

DRURY HIGH SCHOOL



Student Handbook 2019-2020

Drury High School

1130 South Church St.
North Adams, MA 01247

Phone: 413-662-3240

<https://drury.napsk12.org/>

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

La política de la Comisión de no discriminación se extiende a los estudiantes, el personal, el público en general, y las personas con las que hace negocios; Nadie podrá ser excluido o discriminado en la admisión a una escuela pública de cualquier pueblo o en la obtención de las ventajas, privilegios, y los cursos de estudio de dicha escuela pública por motivo de su edad, raza, color, sexo, identidad de género, religión, origen nacional, orientación sexual, discapacidad o falta de vivienda.

For translation into another language, please contact either Foreign Language Team Leader Mary Leon-Sweeney at mleonsweeney@napsk12.org or notify Drury High School at 662-3240.

Para la traducción a otro idioma, por favor póngase en contacto con la Líder del Equipo de Lenguas Extranjeras, Mary Leon-Sweeney, a mleonsweeney@napsk12.org o notifique a Drury High School al 662-3240.

Tim Callahan, Principal
Stephanie Kopala, Director of Curriculum and Instruction
Bill Bryce, Dean of Students, Special Education Coordinator 9-12
Chris Barbarotta, Dean of Students
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~~All policies and procedures of Drury High School are subject to change as necessary~~

DRURY HIGH SCHOOL: CORE VALUES, BELIEFS & EXPECTATIONS FOR STUDENT LEARNING

Values: At Drury High School, the entire school community must facilitate a student-centered learning environment characterized by equity, personalization, collaboration, and engagement.

Beliefs: We believe learning is a collaborative process of continual student growth and all learners will become proficient in the Drury High School Expectations. To this end, all members of our school community are active and reflective agents of teaching and learning in an ever-changing global society.

EXPECTATIONS FOR STUDENT LEARNING

1. Students read for understanding
2. Students effectively analyze and evaluate information
3. Students write effectively for a variety of purposes
4. Students communicate effectively through a variety of media
5. Students collaborate effectively
6. Students demonstrate personal responsibility and productivity as participants in the school community
7. Students demonstrate effective problem solving
8. Students demonstrate technological literacy
9. Students demonstrate safe and healthy choices
10. Students demonstrate knowledge of their place in the Global environment

Priority Statement

The North Adams Public School District expects that all members of the school community will treat each other in a civil manner and with respect for differences. North Adams Public Schools is committed to providing all students with a safe learning environment that is free from bullying, cyber-bullying, harassment, and intimidation. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will take specific steps to create a safe, supportive environment for all vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including (but not limited to) any form of bullying, cyber-bullying, harassment or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Empower All Learners

The Students of North Adams Public Schools will be empowered learners with the knowledge, skills, and mindset to continuously grow as responsible citizens in a rapidly changing world.

Students should be ready to learn every day, demonstrating the qualities of respect, responsibility, and resilience. The following "I can" statements indicate what the students should be able to demonstrate as learners at Drury High School.

Respectful Learners:

- I can learn as part of community by taking care of myself, others and materials.
- I can demonstrate empathy and the power of a genuine apology.
- I can learn as part of a community with members that have differing opinions, cultures, likes and dislikes.
- I can recognize when someone needs assistance and support them.
- I can listen, encourage, lead and be helpful to create a positive learning environment.

Responsible Learners:

- I can own my decisions and behavior, and accept the results.
- I can do what's right even when no one is looking, and ask questions when I'm not sure what is right.
- I can equip myself with the necessary intellectual, social and material resources to learn.
- I can take steps to problem-solve without blaming others, and I can reflect on the cause-and-effect of my actions.
- I can work collaboratively with others by sharing information, listening to others, and acknowledging various points of view.

Resilient Learners:

- I can finish what I start by learning from challenges I experience.
- I can ask for help when I need it.
- I can help others in a positive way when they need it.
- I can be present with my body, my heart, and my mind to learn.
- I can take risks that help me grow.

ACADEMIC INFORMATION

Grade 7 and 8 students must take the required MCAS testing during their 7th and 8th grade year in ELA and Math and in grade 8 in Science. **Students enrolled in Grade 7 or 8 must meet the prerequisite requirements of passing all courses with a minimum average of 65.** Students who do not meet the prerequisites may not move on to the next level of courses in subjects they fail and may be retained for the next year. Students in grade 7 and 8 may participate in a spring or summer engagement program specifically designed for academic skill building and remediation should they not meet the prerequisite to move on to the next level (pending grant funding and administrative approval).

Credits for high school graduation will begin to accrue during a student's Grade 9 year. Students who enroll in advanced high school coursework in grade 8 may, upon completion of grade 12, apply for a waiver to allow the advanced coursework to count for high school credit. For grade level classification, students must receive a passing grade in five (5) courses (totaling 5 credits) to be ranked as Grade 10. Ten (10) credits are required to be ranked as Grade 11. Fifteen (15) credits are required to be ranked as Grade 12. Twenty-two (22) credits are required for graduation.

Students who do not attain a Proficient score of 240 or higher (or the equivalent as determined by the Massachusetts Department of Elementary and Secondary Education) on their Grade 10 ELA and Math MCAS exams will be required to complete an Educational Proficiency Plan and specific course work in the subject areas of ELA and Math in order to be eligible to earn their high school diploma.

Students enrolled in an Advanced Placement course must take the corresponding Advanced Placement examination as a course requirement. The parent/guardian of a student in an Advanced Placement course is responsible for paying the examination fee as determined by the College Board. The cost of the exams may be partially reduced if district funding is available.

GRADUATION REQUIREMENTS

Each year students make selections from different subject areas including courses in English, mathematics, social studies, science, technology, visual & performing arts and wellness. In order to earn a diploma, the student must complete 22 credits during their four years of high school and pass MCAS exams in math, English and science. Credit is earned by a combination of grades and attendance. See the Attendance Policy (p. 5-6). Students are expected to have a **minimum** number of courses distributed as follows:

<u>SUBJECT AREA (Grades 9-12)</u>	<u>REQUIRED Courses</u>	<u>REQUIRED Credits</u>
English	4	4
Mathematics*	3	3
Social Studies (must take US History and World History)	3	3
Science	3	3
Physical Education/Health~~	1	1
Fine and Performing Arts	1	1
Electives	7	7
Number of credits necessary for graduation:		22

*Note: Students who score less than 240 (or the equivalent) on the Grade 10 Math MCAS must take a 4th course in mathematics. As noted below, all other students must take a 4th course in mathematics for admission to college.

~~Massachusetts General Law requires “Physical education shall be taught as a required subject in all grades for all students in the public schools for the purpose of promoting the physical well-being of students.”

SUGGESTED FOR COLLEGE ADMISSION / MassCore:

English	4
Mathematics	4
Science (3 lab sciences- some tech/engineering may count for MassCore)	3
Social Studies (Including US History and World History)	3
Foreign Language (of the same language)	2
Physical Education/Health~~	As required by law
Visual/Performing Arts	1
Electives/Additional Core Courses	5

Additional Learning Opportunities -- Completion of as many of the following as possible: Advanced Placement (AP); Dual Enrollment courses taken for both high school and college credit; Online courses; Service Learning; and Work-Based Learning.

COURSE LOAD

Students in grades 9-12 are required to elect a **minimum** of six (6) credit courses or the equivalent each year. Honors and advanced placement courses are also offered. These courses prepare students to take the College Entrance Board Advanced Placement test in their designated field. Assistance with course selection is offered by the school guidance counselors, classroom teachers, and advisory teacher.

COURSE CHANGES

Changes to student schedules will only be made for EDUCATIONAL PURPOSES upon written parental request, recommendation by Guidance and final Administrative approval. Except for extreme cases (student needing an additional graduation requirement, scheduling error, etc.) schedule changes may not be made after the first two weeks of the school year. Students who drop a course after the second week of a semester will receive a grade of withdrawal failure, which will count as a 50 for class rank and honor roll calculations. See the *Schedule Change Request* form in the College and Career Center for more information.

COLLEGE AND CAREER SERVICES

All students at Drury High School are assigned a guidance counselor who will: serve as an academic advisor, help with problems related to course and program selection, course and program changes, plan for the future, oversee academic progress, help with confidential personal issues, and facilitate the entry of new students.

Counselor assignments-- Last names **A - K**: *Jaime Hamilton*; Last names **L – Z**: *Kathy Morgan*. When a student wishes to schedule an appointment with their counselor, guidance referral forms are available in the College and Career Center.

ADJUSTMENT COUNSELOR

Two school-based adjustment counselors are available to counsel students who want help with personal, family, or school related problems. Counseling is available on an individual basis, in small groups, or with the student's family. All conversations with an adjustment counselor are strictly confidential. Adjustment counselors can be accessed through the Student Support Centers or via request through the guidance counselors.

