

Somerset Berkley Regional High School



Student/Parent Handbook 2011-2012

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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FOREWORD

Welcome to the 2011-2012 school year. It is my distinct honor to be your principal. This handbook is designed to help you navigate and be successful at Somerset Berkley Regional High School. Student Council members, School Advisory Council members, administrators, parents, and teachers carefully crafted the documents in this book to guide students to be responsible, reflective, global, and lifelong learners. Please take time to review and familiarize yourself with the content contained in the Student Handbook. You should know your rights and responsibilities as Somerset-Berkley Regional High School students.

Community is paramount at Somerset Berkley Regional High School. Each of you brings a different culture, a different perspective of the world, and different family values to the high school. It is our responsibility to make the commitment of maintaining a school culture where we respect and celebrate each other's differences and achievements.

As the school year begins, take some time to think about your personal goals for your high school career. Do not be disheartened if you do not immediately achieve your goals. Do not become discouraged if you make mistakes. Learn from your mistakes. Ask questions, talk with your teachers and administrators and you will discover that you are surrounded by talented professionals who possess the knowledge and resources to help you achieve your goals and more!

This is your school, get involved, be responsible, and think. Welcome to one of the best high schools in the Commonwealth!

Your Principal,

Dr. Jahmal Mosley

The Somerset Berkley Regional High School administration operates under civil law, not criminal law. Reasonable suspicion is relied on when administrative action is taken.

Handbook Updated June 2011
Reviewed by School Advisory Council

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

SOMERSET BERKLEY REGIONAL SCHOOL

COMMITTEE

Elizabeth A. White, Chairperson
Jennifer Nawrocki., Vice Chairperson
Ann M. Correira, George D. Kelly, Richard Peirce
Julie Ramos-Gagliardi, Jamison D. Souza

SOMERSET PUBLIC SCHOOL SYSTEM

Richard W. Medeiros – Superintendent
To Be Determined – Business Manager
Dr. Bradford R. Smith – Director of Curriculum
Susan Doe – Director of Special Education
Raymond Nekrasz – Director of Technology

SOMERSET BERKLEY REGIONAL HIGH SCHOOL

Dr. Jahmal Mosley – Principal
Susan Brelsford – Assistant Principal (grades 9 & 11)
David Lanczycki – Assistant Principal (grades 10 & 12)

CONTENT COORDINATORS

Fine and Performing Arts (K-12) – Lori Anderson
Industrial Technology (9-12) – Samuel Adams
Language Arts/Reading (9-12) – Jennifer Copeland
Math (9-12) – Andrew Laurence
Science & Technology – Matthew Talbot
Social Studies (9-12) – Alice Ferris
Wellness Education/Athletic Director (K-12) – Kim M. DoCouto
World Languages (6-12) –

GUIDANCE DEPARTMENT

Guy Poisson, Lead Counselor
Ann Nassiff – Adjustment Counselor
Anne Bolduc – Counselor
James Judge – Counselor
Tanya McCarthy – Counselor
Anne Johnson, Media Specialist
TBD , High School Coordinator
For Special Education

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**SOMERSET BERKLEY REGIONAL HIGH SCHOOL
CORE BELIEFS andVALUES
STATEMENT**

In partnership with students, parents and the community, Somerset Berkley Regional High School will provide a safe and secure environment in which all students will have access to a rigorous curriculum that fosters

critical and creative thinking. Somerset Berkley Regional High School will strive to develop students into responsible and productive citizens of a technological and global society.

S = Safe

B = Be critical and creative thinkers

R = Responsible and productive citizens

H = High expectations for all

S = Skills for the 21st century

ACADEMIC EXPECTATIONS

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

Students at Somerset Berkley Regional High School will:

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

learning

**SOCIAL and CIVIC EXPECTATIONS
Students at SBRHS will:**

1. Demonstrate responsible behavior and citizenship
2. Respect themselves and others
3. Communicate and collaborate effectively with others

**SOMERSET BERKLEY REGIONAL
SCHOOL DISTRICT
RESIDENTIAL POLICY**

It is the policy of the Somerset Berkley Regional School Committee that all children who register and attend Somerset Berkley Regional School District at the expense of the citizens of Somerset/Berkley are legal residents whose actual principal domicile is in Somerset or Berkley.

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

September

Monday, September 5, 2011

Tuesday, September 6, 2011

Wednesday, September 7, 2011

Thursday, September 8, 2011 Freshmen Orientation Day

Friday, September 9, 2011 A Day

PUBLICITY - EXCLUSION

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

ADVISORY COUNCILS

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

School Advisory Councils consist of administrators, parents elected by other parents, teachers elected by other teachers, other public members who are not parents and, on the secondary school level, at least one student. Principals

serve as co-chairs and are responsible for convening the first meeting within 40 days of the start of the school year. Each council is free to determine the size of its membership, but must have at least as many parent representatives as teachers (plus the principal). No more than 50% of the council's membership may consist of members of the public who are not parents, teachers, administrators or students of the school. School councils are subject to the open meeting law.

School councils are responsible for assisting the principal in setting educational goals, identifying educational needs, reviewing the school building's budget, and preparing the building's school improvement plan. The school improvement plan is to address issues such as class size, professional development, parental involvement and school climate. School committees may grant councils additional authority over educational policy at the building level except for those areas subjected to collective bargaining.

September

Monday, September 12, 2011 B Day

Tuesday, September 13, 2011 C Day

Wednesday, September 14, 2011 D Day

Thursday, September 15, 2011 E Day

Friday, September 16, 2011 F Day

PARENT RECOMMENDATIONS

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

1. Share with the student the responsibility for being prompt.
2. Be sure the student is prepared to buy a hot lunch at school or to bring a lunch from home.
3. Make provisions for a suitable place wherein the student may study with no distractions or interruptions.
4. Provide a dictionary, pens, pencils, ruler, erasers, calculator, and paper for use in preparing home assignments.
5. Assume the responsibility for checking your son's/daughter's agenda book and his/her completed assignment. Be sure that all work assigned has been accomplished and written work has been neatly done. In general, home assignments provide the opportunity to practice the subject matter that has been taught in the

classrooms. Unless the student actually does the home assignment independently, the value of the lesson has been lost. Students are urged to understand the class work and to seek help at school if they do not understand.

6. Feel perfectly at ease to contact the school as often as you feel necessary regarding your son/daughter. The student's best interest is of the utmost importance to both the home and the school. Our line of communications must remain open at all times.
7. Build confidence in your son/daughter regarding the opportunities provided by a public school education, the outcome of which depends largely upon the student's willingness to work.

September

Monday, September 19, 2011 G Day

Tuesday, September 20, 2011 H Day

Wednesday, September 21, 2011 A Day

Thursday, September 22, 2011 B Day

Friday, September 23, 2011 C Day

Saturday, September 24, 2011 Music Bumper Sticker Drive

8. Students are required to conform to the rules of the Student/Parent Handbook during school hours, after school while on school property and at all school related activities.

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

- Help your children think of themselves as one who succeeds. Give them plenty of chances in early life to accomplish things, and praise them when they do well. When they have a discouraging experience, remind them of their successes.
- Encourage children to talk to you about their problems, and be sure to listen.
- Don't make derogatory remarks about their teachers or school to them. If you wonder why they do certain things, inquire at the school. Visit the school and know the teachers. That will give your children a sense of security.
- If you have a problem, always start the solution with the teacher. If this does not prove positive, contact the school principal. If this does not resolve the situation, contact the superintendent's office.

90-MINUTE DELAY

Due to inclement weather, the Superintendent may

implement a 90-minute delay to the school day. Somerset Berkley Regional High School will begin at 8:55 a.m. and will be dismissed at 2:05 p.m.

NO SCHOOL ANNOUNCEMENT

In the event of inclement weather forcing schools to close at any time, a no-school announcement will be made over stations AM WSAR-1480, WLNE-channel 6, WCVB-channel 5, WBZ-channel 4, WHDH-channel 7, WJAR-channel 10, WPRI-channel 12, WFTX-channel 5, our One-Call telephone system and website cancellations.com. You may also call (508)324-3100 for announcements...press 1.

September/October

Monday, September 26, 2011 D Day

Tuesday, September 27, 2011 E Day

Wednesday, September 28, 2011 F Day

Thursday, September 29, 2011 G Day

Friday, September 30, 2011

H Day

Sunday, October 2, 2011 Musictown King/Queen Judging

BUS REGULATIONS

1. Be on time.
 - a. Don't miss the bus.
 - b. Walk safely. Stay on the sidewalks or, if there are none, walk on the left side of the road facing oncoming traffic. Cross streets only at intersections or crosswalks.
2. While waiting for buses, students are to wait at designated pick-up points. Keep off the road and form a line for entering the bus. No fooling allowed at the bus stop.
 - a. Enter and leave the bus in a single line and in a courteous manner.
 - b. Be seated promptly without disturbing others and remain seated at all times.
 - c. Keep head, arms and hands inside the bus.
 - d. Talk only in conversational tones. Shouting, making loud noises, or using vulgar language are not allowed.
3. Aisles are to be kept clear of back packs, books and musical instruments. Fooling or playing is not allowed. Poor conduct distracts the driver and endangers the safety of all.
4. Objects of any kind are not to be thrown either from or on the bus.
5. Students are expected to help maintain the cleanliness of the bus, no paper or other articles should be thrown on the floor. Food of any kind may not be eaten on the school buses.

Saturday, October 8, 2011 Musictown Kiddies' Day 9am

8. Smoking is not allowed on school buses.
(Massachusetts General Laws, Chapter 90, Section 7B as amended by Chapter 250 of the Acts of 1973).
9. When necessary to cross the road, cross in front of the bus and use extreme caution to be sure no traffic is approaching in either direction.
10. Any student who fails to follow bus regulations or who endangers the safety of other pupils renders himself liable for suspension of bus riding privileges.
11. Pupils shall not open or close bus windows without the permission of the driver.
12. Pupils will report any accidents or unsatisfactory conditions to the bus driver and or principal.

SCHOOL SECURITY

In order to ensure security at the high school, exterior doors will remain locked during the school day.

In addition, the following procedure will be adhered to:

- (a) Visitors to the building are required to register at the security booth and will be issued a visitor's pass. Some type of identification must be left at the security booth.
- (b) Students permitted to exit the building are required to lock the door behind them. Any student allowing outsiders access to the building will be disciplined according to Article 7 under "Out of School Suspension."
- (c) Staff and students are expected to immediately notify the administration if any breaches of security are observed.
- (d) All internal phones are equipped with an emergency messaging device. Emergency messages can be conveyed to the main office by dialing "0" on any classroom phone or any inter-school phone. Staff and

students are expected to utilize this procedure if the need arises.

October

Monday, October 10, 2011 Columbus Day No School

Tuesday, October 11, 2011 F Day

Wednesday, October 12, 2011 G Day

Thursday, October 13, 2011 H Day Pops Night

Friday, October 14 , 2011 A Day

Saturday, October 15, 2011 PSAT Testing
Sunday, October 16, 2011 Musictown Grand Day 10am

The administration and corridor supervisors routinely carry hand-held communication devices with them throughout the school day. Messages can be directly conveyed to the police department via these communication devices. Students are encouraged to immediately notify the corridor supervisors if they observe any breach of school security.

Somerset Berkley Regional High School will utilize the Bristol County Sheriff's Department of Canines to discourage and eliminate the presence of drugs. This service and its results are confidential. The Police Department along with the principal will determine when and the number of times this service is to be performed. There is no people-to-canine contact when this service is being performed. Finding of drugs will be handled according to the policy stated in the Student-Parent Handbook.

VISITORS

Because the school cannot be expected to provide for people not attending Somerset Berkley Regional High School, visitors to the school are not generally allowed. Exceptions to this rule are given on an individual basis by the principal. This permission must be secured from the principal the day before the planned visitation is to occur. It is embarrassing to all concerned for a visitor to be told to leave because prior approval was not secured. A visitor's pass will be issued at the security booth.

Individuals not adhering to this policy will be liable for prosecution for trespassing as covered by law under Chapter 266, Section 120.

October

Monday, October 17, 2011 B Day

Tuesday, October 18, 2011 C Day Musictown Concert 7

Wednesday, October 19, 2011 D Day Parent Teacher Night

Thursday, October 20, 2011 E Day

Friday, October 21, 2011 F Day Half Day

SCHOOL ATTENDANCE

Somerset Berkley Regional High School has the obligation to require that their students be present in school to ensure continuity and consistency in the educational process. This policy is for the benefit of the students, their parents, the administration and faculty, and the community at large. Parent/guardians have a statutory responsibility to ensure that their child attends school on a regular and consistent basis. Failure to comply with this responsibility violates legal requirement.

