detention and/or in-house suspension and/or external suspension.</li> <li>2b2 <b>Second Offense:</b> One to five days external suspension, parents and guidance department notified, possible police involvement.</li> </ul>
3. Failure to report to office as directed.	<ul style="list-style-type: none"> <li>3.1 <b>First Offense:</b> One day in-house suspension, parents and guidance department notified.</li> <li>3.2 <b>Second Offense:</b> Two days in-house suspension, parents and guidance department notified.</li> <li>3.3 <b>Third Offense:</b> One to five days external suspension, parents and guidance department notified.</li> </ul>
4. Failure to report to assigned office or classroom detention.	<ul style="list-style-type: none"> <li>4.1 <b>First Offense:</b> One day of extended in-house suspension (until 3:30).</li> <li>4.2 <b>Second Offense:</b> Two days of extended in-house suspension (until 3:30).</li> <li>4.3 <b>Third Offense:</b> One to five days external suspension and one office detention to be served upon reinstatement.</li> </ul>
5. Failure to report to in-house suspension.	<ul style="list-style-type: none"> <li>5.1 <b>First Offense:</b> Two days external suspension.</li> <li>5.2 <b>Second Offense:</b> External suspension until parent conference. Guidance department notified.</li> </ul>

6. Possession and/or use of tobacco products or e-cigarettes. Tobacco products will be confiscated by staff members and turned in to the office if a student is under the age of eighteen. Students will be added to the restricted lav list and enrolled in a mandatory smoking cessation program.
  - 6.1 **First Offense:** Three day external suspension and 2 smoking education classes.\*Restricted lavatory list.
  - 6.2 **Second Offense:** Five day external suspension and 3 cessation classes.  
\*Restricted lavatory list.
  - 6.3 **Third Offense:** Ten day external suspension and 5 cessation classes.
  
7. Leaving school grounds without authorization.
  - 7.1 **First Offense:** One day external suspension, parents and guidance dept. notified. Possible notification to Truant Officer.
  - 7.2 **Second Offense:** Three days external suspension, parents and guidance department notified. Possible notification to Truant Officer.
  
8. Out of classroom or study without authorization. (Student must prove authorization with pass.)
  - 8.1 **First Offense:** Office detention or one day in-house suspension, parent and guidance department notified.
  - 8.2 **Second Offense:** One day in-house suspension.
  
9. Falsifying or refusing to give name to staff members.
  - 9.1 **First Offense:** One to three days in-house suspension, parents and guidance department notified.
  - 9.2 **Second Offense:** One to three days external suspension.
  
10. Improper use of motor vehicle.
  - 10.1 Warning issued or one to three days in-house suspension or external suspension. Driving and parking privileges may be revoked. Parents and guidance dept. notified. Possible police involvement.
  
11. Student in gym, locker area, parking lot or other areas without authorization.
  - 11.1 **First Offense:** Warning issued or in-house suspension, parents and guidance department notified.
  - 11.2 **Second Offense:** One to three days external suspension, parents and guidance department notified.
  
12. Disturbing school activities and/or the educational process (including school sponsored activities off school grounds).
  - 12.1 One to ten days in-house suspension or external suspension, parents and guidance department notified. Possible police involvement.
  
13. Misuse of a pass.
  - 13.1 **First Offense:** Loss of pass privilege and/or two office detentions and/or one day in-house suspension.
  - 13.2 **Second Offense:** Two days in-house suspension, parents and guidance department notified.
  
- 13a. Refusal to serve in-house.
  - 13a One to three days external suspension.

14. Open and persistent defiance of the authority of a teacher, continued disruption of specific class or insubordination or flagrant disregard of a verbal instruction or direction.
  - 14.1 **First Offense:** One to three days in-house suspension, parents and guidance department notified.
  - 14.2 **Second Offense:** One to five days external suspension, parents and guidance department notified.
  
- 14a. Directing obscenities towards a staff member.
  - 14a1 **First Offense:** Based on nature of incident (after teacher/administration consultation) external suspension will be assigned. Mandatory parent/guidance meeting with an administrator.
  - 14a2 **Second Offense:** Up to ten days out of school suspension. Parents and guidance department notified.
  
15. Vandalism of property belonging to the school district, school personnel or students.
  - 15.1 Office detentions, in-house suspensions, out-of-school suspensions. (Discipline determined by nature of incident.) Restitution for repair or replacement of damaged property. Possible court action.
  
