

Silver Lake Regional High School

Student Handbook 2008-2009

School Telephone - 781-585-3844
FAX Number - 781-585-6544



This agenda belongs to:

Name _____
Address _____
City/Town _____
State _____ Zip Code _____
Phone _____
Student No. _____ Homeroom No _____

CALENDAR OF EVENTS

22 Aug New Teacher Orientation	1 Dec PTO Meeting 7 pm
26 Aug 1 st Day for Teachers	3 Dec Faculty Meeting
27 Aug School Opens	4 Dec Musical 7 pm
	6 Dec SAT's
1 Sep Labor Day-No School	6 Dec Musical 7 pm
3 Sep Faculty Meeting	7 Dec Musical 7 pm
8 Sep PTO Meeting 7 pm	12 Dec Academic Progress Reports
8 Sep Late Busses Begin	15 Dec School Council Meeting 4 pm
9 Sep School Pictures Taken	19 Dec Winter Concert 7 pm
15 Sep Back-to-School Night	24 Dec Holiday Vacation (Dec 24-Jan2)
15 Sep School Council Meeting	
	5 Jan School Re-opens
1 Oct Faculty Meeting	5 Jan PTO Meeting 7 pm
1 Oct College Fair/Silver Lake	7 Jan Faculty Meeting
3 Oct Academic Progress Reports	16 Jan Mid-Year Exams (16 – 23)
4 Oct SAT's	19 Jan Martin Luther King Day – No School
6 Oct PTO Meeting 7 pm	20 Jan Professional Development Day
7 Oct College Fair – Whitman Hanson	23 Jan Term 2 Ends
8 Oct Picture re-takes	24 Jan SAT's at Silver Lake
13 Oct Columbus Day-No School	26 Jan Term 3 Begins
15 Oct Parent-Teacher Conferences	30 Jan Term 2 Report Cards
16 Oct Silver Lake IDOL	30 Jan Senior Dinner Dance/Emmy Night
18 Oct PSAT's	
20 Oct Spirit Week (20-24)	2 Feb PTO Meeting 7 pm
20 Oct School Council Meeting	2 Feb MCAS Biology - retest
21 Oct Fall Concert 7 pm	3 Feb MCAS Biology - retest
21 Oct CTE Advisory Committee 6pm	3 Feb Parent-Teacher Conferences
25 Oct Homecoming Game/Dance	4 Feb Faculty Meeting
31 Oct Term 1 Ends	9 Feb School Council Meeting 4 pm
	10 Feb CTE Open House
1 Nov SAT's – Silver Lake	17 Feb Winter Vacation (17-20)
3 Nov Term 2 begins	24 Feb Grade 8 Course Selection Night
3 Nov PTO Meeting 7 pm	
4 Nov Professional Development Day	2 Mar PTO Meeting 7 pm
5 Nov Faculty Meeting	2 Mar MCAS – ELA retest
5 Nov MCAS ELA Comp Retest	3 Mar MCAS – ELA/Lang/Lit retest
6 Nov MCAS ELA Lang/Lit Retest	4 Mar MCAS – ELA/Lang/Lit retest
7 Nov MCAS Lang/Lit retest	4 Mar Faculty Meeting
7 Nov Term I Report Cards	5 Mar MCAS – Math retest
11 Nov Veterans Day – No School	6 Mar MCAS – Math retest
12 Nov MCAS Math retest	6 Mar Academic Progress Reports
13 Nov MCAS Math retest	9 Mar March Mania (9-13)
13 Nov Fall Athletic Awards Night 6 pm	9 Mar Winter Athletic Awards 6 pm
17 Nov School Council Meeting 4 pm	10 Mar Solo Ensemble Concert 7 pm
20 Nov Winter Sports Registration 6-8 pm	12 Mar Spring Sports Registration
26 Nov Thanksgiving Recess (27-28)	13 Mar Mr. Silver Lake
Close at Noon	14 Mar SAT's

- | | |
|---|----------------------------------|
| 16 Mar School Council Meeting 4 pm | 3 Jun Gr. 8 Move-up Day |
| 18 Mar District Concert (Gr. 6-12) 7 pm | 3 Jun Evening of Excellence |
| 24 Mar Instrumental Chamber Concert | 3 Jun Faculty Meeting |
| 31 Mar MCAS ELA Comp | 4 Jun MCAS - Science |
| | 4 Jun Spring Sports Awards Night |
| 1 Apr MCAS – ELA Lang/Lit | 5 Jun MCAS - Science |
| 1 Apr Faculty Meeting | 6 Jun SAT's |
| 2 Apr MCAS ELA – Lang/Lit | 9 Jun Final Exams (9 – 12) |
| 3 Apr Term 3 Report Cards | 12 Jun Tentative Close of School |
| 3 Apr Junior Prom – Indian Pond CC | |
| 6 Apr PTO Meeting 7 pm | |
| 7 Apr CTE Advisory Meeting | |
| 7 Apr MCAS ELA Comp Make-up | |
| 9 Apr Term 3 Report Cards | |
| 10 Apr Good Friday – No School | |
| 13 Apr School Council Meeting 4 pm | |
| 15 Apr CTE Applications Due | |
| 16 Apr Spring Play | |
| 17 Apr Annual Shakespeare Festival | |
| 21 Apr Spring Vacation (Apr 21-24) | |
| 1 May Senior Progress Reports | |
| 2 May SAT's – Silver Lake | |
| 4 May AP Exams (4 – 13) | |
| 4 May PTO Meeting 7 pm | |
| 5 May Music Awards Night | |
| 6 May Faculty Meeting | |
| 8 May Sophomore Social | |
| 12 May Senior Showcase | |
| 12 May Spring Concert | |
| 15 May Senior's Last Day of classes | |
| 15 May Term 4 Progress Reports | |
| 15 May Senior Prom | |
| 18 May School Council Meeting 4 pm | |
| 18-21 Senior Final Exams | |
| 19 May MCAS – Math Session 1 | |
| 20 May MCAS – Math Session 2 | |
| 25 May Memorial Day – No School | |
| 26 May MCAS-US History | |
| 26 May Senior Class Meeting | |
| 27 May MCAS-US History | |
| 27 May Graduation Rehearsal (27 - 29) | |
| 27 May Senior Awards Night 7 pm | |
| 28 May MCAS-US History | |
| 30 May Graduation | |

Silver Lake Regional High School
Commonly Used Telephone Extensions

Attendance/Switchboard	
Mrs. Cameron	1055
Mrs. Laniewski	1001
Main Office	
Mrs. Dart	1028
Mrs. Mele	1053
Mrs. Lewis, Principal's Secretary	1002
TBD , Housemaster (A-K)	1009
Mr. Mulcahy, Housemaster (L-Z)	1007
Mr. Richard Kelley, Principal	1005
Guidance Office	
Mrs. Messier, Secretary	1022
Mr. Garofalo, Director of Guidance	1023
Mr. Daly, School Psychologist	2427
Library	
Librarian	2418
Nurse's Office	
School Nurse	1013
Athletic Office	
Mrs. Armstrong, Secretary	1501
Mr. Johnson, Athletic Director	1500
Career and Technical Education	
Mrs. Hayhurst, Secretary	2005
Mr. Elliott Glass	2402

