



## **STUDENT HANDBOOK**

**2020-2021**

*"...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 2020-2021 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.

**William F. Chaplin, Jr., Principal**

### **Assistant Principals**

Andrew J. Leach, Jr.

Michael D. Resener

### **Regional School Committee**

Kenneth J. Laferriere, Chairperson, Charlton, Term Expires 2022

Pauline J. Aucoin, Vice-Chairperson, Dudley, Term Expires 2023

Cathleen Carmignani, Dudley, Term Expires 2021

Jordan W. Evans, Charlton, Term Expires May 2021

Catherine M. Kabala, Dudley, Term Expires 2022

Stephanie A. Reed, Charlton, Term Expires May 2021

Jamie L. Terry, Charlton, Term Expires 2023

### **Central Administration**

Steven M. Lamarche, Superintendent

Dr. Brian Ackerman, Assistant Superintendent for Teaching and Learning

Richard J. Mathieu, Director of Finance and Operations

Mary A. Pierangeli, Global Studies Program Director

Lorinda C. Allen, Director of Pupil Personnel Services

Daniel S. D'Arcangelo, Technology Director

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**START STRONG,  
 BE STRONG,  
 STAY STRONG and  
 FINISH STRONG!  
 SHEPHERD HILL STRONG!**



## 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

## MISSION STATEMENT AND LEARNING EXPECTATIONS

### **Core Values:**

“Committed to Excellence” Shepherd Hill Regional High School is dedicated to educate, challenge and empower students to succeed in the 21st century. With “Pride and Unity”, we foster intellectual achievement, civic responsibility and personal growth.

### **Statement of Beliefs about Student Learning:**

Through quality instruction in a safe and stimulating learning environment, we encourage students to be inquisitive, resourceful, and responsible learners. By cultivating respect and a strong work ethic, we are confident that our students will excel in the present and meet the demands of the future.

### **21<sup>st</sup> Century Learning Expectations:**

1. The Shepherd Hill student writes effectively – expressing ideas using conventional standard written English
2. The Shepherd Hill student reads effectively – comprehending material from a written text
3. The Shepherd Hill student demonstrates effective interactive communication skills (speaking and listening) – understanding and responding to a variety of topics and points of view
4. The Shepherd Hill student uses technology effectively – utilizing and evaluating media and technology responsibly
5. The Shepherd Hill student understands and applies personal wellness skills – demonstrating appropriate health related decisions
6. The Shepherd Hill student demonstrates critical thinking – gathering and analyzing information to solve problems
7. The Shepherd Hill student demonstrates cultural literacy – understanding diverse cultures and recognizing global perspectives
8. The Shepherd Hill student demonstrates inventive thinking – using creativity in art, communication, and problem solving
9. The Shepherd Hill student demonstrates civic and social responsibility – being respectful of people, ideas, and property as well as understanding the rights and duties of citizenship

## BEHAVIORAL EXPECTATIONS

All Shepherd Hill students should:

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



**BULLYING  
Policy A**

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, ancestry, disability, sexual orientation, gender identity, or any other reason. “Bullying” is the repeated use by one or more students or school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear or harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.
- B. It is a violation of policy for any student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, 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 he/she becomes 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/guardian 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

- A. 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. Bullying is further defined as behavior that 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. 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 a 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. Ch. 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 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. Ch. 71:42D).

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

Parents/guardians 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)/guardians 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 Dudley or Charlton police departments 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, discipline may be up to and including dismissal from employment, and in the case of a student may be 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.

LEGAL REFS.:

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

Adopted March 24, 2010

Amended December 12, 2012

Proposed for Amendment: First Reading, September 25, 2013

Second Reading and Approval October 9, 2013

<p style="text-align: center;"><b>TECHNOLOGY ACCEPTABLE USE POLICY</b> <b>IJNDBA</b></p>
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The purpose of the Dudley-Charlton Regional School District's Student Technology Acceptable Use Policy is to provide guidelines for using district technology resources while complying with the Children's Internet Protection Act, the Children's Online Privacy Protection Act and other district policies, as well as all federal and state laws. It is the responsibility of the students and their parent(s)/guardian(s) to read and fully understand the rules outlined in this Acceptable Use Policy.

In addition, "technology resources", "computers", "network infrastructure", and "cloud computing" all refer to any and all equipment, services, or online resources, in whole or in part, owned, maintained, installed, or operated by or contained within the buildings or managed by the Dudley-Charlton Regional School District.

All students and their parent(s)/guardian(s) are required to return a signed copy of the accompanying Agreement Form before students will be allowed to access Dudley-Charlton Regional School District technology resources.

Amendments and modifications to this policy may be approved by the school committee from time to time and will be posted for viewing.

## **I Introduction**

This Acceptable Use Policy shall serve as a statement on the appropriate use of any and all technology resources available to students of the Dudley-Charlton Regional School District including, but not limited to, district owned computers, tablets, printers, network infrastructure, district provided websites, cloud computing technologies, and Internet access. It is the Dudley-Charlton Regional School District's goal to promote educational excellence with the assistance of these technology resources.

District technology resources have been established for limited educational purposes, which are defined as classroom activities, research projects directly related to classroom assignments, career and professional development and high quality self-improvement activities of an educational nature. District technology resources have not been established as a public access service or a public forum. The Dudley-Charlton Regional School District has the right to place reasonable restrictions on material that is accessed or posted while using district technology resources. It is presumed that students will honor this agreement they and their parent(s)/guardian(s) have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy. The Dudley-Charlton Regional School District reserves the right to monitor all activity on the district electronic network. Students and parent(s)/guardian(s) by signing an acknowledgement that they have read this policy and using district resources covered by the same, or allowing their child or a child for whom they serve as guardian to do so, agree to indemnify the district for any and all damage, loss and expense that is caused by student's inappropriate use of district technology resources.

## **II General Unacceptable Behavior**

Students are expected to follow the same rules, good manners, and common sense guidelines that are used with other daily school activities, as well as the law, in the use of the Dudley-Charlton Regional School District technology resources. While utilizing district technology resources, unacceptable behaviors include, but are not limited to, the following:

- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources by participating in types of use which would cause congestion of the network or interfere with the work of others.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the district technology resources for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the district technology resources for gambling.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use district technology resources to threaten other students, district employees or any other person, or cause a disruption to the educational program.
- Students will not use the district technology resources to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation.
- Students will not use the district technology resources in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
- Students will not attempt to harm, modify or destroy data of another user.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not use the district technology resources to harass or bully another person. Students must also be familiar with and abide by all other district policies concerning bullying, including cyberbullying.

## **III Responsibilities and Expectations**

### **1. Internet Access**

The Internet is provided to students as an educational resource and it is the Dudley-Charlton Regional School District's intention that the use of the Internet be for that purpose and not for personal use. Internet access provides a vast array of immediately accessible, invaluable resources. Along with this substantial educational benefit comes the potential to access online resources that include information or material

that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal.

The Dudley-Charlton Regional School District does not condone the access or use of inappropriate materials at any time and prohibits the use of the district technology resources to access such material. The district filters the content of many of these inappropriate resources, but there is always the possibility that inappropriate material may be accessible.

The Dudley-Charlton Regional School District utilizes content filters designed to block access to certain websites and filter content as required by the Children’s Internet Protection Act. The district is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information. To the extent practical, content filtering measures shall be used to block or filter websites, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, filtering as to minors per 47 U.S.C. § 254(h)(5)(B) shall be applied to visual depictions of:

- “Obscene” material as defined in 18 U.S.C. § 1460
- “Child pornography”, as defined in 18 U.S.C. § 2256; and
- Material deemed “harmful to minors” as defined in § 254(h)(7)(G) or any successor to same.

The district may enable filtering for additional websites and materials that are not within the district’s educational curriculum. This may include any website that does not contribute to educational pursuits. The content filtering measures may be temporarily bypassed when requested by school administrators only for bona fide research by an adult or other lawful purpose. Only the district IT Director or his/her designee will have the authority to modify content filters, and the decision as to any such modification lies in the sound discretion of such Director. Inadvertently blocked websites that conform to the policies stated in this Acceptable Use Policy may be unblocked by the district IT Department after a thorough review.

District technology resources may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people. If a user mistakenly accesses inappropriate information, he/she should immediately notify a teacher or administrator in order to be protected against a claim of intentional policy violation. Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate. Any website or electronic communication that is inappropriate should be promptly disclosed to a teacher or administrator.

Under no circumstances should students attempt to access websites that are blocked by district content filters by attempting to bypass the filters using various methods including, but not limited to, proxy services, VPN connections or other software. If a student feels that a website should not be blocked they should ask a teacher or administrator to submit a request through the district IT department’s help desk system to have the website reviewed.

## **2. Dudley-Charlton Regional School District Equipment**

The Dudley-Charlton Regional School District supplies technology resources and equipment to its students for educational purposes. Use of these resources or equipment for recreational, personal, commercial, or other non-educational purposes is strictly forbidden. Students and their parent(s)/guardian(s) shall bear full responsibility and liability, whether legal, financial, or otherwise, for a student’s actions when using the district’s equipment.

In addition, students will not intentionally cause any adverse effect upon or performance of any equipment or network, including, but not limited to, intentional damage, deleting another person’s files, storing unnecessarily large files (such as music, pictures or videos), installation of unauthorized software, or any other action that would cause failure or deteriorated use of the district’s equipment.

Students are required to immediately notify a teacher or administrator if they have identified a possible security problem so the appropriate measures can be taking by the district IT department to rectify the situation. Students should not go looking for security problems, because this may be construed as an attempt to gain access to restricted district technology resources. Students must not attempt to gain unauthorized access to any portion of the district electronic network. This includes attempting to log in through school personnel accounts. These actions are illegal, even if only for the purposes of "browsing". Students must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are also illegal.

### **3. Personal Devices**

Students are allowed to connect "Personal" devices including laptops, tablets and cell phones to the Dudley-Charlton Regional School District's "Guest" wireless networks, provided the devices are used as an educational resource and all activities conform to this acceptable use policy. "Personal" devices are defined as any device not owned by the Dudley-Charlton Regional School District. Should students decide to bring in "Personal" devices, they do so at their own risk. The Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged "Personal" devices. Students should understand the district IT Department will provide no technical support or assistance for "Personal" devices. This includes, but is not limited to, wireless connectivity issues, virus/malware infections, loss of data, hardware and software issues. Students should understand that all "Guest" wireless network traffic is filtered, logged and monitored. Students should also understand that unauthorized use of resources through this access may give rise to a claim for damages and/or be a criminal offense. Connecting "Personal" devices to "non-guest" wired or wireless networks is not allowed. Students must abide by all district and school rules and policies while using a "Personal" device on school premises.