BOOKS, TEXTS, MATERIALS, AND TESTING FEES

Books and materials issued to students are their responsibility and they are expected to keep them clean and in good condition. Lost or damaged books or materials must be paid for by **the student to whom they were issued**. The replacement cost of unreturned or damaged books or materials or unpaid student testing fees (AP, SAT, etc.) must be received **before** transcripts, credits, or grades will be released. (All students enrolled in Advanced Placement classes will be required to take the AP Exam at the end of the year and pay the appropriate testing fees.) Note: diplomas will be withheld from students with outstanding debts due to unpaid fees or replacement costs.

CLASS RANK

Class rank is determined at the end of the junior year. The rank of a student depends on the number of quality points a student earns. Quality points for a course depend on course grade plus added points for class level (3 for CP, 6 for Honors, and 9 for AP). Class Rank is based on grades 9, 10, 11 and will be released to students in October of the senior year and will not be recalculated.

GRADES & HONOR ROLL

Grades for each class (including physical education electives) will be added together. The grade total will be divided by the number of courses in order to obtain an average. Pass/Fail courses, Peer Mentoring, and required physical education will **NOT** count in computing honor roll. A student who receives an incomplete or a failing grade in **ANY** subject (including Pass/Fail courses) is not eligible for the honor roll.

HIGH HONORS: 90% - 100% HONORS: 85% - 89%

PROGRESS REPORTS

Progress Reports are mailed home mid-way through each quarter and are meant to inform students and parents of academic progress and/or areas of concern. Progress reports also serve as a warning to students before report card grades are issued. Individual teacher reports may also be issued to students at any time during the school year and serve as a warning to students who are not working up to capacity. Students and parents can access PowerSchool to monitor attendance and grades at any time. Grades in PowerSchool are generally updated within 2 weeks of a completed assignment.

REPORT CARDS

Report cards are issued four times a year in November, January, April, and at the close of school in June. A passing grade is 65%. For full-year courses, final grades are an average of four marking terms, each worth 20%, and the final exam worth 20%. For semester courses, each quarter is worth 40% and the final exam is worth 20%. Note: in some courses, the final exam is replaced by a series of mastery assessments throughout the year. The combined average on those assessments will count as 20% of the grade (in place of the final exam grade).

ATTENDANCE

ALL STUDENTS ARE REQUIRED BY LAW TO ATTEND SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION.

Massachusetts State Law states that a student under 16 years of age may not be absent more than seven (7) unexcused day sessions in a six (6) month time period. Additionally, Massachusetts State Law states that a school district may initiate an application for assistance in juvenile court if a student has willfully failed to attend school for more than eight (8) school days in a quarter or repeatedly fails to obey the lawful and reasonable regulations of the child's school.

ATTENDANCE POLICY / FAILURES AND LOSS OF CREDIT DUE TO ABSENCE

Students who miss 10% of the school year are considered “chronically absent” by the Massachusetts Department of Elementary and Secondary Education. **A student with undocumented absences for 9 or more days for a semester-long course or 18 or more days for a year-long course will not receive credit for that course.** Approved documentation includes medical documentation, court appearances, military obligations, or the equivalent. Notes from parents or relatives do not count as official documentation for attendance purposes, but such notes are useful as communication tools with the Drury main office. Students will not be penalized for school-related absences such as field trips, assemblies, job shadowing opportunities, and suspensions from school.

Students who exceed the maximum number of allowable days absent will lose credit for the course and have their grade changed to an FA (failure due to absence) and will not be allowed to attend dances or other after-school celebrations until the FA is removed via appeal or until the start of the next school year. Students may appeal the loss of credit and FA designation by completing the appeal form within 15 days of the loss of credit notification and submitting it to their guidance counselor. The administration will consider unusual circumstances should a student choose to appeal the lack of credit. The student will be responsible for providing documentation to support his/her appeal. The outcome of the appeal may result in an attendance plan for the student which could include the expectation of Saturday school credit recovery sessions and/or summer credit recovery programs.

Note: family vacations, non-emergency family situations, undocumented illness, college trips, and/or truancy will not be recognized as unusual circumstances by the administration.

All absences to school must be reported as indicated below:

TO REPORT AN ABSENCE - Office Policy

1. Have parent/guardian phone the school to inform the office of your absence **before 9:00 a.m.**, the day of the absence, OR have a parent or guardian write an excuse at least one day before the absence giving your name, date, days of absence, **reason for absence**, his or her signature, and daytime phone number.
2. Students who are absent for the day may not come into school for any reason or participate in any school function without prior administration approval. Students who come to school after 10:00 AM will not be allowed into school without administrative approval.
3. For state reporting procedures, students from districts other than North Adams that may cancel school when North Adams does not cancel school are recorded as absent. Those students must follow procedures in #2 above to participate in school activities that day. Safety of the student will be considered in granting permission.

EARLY DISMISSAL

Early dismissal from school is a privilege that should not be abused. The administration requests the cooperation of the parents in keeping all students in school for the entire day. If it is necessary for a student to leave school for an emergency or unavoidable appointment, he or she must have verbal permission from a parent/guardian by a call to the main office **before 9:00 a.m.** the morning of the dismissal. The student must **also** have a written note indicating the need for dismissal for the school records. Dismissal is at the discretion of the administration and is for the rest of the day. Students are not allowed to return, including practices/games/after-school activities unless allowed by administrative permission.

Illness: If a student becomes ill during the school day and needs to be dismissed, he or she must secure permission through the school nurse. **Home contact must be made by the nurse** before dismissal can be allowed.

All students with permission for dismissal must check out with the office **BEFORE leaving** (failure to follow this procedure may result in disciplinary consequences).

NOTIFICATION OF ABSENCES

Parents and guardians will be notified and/or contacted with the following information related to the student’s attendance at Drury:

- INCREMENTAL CLASS ATTENDANCE ALERTS indicating student absenteeism will be mailed home.
- NOTIFICATION/DOCUMENTATION points of emphasis:

1. Letters will include Massachusetts State Law and possible course of actions the school may pursue with the Department of Social Services and/or Juvenile Court.
2. The school requests a timely response by parents/guardians by phone or by meeting with school personnel to address attendance concerns and work collaboratively with the student/family to improve attendance.
3. Prompt documentation (see listed outlined circumstances to document in above attendance policy) within seven days is requested and must be submitted to the Main Office.
4. Attendance policy violations will be reported to the student, parent/guardian and appropriate school personnel (i.e. classroom teacher, guidance department, etc.)
5. Students are encouraged to make-up school time missed in Detentions, Saturday School and/or other after-school/summer opportunities, per the Dean of Students.

ABSENCES, ATTENDANCE, AND GRADES

- **GRADING POLICIES** used to determine a student's grade in each course are based on numerous factors including attendance, class participation, homework, project work, tests and quizzes. Teachers will inform students of their marking formula during the first week of the course. Student attendance is a contributing factor in every teacher's grading process. STUDENTS VIOLATING THE ATTENDANCE POLICY WILL NOT RECEIVE COURSE CREDIT.
- **CREDIT FOR CLASSES** is earned by a combination of two factors:
 1. The student has earned a passing grade from a combination of the marking periods involved and the final exam.
 2. The student has NOT VIOLATED the attendance policy **or** has successfully supported their appeal to the attendance board/administration.
- **MAKEUP WORK** – Points to Remember:
 1. Students determined by administration as truant from class (class cut) or school may not make up work.
 2. Students are responsible for contacting teachers to obtain makeup work/missed assignments.
 3. Students have one day of makeup for each day absent, up to one week. After one week – by special arrangement with the teacher. Failure to make up work, tests, projects, etc. in the allotted time will result in zeros.
 4. Absences from school or classes due to a school related function or suspension will not affect students' grades, although these students need to make up work in the allotted time period.

CUTTING CLASSES

Tardiness of 10 minutes or more shall be considered a class cut. Teachers must report the class cut to the Dean of Students if a student is 10 minutes or more late unless the student has a pass to class. Students who are chronically tardy to school resulting in class cuts may have their driving privileges/extra-curricular privileges revoked. Students who cut classes, academic support classes, tutoring, and other special assignments will receive disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

TARDINESS TO SCHOOL Students are expected to report to school on time.

1. Students are considered tardy to school if they are not in period A by **7:45 a.m.** Tardiness prior to 7:55 a.m. will be handled by the first period teacher.
2. If a student arrives at school after 7:55 a.m., it will be considered a class cut in the classes missed UNLESS there is documentation for an appointment, etc. warranting the tardiness. Administration reserves the right of discretion to excuse tardiness to school for legitimate reasons/extenuating circumstances. In this instance, the student will be given a pass to admit them to class. Discipline for school tardiness after 7:55 a.m. will include, but is not limited to, office detention, internal suspension, external suspension, extended detention, and Saturday School.

TARDINESS TO CLASS

Students are expected to report to class on time. Students late 10 or more minutes will be reported as a class cut by the teacher and should remain in class to receive instruction for the period.