TABLE OF CONTENTS

AbsencesPg 25	Insurance, School.....Pg 26
Academic DishonestyPg 38	Internet Use.....Pg 40
Academic InformationPg 8	LavatoriesPg 41
Academic Reports.....Pg 10	Library/Media Center.....Pg 44
Academic StandingPg 9	LockersPg 40
Activity Fee.....Pg 46	Lost and FoundPg 40
Alcohol AbusePg 34	Make-Up WorkPg 28
Alternative Classroom.....Pg 31	MGL c71, & 37H.....Pg 36
AssembliesPg 43	National Honor Society.....Pg 8
Assault/Battery.....Pg 24	Night SchoolPg 10
Athletic Handbook ... Appendix A	Non-DiscriminationPg 14
Attendance PolicyPg 26	Nurses Contact Cards.....Pg 26
Bus Policy.....Pg 38	Office Detention.....Pg 30
Cafeteria.....Pg 42	Out-of-School SuspensionPg 32
Calendar of Events.....Pg 2	Parent Info Meetings.....Pg 43
Cell PhonesPg 41	Parking, Student.....Pg 42
Classroom Conduct.....Pg 29	Passes.....Pg 41
Classroom Detention.....Pg 30	Physical Restraint.....Pg 25
Controlled Sub. AbusePg 34	PhysicalsPg 26
Course Change Policy.....Pg 43	Portable Elec Equipment.....Pg 41
Course Level Change.....Pg 44	Publication of Names Policy..Pg 12
Dances.....Pg 46	Rehabilitation Act of 1973.....Pg 13
Diploma Requirements.....Pg 9	Renaissance.....Pg 7
Directed StudyPg 42	Rules of Conduct.....Pg 38
Discipline Code.....Pg 29	Saturday Detention.....Pg 31
Disc/Students w/disabilities .Pg 15	School Property.....Pg 39
DismissalsPg 28	School SafetyPg 39
Dress, SchoolPg 42	Serious DisciplinePg 32
Due Process.....Pg 30	Sex EducationPg 16
ExpulsionPg 36	Sexual Harassment/Policy..Pg18-23
Extended AbsencesPg 29	Student RecordsPg 11
Extended Detention.....Pg 31	Student Responsibilities.....Pg 11
Extra Help.....Pg 10	Student Rights.....Pg 11
ExtracurricularPg 45	Students Transferring.....Pg 44
Graduation ParticipationPg 10	Summer School.....Pg 10
Grounds for Discipline.....Pg 32	Tardiness to ClassPg 40
GuidancePg 43	Tardiness to School.....Pg 27
Harassment.....Pg 17	Telephones, Use.....Pg 41
Hazing.....Pg 24	Tobacco PolicyPg 33
Health ClinicPg 25	TranscriptsPg 44
Home Tutoring.....Pg 28	TruancyPg 28
Honor Roll CriteriaPg 9	Universal PrecautionsPg 16
Immunization.....Pg 25	Visitors.....Pg 46
Incomplete GradesPg 10	Working Permits.....Pg 15

Mission Statement and Student Expectations For Learning

Mission

Silver Lake Regional High School is committed to fostering a safe, supportive, and respectful learning environment. Our school community provides academic, artistic, and technical opportunities to encourage the pursuit of diverse interests among our students. We promote personal integrity, wellness, growth, and a sense of community to enable students to become productive members of society.

Expectations:

Students will work toward proficiency in the following areas:

Academic:

Students will:

- Write effectively for a variety of purposes
- Read with understanding and use reading as a learning tool
- Develop effective communication skills
- Define, analyze and solve problems using a variety of strategies
- Use technologies and the arts to access and convey knowledge

Social:

Students will:

- Acquire an understanding of and exhibit a respect for individual differences
- Demonstrate responsibility in working individually and/or with others

Civic:

Students will:

- Contribute to the community through service

SILVER LAKE'S RENAISSANCE PROGRAM

WHAT IS THE RENAISSANCE PROGRAM?

Difficult to describe and difficult to attain...but we all know it when we see it...

- * It's the school with the higher than average college acceptance rate for its seniors.
- * It's the school with the noticeable lack of graffiti, vandalism, and littered hallways and classrooms.
- * It's the school where teachers come to teach, students come to learn, and to an outside observer, there's no doubt that both are occurring.
- * It's the school where visitors are welcomed and invited.
- * It's the school whose scholars, athletes, musicians, and teachers excel...and the entire community hears about it.
- * It's the school where we'd like to be part of the staff and where we'd like to send our children. And if you're one or both, stand proud: you know what Commitment to Excellence means!

"COMMITMENT TO EXCELLENCE"

In order to commend you for your "Commitment to Excellence," Silver Lake Regional High School has instituted a number of ways to "show off" your accomplishments and to let you know just how proud we are of your achievements:

- * There is a "Brag Wall" to show off the talents and accomplishment of students and staff alike.
- * Our Honors Cards are presented each term for those students who have achieved honor roll and perfect attendance.
- * We conduct Honors Assemblies each term for students, parents, and teachers to present certificates for achievement.
- * Besides our annual Senior Awards Night, we have an "Evening of Excellence" for the recognition of underclassmen's achievements.
- * We have a Renaissance Society made up of students who volunteer their efforts to support the Renaissance Program at Silver Lake.
- * We have Privilege Cards, which entitle the holder to special discounts and opportunities at various local businesses, and high school events. Honor Roll and Perfect Attendance Benefits will be explained during orientation.
- * We hold Athletic Awards Night to honor our student athletes.

NATIONAL HONOR SOCIETY

The purpose of the Silver Lake chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service to school and community, to promote leadership, and to encourage the development of character in the students of Silver Lake Regional High School. Membership is based on scholarship, service, leadership, and character. All students must have a cumulative grade point average of 3.7 on our 5.3 scale after the end of their previous academic year in order to be academically eligible for membership. Successful candidates will also show evidence of involvement in school and community service activities.

The guideline used in defining leadership, service, and character for election to the National Honor Society is as follows:

Leadership: To have exhibited leadership, students must have demonstrated that they have been elected to some position of authority in a club, organization and/or activity; or that student should have demonstrated that they have taken the initiative to lead others, to direct an activity or program, to innovate some idea or concept either in school or within the community since the start of the freshman year.

Service: To have fulfilled the service requirement, a student should have participated in some activity or organization (on a strictly volunteer basis) which promotes the idea of improving the quality of life for others or giving of one's time and energy to help one's fellow man on three different occasions involving substantial time totaling 20 hours since the start of the freshman year.

Character: To fulfill this requirement a candidate should demonstrate on a consistent basis maturity, sensitivity, high ethical/moral values, good sportsmanship (if appropriate), and above all--honesty in all situations. Each candidate should be a role model for other students in his daily conduct and attitude.

ACADEMIC INFORMATION

GRADING SYSTEM

The grading system of Silver Lake Regional High School is designed to record and report the teachers' assessment of your achievement. Teachers base their standards for grading on departmental objectives and on standards of excellence in scholarship in their fields. You are advised to learn from your teachers how the grades are computed so that you can fully understand the importance for grading of quizzes, homework, class participation, and examinations. Your final grade for the year is the average of four terms, mid-year exam and final exam. Each term comprises 20% of your final grade. Mid-year and final exams comprise 10% each of the final grade.