## **IV Privilege**

The use of Dudley-Charlton Regional School District technology resources is a privilege, not a right. Therefore, the district offers no guarantee of availability of any technology resource or equipment. The use of any or all technology resources or equipment may be revoked, either temporarily or permanently, for any reason outlined in this Acceptable Use Policy or for other, good cause.

## **V Intentional Violations**

The Dudley-Charlton Regional School District is aware that violations of this policy may occur under circumstances where the student is involuntarily routed to websites containing inappropriate information or material. Upon arriving at such websites, it is the responsibility of the student to immediately exit such site as quickly as possible and report the situation to a district staff member so that appropriate steps can be taken to prevent further inadvertent and unintentional violations of this policy. Accordingly, disciplinary action under this policy shall only result from a knowing or intentional violation of this policy.

Notwithstanding, the Dudley-Charlton Regional School District reserves the right to discipline any student for a violation of this policy where it is apparent that the student knew, or should have known, that a violation of this policy was likely to occur as a result of the action, or inaction, of the student in question.

## **VI Disciplinary Actions**

Student violation of this Acceptable Use Policy and/or other Dudley-Charlton Regional School District policies shall result in, but is not limited to, one or more of the following:

- Restriction, suspension or revocation of network access and device privileges
- Suspension or expulsion from school
- Referral to the appropriate legal authorities for possible criminal prosecution
- Civil liability

The district will cooperate fully with local, state and federal officials in any investigation related to any illegal activity conducted through the use of the district's technology resources. In the event there is a claim that a user has violated this policy in using the technology resources, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

## **VII Privacy**

Students have no right of privacy with regard to their use of the Dudley-Charlton Regional School District's technology resources, which includes but is not limited to, district computers, network, websites and Internet access. The district retains ownership and possessory control of its technology resources. The Dudley-Charlton Regional School District does not guarantee, and students should not have any expectation of confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All students should realize that electronic communications and other information sent through the Internet are accessible by third parties, specifically the Internet Service Provider, as well as the fact that "deleting" material may not permanently remove it from the system.

The district networked technology resources are maintained and managed by the district IT Department in such a way as to insure its availability and reliability in performing the Dudley-Charlton Regional School District educational mission. Students are advised that a system administrator or other authorized district staff member may, at any time, without advance notice, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on district technology resources, including information that may have been deleted but still exists on the system.

### **Children's Online Privacy Protection Act**

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. § 6501, et seq. in 1998. This required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

The Dudley-Charlton Regional School District works diligently to comply with the requirements of the Children's Online Privacy Protection Act. The district does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, the district will use an internal school district identification number to represent each student user.

## **VIII Liability**

The Dudley-Charlton Regional School District makes no warranty of any kind, whether express or implied, for the technology services it is providing. While the district will make reasonable efforts to preserve data, the responsibility for it lies with the student. The district will not be held responsible for any damages students may suffer, including but not limited to, loss of data. The district will not be responsible for financial obligations arising through the unauthorized use of the system. The Dudley-Charlton Regional School District specifically denies and disclaims any responsibility for the accuracy or quality of information obtained through its technology resources. All students must fully understand that the use of any information obtained through the Internet is at their own risk.

## **IX Complaints**

Should any concerns arise regarding violations of this policy, the school principal or appropriate district Administrator shall document all complaints in writing and shall conduct an investigation of the complaint and report any disciplinary action taken.

## **X Enforcement**

The Dudley-Charlton Regional School District uses technology protection measures (such as web content filters, firewalls, etc.) to filter or block Internet access to some websites that are not in accordance with district policy. Logs created by any technology device can be used for the purposes of detection, identification, and enforcement of any part of this policy, as well as any other lawful purpose.

First Reading: June 11, 2014  
Second Reading & Adopted: June 25, 2014







**Dudley-Charlton Regional School District**  
Student Technology Acceptable Use Policy Agreement Form

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**All students are required to return a signed copy of this form prior to using any Dudley-Charlton Regional School District technology resources.**

1. I acknowledge that I have received, read, and fully understood the Dudley-Charlton Regional School District's Technology Acceptable Use Policy and that I agree to abide by the policies within.
2. I fully understand that use of the Dudley-Charlton Regional School District's "technology resources", including, but not limited to, district owned tablets, printers, network, district provided websites, cloud computing technologies and Internet access are provided for educational purposes only.
3. I understand that any violation of the Dudley-Charlton Regional School District's Technology Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
4. I understand that if I choose to bring in "Personal" devices, I do so at my own risk. I understand the Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged "Personal" devices. I also understand the district IT Department will provide no technical support or assistance for "Personal" devices.
5. Amendments and modifications to this policy may be approved by the School Committee from time to time and will be posted for viewing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ (please print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ (please print)

## SOCIAL NETWORKING POLICY EDC

### 1. Internet Acceptable Use Policy still in force

This policy is adopted in addition to, and not as a substitute for, the Dudley-Charlton Regional School district's Internet Acceptable Use Policy, IJNDB and IJNDBA, which governs the use of the school district's technological resources.

### 2. General Concerns

The Dudley-Charlton Regional School District recognizes the proliferation and, in some instances, usefulness of online conversation between staff members and students or between staff and students' parents/guardians. However, due to the nature of social networking sites, there exists a risk that, without care and planning, appropriate boundaries may not be maintained between one's professional life and personal life, and between staff and students. Staff members must always be mindful of how they present themselves to the world online and otherwise.

Should a staff member *friend* a student on Facebook, subscribe to a student's Twitter account, regularly engage in email chat with a student, exchange text messages with students, or engage in other electronic communication, the district is concerned, and the staff member should be concerned, that such activities may undermine the staff member's authority to maintain discipline, may encourage inappropriate behaviors and may compromise the staff member's ability to remain reasonably objective in dealings with his/her students and the assessment of these students. As district staff, we should also be mindful of the risks posed to students' and others' rights of privacy and confidentiality, to other staff members, and to the district in the event of unreasonable or illegal breach of such rights, whether intentional or caused by a failure to exercise due care.

### 3. Expectations of Staff

With these concerns in mind, the district has adopted and will publish this Social Networking Policy so as to clearly inform the staff and others of the district's expectations and requirements concerning staff members' use of social networks such as Facebook, LinkedIn, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.

1. Before endeavoring to establish any social networking account, a staff member should carefully familiarize himself or herself with the features of any such account. For example, Facebook requires account holders to take specific steps to privatize the information they place online. Staff must educate themselves to these features of Facebook or any other social networking site selected. Staff will be held responsible should any information intended to be private become public due to ignorance of the features of the social network he/she has decided to use or his/her failure to properly use such features.
2. District staff must also know that any information intended to be shared privately with a recipient could be redistributed by such recipient, or become public due to the staff member's knowledge or consent. The same principles that apply to in-person or written communication must be applied to online and other electronic communication. In essence, nothing posted online or electronically communicated is ever truly private.
3. Employees of the district are required as a condition of employment to keep the boundary line between professional life and personal life clearly drawn. Despite the proliferation of social networking sites the district maintains the expectation that its staff members will exercise the requisite forethought in all electronic communications to be sure that the aforementioned boundary line never becomes blurred.

For example, if the district does not maintain a web portal for communications with students and families and a staff member wishes to establish a Facebook account through which he or she will communicate, he or she should establish a Facebook identity that is separate from his/her personal Facebook identity. He/she must use his/her educational Facebook account, exclusively, to communicate with students and their families on matters directly related to education being provided by the district. The *friends* associated with such educational Facebook account should be limited to members of the educational community, such as administrators, teachers, students, and parents/guardians of such students. Staff members must reject *friend* requests from individuals who do not fit into any of these categories.

4. At all times, and in the use of any form of communication, staff members must maintain student privacy rights and the rights of employees and others to have their personal and medical information kept confidential.

Information that is protected by law from disclosure to third parties shall not be communicated in a way that unreasonably exposes such information to access or retrieval by those third parties. (For example, no such information shall be sent online or by other electronic communication unless adequately encrypted.) By way of illustrative example only, a staff member shall not post confidential student information on the *wall*, the information section or any part of an educational Facebook account that may be accessible to another staff member's Facebook friends associated with that account. If a staff member wishes to communicate on matters directly related to education provided by the district privately with a student through the educational Facebook account, such communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.

5. As to any matter relating to education the district is providing a student, staff members are to communicate electronically with students and parents/guardians only through school-based resources, such as school-provided email or web portal accounts. Use of one's personal email account to discuss school business with students and parents/guardians is prohibited. It should be noted that when a staff member uses his/her personal email account the communication falls within the provisions of the Massachusetts Public Records Law as well as being subject to discovery in litigation in certain circumstances. As one consequence (among others), all the staff member's personal emails would have to be searched in the event of public records request, and in the event of ambiguity much of the staff member's personal communication could well become public. Such use of personal email also prevents the archiving of such messages through the district's automatic email archiving system and might well result in a staff member and/or the district having to conduct a very expensive and time consuming search in response to such a request.

Staff is also discouraged from using home telephones and personal cell phones to communicate with students and their families. The provisions in #5 above, except to the extent that a particular telephonic communication does not generate a written document, apply to telephonic communication as well. And staff members at all times must bear in mind that cellular telephones do not provide secure communication, but on the contrary are susceptible to being intercepted or inadvertently overheard by third parties at any time. No conversation relating to a confidential matter shall ever be conducted by cellular telephone except in case of an immediate emergency which precludes any other reasonable method of communication, and in the event of such an emergency communication the staff member shall prepare and submit to his or her immediate supervisor, without any avoidable delay whatsoever a written report detailing in full the need for and content of the communication.

6. If a staff member were to inadvertently convey a school-related message to a student or parent/guardian on the staff member's private account, the staff member must save such email to his/her school email account or print and save a paper copy of such email and file it in the appropriate school file, and maintain its confidentiality as he/she would any other document concerning that student. Any document created or received by a public employee in his or her capacity as such is subject to Commonwealth and federal laws regarding retention and disclosure except as specifically exempted under the public records law, as well as to discovery by court order in certain circumstances.
7. No matter what medium of communication a staff member selects, he/she should adhere to appropriate staff member/student boundaries. Staff members are role models, not students' friends. District employees are expected to always conduct themselves in accordance with this understanding.
8. This policy is not intended to infringe upon a staff member's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place, and manner restrictions and does not interfere with the performance of your job duties. However, when district employees speak via social networking sites or tools on matters concerning work, they speak as employees and not as citizens, and certain restrictions apply to their freedom of expression. Those restrictions are intended to preserve student safety and confidentiality, and to maintain an employee's status as a staff member who should: (a) command and receive the respect of students, (b) be able to maintain order and discipline in the classroom, and (c) remain objective with respect to their students.
9. The district has, expressly reserves, and in any situation it deems appropriate will exercise: (a) the requisite authority to monitor all communications which arise out of or in connection with one's position as an employee, including all such referenced above in the manner permitted by law; and (b) its right to take

appropriate disciplinary action, up to and including discharge from employment, due to inappropriate behavior, such as failure to adhere to the standards and limitations set forth in this policy, including by way of example only, any such which undermines an employee's authority or ability to instruct or maintain control and discipline of students, compromises his/her objectivity, or is harmful to a student's safety or best interest. The district also reserves the right to advise appropriate legal officials of any violation of law. Employees should also be mindful at all times that any inappropriate communication may give rise to liability for oneself (e.g. for defamation or unreasonable invasion of privacy) and that the district could be sued in connection with same and thus incur costs of defense and other possible loss and expense. Any staff member who becomes aware of a violation of this policy should immediately notify his or her immediate supervisor of same.