16. Larceny-petty theft.
  - 16.1 One to three days in-house suspension or external suspension; parents and guidance department notified. Restitution.
  
17. Possession of stolen property and/or any theft of money or personal or public property of significant value and/or breaking and/or entering unauthorized areas, including lockers, classrooms, locker rooms, offices, and storage areas.
  - 17.1 External suspension until parental conference (not less than three days). Police and guidance department notified. Restitution.
  
18. Fighting.
  18. Office detention(s), and/or in-house suspension and/or external suspension, parents and guidance department notified and possible police notification.
  
- 18a. Fighting, second offense.
  - 18a Three to ten days external suspension, mandatory parental/guidance/administrative conference. Possible police notification.
  
- 18b. Violent acts towards other individuals.
  - 18b External suspension up to ten days; mandatory parental/guidance/administrative conference.
  
19. Possession or use of dangerous or deadly weapons.
  - 19.1 **Possession:** Ten days minimum external suspension, School Committee, parents, guidance department and police notified. Possible court action.
  - 19.2 **Use:** External suspension pending Principal hearing, parents, guidance department and police notified. Possible court action.

- 20. Possession, use and/or distribution of fireworks.
  - 20.1 **First Offense:** In-house suspension, parents, guidance department and police notified.
  - 20.2 **Second Offense:** Up to ten days external suspension, School Committee, parents, guidance department and police notified. Possible court action.
- 21. Possession or use of explosives or incendiary devices that have potential to do great bodily harm or great physical damage
  - 21.1 External suspension, parents, guidance department and police notified. Possible court action.
- 22. Bomb threats.
  - 22.1 Ten days external suspension, parents, guidance department and police notified. Possible court action.
- 23. Arson.
  - 23.1 Suspension pending results from psychological assessment. Parents, guidance department, police and fire department notified. Possible court action.
- 23a. Igniting a match, lighter or other devices.
  - 23a. Warning, detention, in-house or external suspension.
- 24. Tampering with fire alarm system or fire extinguisher.
  - 24.1 **First Offense:** One to five days in-house or external suspension, parents, guidance department notified.
  - 24.2 **Second Offense:** One to five days external suspension, parents, guidance department, police and fire department notified. Review by Principal. Possible court action.
- 25. Profanity or vulgar acts of an incidental type not specifically directed toward another person.
  - 25.1 **First Offense:** Warning, office detentions and/or in-house suspension, parents and guidance department notified.
  - 25.2 **Second Offense:** Two day in-house suspension, parents and guidance department notified.
- 26. Vulgar acts, gestures, or words directed toward another person.
  - 26.1 **First Offense:** One to five days in-house suspension, parents and guidance department notified.
  - 26.2 **Second Offense:** One to ten days external suspension, parents and guidance department notified.
- 27. Possession, sale, and/or distribution of obscene books, magazines, or videotapes.
  - 27.1 Based on the nature of the incident, in-house or out-of-school suspension. Parent and guidance department notified.
- 28. Alleged use of alcohol or dangerous and illegal drugs.
  - 28.1 Parents notified. Referral to guidance department.

- 29. Possession, serving, consumption or under the influence of any alcohol on school property or at school functions.
  - 29.1 External suspension for up to ten school days. (School Committee Policy Number 5131-6). Exclusion from school activities & functions for a probationary period determined by the principal.
- 29a. Possession with intent to sell, or selling alcoholic beverages.
  - 29a. External suspension for ten school days. Police and guidance department notified. (School Committee Policy Number 5131-6). Exclusion from school activities & functions for a probationary period determined by the principal.
- 30. Possession, use, transporting students, and/or under the influence of dangerous or illegal drugs on school grounds, while representing the school or attending any school function.
  - 30.1 External suspension for up to ten days. Police and guidance department notified. School Committee Policy Number 5131 may be subject to expulsion consistent with MGL Ch. 71, 37H and 37H 1/2. Exclusion from school activities & functions for a probationary period determined by the principal.
- 30a. Possession of drug paraphernalia.
  - 30a. Three to five days external suspension. Parents, police and guidance department notified. Possible police involvement.
- 30b. Any chemical used as an inhalant.
  - 30b. One to ten days external suspension. Parents, police and guidance department notified. Possible police involvement.
- 31. Selling, dispensing, possessing with/without the intent to sell illegal drugs, including prescription drugs, on school property.
  - 31.1 External suspension for ten days. Parents, police, and guidance department notified. May be subject to expulsion consistent with MGL Ch. 71, 37H and 37H 1/2. Exclusion from school activities & functions for a probationary period determined by the principal.
- 31a. Student dispensing prescription drug(s)
  - 31a. Ten days external suspension. Parents and guidance department notified. Possible police and court involvement; may be subject to expulsion consistent with MGL Ch. 71, 37H and 37H 1/2. Exclusion from school activities & functions for a probationary period determined by the principal.
- 32. Setting off a false fire alarm.
  - 32.1 Ten days external suspension, parents, School Committee, guidance department, police and fire department notified. Possible court action.
- 33. Inciting other students to create a disturbance which disrupts the operation of the school.
  - 33.1 One to ten days external suspension, parents and guidance department notified. Possible police and court involvement.