The educational system uses grades for:

- course advancement of students
- academic counseling
- appropriate placement in courses
- the award of scholarships
- admission to further education
- letters of recommendations
- research in education
- determination of honor roll
- eligibility for extra-curricular activities

HONOR ROLL CRITERIA

High Honors: To be on high honor roll, a student must receive an "A-" or better in all subjects.

Honors: To be on the honor roll, a student must receive a "B-" or better in all subjects.

GPA Computation

<u>Grade</u>	<u>AP/Honors</u>	<u>CollegePrep</u>	<u>Standard</u>
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
D-	1.7	1.2	0.7
F	0	0	0

ACADEMIC STANDING

To be considered a sophomore in good standing, students must have earned at least 24 credits. Juniors in good standing must have earned 48 credits. To become a member of the senior class, seniors must have earned at least 72 credits.

DIPLOMA REQUIREMENTS

Four Years of English	16 credits
Three Years of Social Studies	12
Three Years of Mathematics	12
Three Years of Science	12*
Health	2
Four Years of Physical Education	8
Fine and/or Practical Arts	4
Computer Competency	2
Elective courses	28

Total credits 96

Service Learning: 40 hours over four years

*Students must pass biology and a physical science such as conceptual physics, or chemistry.

Students must meet MCAS competency according to the Commonwealth of Massachusetts Department of Education guidelines to earn a diploma.

GRADUATION PARTICIPATION REQUIREMENTS

In order to participate in commencement activities, students must meet all **diploma** requirements listed above in addition to meeting all disciplinary and financial obligations to the school.

The selection of the valedictorian and salutatorian is based solely on cumulative GPA. The student's cumulative GPA from freshman, sophomore and junior years, along with the first three terms of the senior year are used for this calculation.

SUMMER SCHOOL/NIGHT SCHOOL

In order to be eligible for summer school or night school, a student must be pre-approved by the Guidance Department and must pass at least two terms of a regular class. Since summer and night school programs are self-supporting, not all required courses are offered each term. Students are urged to make up a failed course at the earliest opportunity they can do so.

In order to receive credit, students taking summer school or night school classes at a location other than Silver Lake Regional High School must be pre-approved by the guidance department. Permission slips can be obtained by the student's Guidance Counselor.

Students are not allowed to take a night school course that they are concurrently participating in during day school.

ACADEMIC REPORTS

Mid-term academic reports are issued to advise both you and your parents of satisfactory or unsatisfactory performance in a subject.

EXTRA HELP

If you need extra help, you should arrange a time with your teacher. These sessions are designed to help you if you are having difficulty with a specific phase of a given subject. *Extra help sessions take precedence over all detentions.*

INCOMPLETE GRADES

It is the student's responsibility to make up incomplete grades. If the work is not made up within ten school days from the close of grades, the missing work will be averaged in as an "F," unless the administration determines there are extenuating circumstances.

RIGHTS AND RESPONSIBILITIES

As a student you are considered a citizen of this school community. Citizenship, as in any community, is something which confers fundamental rights and equally important responsibilities upon each of its members.

STUDENT RIGHTS

- To be treated with respect by all members of the school
- To be personally safe and to expect that your personal property will be secure;
- To do your school work in clean and pleasant surroundings;
- To have freedom of expression and opinion so long as you do not cause disruption or disorder within the school;
- To a full and appropriate education; and
- To "due process" in the fair application of individual classroom and school wide discipline policies.

STUDENT RESPONSIBILITIES

As a student in Silver Lake Regional High School, you have the responsibility:

- To treat all members of the school community, both pupils and staff, with respect;
- To help make the school a safe place for all;
- To ensure proper care and security of all personal and school property;
- To help keep the school a clean and pleasant place for everyone;
- To express yourself in a manner that will not cause disruption, disturbance, or embarrassment to others;
- To meet all your academic obligations to the very best of your abilities;
- To know and understand individual classroom and school wide discipline policies and to avoid behaviors which would be deliberate violations of these behavioral expectations.

STATE AND FEDERAL REGULATIONS

STUDENT RECORDS

The Regulations Pertaining to Student Records were developed by the Massachusetts State Board of Education to ensure parents, students and former students of their rights of confidentiality, inspection, amendment and destruction of student records. The regulations have the force of law and apply to all elementary and secondary schools. Below is a summary of the major provisions of the regulations. A copy of the regulations is available for inspection in the main office or guidance office.

A parent or any student who is at least 14 years old has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student not later than two days after the request, unless the student or parent consents to a delay. Copies of the record must be given to the student or parent upon request for a fee of no more than the actual cost of copying.

The student record consists of the transcript and the temporary record. The transcript contains your name, address, and your birth date; the name and address of your parents or guardians; course titles; grades (or the equivalent when grades are not applicable); grade level completed and the grade completed.

The temporary record consists of all the information in the student record which is not contained in the transcript. This information may include your standardized test scores, extra-curricular activities in which you took part and evaluations by your teachers, counselors, or other school staff. A school health record, which gives a general profile of your health, is included. The temporary record shall not contain any anonymous information and will be destroyed after graduation.

As of 1998, Massachusetts law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal.

At any time that the school receives a request for student records from a parent who does not have physical custody of the child and who has not yet provided the school with the information required by Section 34H, the school should inform the non-custodial parent of the requirements of the law. This may be done by providing the parent with a letter from the school that sets forth the procedures the parent must follow in order to get access to the records.

PUBLICATION OF NAMES POLICY

We plan to publish the names of students who will receive recognition at the Honor Society Induction, sports assemblies, quarterly honor rolls, special awards and assemblies, and graduation. If you do not wish to have such information about you released to the news media or printed in school programs, you must inform the principal in writing. This is in compliance with the student's record release regulations.

The federal No Child Left Behind Act (NCLB) contains a provision regarding the disclosure of names, addresses, and telephone listings of secondary students to military recruiters and institutions of higher education. Silver Lake Regional High School is obligated to provide, upon request, names, addresses and telephone numbers of students in grades 9-12 to military recruiters as well as to institutions of higher education. Therefore, student names, addresses, and telephone numbers will be released to military recruiters and institutions of higher learning UNLESS the parent/guardian or student notifies the principal in writing indicating that they DO NOT want this information released.

Silver Lake Regional High School may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of

members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10

REHABILITATION ACT OF 1973

Several important pieces of federal and state legislation are listed here for your benefit. These laws prohibit discrimination in public schools. The essence of these laws is presented in the following paragraphs:

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.” Mrs. Joy Blackwood, 250 Pembroke Street, Kingston, Ma., 781-585-4313, is the Title IX, Chapter 622 and Section 504 Coordinator.

Chapter 622

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

Section 504

MGL Chapter 76 specifically states, “No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.”

Mrs. Joy Blackwood, Assistant Superintendent, is the Title IX, Chapter 622 and Section 504 Coordinator. She will coordinate the Silver Lake Regional School District’s efforts to carry out the responsibilities of the regulations. Any inquiries concerning the application of the regulations to the practices and policies of the Silver Lake Regional School District may be addressed to, Mrs. Joy Blackwood, Assistant Superintendent, Silver Lake Regional School District Administration Building, 250 Pembroke Street, Kingston, MA 02364. Telephone 781-585-4313, or the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20221.

NOTICE OF NON-DISCRIMINATION

The Silver Lake Regional School District reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or exercise of civil rights in admission to, access to, treatment in or employment in its programs or activities. The Silver Lake Regional School District also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or exercise of civil rights. Any harassment on the basis of sex, race, national origin, religion, age, disability, sexual orientation, or exercise of civil rights will not be tolerated.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity/Title IX/Section 504/ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.
3. The Equal Opportunity/Title IX/Section 504/ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557.