10. Staff members should not access their private Facebook or other social networking accounts using school district computer resources.
11. When communicating as an employee of the district, or concerning any subject matter which falls, or which a person could reasonably perceive as falling, within the ambit of one's duties as such an employee, one must be aware that a reader may assume that he or she speaks for the district or may judge the quality of the education provided by the district based thereon. Therefore, all communications in any such circumstance must be professional at all times and must not reflect negatively on the services which the district provides any student nor communicate any information which the employee knows, or with reasonable care should know, is inaccurate.
12. In the use of a Facebook account or other social networking site or blog, a district employee may not, without express permission from the superintendent of schools or his/her designee, use the school's logo, likeness, or any school photograph or other property belonging to the school, nor, in violation of the law, post or include any material protected by copyright or trademark. In no event shall a district employee include in any communication or posting on such an account or site, information which would allow a third party to ascertain information about a student which might place the student at risk. By way of example only, this would include a student's photograph with identifying information such as address, telephone number, birth date, school that the student attends, etc.

(No reference to Facebook herein is intended to limit application of the policy's provisions to use of that program. All online, electronic, or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications, so this policy is to be broadly construed in such a way as to effectuate the purposes expressed in Section 2 above and expressed in or reasonable to be inferred from other sections of the policy.)

Proposed for Amendment: First reading, June 25, 2014  
Second reading and amended: July 16, 2014

Adopted September 14, 2011

## **CONTROVERSIAL ISSUES IN THE CLASSROOM**

### **Policy IMB**

Instruction regarding effective citizenship is one of the major goals of our public schools. Instructional programs developed to achieve this purpose properly place great emphasis upon teaching about our American heritage, the rights and privileges we enjoy as citizens and the citizenship responsibilities that must be assumed in maintaining our American way of life.

It is frequently necessary for pupils to study issues that are controversial. In considering such issues, it shall be the purpose of our schools to recognize the pupils' right and/or obligation:

1. To have free access to all relevant information, including the materials that circulate freely in the community.
2. To study under competent instruction in an atmosphere of freedom from bias and prejudice.
3. To form and express his/her own judgments on controversial issues in a responsible manner without jeopardizing his/her relation with his/her teacher or the school.
4. To recognize that reasonable compromise is often an important facet in decision making in our society.
5. To respect differing opinions.

#### Teacher-Planned Classroom Discussion

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the school committee for inclusion in the curriculum.
2. The right of teachers to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present to the other side(s).
7. In all cases teachers must obtain from the appropriate principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of the presentation.

Whenever in doubt about the advisability of taking up a given topic, consultation with the principal is advised. The policy of the school committee is designed to protect teachers as well as students from unfair or inconsiderate criticism whenever students are studying a controversial subject.

Adopted March 21, 1974  
Amended April 24, 2002  
Amended February 27, 2013

## **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."

**PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION**  
**Policy IHAMB**

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/guardians will be given an alternative assignment. No child who is exempt shall be penalized by reason of such exemption.
- 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.

Legal References: MGL 71:32A

Adopted August 13, 1997  
Amended April 24, 2002  
Amended February 27, 2013

**NON-DISCRIMINATION POLICY STATEMENT**  
**Policy AC**

**I. Introduction**

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 upon race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity 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 who has complained about discrimination or 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.

Because the district takes allegation of discrimination seriously, we will respond promptly to complaints of discrimination in the workplace or educational settings and, where it is determined that such inappropriate conduct has occurred, we 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 goal of promoting an educational and workplace environment that is free of discrimination, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of discrimination.

## **II. Affirmative Statement of Release:**

This policy is consistent with M.G. L. Ch. 75:5: “Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a persona who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, ancestry, sexual orientation, or gender identity.”

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

## **III. School Admissions and Participation**

- (1) All public schools in the district shall admit students without regard to race, color, sex, religion, national origin, ancestry, disability, sexual orientation or gender identity.
- (2) No school shall discourage in any express or implied manner, applicants for admission because of race, color, sex, religion, national origin, ancestry, disability, sexual orientation or gender identity.
- (3) The national citizenship of any applicant shall not be a criterion for admission to any public school, and nor shall national citizenship be a factor in the assignment or availability of courses of student or extra-curricular activities.
- (4) Any standards used as part of the admissions process to any school [as referred to in 603 CMR 26.02 (1)] shall not illegally discriminate on the basis of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity. A student’s limited English-speaking ability (see MGL Ch. 71A) shall not be a deterrent to or limitation of a student’s admission to a school.
- (5) A school shall determine what courses or units of study are required of a student without regard to the race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity of the student.
- (6) A school shall not schedule students into courses or units of study on the basis of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity.
- (7) All district schools shall, through their curricula, encourage respect for the human and civil rights of all individuals regardless of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity.
- (8) Teachers shall review all instructional and education materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity. Appropriate activities, discussions and/or supplementary materials shall be used to provide balance and context for any such stereotypes depicted in such materials.
- (9) Each school shall provide equal opportunity for physical education for all students. Goals, objectives and skill development standards, where used, shall neither be designated on the basis of sex, nor designed to have an adverse impact on members of either sex.
- (10) Participation in extra-curricular activities shall be actively encouraged by each school for all students regardless of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity.

**IV. Active Efforts**

- (1) The school district shall monitor all aspects of the K through 12 school program to insure that all students regardless of race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity are given an opportunity to participate in all programs offered by the school including athletics and other extra-curricular activities.
- (2) All schools shall strive to prevent harassment or discrimination based upon students’ race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity and each district school shall respond promptly to such discrimination or harassment when it has knowledge of its occurrence.
- (3) The school committee and the superintendent shall provide in-service training for all school personnel at least annually regarding: (a) the prevention of discrimination and harassment based upon race, color, sex, religion, national origin, ancestry, disability, sexual orientation, or gender identity; and, (b) the appropriate methods for responding to such discrimination and harassment in a school setting.

**V. Complaints of Discrimination: Procedures**

If any student, employee or community member believes that he or she has been subjected to discrimination, the individual has the right to file a complaint with our organization. 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, or the superintendent of schools. These personnel are also available to discuss any concerns you may have, and to provide information to you about our policy on discrimination and our complaint process:

<p><b>Principal</b> Charlton Elementary School 9 Burlingame Rd. Charlton, MA 01507 508-248-7774</p>	<p><b>Principal</b> Heritage School 34 Oxford Rd. Charlton, MA 01507 508-248-4884</p>	<p><b>Principal</b> Charlton Middle School 2 Oxford Rd. Charlton, MA 01507 508-248-1423</p>
<p><b>Principal</b> Mason Road School 20 Mason Rd. Dudley, MA 01571 508-943-4312</p>	<p><b>Principal</b> Dudley Elementary School 16 School St. Dudley, MA 01571 508-943-3351</p>	<p><b>Principal</b> Dudley Middle School 70 Dudley-Oxford Rd. Dudley, MA 01571 508-949-0720</p>
<p><b>Principal</b> Shepherd Hill Regional High School 68 Dudley-Oxford Rd. Dudley, MA 01571 508-943-6700</p>	<p><b>Superintendent of Schools</b> Dudley-Charlton Regional School District 68 Dudley-Oxford Rd. Dudley, MA 01571 508-943-6888</p>	

Any person who feels aggrieved as a result of policies and practices within the district with regard to educational opportunities regulated by 603 CMR 26:00, et seq. Will direct their complaints as follows:

- ◆ Grievances in regard to discrimination related to educational practices and opportunities shall be directed at first level to the building principal of the school which the student attends or seeks to attend.
- ◆ A resolution of the complaint or grievance will be attempted at that level. If the grievant, be they student or parent or guardian, is not satisfied with the resolution or disposition of the complaint, the grievant shall register a 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, the grievant, the parent or guardian 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 superintendent’s decision, make suggestions to modify and resolve the problem or shall uphold the complainant and reverse or modify the superintendent’s decision if and to the extent that in its judgment the decision was not in compliance with applicable law and this policy. The school committee decision and its reasons therefore shall be rendered in writing to the complainant, with a copy to the superintendent.



**VI. Investigation of Allegations of Discrimination:**

When the school district receives the complaint it 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 private interviews with: (a) the person filing the complaint; (b) any witnesses if any; and (c) the person alleged to have committed the discriminatory action. When the district has completed its investigation it 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, the district will act promptly to eliminate the offending conduct, and where it is appropriate will also impose disciplinary action.

**VII. Disciplinary Action**

If it is determined that inappropriate conduct has been committed by a district employee, the district will take such action as is appropriate under the circumstances. Such action may range from retraining, to counseling to suspension or expulsion if warranted under applicable law, and may also include notification of law enforcement officials.

**VIII. State and Federal Remedies**

In addition to the above, if you believe you have been subjected to discrimination, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you 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 within policy is not intended to create and shall not have the effect of creating any additional judicial or administrative cause of action or remedy (other than the internal, administrative procedures and remedies set forth respectively in Section V, VI, and VII above), nor of affecting in any way the applicable period of time for filing a claim with the EEOC or MCAD.

The United States Equal Employment Opportunity Commission JFK Federal Building Room 475 Government Center Boston, MA 02203 800-669-4000 617-565-3196 - FAX	Mass. Commission Against Discrimination Worcester City Hall 455 Main Street, Room 101 Worcester, MA 01608  508-799-8010 508-799-8490 - FAX
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The following person has been designated to handle inquiries regarding the non-discrimination policies:

**District 504 Coordinator**  
 Shepherd Hill Regional High School  
 68 Dudley-Oxford Rd.  
 Dudley, MA 01571  
 508-943-6700

Adopted May 24, 2006  
 Amended November 14, 2012

**TITLE IX, CHAPTER 622 STUDENT GRIEVANCE PROCEDURES**

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.

<b>SMOKING ON SCHOOL PROPERTY</b> <b>Tobacco Use By Students</b>
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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.)

<b>FIREARMS</b>
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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 JICI**

It is the intention of the school committee 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 Chapters 37H, 37 H½, and 37H¾, the school committee prohibits firearms and other dangerous weapons in schools and adopts the statutory definitions of a firearm and other dangerous weapons.