- 34. Throwing dangerous objects that impose immediate threat to other people in the school building or on school grounds.
  - 34.1 One to five days external suspension, parents and guidance department notified. Possible police involvement.
- 34a. Dangerous behavior.
  - 34a1 **First Offense:** One to three days in-house suspension. Parents and guidance department notified.
  - 34a2 **Second Offense:** One to three days external suspension. Parents and guidance department notified.
- 35. Late to class (two times tardy or more than five minutes).
  - 35.1 **First Offense** (per quarter): office detention.
  - 35.2 **Each Subsequent Tardy** (per quarter): office detention.
- 36. Class cutting.
  - 36.1 **First Offense:** One day in-house suspension, parents and guidance department notified.
  - 36.2 **Second Offense:** Two days in-house suspension, parents and guidance department notified.
- 37. Failure to sign into office upon arriving tardy.
  - 37.1 **First Offense:** One to three days in-house suspension, parents and guidance department notified.
  - 37.2 **Second Offense:** One day external suspension, parents and guidance department notified.
- 38. Failure to follow early dismissal procedure.
  - 38.1 One day in-house suspension, parents and guidance department notified.
- 39. Threatening school personnel with bodily harm.
  - 39.1 **First Offense:** Based on the nature of the incident (after administrative/teacher consultation), warning, detention, in-house or external suspension.
  - 39.2 **Second Offense:** External suspension minimum of five days and parent conference. Police and guidance department notified. Possible court action pending Principal-hearing.
- 40. Truancy.
  - 40.1 Students who are truant will receive five office detentions or in-house suspensions. Habitual truancy will lead to referral to the attendance officer and possible court action.
  - 40.2 Students aged 16 and over, while no longer under the provision of the Compulsory Attendance Statute, will adhere to the same rules as students under 16 and will face the same penalties for non-attendance. Continued non-attendance may lead to withdrawal from school.
- 41. Gambling.
  - 41.1 **First Offense:** Warning and/or office detention(s).
  - 41.2 **Second Offense:** One to three days in-house suspension.

42. Use of electronic devices (including but not limited to cell phones, video cell phones, CD players, MP3 players, radios, or games) is not allowed during school hours. Cell phones and MP3 players may be used during a student's lunch, in the cafeteria only. However, the school's administration reserves the right to restrict the use of electronic devices from use during lunch if they believe they are having a detrimental impact on the safety or operation of the school. If the decision is made to restrict students from using these devices during lunch, appropriate notice will be provided to the student body.
  - 42.1 Depending on the nature of the incident, warning, office detention(s) in-house suspensions and/or external suspension. Students who use an electronic device will be directed to turn that device into the main office where it will be held at the office for claiming by a parent or guardian.
  - 42.2 Refusal to turn in an electronic device: in-house suspension and/or out of school suspension.
43. Wearing a hat or hood during school hours.
  - 43.1 **First Offense:** Warning and confiscation of item, to be retrieved in the office at day's end.
  - 43.2 **Second Offense:** Office detention(s) and/or in-house suspensions.
44. Food and drink in the academic wing
  - 44.1 **First Offense:** Warning and/or confiscation of item.
  - 44.2 **Second Offense:** Office detention(s) and/or in-house suspensions.

### **Student Probation**

Students who chronically violate basic school rules and fail to follow reasonable expectations or who violate the school's alcohol and drug policy may be placed on probation for a period of time determined by the principal. During the probationary period the student may be denied the opportunity to participate in school activities and functions such as dances, clubs, class office, student council, athletics, etc. Conditions of the probation will be outlined by the principal or assistant principals for the involved student with the objective of improving that student's behavior and restoring his or her privileges.

## **2011-2012 Highlighted Handbook Changes**

1. Page 2: Dances
2. Page 39: Item #42 in the Disciplinary Guidelines (Cell Phone Use)