GENERAL INFORMATION

DISCIPLINE OF STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. The Department of Education Policy on Disciplining Students with disabilities requires that the team evaluation determine which student's handicapping condition requires modifications of the rules and regulations as outlined in the student handbook. The following additional requirements apply to the discipline of students with disabilities who have an IEP or 504 plan or are in the process of determining their request for an IEP or 504 plan.

1. The I.E.P. or 504 plan for every student with disabilities will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification.
2. Suspension is defined as a day in which a student with disabilities is denied the opportunity to participate in special needs services as a result of not complying with the rules and regulations outlined in the student handbook.
3. When it is known that the suspension(s) of a student with disabilities will accumulate to ten days in a school year, a review of the I.E.P. or 504 plan will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either: a) design a modified program for the student; or b) write an amendment to provide for the delivery of special education services during the suspension and any modification of the I.E.P. or 504 plan relative to discipline code expectations.

WORKING PERMITS

If you hold a full or part-time job, whether school related or not, you must provide your employer with a work permit. This form indicates to your employer that you are still in school and therefore may not be employed during school hours. Work permits may be obtained from the guidance office both during the school year and during the summer. This request is in accordance with the provisions of Section 8695 of Chapter 149 of the General Laws of the Commonwealth of Massachusetts.

UNIVERSAL PRECAUTIONS FOR SCHOOL SETTING

Universal precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as Hepatitis B virus). They are universal because they refer to steps that need to be taken in all cases. They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines. Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach, ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.
5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up.) Soap and water will kill HIV.
6. Clean up other body fluid spills (urine, vomitus, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Silver Lake School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

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

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

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

HARASSMENT POLICY

If you feel that you are the victim of any type of harassment, including, but not limited to, cyber bullying, you should follow the policy listed below:

- 1) Report the matter to a school administrator, counselor, teacher and/or other staff member.
- 2) The housemaster will then arrange for a prompt investigation. The housemaster will meet with all of those involved who will have an opportunity to explain their side of the story.
- 3) If the accusation of harassment has been substantiated by the housemaster, the principal will be notified. Appropriate discipline will be administered depending on the nature of the offense.

- a) Verbal first offenses will be handled by a warning to be followed by much stricter discipline if the offending behavior continues. Parents will be notified.
- b) Physical offenses will be taken very seriously. Appropriate discipline will be administered. Parents will be notified.

The Committee recognizes that children learn best and teachers teach best when schools are safe. In safe schools, students and teachers feel physically secure, respected and supported. The Committee promotes Civil Rights and Protecting Students from Harassment, Bullying, and Hate Crimes.

The Complaint Procedure beginning on page 19 of this handbook may also be followed in appropriate circumstances.

SEXUAL HARASSMENT

The school's support of equal educational opportunity includes the recognition that sexual harassment of students will not be tolerated. "Harassment" means unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature when such conduct by its unreasonable nature creates an intimidating, hostile, or offensive school environment. Sexual harassment is defined by the victim, thus an individual's feelings and reactions to inappropriate behavior may determine whether sexual harassment has taken place. Any student who feels that he or she has been the victim of sexual harassment should report the matter immediately to a school administrator, counselor, teacher, and/or other staff member who will arrange for a prompt investigation and corrective action where appropriate.

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

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

Sexual harassment may include, but is not limited to:

- 1. Assault, inappropriate touching, intentionally impeding movement, comments, gestures, or written communications of a suggestive or derogatory nature.
- 2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment)

3. Implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence or affect the educational opportunities, grades and/or the learning environment of a student.
5. Offering or granting favors or educational benefits, such as grades or recommendations, in exchange for sexual favors.

Other sexual harassing behavior directed towards students, whether committed by management, staff, or students, is also prohibited. Such conduct includes but is not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Sexually explicit language or gestures;
3. Touching that an individual interprets as sexual in nature;
4. Any unwelcome physical contact;
5. The presence of sexually provocative photographs, pictures or other material, and the telling of sexual stories or jokes.
6. Verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.

SEXUAL HARRASSMENT AND OTHER FORMS OF HARRASSMENT COMPLAINT PROCEDURE

To create for all Silver Lake Regional School District students a study environment free of sexual harassment and other forms of harassment.

The Silver Lake Regional School District is committed to safeguarding the right of all persons associated with the Silver Lake Regional School District, including students, employees, school committee members and volunteers to a work and educational environment that is free from harassment. Therefore, the Silver Lake Regional School District condemns and prohibits all harassment on its premises.

All individuals associated with the District, but not necessarily limited to the School Committee, the administration, the staff, students and members of the public while on campus, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Any person who engages in harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Appropriate disciplinary action, up to and including dismissal, will be taken in any instance where an employee violates this policy. Harassment by a student will result in disciplinary action up to and including expulsion. Harassment by others will result in their being excluded from School premises or if it is required that they enter the premises, they will be accompanied by a School District representative at all times.

If the harassment is criminal in nature, the offense shall be reported to the police department as well as the Title IX Coordinator. If the harassment requires the intervention of State social service or protective agencies, the proper authorities will be contacted. In these circumstances, the School's attorney will be immediately contacted to give advice and guidance on how to process these actions with the appropriate authorities

Any student who believes that he or she has been subjected to harassment should make a complaint to any administrator, the Title IX Coordinator, or directly to the Superintendent, so that appropriate action may be taken at once.

Management representatives are charged with the responsibility of discouraging any harassing behaviors within or outside of their areas of supervision. This includes directly confronting the harasser when a management representative observes harassing behavior, and immediately reporting the activity to the Title IX Coordinator.

The Title IX Coordinator will investigate complaints promptly, and corrective action will be taken where appropriate. No person will suffer retaliation or intimidation as a result of using the internal complaint procedure.

A copy of this policy and its accompanying regulations are posted in appropriate places, and made available to individuals upon request.

The Title IX Coordinator for the Silver Lake Regional School District is Joy Blackwood, 250 Pembroke Street, Kingston, Ma. 02364, (781)585-4313

COMPLAINT PROCEDURE INFORMAL PROCESS FOR STUDENTS

In determining whether an alleged incident constitutes harassment, the Title IX Coordinator will be vested with the authority and responsibility of processing all harassment complaints in accordance with the procedure outlined below, unless the Title IX Coordinator is the subject of the complaint.

1. Any student of the District who believes that he/she has been subjected to harassment is to report the incident(s) to any administrator, Title IX Coordinator, or directly to the Superintendent. The administrator and/or Superintendent are to immediately contact the Title IX Coordinator. A written record of the complaint will be made by the party receiving the complaint. A separate file system will be maintained, apart from the student's personal record, regarding these complaints and as to all matters relating to the complaints.

2. If the alleged harassment involves the Title IX Coordinator, the Superintendent of Schools will act as the Title IX Coordinator.

3. If the alleged harassment involves the Superintendent of Schools, the Secretary of the School Committee will act as the Title IX Coordinator.

4. The Superintendent and the Title IX Coordinator will look at the totality of the circumstances and the context in which the alleged incidents occurred. They will attempt to resolve the problem by conferring with both parties in order to obtain a clear understanding of the facts. All matters

involving harassment complaints will remain confidential to the extent possible.