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 10 school days
- b) reported to the police for possible prosecution
- c) reported to the superintendent for consideration of expulsion for up to the maximum allowed by law or regulation.

LEGAL REFS.: MGS Ch. 37H, 37H ½, 37H ¾

Adopted May 19, 1992; Amended July 14, 1993; Amended April 10, 2002; Amended January 9, 2013

## **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.

**SUSPENSION AND EXPULSION**  
**Policy JK**

**STUDENT DISCIPLINE**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to demonstrate civility and respect and to conform to school rules and to those provisions of law that apply to their conduct.

Each principal shall include prohibited actions in the student handbook or other publication and make those provisions available to students and parents/guardians.

The principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

**Suspension**

In every case of student misconduct for which suspension may be imposed, a principal shall consider ways to re-engage the student in learning and avoid using long-term suspension from school as a consequence until other alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

**Notice of Suspension**

Except for emergency removal or an in-school suspension of less than 10 days, a principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The principal shall provide both oral and written notice to the student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian.

**Emergency Removal (See 603 CMR 53.07)**

A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The principal shall immediately notify the superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

**In School Suspension – Not More Than 10 Days Consecutively or Cumulatively**

The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The principal may impose an in-school suspension for a disciplinary offense under 603 CMR 53.10 and this provision, provided that the principal follows the process set forth in the regulation and the student has the opportunity to make academic progress as required by law and regulation.

**Principal’s Hearing – Short Term Suspension of up to 10 Days**

The hearing with the principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

The principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

**Principal’s Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)**

The hearing with the principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

The principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, be it a long-term suspension and/or some other remedy or consequence in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an

address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the principal and the parent/guardian.

If the principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

### **Superintendent's Hearing**

A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

The student or parent/guardian shall file a notice of appeal with the superintendent within the time period noted above (see principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

The superintendent shall make a good faith effort to include the parent/guardian in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and superintendent to participate. The superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the school district with regard to the suspension.

### **Expulsion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines and makes a separate finding that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.



### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

### **Reporting**

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H3/4](#); 76:17; 76:21 603 CMR 53.00

### **Proposed for Amendment**

First Reading: Wednesday, September 10, 2014

Second Reading and Adoption: Wednesday, September 24, 2014

**USE OF ALCOHOLIC BEVERAGES**  
**Policy JICH**

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 10 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 10 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 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

**BUS CONDUCT**  
**Policy JICC**

The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations.

The driver of a school bus shall be responsible for the safety of the students 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.

Parents of children whose behavior or misconduct on a school bus endangers the health, safety and welfare of other riders will be notified that their children face the loss of transportation privileges.

A principal may withhold from the student the privilege of riding the school bus for a violation of established regulations. Loss of bus privileges will require parents to arrange transportation to and from school for the duration of the suspension.

Adopted February 7, 1974  
Amended April 10, 2002  
Amended December 12, 2012

**HARASSMENT**  
**Policy ACA**

**I. Introduction**

It is the goal of the Dudley-Charlton Regional School District to promote an environment 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, sexual orientation, and gender identity, 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, disability, age, sexual orientation, and gender identity, 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.

**Principal**  
Charlton Elementary School  
9 Burlingame Road  
Charlton, MA 01507  
508-248-7774

**Principal**  
Heritage School  
34 Oxford Road  
Charlton, MA 01507  
508-248-4884

**Principal**  
Charlton Middle School  
2 Oxford Rd.  
Charlton, MA 01507  
508-248-9145

**Principal**  
Mason Road School  
20 Mason Rd.  
Dudley, MA 01571  
508-943-4312

**Principal**  
Dudley Elementary School  
16 School St.  
Dudley, MA 01571  
508-943-3351

**Principal**  
Dudley Middle School  
70 Dudley-Oxford Rd.  
Dudley, MA 01571  
508-943-2224

**Principal**  
Shepherd Hill Regional High School  
68 Dudley-Oxford Rd.  
Dudley, MA 01571  
508-943-6700

**Superintendent of School**  
Dudley-Charlton Regional School  
District  
68 Dudley-Oxford Rd.  
Dudley, MA 01571  
508-943-6888

**Director of Student Resources**  
Shepherd Hill Regional High School  
68 Dudley-Oxford Rd.,  
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 a 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 appropriate, 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. Ch. 71:42.

**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 617-727-3990
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LEGAL REF. MGL Ch. 71:42  
Adopted January 24, 2007

<b>SEXUAL HARASSMENT Policy ACAB</b>
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**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.

**Principal**

Charlton Elementary School  
9 Burlingame Road  
Charlton, MA 01507  
508-248-7774

**Principal**

Heritage School  
34 Oxford Road  
Charlton, MA 01507  
508-248-4884

**Principal**

Charlton Middle School  
2 Oxford Rd.  
Charlton, MA 01507  
508-248-9145

**Principal**

Mason Road School  
20 Mason Rd.  
Dudley, MA 01571  
508-943-4312

**Principal**

Dudley Elementary School  
16 School St.  
Dudley, MA 01571  
508-943-3351

**Principal**

Dudley Middle School  
70 Dudley-Oxford Rd.  
Dudley, MA 01571  
508-943-2224

**Principal**

Shepherd Hill Regional High School  
68 Dudley-Oxford Rd.  
Dudley, MA 01571  
508-943-6700

**Superintendent of Schools**

Dudley-Charlton Regional School District  
68 Dudley-Oxford Rd.  
Dudley, MA 01571  
508-943-6888

**Director of Student Resources**

Shepherd Hill Regional High School  
68 Dudley-Oxford Rd.,  
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.
  1. 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:

<p>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</p>	<p>The Bureau of Equal Education Opportunity          Massachusetts Department of Education          75 Pleasant St.          Malden, MA 02148-5023          781-338-3000</p>
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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 Room 601E Boston, MA 02108 617-727-3990	Equal Employment Opportunity Commission JFK Federal Building 475 Government Center Boston, MA 02203 800-669-4000
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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/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—6 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
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Adopted December 11, 1996  
Amended March 27, 2002  
Amended October 25, 2006  
Amended December 12, 2012

### TEACHING ABOUT ALCOHOL, TOBACCO AND DRUGS Policy IHAMA

The objectives of the district's health program are rooted in the committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of children and youth on healthy decision-making. The Dudley-Charlton Regional School District is in compliance with the requirement to educate students about the adverse effects of alcohol, tobacco and drugs. The full policy can be found on the district website: <http://www.dcrsd.org/about-dcrsd/district-policies/ihama>

### PHYSICAL RESTRAINT OF STUDENTS Policy JKA

In response to recent changes in state law, the Dudley-Charlton Regional School Committee has amended its policy on physical restraint of students. Any questions related to restraint of students may be directed to the Administrator of Special Needs (943-6888 x 272). The full policy can be found on the district website: [http://www.dcrsd.org/uploaded/District\\_Files/Policies/JKA.pdf](http://www.dcrsd.org/uploaded/District_Files/Policies/JKA.pdf)

**SHEPHERD HILL REGIONAL HIGH SCHOOL**  
Bell Schedule



**Full Remote Learning Schedule**  
September 17-October 14, 2020

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:20	Period 1	Period 1	<b>Student Independent Learning Day</b>	Period 1	Period 1
8:30 - 9:20	Period 2	Period 2		Period 2	Period 2
9:30 - 10:20	Period 3	Period 3		Period 3	Period 3
10:30 - 11:20	Period 4	Period 4		Period 4	Period 4
11:20 - 11:50	Lunch	Lunch		Lunch	Lunch
12:00 - 12:50	Period 5	Period 5		Period 5	Period 5
1:00 - 1:50	Period 6	Period 6		Period 6	Period 6
1:50 - 2:25	Office Hours	Office Hours		Office Hours	Office Hours

**Hybrid Model (Beginning October 15, 2020)**  
In-School Students

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Cohort A + C</b>		<b>Student Independent Learning Day</b>	<b>Cohort B + C</b>	
7:30 - 8:45	Period 1	Period 4		Period 1	Period 4
8:49 - 9:59	Period 2	Period 5		Period 2	Period 5
10:03 - 11:15	Period 3	Period 6		Period 3	Period 6
11:15 - 12:15	<b>Lunch and Prep for all Staff and Students</b>			<b>Lunch and Prep for all Staff and Students</b>	
	<b>Remote Synchronous on-line instruction</b>			<b>Remote Synchronous on-line instruction</b>	
	<b>Cohort B + C</b>			<b>Cohort A</b>	
12:15 - 12:55	Period 4	Period 1		Period 4	Period 1
1:00 - 1:40	Period 5	Period 2		Period 5	Period 2
1:45 - 2:25	Period 6	Period 3		Period 6	Period 3

**Remote Model (Beginning October 15, 2020)**  
For those students who have chosen to remain fully remote

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Remote Cohort A</b>		<b>Student Independent Learning Day</b>	<b>Remote Cohort B</b>	
7:30 - 8:45	Period 1	Period 4		Period 1	Period 4
8:49 - 9:59	Period 2	Period 5		Period 2	Period 5
10:03 - 11:15	Period 3	Period 6		Period 3	Period 6
11:15 - 12:15	<b>Lunch and Prep for all Staff and Students</b>			<b>Lunch and Prep for all Staff and Students</b>	
	<b>Remote Cohort B</b>			<b>Remote Cohort A</b>	
12:15 - 12:55	Period 4	Period 1		Period 4	Period 1
1:00 - 1:40	Period 5	Period 2		Period 5	Period 2
1:45 - 2:25	Period 6	Period 3		Period 6	Period 3

## SHEPHERD HILL REGIONAL HIGH SCHOOL 2020-2021 STAFF

### Administration

William F. Chaplin, Jr., Principal  
Andrew J. Leach, Jr., Assistant Principal  
Michael D. Resener, Assistant Principal

### Administrative Assistants

Lynn Spahl  
Sheila McGrail

### Business & Technology Education

David Lotter, Coordinator  
Frank Damelio  
Shaune Ducharme  
Joseph Hennigan

### English

Jamie Congdon, Coordinator  
Kristyn Aganis  
Amy Beth Cormier  
Timothy Cormier  
Kylie Dubey  
James Foley  
Kristin Griffiths  
Barbara Marderosian  
David McCann  
Lily Proffer  
Corey Stefan

### Mathematics

Debra Richard, Coordinator  
Patricia Covill  
Peter DeCaro  
Ryan Dugan  
Lawrence Dunn  
Kayla Gagnon  
Eric Hensel  
Amanda Holton  
Jennifer Kustar  
Cynthia Piehl  
Dylan Piehl  
William Santic  
Raymond Sullivan