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

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

Official school attendance records will be kept by the main office. Daily attendance in school is taken and subsequently updated throughout each day as is necessary in dealing with students arriving tardy to school and/or being dismissed from school. The school shall contact and notify parents, guardians, or students 18 years of age or older by mail to inform them of attendance problems and their consequences. The attendance officer will also be notified in the case of school trancies. Students with chronic school attendance problems will be

October

Monday, October 24, 2011 G Day

Tuesday, October 25, 2011	H Day
Wednesday, October 26, 2011	A Day
Thursday, October 27, 2011	B Day Parent Teacher Night
Friday, October 28, 2011	C Day Half Day

identified as early in the quarter as possible. School officials will utilize resources to help students improve their attendance. These will include counseling, conferences with parents and teachers, as well as necessary disciplinary action according to the student/parent handbook. Absences from school are included for each quarter on the quarterly report cards. Parents, guardians

and/or students (18 years of age or older) may contact the school if they have any questions relative to their attendance record.

School Truancy:

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

School Tardiness:

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

The following regulations will govern unexcused tardiness to school:

- a. **FIRST OFFENSE** – Processed by the attendance office for the first offense at the beginning of each new marking period.
- b. **SECOND OFFENSE** during each new marking period - One (1) detention.
- c. **THIRD OFFENSE** during each new marking period – One (1) detention.

October/November

Monday, October 31, 2011 D Day

Tuesday, November 1, 2011 E Day

Wednesday, November 2, 2011 F Day

Thursday, November 3, 2011 G Day

Friday, November 4, 2011 H Day

Saturday, November 5, 2011 SAT Testing

- d. **FOURTH AND SUBSEQUENT OFFENSES** during each new marking period – one (1) day Saturday School. (parental notification via mail and/or phone)

**The above regulations will be implemented at the beginning of each new marking period.*

Any student who arrives later than 30 minutes after the commencement of the school day without an acceptable reason for tardiness as listed below will be assigned a one-day Saturday School.

The following are acceptable reasons for tardiness:

1. Doctor's appointment

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

All of the above reasons must be documented as follows:

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

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

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

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

Arriving to School:

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

November

Monday, November 7, 2011 A Day Term 1 Ends

Tuesday, November 8, 2011 Teacher PD Day No School

Wednesday, November 9, 2011 B Day MCAS Retest

Thursday, November 10, 2011 C Day MCAS Retest

Friday, November 11, 2011 Veterans Day No School

Dismissal:

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

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

Verification of the necessity to be routinely dismissed for medical/psychological services that are confidential in nature will be processed by the school adjustment counselor and communicated to the high school

administration. In these situations, the reasons for dismissal will remain confidential.

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

Dismissals for illness will be handled by the school nurse. Students who are ill will generally only be dismissed in the custody of a parent/guardian or when it is confirmed that home supervision is available. Students are not permitted to use cell phones to contact parents related to illness. Students are to go to the health office with a pass from their classroom teacher to be evaluated by the school nurse. The school nurse will then contact the parent when

November

Monday, November 14, 2011 D Day MCAS Retest

Tuesday, November 15, 2011 E Day MCAS Retest

Wednesday, November 16, 2011 F Day MCAS Retest

Thursday, November 17, 2011	G Day
Friday, November 18, 2011	H Day

deemed appropriate. This procedure prevents confusion regarding student whereabouts and expedites appropriate medical intervention.

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

CLASS ATTENDANCE POLICY

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

Class Truancy

- a. **FIRST OFFENSE** – One (1) day Saturday School – parental notification.
- b. **SECOND OFFENSE** – One (1) day Saturday School parental notification – teacher/parent conference.
- c. **THIRD OFFENSE** – One (1) day Saturday School – parental notification, parental conference.
- d. **SUBSEQUENT OFFENSES** – A one to three day out of school suspension—parental notification—could result in the student being referred to a disciplinary level hearing as a habitual offender.

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

November

Monday, November 21, 2011 A Day

Tuesday, November 22, 2011 B Day

Wednesday, November 23, 2011 C Day Case Rally Half Day

Thursday, November 24, 2011 Thanksgiving Day

2. Observance of bereavement: Consecutive absences for bereavement due to the death of an immediate family member shall not be counted towards the limit.
3. Illness: Absences due to illness shall not be counted toward the limit. The principal may require that the student produce a doctor's letter within five days of his/her return indicating the exact period of illness.
4. Absence due to attendance at a school-sponsored activity.

November/December

Monday, November 28, 2011 D Day Winter Sports Begin

Tuesday, November 29, 2011 E Day

Wednesday, November 30, 2011 F Day

Thursday, December 1, 2011 G Day

5. Absences due to suspension.

Absences Counted Toward “Absence Limit”

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

Consequences of Exceeding “Absence Limit”

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

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

Class attendance records will be kept by each teacher. Administrators will contact parents, guardians or the student (if 18 years of age or older) by mail to inform them of attendance problems and their consequences.

Parents/guardians and/or student (if 18 years of age or older) may contact the school if they have any questions relative to absences from a particular class.

December

Monday, December 5, 2011 A Day

Tuesday, December 6, 2011 B Day

Wednesday, December 7, 2011 C Day

Thursday, December 8, 2011 D Day

Friday, December 9, 2011 E Day

Appeals Process

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

The procedure for the appeals process is as follows:

1. An appeal must be initiated by a written request by the parent, guardian of a student, or by the student (if 18 years of age or older) who has exceeded the absence limitations. The written appeal should include, but may not be limited to, the unusual circumstances which warrant such an appeal. The appeal should be addressed to the principal of Somerset Berkley Regional High School, and must be initiated within ten school days of the time that the student is notified of his/her failure to comply with the attendance policy.
2. The principal will meet with the student and his/her parent or guardian to review the appeal and render a decision. Each decision shall be made within five school days, and a written copy of the decision shall be forwarded to the student and his/her parents or guardian.
3. If the decision rendered by the principal is unsatisfactory, the student and his/her parent or guardian may appeal to the Attendance Review Board within 5 days.
4. The Attendance Review Board consists of one administrator and two teachers. The purpose of the Review Board shall be to review the appeal initiated by the parent/guardian and/or student to render a timely decision according to the criteria provided above.

December

Monday, December 12, 2011 F Day

Tuesday, December 13, 2011 G Day

Wednesday, December 14, 2011 H Day Midterm

Thursday, December 15, 2011 A Day

Friday, December 16, 2011 B Day

5. In the event that parent/guardian and/or student are not satisfied with the decision of the building principal or the Review Board, they may appeal within five school

days of receiving the decision to the Superintendent of Schools.

Student/Parent Grievance Procedure:

A student/parent may bring a grievance and/or communicate a concern regarding a school related issue (discipline, grading, policies, etc.) to the attention of the high school administration in the following manner.

1. The complaint shall be in writing and presented to the appropriate assistant principal. The assistant principal shall respond in writing to the student/parent within five school days. **(Any student/parent has the right to appeal the assistant principal’s decision to the principal.)**
2. The student/parent may appeal to the principal within five school days by submitting a written appeal to the school principal. The principal shall respond in writing to the student/parent within five school days. **(Any student/parent has the right to appeal the principal’s decision to the superintendent of schools. The student/parent should notify the superintendent in writing no later than five school days from the date of the principal’s decision.)**

HOME/HOSPITAL TUTORING

AVAILABLE TO: Any student who will be confined to home or hospital due to illness and is absent from school for at least fourteen consecutive calendar days is available for tutoring.

PROCEDURE: It is the parents’ responsibility to notify the school if their child is ill and the physician feels that the illness is such that an extended absence may be possible. The school will provide the parents with a SPED-11A form, which is to be completed and signed by the medical

December

Monday, December 19, 2011

C Day

Tuesday, December 20, 2011	D Day
Wednesday, December 21, 2011	E Day
Thursday, December 22, 2011	F Day
Friday, December 23, 2011	G Day

doctor. All parts of the SPED-11A must be completed in order that it may be approved. If the SPED-11A form is not received by the Special Education Office properly completed and signed, no home or hospital tutoring can be offered.

It is the intent of tutoring to keep the student connected

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

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

VACATIONS WHEN SCHOOL IS IN SESSION

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

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

STUDENT BEHAVIOR

School committee policy:

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

December

Monday, December 26, 2011

School Vacation Week

Tuesday, December 27, 2011 **School Vacation Week**

Wednesday, December 28, 2011 **School Vacation Week**

Thursday, December 29, 2011 **School Vacation Week**

Friday, December 30, 2011 **School Vacation Week**

- Public education is the means that has been chosen to train young people in citizenship and in the development of their talents so as to insure a productive life for themselves and a progressively better society for all; and, since education benefits the individual as well as society, it is to be considered a great privilege as well as an obligation to attend a free public school.
- Although a public school system is responsible for the attendance of all students aged 7-16, it may legally deny membership temporarily, or in the case of students 16 or over, permanently, if said students refuse to subscribe to the regulations of the school system.

- The Somerset Berkley Regional School District exist for the benefit of society. No student has the right to disregard, offend, or treat lightly, either the institution or the officials appointed to maintain it. The Somerset School Committee has legal authority to exclude a student from the public schools for misconduct after giving him/her and his/her parent or guardian an opportunity to be heard. It is expected in all schools that students will be responsive to school regulations.

Expectation of students:

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

January

Monday, January 2, 2012 No School

Tuesday, January 3, 2012 H Day

Wednesday, January 4, 2012 A Day

Thursday, January 5, 2012 B Day

Friday, January 6, 2012 C Day

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

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

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

For its part, the school committee will provide and maintain a suitable environment for learning and expects that the school administration will maintain and facilitate

the education program so that the needs of the individual student will be met.

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

The school administration has the further responsibility to recommend to the school committee, expulsion from school for those students who are habitually and overtly in defiance of school attendance, rules and regulations. When the privilege of school attendance is to be removed or curtailed for a specific period of time, the rights of the student and his/her parents or guardian will be fully recognized in compliance with the General Laws, Chapter 72, Section 16 and 17.

The principal may expel a student who possesses a dangerous weapon, alcohol or controlled substance on

January

Monday, January 9, 2012 D Day

Tuesday, January 10, 2012 E Day

Wednesday, January 11, 2012 F Day

Thursday, January 12, 2012 G Day

Friday, January 13, 2012 H Day

school property or school related events or assaults an educational staff member on school premises or at school sponsored or school related events. Any student committing any violation must receive a notice in writing of an opportunity for a hearing before the principal and can appeal to the Superintendent within ten days from the date of the expulsion. Should the principal choose to suspend rather than expel the student, he/she must inform the school committee in writing of the reasons.

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

1. When tardy, sign in at the attendance office.
2. Attend school unless ill or there is an emergency.
3. Arrive to class on time.
4. Report to the nurse when ill.
5. Don't congregate in rest rooms or corridors.
6. Be reasonably quiet in class
7. Attend all classes.

8. Excessive unauthorized absences may lead to the student being dropped from the course and no credit received. Action under this section will be the prerogative of the principal after the procedures stated under class truancy have been followed.
9. Students who leave school grounds without office permission will be considered truant. This will result in one-two Saturday school suspensions.
10. Students are expected to attend class when a substitute is in charge or they will be charged with a class cut.
11. It is understood that a student who is marked absent from class is not present in the room. It is the student's obligation to have his/her name removed from the class absence list if he/she arrives late for class.

January

Monday, January 16, 2012 Martin Luther King Day

Tuesday, January 17, 2012 A Day

Wednesday, January 18, 2012 B Day

Thursday, January 19, 2012 C Day

process or function of the school. Neither shall he/she urge other students to engage in such conduct if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

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

A student shall not intentionally cause or attempt to cause substantial damage to school property, or steal, or

January

Monday, January 23, 2012 **E Day**

Tuesday, January 24, 2012 **F Day**

Wednesday, January 25, 2012 **G Day** **Term 2 Ends**

Thursday, January 26, 2012 **H Day**

intentionally cause or attempt to cause substantial damage to private property, or steal, or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

PHYSICAL ABUSE OF STUDENTS, SCHOOL EMPLOYEES OR PERSONS NOT EMPLOYED BY THE SCHOOL

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

POLICY REGARDING NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, alcoholic beverages or intoxicant of any kind on school grounds at any time, or off the school grounds at any school activity, function or event. Use of a drug authorized by a medical prescription from a registered physician for the student shall not be considered a violation of this regulation. The nurse's office must be used to hold a student's prescribed drugs for the school day for obvious reasons.