5. Students may be accompanied, at any phase of this process or subsequent hearing before the Committee, by a parent, guardian or representative of their choosing. Parents will be immediately notified by the Title IX Coordinator of the existence of a student's report of harassment.

6. The Title IX Coordinator will explain each phase of the Informal and Formal Complaint Process to a student who wishes to file a complaint and will assist the student in the processing of the complaint. In addition, the Title IX Coordinator will inform the student of additional forums for resolution of the complaint such as the Office of Civil Rights (O.C.R.) and the Massachusetts Commission Against Discrimination (M.C.A.D.).

7. Under normal circumstances, the Title IX Coordinator's investigation will be completed within five working days of the initial complaint. Upon completion of the investigation, the Title IX Coordinator shall issue his/her findings in writing to the student and the alleged harasser.

COMPLAINT PROCEDURE FORMAL PROCESS FOR STUDENTS

1. A complainant may file a formal complaint immediately or may do so after the Superintendent and the Title IX Coordinator's efforts to reach a settlement under the informal process have proven unsuccessful.

2. The complaint will state clearly and concisely the complainant's description of the incident and it will also indicate any remedy sought. The complaint must be signed by the complainant. The Superintendent's office will send the respondent a copy of the complaint within five working days after it is received. A separate file system shall be maintained as to all matters relating to the complaint. Confidentiality shall be maintained to the extent possible.

3. The respondent will have ten working days to respond in writing. This statement will contain full and specific references to each claim in the complaint, admitting, denying or explaining the complainant's allegations. The respondent must sign his or her statement which will then be appended to the original complaint. Within three working days, the Superintendent's office will forward both statements to the complainant and the respondent.

4. There will be two modes of resolution for formal complaints. A complaint may be settled through mediation or through a hearing. If the complainant and respondent agree to pursue mediation, a date mutually acceptable to both parties will be set within ten working days. If the mediation results in a mutually acceptable agreement, copies of the agreement will be forwarded to both parties. If the mediation does not result in an agreement, the case will be forwarded to the Superintendent for a hearing unless the Superintendent is the alleged harasser in which case the hearing will be before the Silver Lake Regional School District School Committee.

5. When a hearing is requested, the Title IX Coordinator will inform the Superintendent or the School Committee, as the case may be, and the case will be heard at the next regularly scheduled meeting of the School Committee pursuant to the provisions of the Commonwealth's Open Meeting Law and/or before the Superintendent pursuant to M.G.L., c.71s42.

FORMAL HEARING

1. The purpose of the Superintendent or School Committee Hearing is to determine whether the school system's policy on sexual harassment has been violated, and, if so, to determine the appropriate consequences for the violation.

2. Both parties will be given a full and fair hearing. The proceeding, although formal, is not a court proceeding and the Superintendent or School Committee is not bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, each party may be accompanied by counsel or an advocate.

3. The presiding officer of the hearing may have counsel present for purposes of assisting in the orderly conduct of the hearing and the questioning of witnesses. The complainant and the respondent will be asked to clarify the issues and to define the areas of disagreement. To encourage a fair and focused hearing at the start of the proceedings the points of agreement and disagreement will be reviewed. The Superintendent or the Committee, as the case may be, will hear testimony and consider whether the School Committee Policy on Sexual Harassment has been violated, and, if so, will recommend appropriate consequences.

4. The presiding officer will:

- a. ensure an orderly presentation of all evidence;
- b. ensure that the proceedings are accurately recorded by means of a tape or stenographic recording; and
- c. see that a decision is issued no later than ten working days after the conclusion of the hearing or, when written arguments are submitted, ten working days after their submission.

5. The Superintendent or the Committee, as the case may be, will:

- a. conduct a fair impartial hearing which ensures the rights of all parties involved;
- b. define issues of contention;
- c. receive and consider all relevant evidence which reasonable people customarily rely upon in the conduct of serious business;
- d. ask relevant questions of the complaint, respondent, and any witnesses if needed to elicit information which may be of assistance in making a decision; and
- e. ensure that the complainant and respondent have full opportunity to present their claims orally or in writing, and to present witnesses and evidence which may establish their claims.

DECISION OF THE SUPERINTENDENT OR THE COMMITTEE

1. After all the evidence, testimony, and written arguments have been presented, the committee will convene for deliberations to determine whether the school system's policy on harassment has been violated. If the Committee finds after a roll call vote that the policy has not been violated, that fact will be registered in the records of the hearing, and the written decision will be forwarded to the complainant and the respondent no later than fifteen working days after completion of the hearing.

In hearings before the Superintendent, if the Superintendent finds that the policy has not been violated, the Superintendent will issue a written decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

2. If the Committee finds after a roll call vote that the charge of violating the school system's policy on harassment has been substantiated, the Committee will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Committee will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing.

In hearings before the Superintendent, if the Superintendent finds that the charge of violating the school system's policy on sexual harassment has been substantiated, the Superintendent will prepare findings and will determine a penalty for the respondent and relief for the complainant. The Superintendent will issue such decision to the complainant and the respondent no later than fifteen working days after the completion of the hearing. The findings of fact as well as the penalty and relief will be based solely on the testimony and evidence presented at the hearing.

3. The penalty should reflect the severity of the harassment. The penalties may include, but will not be limited to, any one or combination of the following: verbal admonition, written warning placed in the respondent's personnel file or student record, probation, suspension without pay, dismissal, demotion, or removal from administrative duties within a department; students may be subject to suspension or expulsion proceedings following a finding that the policy has been violated. The Committee or Superintendent may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as possible, the aggrieved party.

HAZING

Massachusetts General Law, Chapter 269, Sections 17-19 strictly prohibits any type of hazing or initiation into any student organization which will endanger, either physical or mental, a student's person. The law specifically states:

Section 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or both such fine and imprisonment. The term hazing as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization whether public or private property, which willfully or recklessly may endanger the physical or mental health of any student or other person.

Section 18: Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19: Each secondary school and each public and private college shall issue to every group or organization under its authority or operation on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections 17 and 18.

Full documentation and explanations are available from the building principal or his designee.

ASSAULT/BATTERY ON SCHOOL TEACHERS

Massachusetts General Laws Chapter 265 Section 13, as appearing in the 1994 Official Edition, shall be amended by adding Section 13J;

Section 13J. Whoever commits an assault and battery on a school teacher, teacher's aide, faculty member, school administrator or school staff member of a public or private elementary, vocational, secondary school, junior college, college or a university while said school teacher, teacher's aide, faculty member, school administrator or school staff member is on or within the real property comprising a public or private elementary, vocational, secondary school, junior college, college or university whether or not in session shall be punished by imprisonment for not less than ninety days nor more than two and one-half years in a house of correction or by a fine of not less than five hundred nor more than five thousand dollars, and a violator may be arrested without a warrant by any officer having police power in the jurisdiction of the act.

POLICY ON PHYSICAL RESTRAINT

Silver Lake Regional Schools comply with the Department of Education (DOE) restraint regulations, 603 CMR 46.00 et seq. (“Regulations”), as required by law. These regulations apply not only while attending school but also at school-sponsored events and activities, whether or not on school property. Copies of this law are available at <http://www.doe.mass.edu/lawsregs/603cmr46.html> and in the office of the principal.