Students may be excused for being tardy if they have a pass from a teacher, the nurse, or the office. There are three minutes of passing time between classes. Students who are repeatedly tardy to class will receive disciplinary consequences from their teacher including but not limited to teacher detention, parent/student meeting, and loss of privileges. If a student is tardy to class more than 15 times, the teacher will report the student to the administration for additional consequences.

Students who are in the hall without a pass after the late bell may be subject to disciplinary measures.

STUDENT CONDUCT

ACADEMIC DISHONESTY

Students who are caught cheating, plagiarizing, or participating in such acts will receive an academic penalty as determined by the classroom teacher. Students who develop a pattern of academic dishonesty may receive additional disciplinary consequences and loss of privileges as determined by the administration.

BICYCLE TRANSPORTATION

School Committee Policy JLID

Bicycling is among the best ways to promote student well-being. The District supports bicycling as transportation along recommended routes (see NAPS website). Bicycling provides physical activity, decreases congestion and resulting pollution and provides skills and healthy habits that will last a lifetime. The District supports students and staff who make the decision to bicycle using recommended routes.

All who chooses to ride bicycles to school are solely responsible for the care of property, the observation of safety rules, and in the display of courtesy and consideration towards others. The District assumes no liability for injuries occurring on or off school property, and does not assume any responsibility for the security of bicycles, whether stored on or off school grounds.

Students who ride bicycles to and from school must have written consent from a parent or legal guardian, and must agree to the conditions listed below. It is the sole responsibility of parents/guardians to make students aware of these rules and conditions and the safety reasons supporting them.

The District requires that students and their parents/guardians ensure that student using bicycles for transportation to and from school follow bicycling state law and safety guidelines, and always use common sense and good judgment. It is the responsibility of parents/guardians to ensure that all students wear a properly fitted helmet when riding a bicycle to and from school.

Parents/guardians are responsible for ensuring that children in 3rd grade and below are accompanied by an adult when bicycling to or from school, as well as complying with applicable laws and the requirements set forth in this policy. Parents/guardians are strongly cautioned to exercise great care and supervise carefully if children of this age wish to bicycle to school.

The District provides bicycle education in Grade 3 to teach traffic skills and rules as well as improved judgment in individual and group bicycling. The District requires that every child take this training or a similar bicycle safety course before riding in traffic.

While at school, students must comply with these rules:

1. Bicycles may not be ridden on school grounds during arrival and dismissal; they must be walked.
2. Bicycles must be parked in the racks provided. Students must bring and use bicycle locks.
3. Helmets must be stored in a locker, backpack or attached to bicycle.
4. Students are not to interfere with any bikes, helmets or other equipment (steal, unlock quick releases, bounce helmets, etc.).

The School District/Committee or its subsidiaries are not liable for any equipment or property damage or loss.

BUS CONDUCT

Students transported in a school bus shall be under the authority of the school district and under the control of the bus driver, a legal representative of the school. Disorderly conduct will result in parental notification, suspension, or permanent withdrawal of bus privileges. Any damage made to a bus will be paid for by the student prior to renewal of bus privileges.

CELL PHONES / TABLETS / PORTABLE ELECTRONIC DEVICE POLICY

The North Adams Public School Committee recognizes that electronic devices are a part of our everyday life. These rapidly evolving technologies play an important role in safety, communication, education, and employment. Appropriate use of technology empowers all learners with the ability to independently access information, communicate ideas, and promote student responsibility for learning.

Possession and use of personal electronic devices at school, or on school property is a privilege, not a right. The North Adams Public Schools are not responsible for any lost, stolen, or damaged personal electronic device brought on school property. Students who choose to bring personal electronic devices to school, on school property, including buses, or to school sponsored events, agree to the following policy:

In grades seven through twelve, personal electronic devices may be used in classrooms, or other identified areas, in support of teaching and learning with authorization from the classroom teacher or other supervising staff member.

Authorized uses for personal electronic devices for academic tasks include, but are not limited to: calculation, research, data gathering, organization, completion, and submission of assignments.

If used appropriately and respectfully, personal electronic devices may be used quietly in hallways or in the cafeteria as long as such use does not cause a disruption to the learning environment.

Students who do not use their personal electronic devices appropriately and respectfully may have their devices confiscated by the administration and will receive disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

COMPUTER & ELECTRONIC INFORMATION USE POLICY

Information Technology (IT) and all computer use will be used solely for educational purposes and to drive student achievement at DHS. The use of computer-based technology at Drury is a privilege. The school's Acceptable Use Policy (AUP) must be read, agreed to be abided and signed by both parent and student prior to Internet access, technology use and assignment of student computer accounts. There will be no expectation of privacy for student work/student accounts managed by Drury High School. Violations of the DHS Acceptable Use Policy will result in disciplinary actions including, but not limited to: restitution, teacher/office detention, loss of privileges, internal suspension, external suspension, and/or legal action.

CORPORAL PUNISHMENT

School staff may not hit, spank, or physically punish students. However, reasonable force can be used by staff members to protect students, other persons, or themselves from an assault by a student.

DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption (threatening attire, the promotion of drugs or alcohol, images of deceased members of the school community, etc.). The administration is authorized to take action in instances where individual dress does not meet the stated requirements. This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above. For safety reasons, students may not wear spikes, chains, or other potentially-dangerous attire.

DRIVING AND PARKING

Driving and parking at Drury High School is a privilege and is allowed by permit only at the discretion of the administration. Students may be assessed a fee for this privilege, and the privilege may be revoked if abused. For security reasons, the administration reserves the right to inspect vehicles on school property. The administration reserves the right to conduct periodic inspections which may include search by using police dogs. There is no expectation of privacy for vehicles and/or individuals using the school's parking facilities. A parent or guardian who dismisses their child because he or she is affected by a crisis will be expected to arrange transportation by an adult family member or friend. To assure the safety of students, school administration will not permit a student who is upset or distraught following a crisis to drive or to transport other students.

School driving and parking regulations include:

1. Speed limit on school grounds is **10 miles/hour**.
2. Students are not allowed to go to their vehicles and/or the parking lot during the school day or leave school grounds without permission from the administration.
3. **Student parking is restricted to *designated parking areas*.**
4. At dismissal, student vehicles are to leave school grounds immediately or remain parked until all school buses have left. Student cars must not interfere once the buses begin leaving the parking lot. **School buses have the right-of-way.**
5. Driving and parking privileges may be revoked/suspended by parent request and/or by school administration.

DRUG & ALCOHOL POLICY

It is a violation of state law and school rules, and a threat to the welfare of others at school, for anyone to possess, use, sell, or distribute alcohol or drugs on school grounds or at school sponsored activities at any time. Violations will result in disciplinary action as well as attempts to offer the student assistance in identifying and treating alcohol and drug related problems. The Brien Center for Mental Health and Substance Abuse Services can provide an initial meeting to screen for potential alcohol and/or drug problem. Students participating in this service because of a violation of school policy are expected to sign a two-way release of information form with the Brien Center which will allow the Brien Center to confirm attendance at the session and to inform the school adjustment counselor about treatment recommendations. The Brien Center will attempt to see students promptly, usually within one week. To request an initial meeting, the student and parent/guardian should call the Brien Center at 664-4541, speak with the intake coordinator for child and adolescent services, and request an initial meeting because of a school alcohol or drug violation to be scheduled as soon as possible.

DRUG AND ALCOHOL DISCIPLINE POLICY

CATEGORY I: Selling, distributing, or possession of a controlled substance while under school jurisdiction.

1. As noted in the Education Reform Act, Chapter 71, Section 37H: any student who is found on school premises or school related events, including athletic games, in possession of a controlled substance is subject to expulsion from the school or school district by the principal.
2. Notification of parent or guardian.
3. Notification of police.
4. The principal shall schedule a hearing with the student, parent or guardian to review the violation, at which time the student may present evidence or witnesses.
5. After the hearing the principal may (at his or her discretion) make the decision to suspend rather than expel the student.
6. Student-Athletes who violate the drug and alcohol policy will also be subject to consequences related to the Athletic Department's Chemical Health Rule & Student Athletic Eligibility. See the Athletic Director for Interscholastic Rules & Athletic Contract for information on violations and penalties.
7. If suspended, the student must participate in the initial meeting to screen for potential alcohol and/or drug problem and Readmission Procedure described below.

CATEGORY II: Possessing alcohol or a look-alike drug while under school jurisdiction.

A look-alike drug is a substance which simulates, appears like or is intended to be a drug. (Examples are spices in cigarette papers or over the counter medications such as No-Doz.)

1. Notification of parent or guardian.
2. Notification of police.
3. Initiate appropriate disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.
4. Follow the Readmission Procedure described below.

CATEGORY III: Under the influence of alcohol, a drug, or a look-alike drug while under school jurisdiction.