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

Nathan Skermont, Coordinator  
Sarah Armstrong  
Sean Burke  
Michael Rapoza

### Foreign Languages

Nathaniel Hardt, Coordinator  
Yorelis Andrade  
Stephanie Granger  
Raymond Kane  
Scott Provost  
Ashley Racicot  
Eric Rhynhart  
Alycia Welch

### Science

Thomas Courtemanche, Coordinator  
Graces Batista  
Debra Ceminski  
Kristi Christenson  
Daniel Duffy  
Matthew Howard-Donlin  
Karin Lebeau  
Diana Macaruso-Carignan  
Judith Nawrocki  
Justin Sauvageau  
Angelo Villani  
Anja Wade

### Social Studies

Christopher Stowe, Coordinator  
Kathryn Dunn  
Steven Gould  
Mark Kelley  
Tracy LeBlanc  
Jamie Mastrapasqua  
Timothy Messier  
Matthew Morway  
Ricardo Simoes  
Nicole Smith

### Special Education

Amanda Brotherton  
Kristen Brunelle  
Serena Choquet  
Catherine Danner-Connole  
Lisa Fitton  
Amanda Lotter  
Mark Miller  
Joseph Moran  
Deborah Samia  
Shannon Sullivan  
Darlene Aiello, Assistant  
Robert Berk, Job Coach  
Norma Jean Curtis, Assistant  
Amy Joyce, Assistant  
Jayne Langley, Assistant  
Devin LaPlaca, Assistant  
Karen Ojeda, Assistant  
Chelsea Sousa, Assistant

### Visual & Performing Arts

Becky Bussiere, Coordinator  
Lisa Hines  
Stephanie Lashua  
David Macuga

## SCHOOL SERVICES

### **School Psychologist**

Mary Solomita

### **Guidance**

James Laliberte, Coordinator

Melissa Boucher, Admin. Assistant

Corey Gendron

Diana Hernandez

Julie Walker

Darin Haig, Adjustment Counselor

Jennifer McGrail, Adjustment Counselor

### **Athletics**

James Scanlon, Athletic Director

Chelsea Staney, Athletic Trainer

### **Health**

Kareen Powaza, R.N.

Rachael Goetz, R.N.

### **Library / Media Center**

Anja Kennedy

### **Speech/Language Pathologist**

Stacy Jarvis

### **Plant Maintenance**

Gregory Duval, Head Custodian

James Gatzke, Assistant

Brian Benoit

James Gatzke, Jr.

William Kent

Steven Laabs

Lisa Law

Paul Zablocki

### **Cafeteria**

Matthew Greenberg, Director

Lisa Gardiner, Manager

Lucille Graves, Secretary

James Archambault

Erin Bernard

Denise Dostoler

Thomasina Gardecki

Elaine Garrepy

Maureen Gauvin

Karen Martocci

Patricia McCann

Julie Wheeler

Diane Wilson



<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>
----------------------------

**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 Director of Finance and Operations.

These routes are published annually in local newspapers, usually in late August, 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.

### **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**

Dances are extracurricular activities provided to Shepherd Hill students. The goal is to create an atmosphere where students can enjoy themselves and parents can feel secure in the type of environment and supervision provided. Attendance is a privilege rather than a right and school rules and regulations are to be followed at all times. All SHRHS handbook policies will be upheld. In addition, students in attendance are expected to dance in a manner that is appropriate at school functions. No inappropriate dancing will be allowed. This includes, but is not limited to, vulgar or overtly sexual dancing. Should this occur, in the judgment of a chaperone, the student may be asked to leave and parents/guardians will be contacted. Ticket refunds will not be granted.

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.

Homecoming Dance - Annually sponsored by the Student Council on the weekend of Homecoming (date changes every year based on scheduled sporting events). 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**

Mission: The Shepherd Hill Public Driving School is dedicated to teaching students to drive safely. Our program strives to meet the needs of all students as they begin their experience on the roads. Our staff will help prepare students to make practical decisions while driving defensively. During our classroom sessions, we will complete the RMV required curriculum and provide each student with the opportunity to learn the rules of the road as well as understand the content of the RMV drivers manual. After completing the proper requirements, our students will move to the in-car instruction part of our program where they will put it all together and become responsible drivers in preparation for the RMV road test.

Age Requirement: In order to join our program, the student must be 15 years 9 months old or older before the start of the classroom session. An application must be completed and turned in with the deposit of \$312.50. Our classes fill up quickly and students are accepted in the order in which the application and

deposit are received until the class is full. Our class limit is 30 students. A student may apply and take the permit test at the RMV once he or she turns 16 years old. A student may get his/her license 6 months after obtaining his/her permit as long as those 6 months are incident free driving. Any accidents or violations will delay the ability to get a license.

Program Fee: The \$625 program fee includes: 30 hours of classroom instruction, 2 hour parent class, RMV certificate, 12 hours driving, 6 hours observing, and 1 Road test including warm up lesson before road test. The deposit must be paid before a student can begin the classroom session, the complete fee must be paid in full before any student moves to the driving portion of the program, and any additional fees incurred must be paid before a driving certificate is requested to the RMV and a road test is scheduled.

Refund Procedure: Any registration payment to the SHRHS Driver Education Program for the classroom session will be fully refunded, upon written or electronic request, prior to the start of the classroom session. It may also be transferred to a future classroom session. If a student withdraws from the classroom portion before the start of the fourth class, the registration fee of \$312.50 will be refunded upon written or electronic request. No refunds will be issued after the start of the fourth class or during the in-car instruction session.

Classroom Sessions: The RMV requires 30 hours of instruction. To attend the classroom sessions, please fill out an application, which can be found on the drivers education website and submit it with your deposit (\$312.50). You will receive a confirmation email when you are enrolled in a class. During the school year, the classroom session for Driver Education will run for a 2 week period. Each session will be 3 hours 15 minutes and will have a 15 minute break. During the summer hours, the classroom sessions will be 1 week long for 6 hours a day. Each session will be divided into 2 three hour 15 minute sessions, each with a 15 minute break. The break between the 2 sessions will be at least 30 minutes. Any student who misses a classroom session, will be required to make up that same session the next time the class runs. This will delay your ability to complete the program and get your license. Behavioral issues will not be tolerated, students who cannot act appropriately in class will be asked to leave. If a student is dismissed from class for behavior, he/she will have to make up the class the next time the session occurs during another part of the year (usually a couple months later). Any student who is suspended, In-House or Out-of School, shall not be allowed to attend Driver Education Classes or Driving Lessons while serving the suspension. If a student is absent from a class for a third time (3 absences), that student will be dismissed from that Driver Education Course Session and may enroll in another Driver Education Course Session in the future. All students can make up or retake class sessions without further cost. Each student will need complete all 30 hours of class and pass the final exam with an 80% or higher to move on to the driving portion of the program.

Parent Session: One parent must attend a 2 hours parent class. This is required by the RMV. This class is good for 5 years so if you have another child coming through the program in that 5 year period, you will not have to attend again. If this requirement was completed at another driving school, the certificate of completion must be provided to the Shepherd Hill Driving School for verification. If this requirement was completed at Shepherd Hill, we will research the history if you do not have the document to confirm it. This requirement must be completed before any student can move to the driving portion of the program.

Driving/Observing Hours: Upon successful completion of the following requirements, each student will start the driving portion of the program:

- Must complete all classroom sessions and pass the final exam with 80% or higher
- Must have paid in full the Driver Ed. Course fee
- Parent / Guardian must have attended the required two hour session or been documented as exempt
- Must have completed and submitted a signed Parent/Guardian Consent form.
- Must have your Learners Permit and provide a photocopy to the Driver Education program

You will get a confirmation email when you have completed the aforementioned requirements. Students will be selected to drive based on the earliest Learners Permit date of issue and availability of instructor. Students are required to complete 12 hours of behind the wheel instruction with a Shepherd Hill driving instructor and 6 hours of observing other students drive in our program. In-car sessions for a student cannot exceed 2 hours in one day. In addition, it is required by the RMV that each student drive 40 hours with a parent/guardian



before they take a road test with the RMV. A parent/guardian will sign the road test application stating this requirement was completed. Our instructors will try whenever possible to complete the driving and observing hours about 1 week before the date in which the student is license eligible (6 months from permit date of issue as long as those 6 months are incident free). If a student is not progressing in his or her driving ability, the instructor may ask that he or she put in a certain amount of driving hours with a parent/guardian before driving again. This is to insure that the student is practicing more on his or her own time and improving his or her skills. We want to them all to be successful on road test day. Students will be picked up and dropped off at home when they are not driving after school from Shepherd Hill in which case they will just be dropped off at home. If you live more than 30 minutes from Shepherd Hill, you may be asked to arrange a pick up drop off point with your parents and instructor. All requirements for the program must be completed before you graduate from high school.

Guardian Paperwork: Any student who has a legal guardian must provide the court paperwork confirming the legal guardianship to the examiner on the day of the road test. The RMV will not allow a student to take a road test without proper documentation (original documents with raised seal and signature) that the person who signed the road test application is in fact a legal guardian.

Returned Check Fee: There will be an assessment of \$25 for any checks returned for insufficient funds.

Extra Driving Hours Fee: If a student needs extra driving hours after completing the 12 hours included in the program, he or she may purchase additional hours at a rate of \$50/hr.

No Call/No Show Fee: A 24 hour notice is required to cancel a driving appointment. If a student fails to inform the instructor 24 hours prior to the driving appointment a \$30 fee will be assessed. The fee will need to be paid prior to the completion of the program.

Additional Road Test Fee: One road test is included in the fee for the course. If a student fails the road test and would like to retake the test through the Shepherd Hill Driving School, an additional road test can be scheduled for a \$75 fee. A RMV certificate will not be requested and a road test will not be scheduled until all fees to the program have been paid. All procedures, fees, stipends, and pay have been approved by the Dudley-Charlton Regional School Committee.

### **Emergency Medical Attention**

The school reserves the right to arrange for medical attention for a student when no emergency procedure form 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**

Food and drink may or may not be allowed in class, depending on teacher discretion. If students are asked to put snacks or beverages away or not bring them to class they are expected to comply, as they are with all other reasonable requests. Students who fail to comply are subject to discipline.

We do understand from time to time that students forget their lunch when leaving for school. Parents are certainly encouraged to bring in and drop off a brown bag lunch for their child to pick up during lunchtime. There are several guidelines that we would encourage you to follow:

- To reduce disruption to classes—students are not allowed to come down during the non-lunch hours to pick up any food or drink that has been dropped off.
- The main office is not responsible for any food that is dropped off in the main office for your child.
- Students may not order food for delivery during school hours. Food deliveries will be turned away.