In Silver Lake Regional Schools, we use non-violent restraint such as redirection, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used as a last resort.

HEALTH

HEALTH CLINIC

If you feel that you require medical attention, you should ask your classroom teacher for a pass and report to the nurse who is trained to handle emergencies. **If you are required to take medications during school hours, you must leave these medications with the nurse in advance with proper authorization.**

ABSENCES

If a student is going to be absent from school, the parent must call the attendance office before school to report the absence. When students are absent as a result of contracting a communicable disease, they are required to submit a doctor's note upon their return. In addition, students must present to the office a signed doctor's note if he/she has been absent for 5 or more consecutive school days. Planned absences of five or more days require office notification in advance.

STUDENT IMMUNIZATION

Chapter 76, Section 15 of the General Laws of Massachusetts requires you to be immunized against certain diseases. The school nurse requests your cooperation in keeping immunization records up to date. From time to time, your record will be reviewed and if, according to these records, you are not fully immunized, you will receive written notice that you have thirty (30) days to obtain the necessary immunizations. If you fail to become immunized within thirty days of notification, you will be considered to be in violation of the law and you will be excluded from school until you are immunized.

PHYSICALS

In grade eleven, you are required by the laws of the Commonwealth of Massachusetts to have a complete physical examination. It is your responsibility to be examined by your own physician *at your own expense*. The deadline for getting examined and filing the appropriate forms with the nurse is the last day of term two. If you miss the deadline, you will be excluded from school until appropriate arrangements are made. Remember, these examinations are most important. Failure to comply with this requirement will leave you in violation of state law. Participation in a sport requires a current physical to within one year of participation. If you are a student transferring to Silver Lake Regional High School, you must have a physical examination within thirty days unless your records indicate that you have already had an adequate number of physicals to comply with state law. Should you have concerns, please contact the school nurse.

NURSE'S CONTACT CARDS

You must fill out and return a nurse's contact card at the beginning of each school year. This card provides the nurse with important information needed for emergency situations. It is important that a new card be filled out and signed by your parent each year so that the information contained on the card will be as accurate as possible. Please inform the school nurse of any changes of contact card information which may occur during the school year.

SCHOOL INSURANCE

An inexpensive accident insurance policy is available for all students who are not covered by a family accident insurance program. If you plan to participate in the CTE or any TE shop course, you must be covered with accident insurance. Further explanation will be given to you by your teacher. Members of the school's sports program are automatically covered by a school accident insurance policy for those activities.

ATTENDANCE REGULATIONS AND PROCEDURES

ATTENDANCE POLICY

- I. Rationale - The Silver Lake Regional School Committee encourages good attendance in order to be successful in school. Therefore, it endorses the following attendance policy.
- II. A. In order to obtain credit for a course, students may not have more than **eight** unexcused absences for a semester course and no more than **fifteen** unexcused absences for a year course. An absence is defined as missing more than one-half a class period. Students will be considered constructively present if they are with an administrator, a guidance counselor, or on a field trip.

B. If a student exceeds the allowed absences he/she will receive the grade earned for the class but will not receive credit for the course. Seniors are reminded that they need to receive credit in five classes their senior year to be eligible for graduation.

C. This means that a student who passes a course may move to the next level in an academic sequence but still must make up any required credits before graduation.

D. Absences will only be excused under the following circumstances:

If,

1. There is a specific written request for an excused absence given to the students' housemaster within **two** school days of the absence; and

2. The absence fits under one of the four circumstances

Listed below:

a. funeral

b. legal matter (not a driver's license) verified by the court/lawyer

c. religious holiday

d. medical absence documented by a doctor

E. There is the right to appeal to the principal

III. A. Attendance secretary will direct written requests for an excused absence to the appropriate Housemaster.

B. Housemaster will decide on the matter and have the secretary send a notice to the parent, either accepting or rejecting the excuse.

C. Excused absences will be recorded on a data base by the attendance secretary.

D. Teachers will record grades and keep attendance as usual.

E. At the end of each semester, the housemaster will check class absences that exceed limits and match them with the data base of excused absences.

In accordance to GL Ch 74 regulation requires that any students who miss 25% or more days of vocational classes will not be given credit for their career and technical programs.

TARDY POLICY

Students who are not in their assigned room by 7:30 a.m. are tardy to school and must sign in and get a pass from the attendance office.

- Students who arrive between 7:30-8:00 a.m. will receive one office detention.
- Students who arrive between 8:00-8:30 a.m. will receive one extended detention.
- Students who arrive after 9:30 a.m. will receive two extended detentions
- Students are only allowed two unexcused tardies (7:30–8:00 am) per term. Tardies will be excused only if the student has a doctor's note, court appointment, funeral, or religious holiday.

DISMISSALS

You may leave the school building during school hours only with permission from the nurse or an administrator. If you wish to be dismissed for a reason other than illness, you must bring, in advance, a note signed by your parents or guardian. The note must contain the date, time of dismissal, reason for the dismissal, and a telephone number where your parent can be reached between 7:30 a.m. and 9:00 a.m. on that day. The note must be brought directly to the attendance office after you have arrived in the morning. Every attempt will be made to check each dismissal request before permission is given. You will be given a dismissal slip which you are to show to your classroom teacher at the time of your scheduled dismissal. At the dismissal time, you must sign out in the attendance office.

You will not be dismissed by a telephone call unless it is an emergency situation. Parents are expected to report to the attendance office and sign a dismissal form or receive approval of the housemaster.

Even if you are eighteen, dismissals will only be granted for an emergency or for those matters that cannot be taken care of after school hours. Every attempt should be made to schedule appointments after school hours. If you are dismissed for the day before 10:35 a.m., you are considered absent due to dismissal. Your participation in extracurricular activities that day will be at the discretion of the principal.

TRUANCY FROM SCHOOL

If you are truant from school, you will receive appropriate discipline and an administrator will contact your parent. Chronic school truancy will be reported to the juvenile court.

HOME TUTORING DUE TO ILLNESS/INJURY

Home tutoring is available for students who are absent for an extended period of time due to a medically documented illness/injury. It is a service that does not replace the classroom experience but will provide students the opportunity to stay current with classroom instruction.

If it is evident that a student will be out of school for an extended period of time, parents or guardians should contact the student's guidance counselor.

MAKE-UP WORK

On the day you return to class, it is your responsibility to find out what work you must make up and the time you will have to make up that work. If you have any problems with your make-up work or if you need make-up for extended absences (three consecutive school days or more), please see your housemaster after consultation with your teachers.

If your absence from class is due to tardiness, dismissal, field trips, or for any reason considered constructively present, your work is still due on that day. You are responsible to find out about assignments, even though you did not attend the class.

EXTENDED ABSENCE

With respect to absences for family trips or appointments, you should submit a letter one week in advance to your housemaster for his signature. Then you will take this letter to your teachers who will sign it and prepare assignments, when possible, for the days you will be absent. If assignments are given, you are expected to turn in your work on the day you return to school. Even if you have excused absences, you are responsible to make-up all work missed.

DISCIPLINE CODE

In order to maintain a positive climate for learning, it is necessary to establish clear guidelines to deal with behavioral problems that disrupt the normal operation of the school. The school attempts to provide an open, flexible, humane program that meets your needs. Guidance and administrative help is available to assist you in gaining the most from your education. If you have discipline problems, the school shall use all of its resources to correct your disruptive behavior. However, if you are unable to conduct yourself in a manner consistent with the rules of the school, you will be subject to the consequences outlined in this section.