1. When a staff member suspects a student is under the influence of alcohol, a drug or a look-alike drug, the staff member will immediately escort the student to the health aide. If the student is uncooperative, the administration will immediately be contacted. The health aide will determine if the student is under the influence of any substance and will take whatever action is necessary to protect the student's health.
2. Notify parent or guardian, and dismiss them into their physical custody.
3. Refer for examination by a physician.
4. Notify police.
5. Initiate appropriate disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

DRUG AND ALCOHOL POLICY -- READMISSION PROCEDURE

In all cases of violations of the Drug and Alcohol Policy, the student may be readmitted to classes when the following criteria have been met including the minimum days of suspension:

1. The student must meet with the adjustment counselor who will make recommendations for further treatment, if indicated, which may include referral to community treatment programs.
2. A readmission conference, convened by the administration, and attended by the student, parent or guardian, school counselor, and involved school staff, will be satisfactorily concluded. This will include student and parent or guardian review and compliance with treatment recommendations.

SMOKING, TOBACCO, AND VAPING POLICY

Massachusetts General Law states that: "The superintendent of every school district shall prohibit the use of any tobacco products within the school building, the school facilities, on the school grounds, or on the school buses by any individual, including school personnel." Students caught with tobacco products to (at) school will receive disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

In addition, a fine may be imposed by the City of North Adams. A student may have the suspension waived if the student and his or her parent or guardian enrolls the student in a school approved smoking cessation program offered in the community. Student-Athletes who violate the smoking & tobacco policy will also be subject to consequences related to the Athletic Department's Chemical Health Rule & Student Athletic Eligibility. See the Athletic Director for the Interscholastic Rules & Athletic Contract for information on violations and penalties.

The use of vaporizers, Juuls, electronic cigarettes, or the equivalent are also prohibited in the school building or on school grounds and are considered tobacco products for the purposes of this policy. Students caught with such devices will be subject to disciplinary action by the administration including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

ELEVATORS

Elevators are located at the Main and North entrance. They are available for students with physical limitations, such as students using wheelchairs or using crutches.

FOOD AND BEVERAGE POLICY - Students violating this policy will be subject to disciplinary measures.

1. The Foreign Language hallway is a food and fragrance-free hallway. No food may be carried through this hallway and no perfumes or scents may be applied.
2. No beverages or food of any kind are allowed in the arts rooms, communications labs, computer labs, the auditorium, the Bucky Bullett Gymnasium, the library, and the production laboratories.
3. No food or drink may be brought into the school after 7:45 a.m. and before 2:20 p.m. without prior administrative approval.
4. Food and drink purchased at Drury may be allowed in other classrooms and learning spaces if approved by the teacher AND no students or adults with food allergies are present in the room.
5. Administrative approval is required for evening programs and special events, where food and beverages may be sold or provided.
6. Vending machines will not operate between the hours of 7:00 a.m. and 2:20 p.m. The sale of candy or competitive food (for fundraisers) is prohibited during the school day.

GAMBLING

Gambling, the possession and use of any gambling equipment (including dice and playing cards) is strictly prohibited. Any student caught gambling or in the possession of any gambling equipment is subject to discipline by the administration and the equipment shall be confiscated.

HALLWAY PASSES AND CONDUCT

Proper behavior and conduct in the halls is important to safeguard the rights and safety of the entire school population. The administration and faculty expect students to show respect for themselves and others. Students are expected to arrive to school and classes on time and be prepared for the day's activities. Students who chronically abuse passes will be prohibited from leaving class without an administrative escort, and will only be allowed to leave in the event of an emergency.

1. Students must allow safe passage through the hallways and not obstruct movement (no large groups, no blocking the hallway with obtrusive sitting, etc.).
2. Students are not allowed out of class without permission and must have a daily pass log or **corridor pass** from a faculty member when passing in the corridor during scheduled classes, assemblies, or activity periods. This pass must be shown to a faculty or staff member on request and student must return to class no more than 5 minutes after he or she left the class.
3. Students may not apply fragrances (body spray, perfume, etc.) in or carry food through the Food and Fragrance-Free Hallway (the Foreign Language hallway).

Students who act inappropriately in school hallways will receive disciplinary consequences. Examples of inappropriate hall behaviors include *roughhousing, running, sitting, abusive/inappropriate language, yelling, inappropriate displays of public affection, gathering in large groups, playing music, abuse of property, obstructing hallways and/or doors, and being disrespectful to the rights of others.*

HARASSMENT (M.G.L. c.76, s. 5), BULLYING (M.G.L. c. 71, § 37O), Related M.G.L.'s

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness. The school district recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness or by association with a person who has or is perceived to have one or more of these characteristics. Members of the school community are expected to treat each other with respect and dignity at all times. The language and behavior of hatred, intolerance, and violence interfere with the educational process and are prohibited at school and at all school related events. Each staff member shall be responsible for maintaining an educational environment free from harassment. Each student shall be responsible in respecting the rights of his/her fellow students, ensuring the rights of his/her fellow students, and ensuring an atmosphere free of all forms of harassment. Drury High School will take appropriate steps to respond to harassment and/or forms of bullying that takes place off school grounds if it has originated at or carries over into the school environment. Harassment is defined as unwelcome, harmful behavior that interferes with an individual's performance or creates an intimidating, hostile, or offensive school or work environment. Harassment can be a single incident or a series of incidents.

Harassment may take the form of verbal, electronic, and/or written remarks of a suggestive or derogatory nature (including but not limited to name-calling, continued comments, symbols, caricatures, graffiti, notes, cartoons, written communication on desks, lockers, personal property), unwelcome touching of a person or person's clothing, physical contact, intentionally impeding movement, gestures, threatening looks, facilitating social exclusion, intimidation, assault, extortion, threats, put downs, name-calling, rumors, false accusations of harassment, outwardly and/or silently instigating others, bystander to acts of aggression. Other indirect forms may include gossip and innuendo.

Sexual harassment may take the form as stated above as well as leering, voyeurism, displaying lewd or sexually explicit photographs or materials, or continuing to express sexual interest after being informed that the interest is unwelcome. Sexual orientation harassment may take any of the forms above and may be based on actual or perceived sexual orientation or affiliation with people of an actual or perceived sexual orientation.

Cyberbullying can include the transmission of words, photos, movies, images, etc. by electronic means including, but not limited to, cell phones, Internet, computer etc. Cyberbullying/harassment includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of Drury High School by sending or posting inappropriate or derogatory messages, digital pictures, images, or website postings.

Bystanders: The district prohibits active and passive support for harassment and/or intimidation. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them as safety permits, and report these acts to teachers or administration. Students are encouraged to report harassment whether a victim or observer.

False Reporting: Students who make false reports associated with Bullying, Harassment, etc. (i.e. as the target of and/or substantiating a false report) will be subject to strict disciplinary measures, including but not limited to out of school suspension.

Definitions are copied directly from M.G.L. c. 71, § 37O, as noted below.

Perpetrator (Aggressor) is a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying,* as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated. (Oftentimes referred to as "victim.")

*The third offense of harassment against a target will warrant a finding of bullying and will be documented as such in the aggressor's discipline record. Administrators will consider all past infractions that are documented in the student record regardless of time lapsed. Consultation with police will occur after a third offense of harassment against a single target to consider a charge of criminal harassment or other criminal charges.

Procedures: A student or staff member who feels that they are the target or witness to harassing behavior should proceed as follows:

1. With less serious forms of harassment, the student/staff member may choose to attempt to resolve it informally. For example, the student may point out the harassing behavior to the perpetrator and request that the behavior stop. If the student doesn't want to confront the perpetrator alone, he or she may ask a parent/guardian, a teacher or a school counselor to help. If the harassing behavior is in a classroom, the student is encouraged to inform the teacher. The student may request Peer Mediation.

2. With any type of harassing behavior, the student/staff member may choose to file a complaint with the school administration. The student should inform a school counselor, the Principal or the Dean of Students of the harassing behavior. The Principal or designee (i.e. counselor) will assist the student in documenting the harassing behavior.
3. The Principal, and/or their designee will investigate the complaint and if substantiated, will determine the disciplinary and/or legal response. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous report.
4. Students/staff may also consult the district policy specific to sexual harassment.
5. Any person who threatens intimidates or retaliates against a victim or witness involved in an investigation of harassment shall be subject to discipline determined by the administration. This may include recommendation for expulsion.
6. All school employees are required to report alleged violations of this policy to the principal or his/her designee and to take immediate appropriate steps to intervene in an imminent situation.
7. Victims of physical assault, sexual assault, and personal harassment also have the right to pursue police or legal action outside of school. The school may report illegal acts to the police including vandalism, sexual assault, and threat of harm.

CATEGORIES OF HARASSING BEHAVIOR AND STUDENT DISCIPLINARY RESPONSES: (The list of behaviors is not all inclusive. The responses are guidelines with the individual disciplinary responses left to the discretion of the Dean of Students and/or Principal).