## **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: Medications, Emergency Form Information, First Aid, Regular Attendance, Physical Examinations, Immunizations, Vision and Hearing Tests, Emotional and Social Problems, 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. Tylenol is available and will be given with permission by the parent on the emergency form. 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 student-athletes must have a physical examination prior to participation in our sports programs in order to be considered eligible. A physical exam covers the student for 13 months from the previous exam date. The physical is no longer valid after the 13 month limit. Physical examinations must be performed by a duly registered Licensed Physician, Physician's Assistant or Nurse Practitioner. The school physician will be available to conduct exams in the nurse's office. All students are required by Massachusetts State Law to have a physical exam. Students may use a physician of their own choice or participate in physicals administered in the nurse's office by the school physician.
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.

### **iPods, MP3 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.

## 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: 3:45 Route A** - Leave Shepherd Hill to Dudley Middle School to Mason Rd., left on Delaney Avenue, left on Lakeview Avenue, right on Sawmill Road, right on Charlton Road, right on Mill Street, right on West Main Street, turnaround, right on Schofield Avenue, right on Brandon Road, left on Sixth Avenue, left on George Street, right on Warsaw Avenue, right on Fairview Avenue, left on Eagle Drive, left on Rocky Hill Road, right on New Boston Road (turnaround at Brookstone Drive), right on Schofield Avenue, turnaround, travel to Perryville Road
- **Dudley: 3:45 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 on Dresser Hill Road, left on Mill Road, right on Southbridge Road, turnaround at Dawning Place, right on Old Southbridge Road, right on Southbridge Road, left on Mill Road, left on Dudley-Southbridge Road, left on West Dudley Road, right on Sayles Way, left on Intervale Road, turnaround at Fish Road, right on Dudley-Southbridge Road
- **Dudley: 3:45 Route C** - Leave Shepherd Hill to Dudley Middle School, right on Dudley-Oxford Road, right on Ramshorn Road, right on Corbin Road (2nd entrance), left on Hayden Pond Road, right on Mason Road Extension, left on Dudley-Oxford Road, left on Pierpoint Road, right on Potter Village Road, right on Beach Road, left on Bonnieview Road, right on Marsh Road, left on Dudley-Oxford Road – turn around, bear left on Charlton Road, left on Pine Street, left on Oxford Avenue, turns around at the church on Oxford Road
- **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** - Leave Shepherd Hill, left on Dudley-Oxford Road, right on Ramshorn Road, left on #6 Schoolhouse Road, right on Dresser Hill Road, straight to Charlton Center, left on Masonic Home Road, left on Route 20, left on Carpenter Hill Road, turn around at T. Hall Road, left on Route 20, left on Route 169, turnaround at town line, right on Route 20, left on Power Station Road, left on Brookfield Road
- **Shepherd Hill 5:30 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 without a pass, provided doing so will not make you tardy. Passes are required during class time. During your lunch period you may only use the lavatory in the cafeteria. Students who abuse the lavatory may have their lav privileges restricted (limited to using the Nurse's lavatory.)

## 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 typically open 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.
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 \$6.00 deposit required for each lock. 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**

The Emergency Call Notification System will be utilized in the event of an emergency situation including snow cancellations, delays and early dismissals. If phone numbers need to be updated, please notify the school ASAP. Announcements will also be televised on 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 contact teachers by email or telephone to make an appointment.

## **Parking on School Grounds**

Students who are permitted to drive to school are assessed a \$200.00 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. In an effort to be as fiscally efficient as possible, students who are issued a parking pass will not be included in the bus routing for the school year. If circumstances change and the student is no longer able to drive themselves into school a seat on the bus will be made available.

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 must be in good financial standing to be eligible for a parking permit.

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 a.m. and 2:10 p.m., 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.**

Students are required to successfully earn credit in three (3) Physical Education classes. Students may schedule physical education as an elective upon successful completion of this minimum requirement. 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 and a t-shirt. 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 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.

### **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 school administration.

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 them.
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 concerning individual photographs should be directed to school administration.

### **Senior Privileges**

At the discretion of the administration, “senior privileges” may be awarded to deserving members of the senior class. In order to be eligible, students must be in good financial standing (all outstanding class dues and other bills paid) and seniors must meet attendance, discipline, and academic criteria established by the administration. Prior to implementing these privileges, parents will be notified of these conditions and will be required to give written permission for their child to participate.

### **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 Attire**

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. Dresses, skirts and shorts should be at least reasonable length (mid-thigh) and undergarments should not be visible, so as not to be a distraction.

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.

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

## **Student Fees**

- **Parking:** The parking fee for the school year is \$200.
- **Athletics:** The fee for participation in athletics is currently \$150 per sport (\$500 maximum per family/year).
- **Advanced Placement:** Students who enroll in Advanced Placement courses are required to register and sit for the national Advanced Placement Exam in the corresponding subjects. The College Board assesses a fee for this exam. These fees must be paid by students enrolled in AP courses by September 30.
- **Class Dues:** All students are responsible for class dues. Class dues help to defray the cost of class activities and the graduation ceremony. It is recommended that students pay dues in yearly installments or in advance so as not to increase the financial burden at the end of senior year.

All student fees may be reevaluated and changed on a yearly basis, but not later than June 30th.

## **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. 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.

### **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.

## ATTENDANCE GUIDELINES

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 partial 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 six (6) unexcused 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.

Massachusetts regulations 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.

Shepherd Hill discourages students missing school for extended family vacations. Such absenteeism disrupts the continuity of the student's learning. In addition, school work may not be provided prior to a child leaving for a non-school vacation. Responsible and independent students remain informed about assignments, class discussion, course content, and upcoming assessments during an absence by communicating with their peers or accessing their teachers' social media posts and webpages. All students are expected to develop this skill. Family vacations are unexcused absences. Students will be expected to make up any class work and/or homework assignments upon returning to school, in accordance with the guidelines for make-up work on page 20. Any work not made up will result in a grade of zero. Early exams (i.e. tests and quizzes) will not be provided.

Students who have accumulated a combination of 10 tardy arrivals and early dismissals during the school year are ineligible for attendance awards.

### **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 22.00 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 in-house 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. **All medical notes must be submitted within 10 school days of the student's return to school.**
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 six (6) class absences per subject built into the attendance policy are not to be considered as authorized days of absence.
15. Grade 11 & 12 students who visit colleges for the purpose of official tours and informational sessions may have up to 3 days per year excused for this purpose. The student must submit a note from the college within 3 days of their return to school.

#### **Mechanics of Attendance Guideline**

1. After four (4) unexcused absences, the principal or a designee will notify the parent or guardian. A reasonable effort will be made to meet with parents or guardians who do not provide medical documentation to excuse the absences. The need for good school attendance will be discussed and action steps for improved attendance will be developed.
2. With the accumulation of seven (7) unexcused 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. **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.
3. 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. Only dismissals arranged through the nurse’s office as a result of illness, or those explained by a note from a doctor, will be considered excused. 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. Student who arrive tardy to school without an acceptable explanation will not be allowed to enter with coffee or other snacks. 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 will have their parking privileges suspended after they have exceeded more than six (6) tardies in a term (without a note from a doctor).

## GUIDANCE INFORMATION

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.

- Course Selection
- Career Counseling
- Problem Solving (Academic/Personal)
- Group Counseling
- Testing
- College or Post Graduate Ed.
- Financial Aid Services
- Special Education Services
- Outside Agency Assistance & Referral
- Peer Tutoring
- Provide Guidance Bulletins
- Orientation of New Students

### Counselor Assignments

	Grade 12	Grade 11	Grade 10	Grade 9
Mr. Laliberte	A-Bilis	----	A-C	A-B
Mrs. Hernandez	Bitar-Goyette	A-Garb	D-J	C-H
Ms. Walker	Gravel-Morin	Gavaletz-Montville	K-Q	I-P
Mr. Gendron	Morill-Z	Moran-Z	R-Z	Q-Z

### 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
- Four credits in Mathematics
- Three credits in Science
- Successfully earn credit in three Physical Education classes

### Schedule Change—Advanced Placement Courses

Each year a deadline will be established by which a student who would like to alter their course selections for the following year and “drop” an Advanced Placement (AP) course must inform the guidance office of their desire to do so. Students will be required to sign a form indicating their commitment to AP courses and will not be able to drop an AP course after this deadline

### Course Changes and/or Drops

All changes in a student's schedule must be processed through the Guidance Office. Certain restrictions apply, namely:

1. No course may be entered after the first five meeting days (unless student is changing levels of a course sequence already taken or is transferring into Shepherd Hill Regional High School).
2. Course may be dropped within the first twenty meeting days with no consequences, although students must carry the minimum credit caseload for YOG.
3. Movement to a lower level of a course/sequence must be done before the mid-point of the course/sequence.

4. The transcripts of students who drop courses after the first twenty meeting days will show the name of course with WP (withdrawn pass) or WF (withdrawn fail). Exceptions to these regulations will require approval of the student’s counselor, the teacher(s) involved, parent(s) and the principal.

At any time in the course change or drop process, a counselor may require teacher and parent involvement.

### **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.

To be considered a Sophomore.....	5.00
To be considered a Junior .....	10.00
To be considered a Senior.....	15.75
For Graduation .....	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.

### **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 SHRHS with records.
3. Student/ parent(s) meet with a counselor (and Team Chairperson in case of an IEP) 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. Central registration 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.

### **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 Students**

A student entering SHRHS 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.

## 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 Thursday 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. A minimum summer school grade of 75 must be attained before students will be awarded credit for courses failed during the preceding school year.
4. 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	D = Below Average
B = Above Average	F = Failing
C = Average	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” will be available 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 Honor Roll is calculated and published approximately two weeks after report cards are distributed. Honor roll is determined using a student’s numerical averages in their courses. The following criteria are used to determine eligibility:

- If the average is 92 or greater, the student earned First Honors.
  - If the average is 89 or greater (but below a 92), the student earned Second Honors.
  - If the average is 85 or greater (but below an 89), the student earned Recognition.
- Students must be enrolled in the equivalent of four major classes during the marking period.
  - Independent Studies, no credit-classes (such as music assistant, physical education and health classes) are not included in the calculation.
  - The overall average will not be rounded up.
  - A student may not have a grade lower than C- (70) for honors consideration.

## 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 may be 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.

### 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

In addition to being in good standing, all class dues and book bills to date must be paid in order to participate in extra-curricular activities, as deemed appropriate by the administration (dances, student-council sponsored activities, and other events.)

- 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.



<b>ATHLETICS</b>
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**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 <u>Indoor Track</u>	Varsity/JV/Fr. Basketball Varsity/JV Cheerleading <u>Indoor Track</u>
SPRING	Lacrosse Varsity/JV/Fr. Baseball Track and Field Tennis	Varsity/JV/Fr. Softball Track and Field Tennis Lacrosse

**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 \$150 per sport athletic fee (\$500 maximum per family/year). It should be noted that any Co-Op fees paid to another High School do not apply to the family max guideline under Shepherd Hill.
  