A student shall not repeatedly fail to comply with directions of principals, teachers or other authorized school personnel during any period of time when he/she is properly under authority of school personnel.

Violations of individual school regulations shall be considered violations of this code and the student may be suspended or expelled under provisions of violations of the code. Somerset Berkley Regional High School will utilize

January/February

Monday, January 30, 2012

B Day

Tuesday, January 31, 2012

C Day

Wednesday, February 1, 2012

D Day MCAS Retest

Thursday, February 2, 2012

E Day MCAS Retest

Friday, January 3, 2012

F Day

the Bristol County Sheriff's Department canines to eliminate the presence of drugs periodically during the school year.

DRUG FREE ZONE

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

IDENTIFICATION

Each student will be required to carry his/her I.D. card at all times during the school day and at "student only" activities which will include, but not be limited to, school dances. The student is expected to show his/her I.D. card upon request. Any student who refuses to show his I.D. card will be issued a Saturday School.

The student has the responsibility to report a lost I.D. card to the office. A \$3.00 fee will be charged to replace a lost I.D. card.

SCHOOL ZONE

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

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

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

February

Monday, February 6, 2012 G Day

Tuesday, February 7, 2012 H Day

Wednesday, February 8, 2012 A Day

Thursday, February 9, 2012 B Day

Friday, February 10, 2012 C Day

3. SHS has the right to make a determination whether actions of the student creates a clear danger/disruption connecting back to and upon the safe and orderly educational atmosphere of the school.

CONDUCT OF STUDENTS

G.L., C. 71 Section 37H stipulates that the following provisions shall be included in grade 9-12 student handbooks.

- (a) Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; alcohol or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher’s aide or educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student that has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the School Committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate

February

Monday, February 13, 2012 D Day

Tuesday, February 14, 2012 E Day

Wednesday, February 15, 2012 F Day

Thursday, February 16, 2012 G Day

Friday, February 17, 2012 H Day

remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

- (d) Any student that has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal.

The student has the right to counsel at a hearing before the superintendent. The subject matter of appeal shall not be limited solely to a factual determination of whether the student has violated any of the provisions of this section.

- (e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapons report with the local chief of police, the department of school services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon

February

Monday, February 20, 2012

Winter Vacation

Tuesday, February 21, 2012

Winter Vacation

Wednesday, February 22, 2012	Winter Vacation
Thursday, February 23, 2012	Winter Vacation
Friday, February 24, 2012	Winter Vacation

completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

DISCIPLINE

Infractions of the discipline code of a serious nature require disciplinary action commensurate with the violation. The administration at Somerset Berkley Regional High School will utilize Saturday school and/or

out-of-school suspension for those students whose actions are not in compliance with school rules and regulations.

DETENTION

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

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

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

- Disturbing a classroom
- Leaving a classroom without permission
- Being tardy to class

February/March

Monday, February 27, 2012

A Day

Tuesday, February 28, 2012

B Day

Wednesday, February 29, 2012

C Day

Thursday, March 1, 2012 **D Day**

Friday, March 2, 2012 **E Day**

- Behaving in a manner considered inappropriate by the administration and/or staff member
- Not being prepared for class. (book, writing utensil, agenda book, notebook, etc.)

SATURDAY SCHOOL

Saturday school is an alternative form of discipline. The goal of this program is to hold students accountable for their actions without loss of instructional time.

The administration reserves the right to use discretionary judgment in assigning Saturday school to students who violate the discipline code. However, Saturday school shall be assigned for the following infractions.

1. Truant from assigned area
 2. Being found in an unauthorized area
 3. Failure to sign in to school when tardy
 4. Failure to report for detention
 5. Failure to follow a staff member's directive
 6. Leaving the school building when school is in session
- (1-2 Saturday Schools)

- 7. Using obscene language
 - 8. Lying, forgery or intentional deceit
 - 9. Smoking on school premises
 - 10. Having to be removed from assigned area
 - 11. School truancy (2 Saturday Schools)
- Please Note!** *Any of the above infractions may warrant a (1-5) day out-of-school suspension if such infractions become a chronic and habitual violation of school rules.*

SATURDAY SCHOOL REGULATIONS

- 1. Parent/Guardian is responsible for student
- 2. Saturday school will take place from 8:00 a.m. – 11:00 a.m. Students are expected to be on time. Tardiness will result in further disciplinary action and/or refusal to enter.
- 3. Students are to sign in and remain until dismissal time for the session to be counted.

March

Monday, March 5, 2012 F Day

Tuesday, March 6, 2012 G Day

Wednesday, March 7, 2012 H Day Midterm

Thursday, March 8, 2012 A Day

Friday, March 9, 2012 B Day

-
4. Students are to bring study materials and school assignments to work on and must remain actively engaged in learning throughout the session.
 5. Disruptive behavior of any kind will result in no credit for the session and further disciplinary action.
 6. Any student assigned to Saturday school forfeits the right to participate in any school related activity and/or event during the day of the Saturday school
 7. All school rules apply during Saturday school.
 8. Failure to report to Saturday school may result in **one, two or more days of out of school suspension.**

OUT OF SCHOOL SUSPENSION

1. **Assault and battery** – (one to five (1-5) day(s) suspension, possible parental conference, possible police referral and possible referral to superintendent of schools)
2. **Disruptive behavior in Saturday School** One (1) day suspension...referral to principal/vice-principal
3. **Possession and/or distribution of drugs/alcohol on school premises, or substantiated involvement or under the influence of with drugs and/or alcohol on school premises** –Five (5) days suspension, parental referral and referral to principal for possible further disciplinary action. (See Grounds for Expulsion)

4. **Involvement in bomb scare, false alarm or setting fires** –Five (5) day suspension, parental conference, police referral and referral to superintendent of schools.
5. **Possession or use of firearms, weapons or fireworks on school premises** –Five (5) day suspension, parental conference, police referral and referral to principal for possible further disciplinary action. (See Grounds for Expulsion)
6. **Threatening to or using physical means to harm or restrain a staff member or student(s)** –Five (5) day suspension, parental conference, police referral and

March

Monday, March 12, 2012 C Day

Tuesday, March 13, 2012 D Day

Wednesday, March 14, 2012 E Day

Thursday, March 15, 2012 F Day

Friday, March 16, 2012 G Day

referral to principal for possible further disciplinary action. (See Grounds for Expulsion)

7. **Any extreme act or code violation that threatens the safety, health, welfare of the school population or considered to be offensive and/or inappropriate by the administration** –one to five (1-5) day(s) suspension, possible parental conference, possible police referral/possible referral to superintendent.
8. **Failure to follow an administrative directive** (One to five (1-5) day(s) suspension.
9. **Stealing** – (one – three (1-5) day(s) suspension, possible police referral and possible referral to superintendent of schools)
10. **Fighting and harassment** – (one to five (1-5) day(s) suspension) possible referral to Somerset police department.
11. **Smoking** – Subsequent offenses – see smoking policy.
12. **Disturbing a school assembly** – (one to five (1-5) day(s) suspension, possible police referral and possible referral to superintendent of schools)
13. **Being present in school building or on school grounds during time of “suspension” or “absence”** – (one(1) day suspension)
14. **Vandalism** – Destroying or defacing school property – (one-five (1-5) day(s) suspension plus payment in full for all damages or restoration of the vandalized area by student; parental conference, possible police referral and possible referral to superintendent of schools)

We have attempted to list all the behaviors that warrant suspension. However, the list is not exhaustive. The

administration reserves the right to suspend for other behaviors not specifically listed, but which materially interfere with the educational process or which endanger the health or safety of any person in the school.

March

Monday, March 19, 2012 H Day Spring Sports Begin

Tuesday, March 20, 2012 A Day MCAS ELA Testing

Wednesday, March 21, 2012 B Day MCAS ELA Testing

Thursday, March 22, 2012 C Day MCAS ELA Testing

Friday, March 23, 2012 D Day

PLEASE NOTE – Any student suspended for three days or more may request homework during the suspension period. The parent/guardian should submit such request to the appropriate administrator at the time of suspension.

**GROUNDS FOR EXPULSION
(BY PRINCIPAL)**

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

**GROUNDS FOR EXPULSION
(BY SCHOOL COMMITTEE)**

1. Activities which endanger the safety of persons or property.
2. Activities which cause substantial interference with the educational process.
3. Habitual and chronic violation of school rules.

**PROCEDURE FOR SUSPENSION OR EXPULSION
(BY PRINCIPAL)**

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, alcohol or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or the school district by the principal.

2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other staff on

March

Monday, March 26, 2012 E Day

Tuesday, March 27, 2012 F Day

Wednesday, March 28, 2012 G Day

Thursday, March 29, 2012 H Day MCAS ELA Makeup

Friday, March 30, 2012 A Day

school premises or at school-sponsored or school-

related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have committed a violation as stipulated in paragraph (1) or (2); provided, however, that any principal who decides that said student should be suspended shall state in writing to the superintendent his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

April

Monday, April 2, 2012

B Day

Tuesday, April 3, 2012 C Day

Wednesday, April 4, 2012 D Day

Thursday, April 5, 2012 E Day

Friday, April 6, 2012 No School Good Friday

5. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's

expulsion.

**PROCEDURE FOR EXPULSION
(BY SCHOOL COMMITTEE)**

1. The student is suspended and a report is submitted by the principal to the superintendent of schools.
2. If the superintendent, based on the evidence presented in the report, determines that there are possible grounds for an expulsion, arrangements for a preliminary hearing with the student and parent/guardian will be made.
3. If the superintendent, upon completion of the preliminary hearing decides to recommend expulsion, the superintendent will furnish the parent or guardian and the student with a written statement within five (5) days of the facts leading to the recommendation.
4. The superintendent will arrange for a hearing before the School Committee pursuant to General Laws Chapter 76, Section 17

HEARING PROCESS FOR EXPULSION

A student shall not be permanently excluded without first giving him/her and his/her parent or guardian an opportunity to be heard. In an expulsion proceeding, the student is entitled to the following:

1. advance notice of the charges;
2. the right to be represented by an attorney or another person acting on the student's behalf;
3. adequate time to prepare for the hearing;
4. the right to question witnesses; and

April

Monday, April 9, 2012

F Day

Tuesday, April 10, 2012 G Day

Wednesday, April 11, 2012 H Day

Thursday, April 12, 2012 A Day Term 3 Ends

Friday, April 13, 2012 B Day

5. a reasonable, prompt written decision including specific grounds for the decision.

**PROCEDURE FOR SUSPENSION AND/OR
EXPULSION UNDER G.L. c.71, §37H-1/2
BY PRINCIPAL
(Felonies and Felony Complaints)
SUSPENSION FOR FELONY COMPLAINTS**

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal

may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

2. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five school days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three school days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational plan for the student. The superintendent shall render a decision on

April

Monday, April 16, 2012

Spring Vacation

Tuesday, April 17, 2012

Spring Vacation

Wednesday, April 18, 2012 Spring Vacation

Thursday, April 19, 2012 Spring Vacation

Friday, April 20, 2012 Spring Vacation

the appeal within five school days of the hearing. Such decision shall be the final decision with regard to the suspension.

EXPULSION FOR CONVICTION OF FELONY

3. Upon a student being convicted of a felony, or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such

expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

April

Monday, April 23, 2012 **C Day**

Tuesday, April 24, 2012 **D Day**

Wednesday, April 25, 2012 **E Day**

Thursday, April 26, 2012 F Day

Friday, April 27, 2012 G Day

**SUSPENSION FOR
SCHOOL-RELATED MISCONDUCT**

If the principal investigates a student’s alleged school-related misconduct and decides to take disciplinary action, he/she must investigate and take action on all alleged misconduct known to the principal at that time. The principal may suspend up to five (5) days and may suspend an additional five (5) days upon consultation with the superintendent of schools. The superintendent of schools has the authority to suspend beyond ten (10) days.

Students under suspension may not enter Somerset Berkley Regional High School or any school in the Somerset district under penalty of Massachusetts Law, Chapter 266, §120.

PROCEDURE FOR SUSPENSION

The procedural rights to which all students in Somerset Berkley Regional High School are entitled as part of “due process” are as follows:

1. Any student faced with suspension for school-related misconduct must be given an informal hearing in the

form of a conference between the student and the principal or assistant principal. At this conference, the student shall be informed of the evidence for the proposed action, shall be given the opportunity to present his/her side of the story and shall be given a decision within a reasonable amount of time.