Category 1: Indirect verbal remarks, innuendo

Response: Teacher set limits, and if possible facilitates discussion about harassing language

Category 2: Indirect remarks targeted to an audience

Response: Same as #1 and warning referral for counseling or detention

Category 3: Nonviolent physical contact

Response: Same as #2

Category 4: Direct verbal remarks or name-calling

Response: Teacher set limits and discipline office referral, recommend in school suspension (SI)

Category 5: Written Communications

Response: Discipline office referral, recommend in school suspension (SI)

Category 6: Supporting, encouraging harassing behavior or intimidation by other students

Response: Discipline office referral, recommend in school suspension (SI). With the victim's consent and a first offense in one of the above categories, the assistant principal may offer mediation led by the Peer Mediation Team, a school counselor, or administration in lieu of punishment or with a reduced punishment.

Category 7: Violent physical advance including threat of sexual or physical assault and impeding passage

Category 8: Written communication that also defaces or vandalizes personal or school property

Category 9: Pushing, shoving, grabbing

Category 10: Physical fighting or sexual assault

Response for Categories 7-10: Discipline office referral, recommend out of school suspension (SE). Parents/Guardians of offending students will be encouraged to attend one or more conferences to review behavior and strategies for correction. Repeated offenses of any of the above will result in more severe penalties that may include recommendation for expulsion, and/or pursuit of criminal charges. Harassment can be a criminal offense. The third offense of harassment against a target will warrant a finding of bullying and will be documented as such in the aggressor's discipline record. Administrators will consider all past infractions that are documented in the student record regardless of time lapsed. Consultation with police will occur after a third offense of harassment against a single target to consider a charge of criminal harassment or other criminal charges.

ADDENDUM TO BULLYING & HARASSMENT POLICY

Reporting, Investigation and Response to Bullying and Retaliation

(a) Reporting from Faculty/Staff – as detailed in the Faculty/Staff Handbook.

(b) Reporting by Students, Parents or Guardians, and Others

1. Parents, guardians and other students serve a paramount role in protecting students from bullying and harassment. Students, parents, guardians, and others who witness or become aware of an instance of bullying or retaliation are expected to report it to the principal or dean of students.
2. Parents, guardians, and students may make a verbal report or written report to the principal or dean of students and may be assisted in completing a Bullying Prevention Incident Report Form by the administrator.
3. The Bullying Prevention Incident Report Form may be downloaded from the school and district webpage and is also available in common office areas.
4. Reports may be made anonymously by parents, guardians, students and others but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

(c) Investigation Upon the receipt of a report, the principal or dean of students will:

1. Take initial steps to restore a sense of safety and prevent further incident to the targeted student(s).
2. Follow the procedures indicated in the Flow Chart for Investigating Bullying that is aligned to the Bullying Prevention Incident Report Form. If the form has not been completed, the principal/dean of students will complete. This procedure includes gathering information about the time, location, etc., interviewing witnesses, interviewing the target, interviewing the alleged aggressor, checking the disciplinary record for prior incidents of harassment, bullying or retaliation and making a determination whether bullying or retaliation has occurred.
3. If the report involves students from another school or school district, the principal of that school will be notified by telephone.
4. If, at any point during an investigation, the principal/dean of students has a reasonable basis to believe that criminal charges may be pursued, the School Resource Officer will be consulted and the North Adams Police will be notified.

(d) Response If it is determined that bullying or retaliation has occurred, the principal/dean of students will take the following steps to prevent recurrence and to ensure that the target is not restricted in participating in school:

1. Assign disciplinary consequences to the aggressor per the student handbook code and implement aggressor interventions per the Safety Plan (Appendix E).
2. Complete or refer to the school counselor to complete the Safety Plan with the targeted student and to assure for follow up to the Safety Plan (Appendix E).
3. Promptly notify the parents of the aggressor and the target about the results of the investigation and about what actions are being taken to prevent further acts.
4. Notice to parents must comply with state and federal privacy laws and regulations.
5. If indicated, refer the target and family and the aggressor and family to the school counselor to assess need for counseling or referral.
6. Follow up with the aggressor to review progress.
7. Submit report to principal and superintendent.
8. It is the responsibility of the principal and deans to consider if reports of harassment, bullying and other conduct also constitute discriminatory harassment per federal and state civil rights regulations or laws. If the behavior causes a hostile environment, the school may be obligated to extend the scope of the response beyond the interventions with the target and aggressor. For example, a more comprehensive response could include: convening the emergency response team or instructional leadership team to plan response, re-education to students and staff about expectations for behavior and policies against discrimination, conducting outreach to members of the targeted group to identify problems, holding classroom discussions and staff training to increase awareness about discrimination, re-posting information about how to report harassment violations and contact information for the district civil rights coordinator, reviewing policies for needed revisions, increasing supervision in identified areas, etc.
9. If the targeted student or parent/guardian are not satisfied with the determination of the investigation, they can appeal to the superintendent. Targeted students are expected to report any reoccurrences or retaliatory behaviors by the aggressor.

SEXUAL HARASSMENT DISTRICT POLICY

Students and staff are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Conduct that constitutes sexual harassment will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Unwelcome sexual advances, requests for sexual favors, sexual orientation harassment (harassment based on someone's actual or perceived sexual orientation) or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational development.
2. Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

When any member of the school community feels he or she has been the object of sexual harassment, the alleged victim, whenever feasible, is encouraged to make clear to the alleged harasser that his/her conduct is offensive and unwelcome. If this fails to end the offensive conduct, or if the alleged victim is unable or unwilling to approach the alleged harasser, then he or she will promptly report the offensive conduct, in writing and signed by the complainant, to either the principal or the superintendent. The individual who receives the complaint will attempt to resolve the problem promptly in an informal manner. If the complaint is not resolved informally, through reconciliation within thirty days from the date of receipt of the complaint (or such longer period as may be agreed to between the complainant and the alleged harasser), then he or she shall report the incident and transfer the record to the superintendent and so notify the parties in writing. After reviewing the record transferred to the superintendent as aforesaid or developed by the superintendent (if he or she is the person who received the complaint), the superintendent may attempt to gather any more evidence necessary to decide whether the conduct complained of did occur and whether such conduct did constitute sexual harassment. If the Superintendent so finds, he or she may thereafter impose any sanctions he or she deems appropriate, including a recommendation to the Committee for expulsion. Any person who threatens, intimidates, or retaliates against a complainant or any witness involved in the investigation of a charge of harassment shall be subject to such discipline as the superintendent may deem appropriate including a recommendation to the Committee for expulsion.

TEEN DATING VIOLENCE & GENDER-BASED HARASSMENT

Teen Dating Violence is a pattern of coercive control one person exercises over another. It mirrors adult domestic violence, existing on a continuum of controlling behaviors. Such behaviors include the actual or threatened psychological, physical, sexual or economic abuse of an individual with whom they have (or have had) an intimate relationship. (Specific behaviors may range from offensive language, insults, threats, intimidation, physical assault, and stalking, to rape or other violent crimes.)

Gender Based Harassment includes the behaviors identified above, but are employed in a non-dating relationship. These behaviors are directed towards members of a particular gender. They are included in these procedures because they reflect similar psychological traits in the offender. It indicates the need for the same type of treatment and is a pre-disposing indicator of abuse in intimate relationships. (An example of this type of behavior could be a [male] student who verbally or physically threatens or abuses a [female] staff member or a parent.)

PROCEDURES:

CATEGORY I- Awareness or suspicion of a student involved in a violent relationship:

Any faculty or staff person who suspects, or becomes aware, that a student may be involved in a violent relationship is responsible for referring the concern to the School Adjustment or Guidance Counselor. The counselor will interview the student to assess the situation. If the student is deemed to be a victim of a violent relationship, the counselor will develop and implement an appropriate safety plan for the student. Referrals will be made for support and counseling services for the victim, as well as for discipline or treatment for the offender.

CATEGORY II- Incidents of Teen Dating Violence and Gender-Based Harassment while under school jurisdiction:

1. Faculty or staff will establish an area of physical safety for a victim if an incident is occurring.

2. A complaint of Teen Dating Violence or Gender-Based Harassment may be filed by a victim, student, faculty or staff member, parent or guardian. The complaint may relate to verbal, non-verbal, written, physical or sexual behaviors which are observed, reported, or experienced. The report may be made verbally or in writing, and will be filed with the administration.
3. The administration will investigate the complaint. Attempts will be made to maintain confidentiality to the extent possible, with a full and fair investigation. The person making the complaint, the victim, and the alleged offender will all be interviewed separately.
4. If it is determined that a violation has occurred, a parent or guardian of both the victim and offender will be notified and disciplinary action will be taken against the offender.

CATEGORY III- Restraining Orders:

Students should inform the school administration if they have obtained a restraining order through the court. Once a copy has been delivered to the school, the administration may hold separate meetings with each student involved and their parents or guardians to review the implications. The administration in collaboration with appropriate support staff, will be responsible for the development and implementation of an appropriate safety plan to address the victim's needs and concerns, including staff to report to if a concern or violation occurs, and if any schedule changes have to be made. A follow-up meeting will be held after an agreeable time period to assess how the plan is working and if any changes are necessary. Teachers of the victim and the defendant will be notified of the order. Violation of a Restraining Order is a criminal offense and must be reported to the police.