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. All student-athletes must have a physical examination prior to participation in our sports programs in order to be considered eligible. A physical exam covers the student for 13 months from the previous exam date. The physical is no longer valid after the 13 month limit. Physical examinations must be performed by a duly registered Licensed Physician, Physician's Assistant or Nurse Practitioner. The school physician will be available to conduct exams at specified times prior to the start of an athletic season.
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.



## SCHOOL CLUBS & ACTIVITIES

### **Academic Decathlon – Ms. Curtis (Room 107)**

Academic Decathlon is a team competition where students from Shepherd Hill match their intellects with students from other schools. Teams compete in ten categories: Art, Economics, Essay, Interview, Language and Literature, Mathematics, Music, Science, Social Science, and Speech. Each category follows a new theme each school year. Gold, Silver and Bronze medals are awarded for individual events and total scores. Winning teams advance through the local, regional, and state levels of competition. The state champions compete at the national finals.

### **Anime Club – Ms. Curtis (Room 107)**

Students who are interested in Japanese (and American) Animation and Art are welcome. The Club meets once a week after school to discuss Japanese Animation, watch Anime films, and meet like-minded students.

### **Astronomy Club – Mr. Sullivan (Room 325)**

The Astronomy Club meets weekly throughout the year. The club tries to coordinate monthly viewings both in the morning and evening hours. Members are encouraged to volunteer in outreach viewings given by the club at the in-district elementary schools.

### **Band – Mr. Macuga (Band Room)**

The Marching Band and Concert 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. Anyone is allowed to join. The Marching Band which includes wind instrumentalists, percussion, and colorguard play at home football games, school assemblies, parades, and six or seven Marching Band Festivals. The Concert Band plays in three or four formal concerts per year.

### **Best Buddies – Mrs. Danner-Connole (Room 104) & Mrs. Samia (Room 206)**

Best Buddies is a club designed for students who may have intellectual challenges who mix and mingle with their typical peers at social events. The focus of the club is to provide the springboard for socializing opportunities for students who might not ordinarily meet each other. Members attend regular after school meetings to organize fun activities during school, after school, and outside of school (evening and weekends). Members are also expected to talk to, text, e-mail, and/ or spend time together outside of school to forge lasting friendships. New members are always welcome!

### **Book Club – Mrs. Kennedy (Library)**

Book Club meets once a month in the library to discuss the books we read. The club meets in the beginning of the year to select our readings for the rest of the school year; we read one book a month. All students are welcome at any of the meetings and are encouraged to come if they've read the book.

### **Bowling Club**

Students from all grades are welcome; there is no prerequisite to participate. The Shepherd Hill Bowling Club meets twice a week, once for practice and once for matches. Come bowling with us whether it's to practice or try something new. Students must have their own ride to and from the bowling alley. Districts take place at the end of the season for teams that qualify.

### **Chorus – Mrs. Bussiere (Room 185)**

The Concert Choir also has the status of a regular credit class; it is a singing group composed of high school students placed in singing sections. 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 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

**Comic Book Club – Ms. Griffiths (Room 227)**

The Comic Book Club is for fans of comics, comic book movies, TV shows, and graphic novels. Students have discussions on various characters, story arcs, and more. Movies are shown, games are played, and all are welcome to join from the casual comic reader to the diehard DC/Marvel fans. Meetings are held every Wednesday, 2:30-3:30pm.

**Community Service Club – Mrs. Welch (Room 309)**

The Community Service Club is comprised of students who have a passion for positively contributing to the community. These students spend a minimum of two hours per month volunteering at establishments such as: soup kitchens, the public library and local parks. They also fundraise for worthy causes, for example: The Worcester Animal Rescue League, The National MS Society and for victims of sudden hardships. The members of the Community Service Club are committed to being a part of bettering their community and world around them.

**Drama Club/Stage Crew – Ms. Griffiths (Room 227)**

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

**E-Sports – Mr. Piehl (Room 328)**

Students who are interested in competing in the High School Esports League can represent Shepherd Hill in various games they play at home. There are a number of different games that can be played including teams comprised of a single student to starting rosters of 6 students. If you and a group of friends are interested, a full list of qualifying games can be found at <https://www.highschoolsportsleague.com/tournaments/#rules> or seek out Mr. Piehl for additional information.

**Envirothon Club – Mr. Sauvageau (Room 124)**

Envirothon has been an active environmental group for several years at Shepherd Hill. The club focuses on issues affecting the planet and works to make positive changes that will have lasting results for the school and the community. Some of the work we have done with local and national environmental organizations includes helping with cleanups, testing water quality and energy awareness. Our club also handles all of the recycling on campus. In addition, members learn about local ecology and natural history by exploring outside on and off school grounds. Envirothon meets every week to work on different projects throughout the school year. Organized field trips, some overnight, are also a part of this club.

**Gamers' Club (G.O.S.H.) – Mr. Santic (Room 304) or Mrs. Kustar (Room 113)**

Students from all grades are welcome to come together once a week for one hour on Fridays to interact with each other through various types of board games. Games vary based on what is brought in. Some games that have been played in the past are Dungeons and Dragons, Dead of Winter, Magic, Chess and Checkers.

**Gender & Sexuality Alliance (GSA) – Ms. Walker (Guidance)**

In meetings every Wednesday after school, the group discusses LGBTQ topics relevant in world news, provides education, plans events and fundraisers, plays games, engages in group discussion and sometimes welcomes guest speakers. The GSA has held live acoustic music nights/Q & A sessions, attended Worcester Youth Pride, Boston Pride and the MA DESE GSA Leadership Council joining other middle and high school GSAs in surrounding towns. The GSA is open to all students.

**Global Awareness – Mrs. Pierangeli ([mpierangeli@dcrsd.org](mailto:mpierangeli@dcrsd.org))**

Global Awareness extends learning into the world-wide classroom with a yearly trip to a foreign destination. This experience prepares students to be global citizens by creating a greater appreciation of cultural diversity and promoting a greater global understanding. Students will have an opportunity to practice the language

that they have been studying in the classroom, to admire historic landmarks, to manage foreign currency, to taste foreign cuisine, to experience life in a country other than their own and to gain confidence with travel. Shepherd Hill students in grades 9-12 are eligible to participate if they are enrolled in a foreign language or have successfully completed two years of foreign language study. Students must also have maintained a record of good school conduct and citizenship.

#### **Hill TelegRam – Mr. Stefan (Room 201)**

The Hill TelegRam is Shepherd Hill's unique student-led newspaper. As journalists, we report and cover school-related events, local and community news, and national and international events. Through both our physical and digital newspaper, we look for writers of all abilities and levels to better ensure that the rights and belief in the media remain strong, supported, and encouraged!

#### **HillProv (Improvisation & Comedy) – Mr. Foley (Room 200)**

HillProv is the Hill's first improvisation comedy club under the faculty advisement of Mr. Foley. HillProv members meet weekly to practice and learn the art of "acting without a script", playing games and creating skits to showcase their comedy chops.

#### **Humanities Scholars' Collaborative - Mrs. Dunn (Room 105) and Mr. Messier (Room 210)**

The Humanities Scholars' Collaborative is a group comprised of 12-15 students who take a series of visits to local Worcester area colleges. The Collaborative's mission is to enhance students' studies of American history and American culture by attending lectures and seminars presented by the host universities professors. These lectures and seminars ask students to think critically and creatively while challenging them to accept responsibility in shaping the future of the United States. In addition to sitting in on lectures and seminars the students also debate topics in small discussion groups with members from other central Massachusetts schools.

#### **Jazz Band – Mr. Macuga (Band Room)**

The Jazz Band meets once or twice a week and offers students an opportunity to develop skills in instrumental performance and explore different genres of music including Jazz, Swing, Funk, and Rock. It is an auditioned ensemble. They perform at several formal school concerts and community performance throughout the year as well as a few Jazz Festivals.

#### **Junior Booster Club – Mrs. Covill (Room 101)**

The Shepherd Hill Booster Club is a parent/teacher/student run organization that offers students the opportunity to serve their school community in a positive way by sharing ideas and donating their time. The Shepherd Hill Booster Club supports music, arts, sports, academics, clubs and other activities within our school community through various fundraising efforts and merchandise sales. The continued existence and success of the Booster Club is only possible with parent, teacher, student and community involvement. Your commitment to sharing ideas and volunteering your time is greatly appreciated! Volunteering your time may qualify you for a SH Booster Club Scholarship. Junior Booster Club members and a parent/guardian must be active members of the SH Booster Club and satisfy all the scholarship application criteria.

#### **Math Team – Mrs. Richard (Room 111)**

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

#### **Model United Nations Club – Mr. Stowe (Room 216)**

Are you interested in discussing global issues and expanding your knowledge on international politics and relations? The Model United Nations is a club where students research and represent different countries to examine how to handle global crises. New members are encouraged to attend to participate or observe. Follow our twitter: @modelunshrhs.

**National Honor Society – Mr. Stefan (Room 201)**

The Shepherd Hill Chapter of the National Honor Society strives 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. Open to sophomores, juniors and seniors by invitation and application.

**Peer Helpers – Mr. Gendron (Guidance)**

Peer Helpers serve students of the Shepherd Hill community as tutors and academic mentors. Students in grades 9-12 are eligible to participate and can do so through a sign-up process during the first month of school. The Peer Helper Advisor assigns peer helpers to students based on specific subject needs and study halls that students and peer helpers have in common.

**Principal’s Advisory Council – Mr. Chaplin (Main Office)****Prom Committee – Junior Class Advisor****Red Cross Club – Mrs. Lebeau (Room 319)****Robotics Club – Mr. Hennigan (Room 195)**

The Robotics Club leverages the “coolness” of robotics, and the excitement of head to head competition to inspire and engage students. Students will design and build a robot and take it the world stage in the VEX Robotics Competition, the largest and fastest growing international robotics competition for high school students. Students will attend two competitions per season. No experience is required.

**S.A.D.D. (Students Against Destructive Decisions) – Mrs. Sullivan (Room 103)**

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 9-12 may participate in S.A.D.D.

**Science & Engineering Fair – Mrs. Lebeau (Room 319)**

Interested in completing an independent research project or an engineering project? Come check out the Science & Engineering Club. Here you will learn about the science fair process and what opportunities are available for you to display and talk about your project with STEM professionals! Participants could participate at our district fair, regional or state fair. Students can work in the lab after school or work at home. This is one of the requirements for the STEM Pathway Certificate Program and Biomedical Pathway.

**Scrapbooking Club – Ms. Wade (Room 323)**

The scrapbooking club is a place for students to learn about memory keeping and work on scrapbooking projects. Drop-ins are always welcome. Students can bring photos and create a project. Supplies available for use include patterned paper, stickers, washi tape, embellishments, and acrylic stamps.