2. Prior to putting the suspension into effect, the principal/assistant principal shall make a reasonable effort to telephone and inform the parent or guardian of the student of the impending suspension, which shall include attempts to contact parents at home and or work.
3. Within twenty-four (24) hours after the due process meeting above, the principal/assistant principal shall send a copy to the Superintendent of Schools. The notice shall contain:

April/May

Monday, April 30, 2012 H Day

Tuesday, May 1, 2012 A Day

Wednesday, May 2, 2012 B Day

Thursday, May 3, 2012

C Day

Friday, May 4, 2012

D Day

Saturday, May 5, 2012

SAT Testing

- a. A description of the school regulation(s) violated by the student.
- b. A statement of the effective date and duration of the suspension.

It may also contain a request that a parent or guardian attend a parent/guardian student conference with the principal/assistant principal for a full review of the facts and reasons for the suspension.

The appeal should be made within three (3) days of receiving notice of the Principal's decision. The Superintendent shall conduct a hearing as to the facts of the matter within five (5) school days of the receipt of the appeal. The student or his parent and/or guardian or representative may present evidence on the student's behalf with respect to the suspension of said hearing. The Superintendent shall respond in writing to the student within five (5) school days as to his determination of the matter.

PROTOCOL FOR DISCIPLINARY HEARINGS

This protocol shall be implemented in cases where a student is classified as a **habitual school offender**.

A habitual school offender is defined as a student who, "in the judgment of the principal/assistant principal, has been suspended to an excessive degree after various remedial interventions have failed to improve the student's behavior." The criteria shall specifically include the

number of individual suspensions and the total number of days suspended, during the current school year and cumulatively, as well as the nature of the violations.

The steps are as follows:

1. The assistant principal will conduct a formal administrative hearing in the presence of the student, parent and the school adjustment counselor or his/her guidance designee. Other school personnel may be included at the discretion of the assistant principal. School intervention programs and the services of the adjustment counselor will be discussed. After a

May

Monday, May 7, 2012 **E Day**

Tuesday, May 8, 2012 **F Day**

Wednesday, May 9, 2012 **G Day**

Thursday, May 10, 2012 **H Day**

Friday, May 11, 2012

A Day

2. comprehensive review of the student's disciplinary and academic records, efforts will focus on mediating the student's behavior.
3. If an additional violation and/or suspension occur, the assistant principal will conduct a second formal administrative hearing in the presence of the student, parent and adjustment counselor or his/her guidance designee. The hearing will be documented. The disciplinary and academic records will again be reviewed and school intervention programs will again be offered in a continuing effort to remediate the student's behavior.
4. If an additional violation and/or suspension occur the principal will conduct a third formal administrative hearing in the presence of the student, parent, assigned assistant principal and crisis counselor or his/her guidance designee. The student and parent may be asked to sign a behavioral contract.
5. In the cases where a behavioral contract was signed at step 3 and an additional violation and/or suspension occurs, the terms of the contract shall be honored at the discretion of the principal.

The administration will strive, both before and during the implementation of this protocol, to implement available strategies in an effort to modify and improve the student's behavior. These strategies may include counseling services, other intervention activities suggested by the adjustment counselor, and the services of the high school Student Intervention Team.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

All students are expected to meet the requirements for behavior as set forth in this handbook. However, students eligible for special education are entitled to certain additional protections under state and federal law. Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 CMR 28.00) and 20 USC

May

Monday, May 14, 2012 **B Day**

Tuesday, May 15, 2012 **C Day** **MCAS Math**

Wednesday, May 16, 2012 **D Day** **MCAS Math**

Thursday, May 17, 2012 **E Day** **MCAS US History**

Friday, May 18, 2012 **F Day** **MCAS US History**
Midterm

1401 et.seq. (“the IDEA”) and its implementing regulations (34 CFR 300 et. seq.).

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

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

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

If the behavior is not a manifestation of the student’s disability, then the student may be removed from his educational placement to the same extent that a regular education student would be removed, provided that the special education student must continue to receive educational services to enable the child to continue to receive his special education services in order to participate in the general education curriculum, although in another setting, and to continue to progress toward meeting the

goals set out in the student's IEP. Additionally, the student

May

Monday, May 21, 2012 **G Day**

Tuesday, May 22, 2012 **H Day**

Wednesday, May 23, 2012 **A Day**

Thursday, May 24, 2012 **B Day**

Friday, May 25, 2012 **C Day**

should receive, as appropriate, a functional behavioral

assessment and behavior intervention plan to prevent the behavior from happening again.

There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include when a special education student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

In these situations, school personnel may remove the special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the student's behavior is determined to be a manifestation of the student's disability.

If a special education student commits an offense which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.

For more information regarding the rights of special education students see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at www.doe.mass.edu/sped/prb/. Additionally, copies of the state and federal special education laws are available online

May/June

Monday, May 28, 2012

Memorial Day

Tuesday, May 29, 2012	D Day
Wednesday, May 30, 2012	E Day
Thursday, May 31, 2012	F Day
Friday, June 1, 2012	G Day

at the Massachusetts Bureau of Special Education Appeals website, at www.doe.mass.edu/bsca/ or can be requested from the Director of Student Services/Director of Special Education at (508)324-3103.

Discipline of Students Not Yet Eligible for Special

Education

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

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

1. The parent of the student expressed concern in writing to supervisory or administrative personnel of the student’s school or to a teacher of the student that the student is in need of special education and related services; or
2. The parent requested an evaluation of the student; or
3. District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

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

If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action,

May/June

Monday, June 4, 2012

H Day

Tuesday, June 5, 2012 A Day MCAS Science

Wednesday, June 6, 2012 B Day MCAS Science

Thursday, June 7, 2012 C Day National Honor Soc.

Friday, June 8, 2012 D Day Graduation Day

the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner.

Discipline of Students on 504 Plans

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

Student Services/Principal of the High School.

DANGEROUS ITEMS

In general, students will not be allowed to possess chains on school property. Reasonable sized wallet chains may be allowed but only if they do not pose a danger to the safety, health and welfare of the school population.

1st Offense – One (1) detention (parental notification)

2nd Offense – One Saturday school (parental notification)

3rd Offense – Three days out of school suspension (referral to principal)

INAPPROPRIATE BEHAVIOR

Students are to refrain from displaying and/or participating in inappropriate public illustration of affection on school premises. Such activity contradicts efforts to maintain acceptable decorum during school and at school activities. Students in violation of this policy will be subject to the following:

1st offense – warning

2nd offense – detention

3rd offense – one (1) Saturday School/conference

Subsequent offenses – One to three (1-3) day(s) out of

June

Monday, June 11, 2012 **E Day**

Tuesday, June 12, 2012 **F Day**

Wednesday, June 13, 2012 G Day

Thursday, June 14, 2012 Potential Finals Begin

Friday, June 10, 2011 Finals

school suspension/parental conference with the assistant principal or principal.

WEAPONS

The possession or control on school property of firearms, mace, knives of any size, paintball gun or any object that may be considered a weapon is forbidden. Canes or other similar devices are not to be used or carried unless the school nurse has on file a physician's recommendation that a student use them. The administration will take disciplinary action commensurate with the violation.

Firearms

Whoever not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of Chapter 140, carries on his person a firearm

Thursday, June 21, 2012	Snow Day
Friday, June 22, 2012	Snow Day

information on available counseling services. Such services can include counseling available within the district and provided by district personnel and/or counseling available through other agencies. Information provided to the student must include information on the cost to the student. The school district is required to provide counseling services at no cost to the student only if such counseling services are available on a regular basis to other students within the district.

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

Any student who is determined to have brought a firearm to school will receive a disciplinary sanction of a minimum one-year expulsion – subject to modification by the superintendent on a case-by-case basis (refer to Grounds for Expulsion)

Firecrackers

Firecrackers and any other explosive devices are illegal

and prohibited on school property.

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

Students who leave the classroom for the purpose of going to the restroom and/or the health office are **required** to use the “hallway passport pages” that are located in the back of The Agenda Book. The standard corridor pass may still be used: by the main office, guidance office and library. Replacement cost for a lost Agenda Book is \$4.00.

POLICY ON STUDENT LOCKERS AND DESKS

The Somerset Berkley Regional School District recognizes the right of a student to privacy. However, lockers/desks are not to be considered personal property, but rather are the property of

June

Monday, June 25, 2012 Snow Day

Tuesday, June 26, 2012 Snow Day

Wednesday, June 27, 2012 Snow Day

Thursday, June 28, 2012 **Snow Day**

Friday, June 29, 2012 **Snow Day**

the Somerset Berkley Regional School District. Certain items shall not be stored in lockers or desks including weapons, illegal drugs, alcoholic beverages, stolen property, and other items of contraband. The Somerset Berkley Regional School District retain the right to inspect lockers and desks of students periodically for compliance with these rules and/or possible violations of law. The school reserves its right to enter a locker in the event that it has “reasonable suspicion” that the search will reveal a violation of the rules or unlawful activity.

Lockers will be issued to students when they enter Somerset Berkley Regional High School. Locks will be provided for all students. However, students may at their own option bring in their own locks if they wish to do so, provided they give the school a duplicate key or combination. It is imperative that students keep their lockers secured at all times. Students who fail to do so run the risk of losing whatever is stored in the lockers.

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

**CELL PHONES, ELECTRONIC DEVICES,
LASER DEVICES**

Students are not permitted to play any type of electronic device in school. In addition, MP-3 players, electronic pagers, cell phones, or video/picture cell phones may not be activated or used during school hours. (7:25 a.m. – 2:05 p.m.) All of these devices must be kept **completely out of sight during school hours**. As a point of emphasis, video cell phone use is especially prohibited at all times in locker rooms, restroom and all other areas where an individual's right to confidentiality might be violated.

Laser pointers and all other individual electronic devices that interfere with school activities and or the learning process are prohibited.

These violations will result in the following discipline:

First Offense – Confiscation of the device, ...student pickup from assistant principal...items confiscated after 1:00 p.m. will not be available for student pickup until the next day.

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

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

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

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

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

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

LOST AND FOUND

All lost and found articles may be turned in to the office where they may be claimed by their rightful owners.

SKATEBOARDS

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

1st Offense - One detention

2nd Offense - One Saturday School parental notification

Subsequent offense - One day out-of-school suspension/parental conference

DRESS CODE POLICY

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

1. Clothing which makes identification of the student difficult could impact safety in the school. Therefore, hats, hoods, bandanas, and scarves worn over the head as well as sunglasses covering the eyes are prohibited. Clothing which could create unsafe or unhealthy conditions for the student or his/her classmates is banned. The administration shall have the sole discretion in determining whether such clothing is unsafe or unhealthy. Such clothing includes, but is not limited to, excessively high-heeled shoes; cleated or spiked footwear; any ornamentation that could likely be used as a weapon; or any clothing that represents gang affiliation.
2. Since the health of students is important, outerwear should not be worn during school hours; and footwear must always be worn.
3. Any clothing which is disruptive or distracting to the educational process is forbidden. Distracting or disruptive clothing includes, but is not limited to, transparent clothing or any clothing that excessively reveals the midriff, upper thigh, chest, back or undergarments.
4. Apparel or other modes of appearance should respect another person's race, color, sex, national origin,

religion, or sexual orientation in order to foster an environment that makes it comfortable for all individuals to learn. Clothing which contains language or symbols that are obscene or defamatory, contains fighting words, or is intended to incite or advocate violence is prohibited.

5. Clothing which advertises or alludes to drugs, alcohol, or tobacco products is forbidden in school since one of the school's missions is to promote good physical and emotional health.

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

1st offense: one detention

2nd offense: one Saturday School

3rd offense: one to two days Saturday School

.....parental conference.

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

POLICY REGARDING TOBACCO PRODUCTS

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

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

- A. Punishment for a student found using tobacco products:

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

Second offense: - (2) days out of school suspension. In addition there will be a parent/guardian/student conference with the principal.

Third offense: - (Three to five (3-5) day's suspension, parent/guardian/student conference with the principal and the superintendent of schools.)

Fourth offense: - Appearance before the school committee: options to be investigated at such time (extended suspension).

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

TOBACCO POSSESSION

Possession of any and all tobacco products on the premises of Somerset Berkley Regional High School is prohibited. Students in violation of this regulation will be subject to the following discipline:

1st offense – one (1) detention.

2nd offense – one (1) day Saturday School/parental notification.

3rd offense – two (2) Saturday School days, parental notification.

Subsequent offenses – one (1) day out-of-school suspension and parental conference.

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

1st offense – one (1) detention.