Let this be our basic policy:

All students are reminded of their responsibility to treat one another as they themselves would wish to be treated. All must be aware of and respectful of each other's rights.

CLASSROOM CONDUCT

Since your teachers are responsible for keeping order and handling misbehavior in the classroom, they will discuss with you their classroom expectations and the rules which they have established so that effective teaching and learning can take place. Your teachers will handle unacceptable classroom behavior in a variety of ways, including verbal warnings, conferences, parental contact, and classroom detentions. A classroom detention is after school time spent with the teacher in whose classroom your misbehavior occurred. Hopefully an understanding will result between you and your teacher so that the misbehavior will not be repeated.

If you are sent to IRC (Immediate Referral Center) for misbehavior, you will wait there until you confer with a housemaster. After written or oral communication with the teacher who sent you to the office and a conference with you, the housemaster or principal will make a decision and take the appropriate corrective measures if warranted. These may include written or verbal warnings, assignment of classroom, office, extended, or Saturday detention or suspension from school. Students who are sent out of class and fail to report to the office will be suspended.

DUE PROCESS

The Discipline Code of Silver Lake Regional High School is administered within the guidelines set by the U.S. Supreme Court with regard to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that a student facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against them, explanation of the basis for the accusation(s) and an opportunity to present their version of the facts. In addition the Court holds that unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow the suspension.

The Court points out that due process does not require that hearings in connection with suspensions be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross-examine witnesses supporting the charges, or to call their supporting witnesses.

CLASSROOM DETENTION

- You are entitled to a minimum of twenty-four hours notice before serving a classroom detention. If you are asked to remain after school by a teacher, you must report directly to that teacher by 2:05 p.m., which can be up to 45 minutes in length. The teacher will decide if your reason for not attending detention is a legitimate reason.
- If you have been asked to remain after school by more than one teacher, you should report to the teacher who requested you to stay first. You must make arrangements with the other teacher(s) to make up the other classroom detention(s) at a later time.
- If you do not stay for a teacher, you are subject to both a classroom detention and an office detention.
- Classroom detention takes priority over office detention. If there is a conflict, please see your housemaster to reschedule your office detention.

OFFICE DETENTION

- Office detention will be one hour in length and will be held from 2:05 to 3:05 p.m.
- If you arrive at the office detention without a pass after 2:05 p.m. you will receive a "no credit" for that day's office detention.
- You are entitled to three days notice prior to the serving of assigned office detention(s).

- It will be supervised by our Discipline/Community Service Specialist who will contact parents when these assignments are given. Students are expected to get their own transportation.
- You must sit quietly for the duration of office detention. You should bring enough homework or appropriate reading material to keep yourself busy for the entire period.
- If you do not abide by the rules of office detention, you will be sent to your housemaster for further action.
- A detention may be postponed for a legitimate reason with the prior permission of your housemaster.

EXTENDED AND SATURDAY DETENTIONS

Extended Detention will take place from 2:05 to 4:05 p.m. It will be supervised by our Discipline/Community Service Specialist who will contact parents when these assignments are given. Students are expected to get their own transportation. There will be a minimum of three school days notice for Extended Detentions.

Students may be assigned **Saturday Detentions** for four hours, from 8:00 a.m. until noon. It will be supervised by our Discipline/Community Service Specialist who will contact parents when these assignments are given. There will be a "two Saturday" notice for Saturday Detentions and students will be responsible for their own transportation.

Failure to attend any assigned detention will result in the following:-

- Until the time is made up through time served or community service, students will lose all "extra" programs in the school. No privileges (e.g., parking), no attendance at extracurricular activities (e.g., dances), and there will be no eligibility for participation in sports. Students will only be allowed to attend classes.
- Failure to attend Saturday Detention will result in Out-of-School suspension, and the student will still owe the Saturday Detention.

ALTERNATIVE CLASSROOM ENVIRONMENT PROGRAM (A.C.E.)

The Alternative Classroom Environment Program (A.C.E.) is a teacher-assisted program of in-school suspension that is academically oriented and has a behavior modification component. Housemasters will

assign students to the A.C.E. Program when other disciplinary measures have not effected a change in the student's behavior. Students will be given 24 hour notice that they have been assigned to the A.C.E. Program. The number of days assigned to the A.C.E. Program is determined by the administration and depends on the nature of the case and the students' disciplinary report.

OUT-OF-SCHOOL SUSPENSION

Some infractions are of such a serious nature that immediate and severe action is warranted. Suspension is the temporary exclusion from the regular school program for a specified number of days. The number of suspension days assigned is determined by the administration and depends on the nature of the case and your disciplinary record. *Because of our commitment to make discipline more effective and to keep students in their classes, we will use suspensions rarely and only in seriously disruptive situations or when a student owes an excessive number of hours of detentions.* Out-of-School Suspension will be imposed for serious incidents including, but not limited to, fights, drugs, alcohol, weapons, or other very serious offenses deemed so by the administration. Police may be involved in any instance which requires Out-of-School Suspension.

Before a student is suspended from school, he or she is first given an informal hearing by an administrator. During the time of out-of-school suspension, a student may not participate in any sports practices and games, or extracurricular activities. Furthermore, a student must stay off school grounds during this time. In cases of a serious nature, OSS will begin immediately. Otherwise, OSS will be in effect for twenty-four hours for each day of suspension from 7:30 a.m. to 7:30 a.m. the next school day. Work missed due to suspension can be made up.

Chronic school offenders will be referred to the juvenile court for further action.

GROUNDS FOR SERIOUS DISCIPLINE

You are subject to serious discipline, long term suspension up to and including expulsion, from Silver Lake Regional High School, for, but not limited to, the following reasons:

- Physical or verbal harassment including hazing, sexual harassment, and discrimination
- Attendance issues: truancy, unauthorized departure, tardiness, cutting class, loitering.
- Possession and use of tobacco products.
- Fighting or violent behavior.
- Stealing, cheating, plagiarism, forgery.
- Cafeteria disturbances (e.g. throwing food).
- Violation of alcohol or controlled substance policies.
- Smoking
- Safety violations

- Any threat to the safety and lives of any member of the school community, or assault on any member of the school community.
- Vandalism (student will pay for damages) and misuse of equipment, or assault on any member of the school community
- Class disruptions; failure to report to office when requested.
- Failure to follow Rules of Conduct such as unauthorized student parking or abuse of passes.
- Disrespectful or abusive behavior towards Silver Lake Staff on or off campus.
- Failure to give name when asked.
- Habitual neglect of responsibilities; repeated violations of school rules.
- Abusive or vulgar language or actions.
- Insubordination (i.e. refusal to obey a reasonable request of a staff member).
- Any form of gambling
- False fire alarms.
- Possession and/or use of a weapon.
- Violations of Office, Extended, or Saturday Detention guidelines.
- Inappropriate use of the computer network within or outside of Silver Lake, including but not limited to e-mail and the internet.
- Other disruptive or inappropriate acts judged serious by the administration.

TOBACCO PRODUCTS POLICY

Since September 1989, it has been unlawful for students enrolled in Massachusetts public schools to use tobacco products of any type on school grounds or at school functions. It is also illegal in our state to sell tobacco products to minors. This means that both the use and the possession of tobacco products by pupils in school are not permissible. It also means that teachers and administrators have the right to confiscate tobacco from any student who brings it to school.