**Ski Club – Mr. Cormier (Room 204)**

The Ski Club is headed by an advisor & three officers and is open to students in grades 9-12. Skiing and transportation costs are paid by club members.

**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 alternate to serve on the Central Massachusetts Student Advisory Council.

### **Student Council – Mr. Kane (Room 316)**

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 elected officers, class officer representatives, and a varying number of non-elected members. Non –elected members earn their positions through the accumulation of council points by volunteering their time to promote school pride and unity through Student Council events.

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 interested in serving this organization as an elected officer should contact the advisor.

Students elected are expected to meet the following requirements:

1. Currently passing all major subjects.
2. Currently in good standing (no suspensions or repeated offenses that result in disciplinary action.)
3. No malicious use of social media.
4. Submit a nomination form with signatures from their peers.

All elected officers are expected to uphold the Student Council Constitution and follow the rules of the handbook at all times.

### **Tri-M Music Honor Society - Mr. Macuga or Mrs. Bussiere (Room 185)**

Tri-M is the National Music Honor Society. Students must be an active member of the music department and meet a specified criteria to become a member. Tri-M fosters community through music.

### **Winter Colorguard – Mr. Macuga (Band Room)**

Winter Colorguard performs throughout the winter months at colorguard festivals throughout New England. The students do dance routines as well as choreography with traditional colorguard equipment including flags, rifles, and sabres. Beginners are welcome. Practice is held at least two or three times a week. Attendance at all events is expected.

### **Winter Percussion – Mr. Macuga (Band Room)**

Winter Percussion performs throughout the winter months at percussion festivals throughout New England. The students perform various programmatic repertoire with choreography and drill. Beginners are welcome. Practice is held at least two or three times a week. Attendance at all events is expected.

### **Yearbook – Mrs. Hines (Room 223)**

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.

## DISCIPLINE GUIDELINES

### 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. **“EXCLUSION FROM ACTIVITIES”**. Occasionally students do not respond to traditional disciplinary procedures by changing their behavior. When a student demonstrates a pattern or poor choices or repeatedly fails to meet expectations for student behavior, the student may be excluded from school activities and functions for a period of time to be determined by the administration. This approach will often coincide with other disciplinary consequences
2. **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 3:20 p.m. Students serving a detention may ride the 3:30 last bus home or their parents may provide transportation.
3. **OFFICE DETENTIONS**. Students assigned to office detention will not be allowed to use personal electronic devices (cell phone, iPod, headphones, etc.) These items will be collected by the detention supervisor, secured in the office, and returned at the end of the student’s detention. 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.
4. **SATURDAY DETENTIONS**. An option used by the administration for a variety of offenses. It can be used in lieu of suspension so that students do not miss instructional time from the classroom. Saturday detention runs from 8:30-11:30 a.m.
5. **IN-HOUSE SUSPENSION**. Students assigned to the in-house suspension room will not be allowed to use personal electronic devices (cell phone, iPod, headphones, etc.) These items will be collected by the in-house supervisor at the start of the school day, secured in the office, and returned at the end of the student’s 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, may be assigned another day of in-house or be suspended out-of-school for up to 3 days. Students may then be required to satisfactorily complete the original assigned time in the center as a condition of reinstatement to school.
- After the second In-House suspension, the student will meet with his/her guidance counselor to discuss the unacceptable behavior.
- After the third In-House suspension 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.
- Consistent infractions may result in an extended In-House suspension (detentions ending at 3:30 p.m. or 5:30 p.m. depending on the severity and frequency of the infractions).

6. **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.
- Academic dishonesty is the use of any means not specifically accepted by the teacher to obtain answers to a test, quiz, or other assignment. Academic dishonesty includes giving, receiving, passing or using in any way specific information for use on a test, quiz, or other assignment, 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.

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### **MISCONDUCT/DISCIPLINARY ACTION**

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<ol style="list-style-type: none"> <li>1. Falsifying signatures and/or altering notes, excuses, or other school documents               <ol 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> </ol> </li> </ol>
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	<p>2. Intimidation (to force into or deter from action by inducing fear, usually by threat)</p> <p>2.1 <b>First Offense:</b> Warning and/or office detention and/or in-house suspension and/or external suspension.</p> <p>2.2 <b>Second Offense:</b> One to five days in-house or external suspension, parents and guidance department notified, possible police involvement.</p>
<p>2a. Sexual Harassment</p>	<p>2a Warning, office detention, in-house suspension or external suspension. (Discipline determined by nature of incident following the Sexual Harassment Policy guidelines.)</p>
	<p>2b. Harassment (including electronic harassment)</p> <p>2b.1 <b>First Offense:</b> Warning and/or office detention and/or in-house suspension and/or external suspension.</p> <p>2b.2 <b>Second Offense:</b> One to five days external suspension, parents and guidance department notified, possible police involvement.</p>
	<p>3. Failure to report to office as directed</p> <p>3.1 <b>First Offense:</b> One day in-house suspension, parents and guidance department notified.</p> <p>3.2 <b>Second Offense:</b> Two days in-house suspension, parents and guidance department notified.</p> <p>3.3 <b>Third Offense:</b> One to five days external suspension, parents and guidance department notified.</p>
	<p>4. Failure to report to assigned office or classroom detention</p> <p>4.1 <b>First Offense:</b> Two office detentions or one day of extended in-house suspension (until 3:30).</p> <p>4.2 <b>Second Offense:</b> Two office detentions or one day of extended in-house suspension (until 3:30)</p> <p>4.3 <b>Third Offense:</b> Three office detentions or two days external suspension and one office detention to be served upon reinstatement.</p>
	<p>5. Failure to report to in-house suspension</p> <p>5.1 <b>First Offense:</b> Two days external suspension.</p> <p>5.2 <b>Second Offense:</b> External suspension until parent conference. Guidance department notified.</p>
	<p>6. Possession and/or use of inhalants, including: tobacco products, vaping devices or “vape juice”, juuls, or other electronic cigarettes. The products and/or devices will be confiscated by staff members and turned in to the office. Students will be disciplined added to the restricted lav list.</p> <p>6.1 <b>First Offense:</b> Suspension up to 3 days.*Restricted lavatory list.</p> <p>6.2 <b>Second Offense:</b> Suspension up to 5 days. *Restricted lavatory list.</p> <p>6.3 <b>Third Offense:</b> Suspension up to 10 days. *Restricted lavatory list.</p>
	<p>7. Leaving school grounds without authorization</p> <p>7.1 <b>First Offense:</b> One day in–house suspension or external suspension, parents and guidance department notified. Possible notification to Truant Officer.</p> <p>7.2 <b>Second Offense:</b> Three days in-house suspension or three days external suspension, parents and guidance department notified. Possible notification to Truant Officer.</p>

8. Out of classroom or study without authorization (Student must prove authorization with pass)
8.1 <b>First Offense:</b> Office detention or one day in-house suspension, parent and guidance department notified.
8.2 <b>Second Offense:</b> One day in-house suspension.
9. Falsifying or refusing to give name to staff members
9.1 <b>First Offense:</b> One to three days in-house suspension, parents and guidance department notified.
9.2 <b>Second Offense:</b> 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 <b>First Offense:</b> Warning issued or in-house suspension, parents and guidance department notified.
11.2 <b>Second Offense:</b> 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 <b>First Offense:</b> Loss of pass privilege and/or two office detentions and/or one day in-house suspension.
13.2 <b>Second Offense:</b> 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 <b>First Offense:</b> One to three days in-house suspension, parents and guidance department notified.
14.2 <b>Second Offense:</b> One to five days external suspension, parents and guidance department notified.
14a. Directing obscenities towards a staff member
14a1 <b>First Offense:</b> Based on nature of incident (after teacher/administration consultation) external suspension will be assigned. Mandatory parent/guidance meeting with an administrator.
14a2 <b>Second Offense:</b> 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. External suspension, parents and guidance department notified and possible police notification.
18a. Fighting—Second Offense	18a Five 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 <b>Possession:</b> Ten days minimum external suspension, School Committee, parents, guidance department and police notified. Possible court action. 19.2 <b>Use:</b> External suspension pending Principal hearing, parents, guidance department and police notified. Possible court action.
20. Possession, use and/or distribution of fireworks	20.1 <b>First Offense:</b> In-house suspension, parents, guidance department and police notified. 20.2 <b>Second Offense:</b> 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 <b>First Offense:</b> One to five days in-house or external suspension, parents, guidance department notified. 24.2 <b>Second Offense:</b> 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 <b>First Offense:</b> Warning, office detentions and/or in-house suspension, parents and guidance department notified. 25.2 <b>Second Offense:</b> Two day in-house suspension, parents and guidance department notified.
26. Vulgar acts, gestures, or words directed toward another person	26.1 <b>First Offense:</b> One to five days in-house suspension, parents and guidance department notified. 26.2 <b>Second Offense:</b> 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, including marijuana	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, including marijuana, 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 and marijuana, 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 <b>First Offense:</b> One to three days in-house suspension. Parents and guidance department notified. 34a2 <b>Second Offense:</b> 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 <b>First Offense</b> (per quarter): office detention. 35.2 <b>Each Subsequent Tardy</b> (per quarter): office detention.
36. Class cutting	36.1 <b>First Offense:</b> One day in-house suspension, parents and guidance department notified. 36.2 <b>Second Offense:</b> Two days in-house suspension, parents and guidance department notified.
37. Failure to sign into office upon arriving tardy	37.1 <b>First Offense:</b> One to three days in-house suspension, parents and guidance department notified. 37.2 <b>Second Offense:</b> 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.

<p>39. Threatening school personnel with bodily harm</p> <p>39.1 <b>First Offense:</b> Based on the nature of the incident (after administrative/teacher consultation), warning, detention, in-house or external suspension.</p> <p>39.2 <b>Second Offense:</b> External suspension minimum of five days and parent conference. Police and guidance department notified. Possible court action pending Principal-hearing.</p>
<p>40. Truancy</p> <p>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.</p> <p>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.</p>
<p>41. Gambling</p> <p>41.1 <b>First Offense:</b> Warning and/or office detention(s).</p> <p>41.2 <b>Second Offense:</b> One to three days in-house suspension.</p>
<p>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, unless the use is for educational purposes and teacher permission has been granted. Cell phones and MP3 players may be used during a student's lunch, in the cafeteria, and during passing time (between the bells.) However, the school's administration reserves the right to restrict the use of electronic devices from use during lunch and passing time 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 these times, appropriate notice will be provided to the student body.</p> <p>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.</p> <p>42.2 Refusal to turn in an electronic device: in-house suspension and/or out of school suspension.</p>
<p>43. Wearing a hat or hood during school hours</p> <p>43.1 <b>First Offense:</b> Warning and confiscation of item, to be retrieved in the office at day's end.</p> <p>43.2 <b>Second Offense:</b> Office detention(s) and/or in-house suspensions.</p>

**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.