2nd /subsequent offenses – one (1) Saturday School and parental notification.

LUNCH

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

The following are rules for the cafeteria:

1. Deposit all litter in the trash receptacles
2. Leave the table and floor around your place in a clean condition for others.
3. No food may be taken from the cafeteria.
4. Students may carry securely sealed non-glass beverage containers in the corridors during passing time.

Consumption of such beverages during class time is contingent upon the discretion of individual teachers. Coffee cups and plastic cups with standard lids are not considered securely sealed and, therefore, not allowed.

Students who violate any of the above rules will be disciplinary as follows:

- 1st Offense**.....Warning
- 2nd Offense**.....Detention
- 3rd Offense**.....(1-5) Day Out-Of-School
Suspension
- Subsequent Offense**... (1-5) Day out-of-School
Suspension/Disciplinary
Hearing

6. Food throwing and/or inciting any type of disturbance in the cafeteria is prohibited

Students who violate this policy will be disciplined as follows:

(1-5) Day Out-Of School suspension and forfeiture of the privilege of eating in the cafeteria for one to five days. Possible referral to the police for Disturbing a School Assembly. Disciplinary hearing at the discretion of the administration.

POLICY REGARDING STUDENT VEHICLES/PARKING

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

1. The student driver registration form must be completed at the beginning of the school year or when the student becomes eligible. A \$10.00 fee is charged for the parking tag each year. The parking tag is to be handed in at the end of each year. The parking tag must be attached to the rearview mirror.
2. Safe operation of the vehicle must be observed at all times. Speed on the school grounds must not exceed fifteen (15) M.P.H. whether or not posted.
3. No motor vehicle may be occupied while it is parked on school grounds during the school day.

4. A dismissal pass must be obtained from the attendance office in order to be dismissed during the school day.
STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS FOR LUNCH.
5. Neither the school administration nor the school committee assumes any responsibility for damage to vehicles and/or to personal property items contained therein. All Vehicles Parked In The Student Lot Should Be Locked.
6. No car may break through the lines of departing buses during dismissal time.
7. Any reckless or careless driving as witnessed by any school staff members will result in parking privileges being revoked.
8. No students are to congregate in the parking lot at the beginning and/or at the end of the day. Students are required to enter the building and/or exit the parking lot immediately.
9. Students are required to park in the designated student parking area. Failure to adhere to this policy will result in suspension of parking privileges. All unauthorized vehicles will be reported to the police and may be towed at the owner's expense.
10. As a condition of the parking privilege, a student must consent to having his/her personal vehicle searched when there is reason to suspect that a vehicle contains contraband. Refusal to allow such a search when requested will be cause for termination of the student parking privilege and possible disciplinary action including, but not limited to, an out-of-school suspension ranging from 3 to 5 school days, and a hearing before the Principal and/or Superintendent of Schools.
11. A dismissal authorization form for student drivers must be signed by a parent/guardian.

Extreme caution should prevail when driving on school property and in the vicinity of the school. Pedestrians and school buses have the right of way. Be sure that you comply strictly with the state motor vehicle laws at all

times. Avoid unnecessary noise such as horn blowing and racing motors. No student is to be in the school parking lot for any reason during school time without permission of the administration.

On every Wednesday all vehicles must be removed from the student parking lot by 2:30 p.m. Students who fail to remove parked vehicles may have their vehicles tagged and/or towed at their expense by the Somerset Police Department.

FIELD TRIPS

Students are subject to school rules and regulations while on a field trip sponsored by Somerset Berkley Regional High School. Any student who violates school rules and regulations will be subject to disciplinary action as prescribed in the Student/Parent Handbook. The student should realize the following:

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

Field Trip Vehicles

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

Field Trips/School Sponsored Overnight Trips

Students are subject to school rules and regulations while on a field trip sponsored by Somerset Berkley Regional High School. Any student who violates school rules and regulations will be subject to disciplinary action as prescribed in the Student/Parent Handbook. Any student found guilty of using, possessing and/or distributing drugs and/or alcohol will be disciplined in accordance with the

Student/Parent Handbook. In addition, when the alcohol/drug policy is violated on an overnight trip, **parents will be notified immediately by the advisor and will be required**, at their expense, and as soon as possible, to pick up their son/daughter at the site of the trip. This may be waived at the discretion of the administration if or when the distance is prohibitive. **In addition, when there is reasonable suspicion, an advisor and/or administrator may search a student's luggage.** Students should be aware of the following:

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

ASSEMBLIES

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

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

FIRE/EVACUATION DRILLS

Fire/evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential

that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and orderly as possible. The teachers in each classroom will give exact directions.

STUDENT SURVEYS

Since 1991, all students in grades 6-12 in the Somerset School System have been involved in a very important survey regarding drug abuse issues. This survey is given every other year and is an important part of the school's counseling and intervention program in place to help at-risk students. This survey is strictly anonymous and is distributed in November, the results are available to the community through the Health/Physical Education Department in the High School.

COLLEGE VISITS

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

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

STUDENTS AT RISK FOR HARM TO OTHERS

1. Any student who poses a threat to the school through verbal or written means can be suspended for up to ten (10) consecutive school days.

2. Attention shall be paid to past disciplinary issues as they may relate to the current incident.
3. Parent(s)/guardian(s) will be contacted.
Parent(s)/guardian(s) will have option to transport student for the purpose of obtaining a mental health assessment from a licensed mental health professional. (School is not responsible for student transportation to required location or cost of assessment.)
4. **Written Assessment:** assessment must indicate that student is not harmful to others before readmission can be considered.
5. **Readmission:** Parent/guardian/student conference with the administration and crisis counselor. Plan for readmission will be reviewed and agreed upon.
6. **Expulsion Hearing:** Expulsion hearing might be considered if the medical clearance is not obtained.
7. **Please Note!** Special Education Students: Refer to existing discipline codes and Federal/State Regulations.

STUDENTS AT RISK FOR HARM TO SELF

1. Parent(s)/guardian(s) will be contacted.
Parent/guardian will have option to transport student for the purpose of obtaining a mental health assessment from a licensed mental health professional. (School is not responsible for student transportation to required location or cost of assessment.)
2. **Written Assessment:** Assessment must indicate that student is not harmful to him/herself or to others before readmission can be considered.
3. **Readmission:** Parent/guardian/student conference with the administration and crisis counselor. Plan for readmission will reviewed and agreed upon.
4. **Determination of Ongoing Risk:** The Somerset Berkley Regional School District will take the appropriate and necessary steps relative to the student's right to educational services.
5. **Please Note!** Special Education Students: Refer to existing discipline codes and Federal /State Regulations.

BULLYING

1. Bullying is defined as an act of aggression with the intent to cause embarrassment, pain or discomfort to another. Bullying involves an abuse of/or imbalance of power. Individuals or groups may be involved.
2. Bullying may include but is not limited to:
 - a. Physical bullying: hitting, pushing, pinching, tripping, spitting on others, physically threatening, uninvited personal contact that does not cause physical harm (e.g., pulling off hats/backpacks, grabbing or shoving books; backpacks)
 - b. Verbal: teasing, using offensive names, ridiculing, spreading rumors, verbally threatening
 - c. Indirect Verbal: egging on bullying, speaking up in support of the bully or helping bully verbally
 - d. Non-verbal: writing offensive names or graffiti about others, rude gestures, cyber bullying
 - e. Extortion: threatening to take someone's possessions, food or money
 - f. Property: hiding
 - g. Cyber bullying: sending/posting harmful/cruel text
3. Bullying can occur
 - a. between students
 - b. between staff and students, i.e., bullying of a student by a staff person or bullying of a staff person by a student.
4. A witness to bullying should also report it to the appropriate school personnel (administration, guidance/adjustment counselor and/or school resource officer).
5. Bullying is considered a serious school offense. Be advised that the administration will consider the following options in disciplining the bully: 1-10 days out-of-school suspension, parental notification, parental conference, and/or possible police referral.

M.G.L. c. 71 37H,...A summary of the Bullying Prevention and Intervention Plan will be made available by December 2010.

SEXUAL HARASSMENT POLICY

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

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

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

CONFLICT RESOLUTION PROGRAM

Purpose:

The Somerset Berkley Conflict Resolution Program is a school-wide project designed to assist the student body, faculty, staff and administration in the resolution of conflicts and disputes that would disrupt or inhibit the development and growth of a peaceful school community.

Goals and Objectives

1. To act as a clearinghouse for the resolution of conflicts and disputes which occur in or affect the Somerset Berkley Regional High School community.
2. To provide training in current theory and practice of mediation to the school community.
3. To recruit and train staff as mediators to actualize the purpose of the program.
4. To help create a peaceful school climate for all students, faculty, staff and administration. Parents maintain the option to preclude participation of their

son/daughter in the Conflict Resolution program. It is the responsibility of the parents to notify the administration of their desire not to have their son/daughter participate in the Conflict Resolution program.

Philosophy of Mediation/School Policy

Mediation is a process which brings disputing parties together to resolve their conflicts and to produce solutions which are acceptable and beneficial to everyone involved. Students are hereby informed that they have an obligation to report incidents where they may be subjected to harassment, teasing or any other action and/or disputes that may violate their rights. Such conditions may require disciplinary action and/or mediation. Reacting to such incidents in a manner that may involve fighting or physical assaults will not be deemed justifiable and will be viewed as a violation of school policy. The Conflict Resolution Program exists to assist in remediating disputes and disagreements between students.

The Mediation Process

Anyone (faculty, staff, administrator, parent, student) can refer a dispute to mediation. Students go through an intake interview with the Mediation Coordinator prior to the mediation session and are informed of the mediation guidelines and procedures.

The goal is for these parties to create a jointly developed written agreement that each person feels is fair, balanced, realistic, and an accurate reflection of the issues raised and addressed in mediation. An agreement that is clear, concrete, realistic, positive, reflective of needs and verifiable will be signed.

Administrators and the referral source will be informed of the results of the session and/or recommendations for follow-up.

Conflict Resolution is a confidential and voluntary process for students to help resolve each other's and their own conflicts. This process cannot be used as a form of

discipline, although it can be used in addition to normal disciplinary procedures. Mediation is a prime opportunity for students to handle these feelings before they disrupt their lives and the school community again.

POLICY ON HAZING

M.G.L.c.269 s. 17 &18. Massachusetts anti-hazing law provides that whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

Additionally, Massachusetts law provides that whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. MGL c. 269 s. 18.

STUDENT PROTOCOL FOR SOCIAL ACTIVITIES

The following rules are to be adhered to when a student desires to participate in a school sponsored social activity

including, but not limited, to the Semi-Formal, the Prom.

1. No tickets will be sold at the door.
2. Tickets will not be available for purchase any later than 24 hours of the last school day prior to the event. For example, tickets for a Saturday evening event would have to be purchased by lunch period on Thursday.
3. No student will be allowed into the social event 30 minutes after the scheduled arrival time as stipulated on the ticket. No refunds will be allowed.
4. The student must show his/her I.D. at the time the ticket is purchased and when entering the social activity.
5. Somerset Berkley Regional High School students may only purchase a maximum of two tickets each. If the second ticket is purchased for a guest who is not a S.H.S. student, a photocopy of a picture I.D. for their guest must be presented at the time of purchase. That photocopy will be retained and matched with the original I.D. when the guest enters the activity. The guest will not be allowed to participate in the activity unless accompanied by their Somerset Berkley Regional High School sponsor, and in possession of their original picture I.D. that must match the photocopy.
6. Students under suspension forfeit the privilege to attend social activities.
7. Breathalyzer:
 - a. Upon reasonable suspicion that a student or attendee/guest has been consuming alcohol at a school sponsored event, is under the influence of alcohol, or is in possession of alcohol at school or on school property, as determined by school officials, a breathalyzer test would be requested. The students or attendee's/guests failure to comply would result in ejection from that activity, notification to parent and further disciplinary action including, but not limited to, suspension from school. (In accordance with existing policy-see Out of School Suspension)
 - b. If administered and the first test is positive, a

second test will be administered using a different unit. If this test is positive, the student will be:

1. Ejected from the event.
2. Detained by the police until a parent or guardian picks him/her up.
3. Subject to appropriate discipline as referenced in the Student/Parent Handbook.

Somerset Berkley Regional High School Dance on the Premises

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

FAMILY LIFE/SEX EDUCATION POLICY

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

1. Parents will be notified every year regarding the instruction of the Family Life/Sex Education units.
2. Parents will be given the opportunity to exempt their child/children from any portion of the said curriculum.
3. No student shall be penalized by reason of such exemption.
4. Each year all principals will be informed of such policy.
5. Program instruction materials for said curriculum shall

be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review.