HAZING

Hazing of students is strictly prohibited by the Massachusetts General Laws. Furthermore, the North Adams Public Schools prohibits hazing on school grounds, buses, and at Drury school-sponsored events. A student involved in hazing as a participant or organizer will receive disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

HEALTH SERVICES: Health Office is open from 7:45 a.m.–2:20 p.m.

1. In case of injury or ailment, the student should report to the health office. If the injury or ailment appears to be of a serious nature, the health aide, (or if unavailable a member of administration) will be called to the area.
2. If the health aide is unavailable, students should report to the main office.
3. If a student needs to leave class to see the health aide for illness, the classroom teacher must give a signed pass to the student.
4. A pass will be issued by the health aide for students returning to class.
5. Students will not be admitted to school unless they are successfully immunized against diphtheria, pertussis, tetanus, measles, mumps, rubella, and poliomyelitis. **If not properly immunized, the student will be excluded from school until such mandated requirements are met.** A physician's certificate is the only evidence of immunization or disease.
6. School personnel will not provide students with any medication. **If a student must take medication from home, he or she must bring the medication to the health office.** Confirmation must be made with parent or guardian and physician for proper administration and dosage.
7. The distribution of condoms on school property is prohibited.
8. Student Health Card must be returned to the Health Office the first week of September.

LIBRARY - THE STEPHEN J DROTTER MEMORIAL LIBRARY - GENERAL POLICIES:

The Stephen J. Drotter Memorial Library is open daily from 7:25 a.m. to 3:00 p.m. (2:35 p.m. on Fridays). All students may use the library before or after school. Students wishing to use the library during study hall must get a pass from the library staff. The pass must be signed by the study hall teacher and given to the librarian. Students must arrive in the library within 3 minutes of the late bell. Expectations for behavior are based on respect for the other users of the library and the materials and equipment in it. Those who do not behave appropriately will lose library privileges and may be referred to the administration at the discretion of the library staff. **There is no food or drink allowed in the library including candy and gum.**

CIRCULATION POLICIES:

1. Most books may be borrowed for a two-week period and may be renewed for an additional two weeks. Items should be checked out with plenty of time remaining in the period.
2. A maximum of three books may be checked out simultaneously and no books may be signed out until any overdue items are returned.

3. Reference books and current issues of magazines and newspapers must be used in the library **only**. If needed, photocopies of articles are available from the library staff. Certain older encyclopedias and back issues of magazines may circulate overnight.
4. Materials placed on reserve by a teacher may be borrowed at the end of the day and must be returned before the start of classes the following day.
5. Library materials that are lost or damaged must be paid for.

LOCKERS Students are assigned lockers by the administration. Safety regulations require that the school have access to all lockers. Lockers are lent to the students for their convenience. Lockers are property of the school and the City of North Adams. There should be no student expectation of privacy of lockers and the administration reserves the right to conduct periodic locker inspections which may include search by using police dogs.

1. Students are responsible for valuables in their lockers. The school is not responsible for any loss or theft that occurs from a locker – or from their possessions.
2. Students must have their own lock in order to have a locker issued to them.
3. Any issued lockers without locks on them will be secured by a school lock.
4. Any mechanical problem with a locker should be reported to the office or custodian.

LOST AND FOUND

The lost and found area is located in the main office. Any personal or school property found in or near the immediate area of the school should be turned in to the office. The school is not responsible for lost or stolen articles.

LUNCH & CAFETERIA

1. **Lunches** are served in the cafeteria for two 30 minute lunch periods per day. One lunch period is assigned to students according to their class location. Drury offers a **Breakfast** program before school from 7:15-7:41 a.m. (No breakfast will be available if school is delayed one or two hours due to weather.) Currently, all students may receive one free lunch and one free breakfast each day.
2. Students may remain upstairs in a supervised area during their lunch period with a pass from the supervising teacher.
3. Students are to eat their meals in the cafeteria. Lunch trays and tables are to be cleared by the students who use them. Trays are to be emptied and placed in the tray return for cleaning. Trash should be disposed of properly. Failure to do so will result in disciplinary action.

MEDIATION

Upon request, members of administration and guidance may support student conflict resolution through mediation. Interested parties should contact the Dean of Students or School Adjustment Counselor.

OFFICE DETENTION

Detention is assigned by the administration for disciplinary referrals from teachers and/or general school infractions. These are held for one hour after school until 3:25 p.m. with a 24 hour notice. Failure to attend office detention will result in disciplinary consequences including but not limited to internal suspension, external suspension, extended detention, and Saturday School.

SCHOOL SAFETY/SAFETY DRILLS/SAFETY PROCEDURES

1. Safety drills and school safety protocol/procedures should be responded to immediately and seriously. Safety drills and procedures include, but are not limited to: fire drills, fire alarms, bomb scare drills, bomb threats, stay put orders, evacuation, building re-entry, lockdown drills and lockdowns.
2. Students and faculty are to be aware of school safety procedures, evacuation plans and alternate exits.
3. Fire safety drill and lockdown instructions **must** be posted in each room area. It is the responsibility of the teacher in charge to review evacuation routes and school safety procedures/protocol with his or her students.
4. During school safety drills and/or safety events, students are to follow the appropriate procedures/protocol necessary to manage the school safety event. Procedures include stay put, lockdown, evacuation and re-entry into the building. If an evacuation is necessary, once outside the building, teachers will take class attendance and report missing students to the administration. Students must stay with their teacher and follow teacher/administrative directives.
5. Use of cell phones and electronic devices **ARE NOT ALLOWED** by students, faculty or staff with the exception of those performing emergency management procedures during school safety events.
6. Attendance will be taken again when students have returned to class.
7. Students not acting in a serious, appropriate manner may be subject to disciplinary measures. Non-compliance with school safety procedures may result in suspension.

Hoax Devices/Substances: MGL Chapter 266: Section 102A1/2. Possession, transportation, use or placement of hoax devices; penalty; law enforcement or public safety officer exemption

Section 102A1/2. (a) Whoever possesses, transports, uses or places or causes another to knowingly or unknowingly possess, transport, use or place any hoax device or hoax substance with the intent to cause anxiety, unrest, fear or personal discomfort to any person or group of persons shall be punished by imprisonment in a house of correction for not more than two and one-half years or by imprisonment in the state prison for not more than five years or by a fine of not more than \$5,000, or by both such fine and imprisonment. *Hoax Devices/Substances may include, but are not limited to: objects or materials mimicking an explosive device or harmful chemicals/agents.*

Bomb Threat/Threat of School Violence: MGL Chapter 269: Section 14. Deadly weapons, explosives, chemical or biological agents, or other deadly device or substance; threatened use or presence; threat to hijack; disruption of school, public building or transport; punishment; restitution. *In essence, students may be charged for making bomb threats, threats to commit a crime or general threats causing a serious disruption to the school day.*

(b) Whoever willfully communicates or causes to be communicated, either directly or indirectly, orally, in writing, by mail, by use of a telephone or telecommunication device including, but not limited to, electronic mail, Internet communications and facsimile communications, through an electronic communication device or by any other means, a threat:—(Such threats may include, but are not limited to references to: guns, explosive devices, harmful substances/chemicals, etc. whether or not they are in fact used or present.) (c) Whoever willfully communicates or causes to be communicated such a threat thereby causing either the evacuation or serious disruption of a school, school related event, school transportation, or a dwelling, building, place of assembly, facility or public transport, or an aircraft, ship or common carrier, or willfully communicates or causes serious public inconvenience or alarm, shall be punished by imprisonment in the state prison for not less than 3 years nor more than 20 years or imprisonment in the house of correction for not less than 6 months nor more than 21/2 years, or by fine of not less than \$1,000 nor more than \$50,000, or by both such fine and imprisonment.

Ammunition/Firearms: MGL Chapter 140: Section 129C. Application of Sec. 129B; ownership or possession of firearms or ammunition; transfers; report to executive director; exemptions; exhibiting license to carry, etc. on demand. *In essence, students may be charged for bringing, exchanging and/or possessing firearms and/or ammunition in school.*

SPECIAL LAWS: Complete copies of the following laws will be distributed to the student body: STUDENT RIGHTS PERTAINING TO RECORDS, STUDENT RIGHTS AND DUE PROCESS, HAZING LAW.

STUDENT CONDUCT AT SCHOOL-RELATED FUNCTIONS

All students are expected to conduct themselves properly in school and at school related functions. Deliberate misbehavior, improper behavior, and rule violations will receive disciplinary consequences including but not limited to office detention, internal suspension, external suspension, extended detention, and Saturday School.

STUDENT SUPPORT CENTER

A Student Support Center (SSC) will operate at DHS. The purpose of the SSC is to provide a school-based space where trained staff members can work individually with students in various spontaneous, behavior-related functions. The SSC is designed to work collaboratively with the Office of the Dean of Students, the School Adjustment Counselor, and the Guidance Department. The SSC does not replace teacher and/or administrative consequences for disciplinary infractions, nor does the SSC provide such consequences. The goal of the SSC is to teach students to manage their behaviors successfully and self-reliantly. The rules and regulations for the SSC are posted in the SSC and classrooms. Students may access the SSC through teacher referral, non-incident referral and/or scheduled check-ins.