6. The department of education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section.

THE SCHOOL NURSE

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

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

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

Health Records

The cumulative health record, which the school health office keeps on each student, follows the student from K through 12. It is state law that immunization records for

certain communicable diseases be kept up to date. In keeping with state law, the student's health record will be a required source of information when he/she enters or leaves the Somerset School System for college, work or transfer.

Immunizations

As of September, 2001-2002, all students entering their freshman year are required to have had an MMR#2, (2nd measles, mumps, and rubella vaccine) Td, (tetanus, diphtheria vaccine) or DTap preferred (diphtheria, tetanus, acellular pertussis vaccine), Varivax Vaccine or physician-certified reliable history of chicken pox disease, and 3 Hepatitis B immunizations. Any student starting or transferring into Grade 9 who has not met these requirements will be responsible for contacting their own doctor to obtain these immunizations or documentation thereof before being allowed to enter Somerset Berkley Regional High School, in accordance with Massachusetts State Law. (Students may also opt to receive needed immunizations from the Somerset Town Nurse's Office at 508-646-2807.

Medical Information Form

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

Medications

A student medication form will be sent home at the

beginning of each school year. Please note that the form requires the signature of a parent/guardian and a physician for the legal dispensing of prescription and over the counter medications to students during the school day. All medications should be brought to the school nurse and administered by the school nurse. Students are allowed to carry their own inhalers and EpiPen, providing that a signed medication form has been given to the school nurse and that the inhaler/EpiPen is used appropriately. At the end of the school year, all medications must be picked up by the parent/guardian. Students may pick up their own medications with parental permission. Any medication that is not retrieved will be discarded.

Health Screenings

Any student who is identified during the school's routine screening process as having a vision, hearing, or postural abnormality, will have a referral mailed home to their parent/guardian. A written report (included in the mailing) should be completed by a doctor and returned to the school nurse for inclusion on the health record. This serves to verify the fact that the student has been further evaluated as recommended.

Physicals

It is mandated by the state that all students entering their sophomore year have a physical. Most students who are involved in school sports would have taken care of this requirement when they received their athletic exam. However, please note that if your child does not have a physical examination by the first day of school of their junior year, he/she will be excluded from school the following September and not be allowed to participate in any school activities until the physical report is received by the school nurse.

Student Injuries

Regarding student injuries: Any student being treated for an injury that restricts his/her physical activity must

provide documentation from the treating physician. This documentation needs to be dated, signed by the physician, and be specific about the exact time frames of restrictions/exclusions. If the student was treated in any emergency, the emergency room physician must provide this documentation. This information must be documented in the health office and it will be forwarded to the Physical Education Department as well as the Guidance Department if schedule changes will be necessary. In the event of long term exclusion from Phys. Ed. or sports, and/or other restrictions from activities, further documentation from the doctor's office may be requested by the school nurse.

Accidents/Insurance

All accidents that occur on the way to school, in school, on the way home from school, or at any official school affiliated/sponsored activity, should be reported to either staff member supervising the student when the accident occurred or to the principal, assistant principals, or school nurse. Accident reports are to be completed by the nurse, if she is present, by any school personnel at the scene of the accident, by the individual to whom the accident is reported, or by the one who administers first aid. Accident reports must be made out immediately, in triplicate, with one going to the school nurse, one going to the principal, and one going to the superintendent.

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

In case of an accident, when a claim is to be made, please obtain an insurance form from one of the school secretaries. The secretary will then instruct you on how to complete the claim form. This insurance is supplementary to any existing health or accident insurance coverage.

Immediate action in this manner must be taken if you want satisfactory results on your claim.

GUIDANCE SERVICES.

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

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

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

Program of Studies

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

day for a total of 48 periods over the eight day cycle.

Graduation Requirements: Students must earn a minimum of 144 credits to graduate (SHS requirement) students must successfully complete the following courses with a minimum average of 65:

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

*** The physical education and health requirements apply to the class of 2011 and beyond.**

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

Grading

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

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

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

Levels of Instruction

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

Level 9

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

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

The Advanced Placement Program has three goals:

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

Level 1

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

Level 2

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

Level 3

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

Grade Reporting

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

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

Grade Progression Policy

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

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

Deadline to Drop a Level/Course

The deadline for all students in all grades to add or drop a course will be the second “H Day” of September (16 school days).

Grade averages with a fraction of ½ are rounded off to

the next highest average.

Please note: A grade of “I” in any subject for a term indicates that work is incomplete and must be made up by mid term of the next term.

Grade Adjustment When Dropping A Level

Students are allowed to drop down a level in any subject provided that they have obtained written parental approval. When a program change occurs in which a level in a subject is lowered, ten points will be added to the grade average the student received in the higher level course as long as the change is made before the deadline. The grade adjustment, however, will not exceed a grade of B. This policy also applies to students in grade 9 who drop from level one geometry to level one algebra, and from the second year world languages to level one of the first year languages. The deadline for all students who have written approval from their parents/guardians to change the level of a scheduled course will occur one week after term one report cards have been issued.

Dropping a Course After The Deadline

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

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

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

Dropping A Level After The Deadline

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

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

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

Conflict Changes

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

Protocol for Lateral Changes

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

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

Incompletes

- A. Incomplete (I) indicates that the student has not met course requirements and/or has outstanding financial obligations. Make-up work must be completed during the first half of the subsequent quarter. Exceptions due to extenuating circumstances may be granted by the principal.
- B. All work missed, due to an absence from school must be made up. Two days will be allowed for each day's

absence except in extenuating circumstances when more time may be allowed by the teacher. Therefore, work which is not made up may be recorded as the grade earned or as an “I”(incomplete)grade. It is the student’s responsibility to ask the teacher for make-up work.

Policy on Commencement Exercise Participation

In order for a student to participate in commencement exercises he/she must have fulfilled all of the minimum requirements necessary to qualify for a diploma. For the class of 2012, these include:

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

Fifth Year Option

1. Requests for a fifth year option to fulfill graduation requirements must be communicated

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

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

Each student is responsible for the condition of all school textbooks, uniforms and equipment used; all texts are to be covered. At the close of the school year, if school property is damaged, not returned, and/or lost, the student is responsible for payment. Obligations not met will be recorded until they are fulfilled. All obligations must be met before a student is permitted to participate in any extracurricular activity or official school functions including the graduation ceremony and the prom. GRADING PROTOCOL – A grade of “I” for the course will be recorded by the designated teacher. The student's grade will be corrected upon receipt of payment for lost and/or damaged school property, or the return of the reported lost school property.

Withdrawing From School

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

Student Records

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

Homework Policy

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

All work missed, due to an absence from school must be made up. Two days will be allowed for each day's absence except in extenuating circumstances when more time may be allowed by the teacher. It is the student's responsibility to ask the teacher for make-up work.

College Application Fee

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

College Admissions Requirements

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

LIBERAL ARTS

English - 4 years

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

Alg. desirable)
Social Studies - 3 years
Science - 2-3 years (two lab sciences)
Foreign Language – 2-4 consecutive years (preferably 3
years of the same language)

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

English – 4 years
Mathematics – 4 years (Alg. I, Geom., Alg. II, Trig/Adv.
Alg., Advanced Math)
Science – 3-4 years (two-three lab sciences)
Social Sciences – 2-3 years
Foreign Language – 2-4 consecutive years (preferably 3
years of the same language)
Drafting/CAD – 1 year (recommended for engineering)
Computer – 1 year (minimum)

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

Most hospital diploma (R.N.) schools require the same
as college nursing programs.
Licensed Practical Nursing (L.P.N.) schools require a high
school diploma, preferably with Biology and Chemistry
(lab sciences)
English – 4 years
Mathematics – 3 years (Alg. I, Geom., Alg. II)
Science – 3-4 years (two-three lab sciences)
Social Sciences – 2-3 years
Foreign Language – 2-4 consecutive years (preferably 3
years of the same language)

BUSINESS (Accounting, Management, etc.)

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

Science – 3-4 years (two-three lab sciences)
Social Studies – 3-4 year (Economics highly recommended)
Foreign Language – 2-4 consecutive years (preferably 3 years of the same language)
Business Electives – Electives (Marketing, Accounting and others are recommended)
Computer – 1 year (minimum)

ART*/MUSIC**

English – 4 years
Mathematics – 3 years (Alg. I, Geometry, Alg. II recommended)
Social Sciences – 3 years
Science – 2-3 years (two lab sciences)
Foreign Language – 2-4 consecutive years (preferably 3 years of the same language)
*Art students – it is important to include Drawing and Art History in the high school program of studies along with other art electives. Four years of art is recommended.
**Music students – it is important to include Music Foundations in the high school program of studies along with music electives. Four years of music is recommended.

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

UMass & State College Admissions Course Requirements

Sixteen college preparatory courses (each course is equivalent to a year long high school class) are required:
English – 4 courses
Mathematics – 3 courses (Algebra I & II and Geometry or Trigonometry, or comparable coursework)
Sciences – 3 courses (including 2 courses with laboratory work)

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

Foreign Languages – 2 courses (in a single language)

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

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

Business Technology Department Tech-Prep

Somerset is among many area high schools involved in providing technology education studies in conjunction with Bristol Community College. The program is designed to provide qualified students acceptance into a career associate degree program or a transfer bachelor degree program. The College Tech-Prep curriculum targets educational proficiency that allows students to earn college credit while still in high school and at Bristol Community College free of charge. College Tech-Prep courses are identified in the program of studies by (CTP). Questions concerning the Tech-Prep Program may be directed to Mr. Guy Poisson. Students who are not pursuing the Tech-Prep Program are able to enroll in the business courses denoted with a (TP).

Honor Roll – Grades 9, 10, 11, 12

Academic excellence shall be recognized by designating students to an honor roll in grades 9, 10, 11 and 12. Student selection shall be for each term of the school year and shall be based on a letter grade point weighting system.

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

A-, A, A+ =4 points

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

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

Grouping shall be as follows:

3.50 – 4.00 High Honors 3.00 - 3.49 Honors

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

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

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

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

Class Rank

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

Please note: Official high school rank is computed at the end of six semesters and is placed on the high school transcript for the application process to post secondary educational programs.

GRADE POINT WEIGHTING

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D
LEVEL 9	20	19	18	17	16	15	14	13	12	11	10

LEVEL 1	17	16	15	14	13	12	11	10	9	8	7
LEVEL 2	14	13	12	11	10	9	8	7	6	5	4
LEVEL 3	11	10	9	8	7	6	5	4	3	2	1

National Honor Society

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

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

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

A member is never automatically dismissed for failing to maintain standards. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used for the basis for their selection. In the case of flagrant violation of school rules or civil laws, a warning is not required for dismissal, but a hearing will still be held. If the N.H.S. Faculty Board decides that dismissal may be warranted, the member is allowed to present his/her case at a dismissal hearing before the N.H.S. Faculty Board. A parent/guardian may be present with the member, however, it should be noted that the primary focus of the hearing is to allow the member to present his/her case. If a member is dismissed, written notice of the dismissal will be sent to the member, his/her parents and the principal.

AP Testing Protocol

Credit: All students enrolled in AP courses must take the AP test in order to earn AP credit and quality points. Students who do not take the test will earn

credit and quality points as a level one course with a 'W' entered in accordance with the policy of dropping a level after the deadline. Please refer to the contract for the amount of the fee incurred by the student for taking the AP test.

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

Final Examinations: All students will take some form of a final assessment during final examination time. It will be at the teacher's discretion as to what form this assessment will be. (presentation of a project, a final that may or may not be a comprehensive final, etc.)

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

Testing Protocol

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

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

MCAS Testing

Beginning with the class of 2010, all students will be required to meet or exceed a scaled score of 240 on both

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

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

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

The Competency Determination standard applies to all public high school students, including those in vocational-technical and special education programs, students with limited English proficiency and recent transfers. All

students must meet the Competency Determination standard in order to graduate from a Massachusetts public high school.

MCAS Test Scores and Other Standardized Reports

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

Students' in the class of 2009 who receive a score of proficient or advanced in English language Arts, would have the option of being exempt from a final examination in that subject area, in the immediately successive year.

Alternative Classes

The Alternative Classes at Somerset Berkley Regional High School are offered in the areas of English, Social Studies, Math and Science. These classes are designed to address the needs of students who are unable to meet with success in a regular academic classroom due to social, emotional, and/or academic difficulties. Alternative classes maintain a small, structured, educational environment. The low teacher-to-student ratio provides the opportunity for individualized support as well as the fostering of positive self-esteem.

Requests for additional information on alternative classes should be directed towards your son/daughter's vice principal.

High School Integrated Program

The Integrated Program is a school based program that services students who are experiencing academic, emotional and/or behavioral difficulties that may inhibit school success. It offers services for disruptive or disaffected youths who have not been successful in traditional school settings. The goal of the program is to provide support and expand the capacity of each student by

teaching academic skills. Based on each student's needs, the program will offer smaller, more individualized classroom settings, academic support, counseling services and collaboration with community resources. It will provide students with a safe setting in which opportunities for change and the development of coping skills will be encouraged.

The program will also serve, when deemed necessary, as an alternative method of discipline for regular and special education students who are defined as habitual school offenders. In some cases students may be temporarily assigned to the Integrated Program to work with the instructor to develop behavior improvement strategies.

The Community Evening School Option

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

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

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

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

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

If a Somerset Berkley Regional High School student is 12 credits or less from meeting Somerset Berkley Regional High School graduation requirements, then that student

may be allowed to attend the summer semester of the Evening School.

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

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

The Extended Day Program (FLEX)

The Extended Day Program at Somerset Berkley Regional High School is designed to provide academic instruction and support services to high school students who are on special education tutorial plans or who are involved in pre-referral procedural activities. Eligible students are average to above average in ability but are at risk academically for a variety of reasons identified during the program referral process. These students are provided opportunities to learn in a flexible environment designed to meet their individual needs and learning styles.

The program functions within the framework of the total school site. It serves 7-10 students in grades 9 – 12, Monday through Friday, 2:15 p.m. to 4:00 p.m. Students may be instructed in 1-5 subject areas, with teaching focused on the four major academic areas of English, Mathematics, Science, Social Studies and electives. Students may participate in an integrated instructional format for their courses. The interdisciplinary curriculum includes computer assisted instruction, cooperative learning, peer assistance and mentorships. During program participation all students are required to attend scheduled class sessions and to complete course requirements as instituted by teaching staff. *Those students who fail to follow extended day protocols will be disciplined according to the discipline code in the Parent/Student Handbook. Contact your assistant principal or guidance counselor for further information.*

Protocol for Classroom Observation Somerset Berkley Regional High School

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

Engineering Technology Department

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

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

**RULES AND POLICIES REGARDING
EXTRACURRICULAR ACTIVITIES**

Somerset Berkley Regional High School, under the

auspices of the Somerset Berkley Regional School Committee, makes available to its students a wide variety of opportunities to participate in after school programs including teams, clubs, societies, workshops, committees, leagues and publications. Participation in these activities helps our students develop personal strengths, such as a sense of competence, affiliation, and pride, leadership and team skills, communication and problem resolution skills, respect for authority and for diversity, character, commitment, accountability, confidence, sportsmanship, physical fitness, and general happiness. In the pursuit of nurturing individual interests, these activities serve as mini life skills labs where students can practice social interaction, share talents, and work with caring, principled adults outside the home. We view these activities as a unifying force within the school community, affecting not just those who take an active part in the program, but the entire community. While winning is laudable, the primary priority is learning and growth in the pursuit of excellence. We invite all students to take part in extracurricular activities.

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

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

I. YOU ARE ELIGIBLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY IF:

1. You are in good standing within Somerset Berkley Regional High School. For home schooled students, upon written request of the superintendent, those students must provide documentation of good standing.

2. You are a good school system citizen because of regular attendance, good behavior and academic success
3. You have acquired a final grade of, at least, Sixty-five (65) in four (4) major courses and one (1) graded minor course or five (5) major courses in the semester immediately preceding the current semester. To be eligible to participate in Fall Activities, students are required to have final grades of sixty-five (65) for the year in at least four (4) major courses and one (1) graded minor course, or five (5) major courses. Incoming freshmen, automatically meet this eligibility requirement for the fall semester.
4. You have been in attendance at school during that day. You may not participate in any organized activity on the day you have been absent from school. A student who violates this rule will be suspended from the activity for a period of not less than one school week. A student is considered absent if he or she leaves school before 10:30 a.m. or reports to school after 10:30 a.m. This ruling may be waived in individual cases by the principal and activity advisor if it is determined the absence was for good reason and not the result of carelessness or willful disregard for responsibility.
5. You are not serving out-of-school suspension or Saturday School. A student who is serving a suspension term or attending Saturday School is not eligible to participate in any extracurricular activity for the duration of the disciplinary period. This prohibition applies to weekends that intersect multi-day suspension periods. For example, a student receiving a two (2) day Out-Of School Suspension, which commences on a Friday and is completed on a Monday would render the student ineligible in any extracurricular activity during the intervening Saturday and Sunday. Generally, the same rule applies to in or out-of school suspensions that extend through vacation periods. However, in these cases, participation may be allowed, on a full or limited basis, at the discretion of both the Principal and activity

advisor. The “no-participation rule” applies for the entire day that a suspension occurs. For example, a student serving a suspension may not participate in any extracurricular event throughout that entire day. Eligibility would resume on the next day.

6. You meet the applicable requirements of the Massachusetts Interscholastic Athletic Association (MIAA), the Massachusetts Secondary Schools Activities Association (MSSAA) and/or the Massachusetts Music Educators Association (MMEA).
7. Note: Academic ineligibility is determined only on the published date of the report card. Ineligibility will be enforced until the next marking period when eligibility will be re-evaluated. Incomplete grades will be interpreted on an individual basis.

II. PROHIBITED BEHAVIOR

Prohibited behaviors include but are not limited to the following:

1. Stealing.
2. Vandalism or willful destruction of property whether school or private property.
3. Fighting/Battery against teammates, opponents, coaches, officials or spectators.
4. Insubordination – failure to comply with the directions of the Athletic Director, Music Director, coaches, advisors, officials or other staff members.
5. Intimidation/Threats – behavior that harasses, embarrasses, or threatens bodily harm to another person, whether physically or verbally.
6. Abuse, misuse or loss of any issued uniform or equipment through negligence.
7. Vulgar, profane or abusive language/behavior.
8. Lying to the athletic director, music director, coaches, advisors or other staff members.
9. Cheating in the performance of an activity contest.
10. Use of drugs, alcohol or tobacco.

(Any student found to be in violation of any of the above may be dismissed from an activity after the first offense if

the coach/advisor, administration and music director or athletic director, when applicable, determine the situation is serious enough for such action. Upon dismissal, the student shall forfeit all rights, privileges, awards and recognitions associated with activity membership.)

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy, sell or distribute any beverage containing alcohol, marijuana, steroids, or any controlled drug substance. With regards to tobacco products, a student shall not use, possess, or distribute any tobacco products in school district buildings, on school district grounds, or at school sponsored activities. All athletes however, must follow the smoking ban policies established by MIAA. A student is permitted to take drugs legally prescribed specifically for the student's own use by his/her physician. However, the school policy requires that such prescription drugs are to be secured with and administered by the school nurse during the school day.

Minimum Penalties:

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

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

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next completed season of any sport, which may affect the eligibility status of the student during the next academic year.

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

III. DUE PROCESS PROCEDURES

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

authenticity of the infraction.

IV. GENERAL POLICIES

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

Responsibility for Monitoring Eligibility

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

V. ADDITIONAL RULES AND POLICIES GOVERNING ATHLETICS

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

The MIAA is the official organization in Massachusetts for regulating and conducting athletic events, contests and tournaments among member schools. The MIAA is also responsible for the formulation and enforcement of the rules relative to the eligibility of athletes for participation in inter-school athletic events. In pursuing these commitments, the association publishes an annually updated handbook of rules and regulations governing athletics (the Blue Book). The following is a summary of the eligibility rules found in the Blue Book. Please note that this is not intended to be a complete or detailed

presentation of all the MIAA rules. Copies of the Blue Book are available for reference in the offices of the principal and athletic director or on the website: www.miaa.net.

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

Websites

www.miaa.net – directions to games, rules and regulations, tournament info, etc.

www.highschoolsports.net – schedules for all sports, email updates of changes, etc.

A. Eligibility

You are not eligible to participate if:

1. You were not a member of some secondary school for the two (2) months, exclusive of summer vacation months, preceding the contest.
2. You transferred from one high school to another, unless you qualify for one of the exceptions provided by the rules. You are required to see the Athletic Director in order to have exceptions approved.
3. Since you entered grade 9, twelve consecutive sports seasons have passed (four years), whether or not you participate.
4. Your 19th birthday came before September 1st of the present school year.
5. You graduated from any secondary school.
6. You were persuaded or influenced to transfer to your

- present high school by a coach, athletic director, principal, or other person connected with the school.
7. You are ejected from a game for fighting or flagrant unsportsmanlike conduct including the use of threatening, abusive or obscene language. If you are put out of a game for this misbehavior you are not eligible to play in the next scheduled game.
 8. You are not an amateur. Amateur status is forfeited if an athlete receives compensation in any form for competing. See the MIAA Blue Book for a thorough explanation of the amateurism rules.
 9. Participating in one sport at Somerset Berkley Regional High School prohibits an athlete from participating in a second sport at Somerset Berkley Regional High School during that season.
 10. All financial obligations are not settled before the next season.

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

B. Requirements of Athletes

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

Athletes are required to attend all practices, games, and team meetings unless the coach has approved the absence. Each coach, prior to the beginning of each season, will meet the team members to explain what is expected of all

athletes as a member of the team. The expectations will be in written form and both the student and parent will acknowledge reading and understanding the rules. The team rules will be reviewed at a pre-season meeting and/or wellness nights.

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

C. Athletes Going On Vacation During Athletic Season

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

D. Athletic Physicals

1. All student athletes are required to receive an athletic physical on or after July 1st preceding the upcoming school year. This physical examination will cover the

student athlete for the entire school year, for all sports seasons, including tournament play in the spring sports season.

Parents/guardians are encouraged to schedule their child's yearly physical with their own physician on or after July 1st each year if their child intends to participate in school sports. If this is not possible due to insurance constraints, scheduling, or inconvenience, a school physician will be available prior to each sports season to provide a free physical to any student athlete who would like one. Written parental consent is required for the student athletes to receive this free physical. Parents should continue to have their child examined by their own physician on a yearly basis for a more comprehensive physical, in addition to or in lieu of the free school athletic physical offered.

- 2. Changing from one sport to another during the season.** A student must decide within two weeks from the opening call if he/she wishes to change from one sport to another. He/she must speak to the coach of the sport, which he/she is leaving, so that equipment may be accounted for and other pertinent problems resolved. No coach may accept a transfer from another sport during the season until the previous coach, Athletic Director, and Principal approve the transfer. No student who has been suspended from a team may transfer to another during that season.

D. Returning To Play Following A Concussion

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

1. The athlete will not be allowed to return to play in the current game or practice.
2. The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
3. The athlete should be medically evaluated and cleared for athletics participation following the injury.

4. The athlete's IMPACT test has returned to baseline status.
5. Return to play must follow a medically supervised stepwise process.

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

1. No exertional activity until asymptomatic for **7 consecutive days**.
2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training.
3. Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.
4. Non-contact training/skill drills.
5. Full contact training in practice setting.
6. Return to competition.

A free online course on concussion education for parents is available at www.nfhslearn.com.

E. Loyalty To The High School Team: Bona Fide Team Members.

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

- | | |
|-------------------------|--|
| 1 st offense | suspension for 25% of the season |
| 2 nd offense | suspension for 25% of the season and ineligibility for tournament participation. |

F. Communication Protocols

In an effort to develop the whole child, we feel strongly that the student athlete should learn the process of self

advocacy. The following shows a series of steps that should be followed when a student athlete would like further clarification about a situation.

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

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

G. Athletic Award Jackets

It is the intention of the Somerset Berkley Regional High School Athletic Boosters Club that athletic awards jackets be presented to those athletes who have demonstrated qualities of *dedication, loyalty, and sportsmanship* while exemplifying the philosophy of Somerset Berkley Regional High School in the field of athletics.

Qualifications for an athlete to obtain a jacket:

1. An athlete must have earned three units of participation on one athletic team. A unit of participation will be credited to an athlete if he/she participates on a freshmen, J.V., or Varsity team for a full season.
2. A transfer student will have his/her records checked at the school previously attended and coupled with his/her records at Somerset Berkley Regional High School, it will be determined if he/she qualifies according to item #1, above. It is the responsibility of the athlete to provide these records.
3. An athlete injured or unable to participate for reasons beyond his/her control, prior to his/her last eligible season, may be voted an award jacket by approval of the high school principal and the Athletic Director.
4. Awards will be presented at the Athletic Awards Assemblies in the fall, winter, and spring of each year.