SUSPENSIONS: DUE PROCESS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;

- d) the opportunity for the student to have a hearing with the principal or designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal or designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal or designee must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal or designee sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal or designee and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal or designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal or designee will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal or designee will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal or designee shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal or designee shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal or designee and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal or designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal or designee will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal or designee may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the principal or designee. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal or designee shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal or designee decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal or designee;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal or designee's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal or designee's determination on appeal.

If the student is in grades pre-k through grade 3, the principal or designee shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal or designee and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal or designee's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal or designee's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal or designee. The superintendent's decision shall be final.

SCHOOL-WIDE EDUCATIONAL SERVICES PLAN

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER MGL SECTIONS 37H, 37H1/2 AND 37H3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

DISCIPLINE GUIDELINES – STUDENTS WITH DISABILITIES GENERAL GUIDELINES

Although all students are expected to meet requirements of the Student Discipline Code as set forth in this handbook, if the TEAM has determined that a student cannot be expected to meet this Code, it shall be documented in the student's Individualized Education Program (IEP), or a 504 Plan. All alternative approaches to the Code must be listed in the student's IEP, or a 504 Plan. A student who has an IEP, or has been considered to be in need of special education, may be disciplined and/or suspended in the same manner as a non-eligible student for any period if it does not exceed ten (10) cumulative days in the school year. Before a suspension of a special education student that goes beyond ten (10) cumulative days, a Manifestation Determination shall be made at a TEAM meeting; a Functional Behavioral Assessment may be completed as well by a Student Service staff person. If all the process requirements set forth for the Manifest Determination have been met, then the TEAM has one of two choices to make based on the answers to two (2) questions. These questions are: (a) "Was the conduct in question caused by, or did it have a direct and substantial relationship to the student's disability?" and (b) "Was the conduct in question the direct result of the school's failure to implement the student's IEP?" The TEAM may determine that the conduct was not a manifestation of the student's disability, and the student may be disciplined in the same manner as a non-eligible special education student, such as being excluded for more than ten (10) days. In cases involving removals for behavior not found to be a manifestation of the student's disability, the IEP TEAM shall also establish how the special education services will be provided when the student is excluded. If the IEP TEAM determines that the behavior creating the need for exclusion is a manifestation of the student's disability, the TEAM must take immediate steps to remedy those deficiencies in the student's IEP, or placement, and/or in their implementations in order to better address the behaviors and prevent them from recurring.

The above rights also apply to students who have 504 Plans, and whose behavior may be a manifestation of their disability. Whether or not the student's conduct/behavior is a manifestation of the disability, the student may be placed in an intermediate alternative educational setting if there is documentation of carrying or possessing a weapon at school, on school premises, or at a school function, of knowingly possessing, using, selling, or soliciting the sale of a controlled substance while at school, on school premises, or at a school function; or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

The above rights also apply to students who have been referred for special education services, even if it has not been determined if the student is eligible of special education services at the time of the infraction of the Code. If it is deemed that the school knew, or should have known, that the student was in need of special education services at the time of misconduct under consideration, then the same protections may apply to those students. As consistent with Massachusetts General Law c.76 s.5 "The North Adams Public Schools adheres to nondiscrimination in the student disciplinary process." All appeals about discipline cases can be made directly to the Bureau of Special Education Appeals.

Contact information is as follows:
Bureau of Special Education Appeals,
Massachusetts Division of Administrative Law Appeals
350 Main Street,
Malden, MA 02148
781-338-6400

Students identified as having a disability and provided with a Section 504 plan

1. Students are expected to meet the expectations for behavior identified in this handbook.
2. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination shall be done.

3. A student with a 504 plan may not be disciplined beyond ten days if his/her conduct is a manifestation of his/her disability.

EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal or designee's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal, the principal or designee shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal or designee shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal or designee, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal or designee's determination in a long-term suspension or short-term suspension, as applicable.

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal or designee may impose an in-school suspension as defined above according to the following procedures:

The principal or designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or designee determines that the student committed the disciplinary offense, the principal or designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal or designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or designee is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal or designee shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal or designee for the purpose set forth above, if such meeting has not already occurred. The principal or designee shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal or designee and the parent.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

Possession of a dangerous weapon, possession of a controlled substance, or assault of staff.

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of the educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision 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 the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

Felony complaint or issuance of felony delinquency complaint:

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the principal may suspend a 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 Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency:

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, 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 the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

SUSPENSION INTERNAL (SI) / IN-SCHOOL-SUSPENSION (ISS)

In-school suspension involves removal of the student from a regular class schedule and assignment to an in-school suspension class for a specific period of time as determined by the administration. SI rules are posted in the SI room and enforced by the monitor on duty.

TEACHER DETENTION

Teachers may give after school detention for disciplinary issues. The student is notified of the infraction and given a 24-hour notice to arrange for transportation. A 3:25 p.m. late bus is made available for North Adams students. Teacher detention ranges in time from 15 minutes to 1 hour.

TELEPHONE

Students are not allowed to use classroom or departmental office telephones. In case of emergencies, students may contact Guidance, the Dean of Students, Principal, or Main Office for permission to use the phone in the main office or in the Dean of Students office.

UNAUTHORIZED AREAS

Students are expected to be in class under the supervision of a faculty member at ALL times. Students who are found in unauthorized areas will face suspension. Examples of unauthorized areas are: any area of construction, boiler room, maintenance areas, roof areas, back stage, the stage lighting booth, lower level athletic rooms, outside the building (except during lunch permitted near the north side of the cafeteria, but NOT the parking lot), weight room, elevators, athletic facilities or grounds, picnic area, any other area designated by the administration.

STUDENT ACTIVITIES AND ATHLETICS

EQUAL OPPORTUNITY STATEMENT

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

ACADEMIC ELIGIBILITY

There are a variety of extra-curricular programs and activities available to Drury High School students. These are open to all students. Athletes must meet the following criteria:

MIAA Rule 58 Student Eligibility: Academic Requirements:

- A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade in four year-long courses (or two courses if following a 4x4 block schedule).
- A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional year-long major English courses (or two one-credit courses each semester if following a 4x4 block schedule).
- To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent of four traditional year-long major English courses.
- Academic eligibility of all students shall be considered official and determined only on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.
- Incomplete grades may not be counted toward eligibility until they are made up following school policy.
- A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
- A student cannot count for eligibility any subject taken during summer, unless that subject has been previously pursued and failed during the immediately preceding academic year.

Good Citizen Rule: MIAA mandated- Students may not represent their school if they have been assigned In-School (SI) or Out-Of-School (SE) Suspension for the day. In addition, the guidelines below will also determine academic eligibility for student-athletes:

- Eligibility for try-outs for the fall season and participation in the first quarter will be based on the final averages the student receives on their June report card. Athletes participating in a Fall sport with seasons that continue beyond the 1st marking quarter must maintain academic eligibility into the 2nd marking quarter.
- Eligibility for the winter season will be based on the first and second quarter grades.
- Eligibility for the spring season will be based on the second and third quarter grades.
- It is the responsibility of the student/parent to maintain an appropriate course load to meet the 5 credit requirement for athletics.

CLASS ATTENDANCE POLICY -- ATHLETICS

All club members and athletes must be in attendance in school before the start of first lunch to participate in any after school meetings, practices, performances or trips. If a contest is scheduled for a weekend, the participant must be in school by the start of first lunch on Friday. Athletes and club members being dismissed may not participate in activities, practice or contests without prior administrative approval. Any exceptions to this policy are made through the Principal. Students who are participating in a **non-curricular activity** may not leave class for the activity unless they meet the academic guidelines for athletics in this handbook.

CLASS DUES

The monies received from class dues are used to defray expenses of senior activities. Mandatory dues are cap & gown and diploma fees. Optional dues encouraged, but optional, are yearbook and class banquet. If you have any questions, please contact a senior class advisor.

DANCE RULES

Dances may be run by any school-sanctioned group. A form to have the dance approved may be obtained from the Dean of Students. Dances will be announced for specific grade levels when held. The following rules will be in effect:

1. All students attending the dance must adhere to the rules for attendance. Only students who are enrolled at Drury High School may attend regular school dances. Guests are only allowed to attend formal and semi-formal dances. Guests must be signed up prior to the dance through the Dean of Students office. Proof of Identification must be provided by guests. All DHS rules and regulations apply to individuals attending semi-formal and formal dances.
2. Certain dances will be specifically designed for age appropriateness. Regular & semi-formal dances will be held. Examples of grade level appropriate dances include, but are not limited to: Freshmen Reception (9-12), Fall Fling (7-9) Homecoming (8*-12; parent permission for Grade 8 necessary), Prom (11-12; a Grade 9-10 attendee must be invited by a guest from Grade 11 or 12), Celebrate 8 (Grade 8 Semi-Formal).
3. The possession, sale, or use of alcohol or illegal drugs will be handled by the use of the discipline code.
4. Students attending a dance must be in the building no later than 1/2 hour after the dance starts, unless securing permission from Administration.
5. Any student failing to abide by the school rules at a dance will have his/her parent notified to pick them up immediately, and the police will be notified, if appropriate. After such action the student will not be allowed to attend any future dances without administrative approval.
6. Students who leave the building during the dance will not be allowed back into the dance.
7. Students are not allowed to attend dances when they are suspended from school.

HONOR SOCIETIES

Nu Sigma Epsilon is the junior honor society for those students of good character who have maintained at least an **unweighted** average of 85% for 2 ½ years. **Pro Merito** was organized by Dr. H.H. Gadsby, a former Principal at Drury High School in 1917, to encourage students to maintain high achievement in their studies, and to give them academic recognition. To be a member of Pro Merito, a student must have achieved at least an **unweighted** average of 85% in his/her studies for 3 1/2 years at Drury. Only seniors who have maintained an **unweighted** average of 90% or above for 3 ½ years earn honor stoles.

SPECIAL STUDENT ELECTIONS & OPPORTUNITIES

1. A School Committee student representative and three advisors are selected by the student council each year.
2. Regional Advisory Council - Two students from the junior or senior class are elected by the student body each year to represent Drury at regional meetings of Western Mass. High Schools to discuss issues of mutual concern.
3. School Council - 3 representatives, one from the senior, junior, and sophomore classes, are selected by the student council to serve on the school council with members of the faculty, administration, and community.
4. Student Government Day - A Drury representative and alternate are elected by the student body during the winter to attend a MA legislative session in the spring.
5. Hugh O'Brien Youth Leadership Conference – a sophomore is selected by the faculty each year to attend this weekend event in June.

ATHLETIC GUIDE

FALL SEASON

FOOTBALL (V,JV)
SOCCER (V,JV) boys/girls
CROSS COUNTRY* boys/girls
GOLF* (V) co-ed

WINTER SEASON

BASKETBALL (V,JV) boys/girls
HOCKEY* (V) co-ed
SWIMMING* boys/girl
*(co-op sport)

SPRING SEASON

BASEBALL (V,JV)
SOFTBALL (V,JV)
TRACK (V) boys/girls
LACROSSE* boys/girls

PRE-SEASON RESPONSIBILITIES

Any candidate for an athletic team must meet the following requirements before attending a tryout or practice session. Students are responsible for maintaining the appropriate course load.

1. Attend a pre-season meeting with the coach.

2. Pass 5 academic credits from the previous quarter to be academically eligible (for fall sports, an athlete must earn 5 credits in the final grades of the previous school year.)
3. Provide proof of physical within last 13 months to coach, school nurse, and/or athletic director.
4. Submit signed parental permission form/contract.
5. Demonstrate adequate insurance coverage.
6. Be younger than 19 years.
7. Notify the Athletic Director if a transfer student.
8. Completed all financial responsibilities for equipment issued during the previous season (A "season" for a particular sport ends with the final MIAA-sponsored tournament or event.)
9. Students are required to take the IMPACT concussion baseline test every other year prior to participation.

TRYOUTS

1. During the tryout period, each coach will describe his/her expectations for team members.
2. Athletes must demonstrate his/her ability to meet these expectations.
3. If an athlete is not selected for a team, he/she may contact the coach personally for an explanation.
4. Once a student has been selected for a team, he or she may not quit to join another team.
5. If an athlete is not selected for a team, he or she should explore participation in another sport.

TEAM SELECTION

The coach/coaching staff has the sole responsibility for:

1. Selecting players.
2. Deciding the appropriate level of play for each athlete.
3. Determining the amount of playing time for each athlete.

If an athlete has any questions about this process, he/she should ask the coach. If the matter is not resolved at this stage, parents may request a meeting with the coach. If the matter continues to be unresolved, parents may schedule a meeting with the Athletic Director. Participation in Drury High School Athletics is a privilege. All athletes are expected to provide leadership for other members of the student body, and to act in an exemplary manner that will do credit to the team, the school, and the community. Parents and team members must sign and adhere to the athletic contract. See the A.D. and/or contract for more information.

SCHOOL EQUIPMENT AND RESPONSIBILITIES

1. Athletes are responsible for proper care and maintenance of all athletic equipment and uniforms issued to them.
2. Athletes will be charged replacement value for any equipment that is lost, stolen, or damaged.
3. All equipment must be returned within seven days of the end of the season.
4. Athletes may wear team uniforms only at times specified in specific team regulations.

ATHLETIC AWARDS POLICY

Athletes receive awards at the end of the fall, winter, and spring seasons. To be eligible for a varsity certificate and letter, an athlete must:

1. Complete the season as a varsity player.
2. Participate in at least 50% of the team's activities.
3. Accumulate sufficient points under the system established for each sport.

To be eligible for an insignia bar, an athlete must:

1. Have a letter.
2. Meet the above requirements.

PHYSICAL EXAMINATION & INJURIES

All students must pass a physical examination within 12 months before participation in any sport. Physical examinations must be performed by a duly registered physician. If any injury or illness occurs during the season that requires medical attention, the student must have the attending physician complete the MIAA Return to Athletic Participation Form. The form must be turned in to the coach or athletic director before the student may return to practice. This also applies to a player who was injured during the previous season and would be joining a team after the start of the season.

A COMPLETE LIST OF ATHLETIC RULES & REGULATIONS IS CONTAINED IN THE STUDENT ATHLETIC CONTRACT & FLYER.

NON-DISCRIMINATION POLICY

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

The policies in this handbook follow guidelines set down by **Massachusetts General Law c. 76, s. 5, Section 504; M.G.L. c.71, s. 37H, Title IX, Titles VI & VII of the Civil Rights Act, the Americans With Disabilities Act, and the McKinney-Vento Homeless Education Act.**

Inquiries concerning compliance with Title IX and other civil rights laws may be directed to Anne French, Service Learning Coordinator, at 413-662-3240.

Information about the federal civil rights laws that apply to the Massachusetts Department of Education and other educational institutions is available on the website of the Office for Civil Rights, U.S. Department of Education at <http://www.ed.gov/about/offices/list/ocr/>.

Inquiries about Title IX and other federal civil rights laws may be directed to the Office for Civil Rights, U.S. Department of Education, J. W. McCormack POCH, Room 701, Boston, MA 02109-4557 (phone number: 617-223-9662).

Compliance: Title VI; Title IX; Section 504; MGL, Ch. 76, Section 5; MGL of the Acts of 1971, Chapter 622.

Anti-Discrimination Regulations

Title VI of the Civil Rights Act-

- Prohibits discrimination on the basis of Race, Color, National Origin
- Thomas Simon**, Director of Student Support Services (413-776-1670)

Title VII of the Civil Rights Act of 1964-

- Prohibits discrimination on the basis of Race, Color, National Origin, Religion or Sex
- Thomas Simon**, Director of Student Support Services (413-776-1670)

Title IX- of the Education Amendment of 1972

- Gender Equity- Discrimination based on sex which includes harassment
- Thomas Simon**, Director of Student Support Services (413-776-1670)

Massachusetts General Laws Chapter 199 of the Acts of 2011-

No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

Massachusetts General Laws Chapter 76, section 5 (commonly known as "Chapter 622") and the Chapter 622 Regulations (603 CMR 26.00)

Chapter 622 - Massachusetts General Laws, Acts of 1971 (1975)

- "No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation."

-**Same as Title IX**

Section 504 of the Rehabilitation Act of 1973-

- Nondiscrimination on the basis of handicap
- Kathy Morgan**, Head of Guidance-Drury High School (413-663-3240)

ADA-Americans with Disabilities Act of 1990-

- Nondiscrimination on the basis of disability
- Thomas Simon**, Director of Student Support Services (413-776-1670)
- [District Level] & DHS

McKinney-Vento Homeless Education Act

- Ensure each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.

- Thomas Simon**, Director of Student Support Services (413-776-1670)
[District Level]
- William Bryce**, Dean of Students – Drury High School (413-662-3240)

LEGAL REFERENCES:

- Title VI, Civil Rights Act of 1964
 - Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
 - Executive Order 11246, as amended by E.O. 11375
 - Title IX, Education Amendments of 1972
 - M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
 - M.G.L. 119:39E
 - Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
 - Board of Education, Chapter 766 Regulations 10/74 - amended through 3/28/78
 - 603 CMR 26:00
 - McKinney-Vento Homeless Education Act (Policy 11950)
 - An Act Relative to Bullying & Harassment M.G.L. c. 71, § 37O
 - M.G.L. Chapter 199 of the Acts of 2011
- Revised 08/28/2015 **All policies and procedures of Drury High School are subject to changes as necessary.**