VI. ADDITIONAL RULES AND POLICIES REGARDING MUSIC DEPARTMENT ACTIVITIES

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

Department Requirements

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

- Attend rehearsals and events
- Follow the prescribed rules and regulations established for each trip, tour, or event.

Failure to live up to the responsibilities listed above may result in suspension from the music department activity. A student may be dismissed from an activity after the first offense if the advisor, music director, and principal determine the situation is serious enough for such action. Upon dismissal the student shall forfeit all rights, privileges, awards and recognitions associated with the activity membership.

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

Any student auditioning for any special activity such as junior and senior districts, all state, etc., must comply with the following two requirements:

1. Enrollment in music performing classes must be maintained for the entire school year. This commitment entitles students to the opportunity to audition for regional and state music festivals.
2. Students auditioning for MMEA participation must be “in good standing” in the school music organizations in which they are enrolled. To be considered, the following criteria applies:
 - a. Students obey all rules and regulations for the school music groups.
 - b. Students attend all regularly scheduled school concerts and rehearsals.
 - c. Students maintain a year-long commitment to the school music organizations in which they enroll.

MEDIA CENTER

The goals and objectives of the Somerset Berkley Regional High School media center...

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

The media center staff works to achieve these goals and objectives by serving staff and students from the hours of 7 a.m. to 4 p.m. Monday through Friday. Students may utilize the media center for research and study purposes

during these hours by obtaining a pass from the media center in advance. Students are asked to respect others and to keep talking to a minimum. Students who violate media center policy are denied privileges for two weeks and are only able to access its resources after school.

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

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

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

EXTRA CURRICULAR ACTIVITIES

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

Amnesty International

Anime Club

Chess Club	National Honor Society
Computer Club	Peer Leadership Program
Debate Team	Prom Committee
DECA	School Newspaper--“The Breeze”
Drama Workshop	School Store – “Raider’s Turf”
Envirothon Club	Science Club
Future Teachers of America	Science Fair
Hip-Hop Club	Science Olympiad
Intramurals	Ski Club
International Relations	Student Council School
Key Club	Advisory
Literacy Magazine	Yearbook – “The Raider”
Math Team	

Sports

Fall Season

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

Winter Season

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

Spring

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

Extra Curricular Activities

Chorale	Jazz Band
Competition Majorettes	Marching Band
Drama Club	Show Choir
Indoor Percussion	Symphonic Wind Ensemble
Indoor Color Guard	Treble Choir

SCIENCE FAIR PARTICIPATION

Open to students in grades 9-12. Science Fair projects provide an opportunity for self-motivated students to

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

NON-DISCRIMINATION STATEMENT

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

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

Richard Medeiros
Superintendent
Somerset Berkley Regional School District

580 Whetstone Hill Road
Somerset, MA 02726
Telephone: (508) 324-3100

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

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

NOTIFICATION OF SECTION 504 AND TITLE IX

COMPLIANCE OFFICERS

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

Susan Doe
Director of Special Education
Somerset Berkley Regional School District
580 Whetstone Hill Road
Somerset, MA 02726
(508) 324-3100

It is the policy of the Somerset Berkley Regional School District to maintain a working and learning environment for all its employees and students by providing fair and equitable treatment including freedom from sexual discrimination and

sexual harassment. Any employee or parent who feels that he/she or his/her child has been subjected to sexual discrimination or sexual harassment should file a written complaint of the alleged act to the Title IX Compliance Officer. The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint. The Title IX Compliance Officer for the Somerset Berkley Regional School District and the address is as follows:

Richard Medeiros
Superintendent
Somerset Berkley Regional School District
580 Whetstone Hill Road
Somerset, MA 02726
(508) 324-3100

Statement of Civil Rights Policy

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

I. GRIEVANCE PROCEDURE

Once the Civil Rights Compliance Coordinator, principal or supervisor is notified, an immediate investigation of the allegation(s) will be conducted and

necessary corrective action shall be taken through the grievance process. No employee or student shall be subjected to adverse treatment because the employee or student made a complaint. All appropriate confidences shall be maintained.

II. GRIEVANCE PROCESS

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

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

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

III. INFORMAL PROCESS

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

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

IV. FORMAL PROCESS

A. For any employee who is covered by a collective bargaining agreement, they would access the formal grievance process that is outlined in their respective

collective bargaining agreements.

- B. For students, parents, employees not covered by a collective bargaining agreement and any other aggrieved party the following formal procedure will be followed:
1. The complainant may file a formal grievance with the principal or supervisor within 30(thirty) working days (school days for students and school year employees) of the date that the complaint was made to the Civil Rights Compliance Coordinator. If all of the parties involved in the complaint process desire to extend the formal process, the 30-day requirement may be waived. If the complainant does not file a written complaint to the principal or supervisor, the principal or supervisor will record the complaint in writing. If the complaint process begins with the principal, then the formal process ensues.
 2. Within fourteen (14) days (school days for students or school year employees) from receipt of the complaint, the principal/supervisor must investigate and respond in writing with her/his review of the incident and of any action taken or decision made. The principal/supervisor may notify the parent/guardian in accordance with established school policy if a student under 18 (eighteen) years of age is involved. The investigation may include but is not limited to the following:
 - meeting with the person charged to obtain a response to the complaint;
 - conducting interviews of possible witnesses to any alleged events;
 - report the matter to local police if criminal activity is involved (see Massachusetts general Laws, Chapter 265 section 43, which prohibits stalking, and chapter 269

section 17 which prohibits hazing) and/or suspected child abuse to the Department of Social Services as required by Massachusetts General Laws chapter 119 section 51A;

- subject to the requirements of due process, take disciplinary action against the person charged pursuant to any collective bargaining agreement, student handbook, and state and federal law, including without limitation, a letter of reprimand or warning or a suspension of 1(one) to 10 (ten) days;
 - Superintendent and/or his/her designee may impose further disciplinary action.
3. The written report must contain the following information:
 - All facts and circumstances of the incident;
 - Verification of parent or guardian notification if a student under 18 (eighteen) years of age is involved;
 - A summary of the investigation of all allegations which will include interviews with all individuals reasonably believed to have relevant information: the complainant, the person charged, and if either is under the age of 18 (eighteen), their parent(s)/ guardian(s), witnesses, and anyone who may have been the victim of similar conduct.
 4. If the complainant is dissatisfied with the response of the principal or supervisor, (s) he may submit a written request for review to the Superintendent of Schools within 30 (thirty) days (school days for students and school year employees). The Superintendent of Schools or designee must respond, in writing, within 14 (fourteen) working days.
 5. An employee, student or parent/guardian acting on behalf of a student may at any time file a grievance with the following agencies:

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

HAVE YOU LOCKED YOUR LOCKER TODAY

HIGH SCHOOL CALENDAR 2011 - 2012

Labor Day Holiday	Monday	September 5, 2011
Opening Day for Teachers	Tuesday	September 6, 2011
Professional Day - Teachers	Wednesday	September 7, 2011
Opening Day for Grade 9 Students	Thursday	September 8, 2011
Opening Day for 10-12	Friday	September 9, 2011
MID TERM – TERM ONE	Thursday	October 6, 2011
Columbus Day - NO SCHOOL	Monday	October 10, 2011
Parent/Teacher Conferences	Wednesday	October 19, 2011
H.S. EARLY DISMISSAL	Friday	October 21, 2011
Parent/Teacher Conferences	Thursday	October 21, 2011
H.S. EARLY DISMISSAL	Friday	October 28, 2011
Teacher Professional Day- No School	Tuesday	November 8, 2011
END OF TERM ONE	Tuesday	November 8, 2011
Veterans Day - NO SCHOOL	Friday	November 11, 2011
THANKSGIVING – EARLY DISMISSAL	Wednesday	November 23, 2011
THANKSGIVING HOLIDAY- No School	Thurs.-Fri.	November 24 & 25
MID TERM – TERM TWO	Wednesday	December 14, 2011
Holiday Vacation begins	Monday	December 26, 2011
CLASSES RESUME	Monday	January 3, 2012
M.L. KING JR. HOLIDAY- NO SCHOOL	Monday	January 16, 2012
END OF TERM TWO	Wednesday	January 25, 2012
WINTER VACATION – NO SCHOOL	Monday-Friday ..	February 20 – 24

MID TERM – TERM THREE	Monday.....	March 7, 2012
END OF TERM THREE	Thursday.....	April 12, 2012
SPRING VACATION- NO School	Mon-Fri	April 16 - 20
MID TERM – TERM FOUR	Tuesday.....	May 18, 2011
MEMORIAL DAY – NO SCHOOL	Monday	May 28, 2011
Senior Breakfast – Venus de Milo	Tuesday	June 5, 2012
Graduation Day–6:30p.m.–Hanson Field	Friday.....	June 8, 2012
END OF TERM FOUR	Tuesday.....	June 20, 2012
TERM ONE.....	42	
TERM TWO	46	
TERM THREE.....	46	
TERM FOUR.....	47	
Total Days		181

STAFF/ADMINISTRATION FOR 2011-2012

Principal
Dr. Jahmal Mosley

Assistant Principals
Susan M. Brelsford
David J. Lanczycki

Business
Christine Ayer & James Teixeira

English Language Arts
Content Coordinator: Jennifer Copeland
Neville Barry, Christina Burgmyer, Nicole Copeland,
Kathryn Davis, Michael Fallon, Sherri Gosson,
Katherine Hoyle, Jerilyn Karam-Kozak, Charlene Murray,
Kenneth Sutcliff, Elizabeth Sylvia

Engineering and Technology
Content Coordinator: Samuel Adams
Raymond Croke, Michael Kalif, Joseph Ramos

Fine and Performing Arts

Content Coordinator: Lori Anderson
Art –Rebecca Andrews, David Ashley, Merilee Bowers,
Stephen Meehan, Kyla Schmigle, Ginny Troutman
Music – David Marshall & Andrew Arcello

Mathematics

Content Coordinator: Andrew Laurence
Scott Botelho, Catherine Cabral, George Gibeau,
Jonathan Loper, Linda Murphy,
Cathy Rebello, James Silva, Jamie Sunderland,
Kristin Thibault, Alexandra Yonan

Para Professionals

Craig Aldrich, Patricia Fortuna, Tina Julius
Renee Plasse, Joan Vickrey

Science

Content Coordinator: Matthew Talbot
Matthew Croft, Paul Galego, Paul Krupa,
Jesse McKinnon, Kerri McKinnon, Peter Papaleo,
Diane Paskowski, Elaine Rezendes,
Evan Schofield, Christine Sheehan,
Danielle Tinkham, Margaret York

Social Studies

Content Coordinator: Alice Ferris
Christine Alves, John Corriea, Matthew Dionne,
Jason Farias, Nicholas Freitas, Stephanie Freitas,
Brian Horta, Raymond McDonald,
Mitchell Pettey, Gillian B. Quann

Special Education

Coordinator: Kate Perry-Andrew
Christopher Albernaz, Sara Corvello,
Stacy Lema, Jeannine Wood

Wellness

Content Coordinator/Athletic Director: Kim M. DoCouto

Consumer Science - Caroline Gloster
P.E. - Dennis Almeida, Jonathan Berube, Ann Mollicone
Health - Kelly McCormack, Jeffery Hetu (Athletic Trainer)

World Languages

Content Coordinator:
Vicki Lyn Andruszkiewicz, Kelly Araujo,
Carmen Francisco, David Gleason, Natalia Goncalves,
Rita Pimento, Lisa Ponte

Administrative Assistants

Main Office: Diane Bernier, Colleen Feilhauer,
Elizabeth Sullivan
Attendance: Denise Shea
Guidance: Claire Barrar, Jocelyn Farias, Nancy Page
Health Office: Lynne Robitaille
Library: Ann Feilhauer & Rhonda O'Connell

Building Security

Harry Powers and Debra Swauger

Cafeteria

Manager: Kathy Lesniak
Laura Cabral, Cecile Furtado, Nancy Leary,
Donna Nunes, Doreen O'Gara,
Bernadette Rapoza, Alison Viana

Computer Technology

Coordinator: Raymond Nekrasz
Marc Couture and Joe Souza

Guidance

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

Media Specialist

Anne Johnson

Nurse
Sue Mello & Marisha Wildrick

Resource Officer
Dave Pelletier

**A PARTNERSHIP FOR EXCELLENCE
SOMERSET BERKLEY REGIONAL
HIGH SCHOOL**