Tobacco use is a serious health issue, widely acknowledged to be the single most preventable cause of death and disease in the United States. Students and staff alike share a common responsibility to make Silver Lake a clean, safe and healthy place to be. It is important that we all work together to create a tobacco free school community.

If you use tobacco products in the school building or on the school grounds, you will be subject to the consequences listed below:

1. The first incident of the use of tobacco products may result in a one day out-of-school suspension.
2. The second incident of the use of tobacco products may result in a two day out-of-school suspension.
3. A third use of tobacco products incident may result in a three day out-of-school suspension.
4. In the case of a fourth or subsequent incident of use of tobacco products, you may receive five day out-of-school suspension.

Possession of tobacco products by a minor will result in either Extended Detention or Saturday Detention. *Because smoking in school is against Massachusetts Laws, students who choose to violate this law may be referred to the police.*

5. Eligibility for athletic programs will also be affected. Please refer to the Athletic code of conduct.

ALCOHOL/CONTROLLED SUBSTANCE POLICY

In order to safeguard the individual and general welfare and safety of all students, the Silver Lake Regional School District has established the following guidelines for dealing with drug, alcohol, or other controlled substance cases. No one may possess, be under the influence of, distribute, sell, or ingest a controlled substance as determined by an administrator on any school premises or while attending an authorized school related activity. At the discretion of the administration, police K-9 dogs may be utilized to search the school premises and/or individual possessions, vehicles parked on school property, and school lockers used by students. Referrals may be made by any staff member (teachers, secretaries, custodians, etc.) to a building administrator who may consult other administrators, school nurse and/or superintendent of schools.

1. For a first alcohol or controlled substance offense, students will receive a five day out-of-school suspension. The student may be removed from any course where safety is a factor. An expulsion hearing may be held.
2. For a second alcohol or controlled substance offense, a student will receive a ten-day out-of-school suspension. The student may be removed from any course where safety is a factor. An expulsion hearing will be held.

Suspicion of Being Under the Influence of a Controlled Substance or Alcohol

1. Opinion of a second person (school principal, housemaster, teacher, and/or school nurse.)
2. At the discretion of an administrator, a breathalyzer test may be administered.
3. Parent/guardian requested to take student home.

Possession of a Controlled Substance or Alcohol

1. Opinion of a second person (school principal, housemaster, teacher, and/or school nurse.)
2. At the discretion of an administrator, a breathalyzer test may be administered.
3. Parent/guardian requested to take student home.
4. Letter to parent/guardian - copy placed in student's temporary file.
5. Immediate suspension from all school programs.
6. Parent/guardian must confer with the school administration before a pupil will be readmitted.
7. Referral to rehabilitation program or counseling sessions.
8. Notification of local police department.
9. Additional consequences may be added at the discretion of administration.

Use of Controlled Substance or Alcohol While in School, or Prior to Coming to School or at a School Sponsored Activity

1. Opinion of a second person (school principal, housemaster, teacher, and/or school nurse).
2. At the discretion of an administrator, a breathalyzer test may be administered.
3. Parent/guardian requested to take student home.
4. Letter to parent/guardian - copy placed in student's temporary file.
5. Immediate suspension from all school programs.
6. Parent/guardian must confer with the school administration before a pupil will be readmitted
7. Referral to rehabilitation program or counseling sessions.
8. Notification of local police department.
9. Additional consequences may be added at the discretion of administration.

Selling or Distribution of Controlled Substances or Alcohol

1. Parent/guardian requested to take student home.
2. Letter to parent/guardian - copy placed in student's temporary file.
3. Immediate suspension from all school programs. An expulsion hearing may be held.
4. Parent/guardian must confer with the school administration before a pupil will be readmitted.
5. Notification of local police department.

EXPULSION

Expulsion is the most final and serious disciplinary action that can be taken. Expulsion means the permanent exclusion from school attendance and school privileges. Expulsion procedures will be conducted in accordance with Massachusetts General Laws or other applicable statutes.

MASSACHUSETTS GENERAL LAW, c 71, s. 37H

By State Law the following procedure is followed in certain cases of serious student misconduct as specified below:

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

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

FELONY COMPLAINT OR CONVICTION OF STUDENT; SUSPENSION; EXPULSION, RIGHT TO APPEAL (m.g.l., C. 71 & 37H 1/2)

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a

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

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to an appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion of the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel.

The superintendent shall have the authority to overturn or alter the decision of the principal or housemaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

RULES OF CONDUCT

ACADEMIC DISHONESTY

Academic dishonesty is unacceptable and will not be condoned in any manner or form. This includes, but not limited to, attempting to secure answers on tests, quizzes and homework from another source other than direct personal knowledge; or submitting another person's work/report/term paper as one's own; or use of any resource without proper footnoting or credits. Students involved in such academic dishonesty and students who supply work to another student for their use will receive a Saturday Detention and a zero for the assignment. Eligibility for National Honor Society will be in jeopardy.

In addition, any student who uses or attempts to use a note, a pass or any other document containing a forged signature of any authorizing person will be subject to discipline.

Use of any electronic device to transmit or receive any information during the school day is considered academic dishonesty.

BUS POLICY

The rules and regulations regarding the behavior of students on buses are implemented by the school administration and follow the guidelines established by the code of discipline. In addition, student misbehavior on a school bus could result in the temporary or permanent removal of a student's bus riding privilege.

The following are considered serious bus related offenses:

- Use of tobacco products on the bus.
- Use of profane or vulgar language/obscenegestures
- Tampering with the emergency door
- Refusing to obey the directions of the driver
- Refusing to give your proper name when asked
- Fighting or other disruptive behavior
- Vandalism or destruction of property
- Possession and/or use of a dangerous weapon including fireworks and/or other explosive devices
- Intimidation, harassment or threatening of students and drivers.

Riding the bus is considered a privilege designed to provide you with safe and expedient transportation to and from school. The conduct expected of you on the school bus is the same as expected in the classroom. Any conduct which might distract the driver or any other vehicle and thus interfere with safe driving practices is prohibited. Such conduct will be reported by the bus driver as soon as possible and you will be subject to disciplinary action.

Consideration and thoughtfulness of other students and their rights will make the ride to and from school more pleasant for everyone. Do not crowd and push and do not be excessively noisy. Recognize that the bus driver has a difficult job and try not to make it more difficult by the way you behave.

SCHOOL SAFETY

Knowing and following the rules for school safety are vitally important. As in any emergency, your total cooperation is needed so that instructions can be heard and procedures clearly understood.

Building Evacuations - The safe, expedient and orderly evacuation of the school is necessary during any emergency. You are to keep to the right and follow the instructions of your teachers. Specific instructions as to the route you are to follow when exiting the building will be posted in each classroom and assembly area. You should make note of these routes to ensure your ultimate safety

Safety Regulations - Safety regulations are posted in all shops, laboratories, and instructional areas as required. These regulations will be fully explained by the teacher. You are to follow these regulations carefully.

Other Emergencies - For all other public emergencies special instructions will be broadcast over the public address system.

At the discretion of the administration, police K-9 dogs may be utilized to search the school premises and/or individual possessions, automobiles, and school lockers used by students.

For the protection of the students and staff, the building will be locked throughout the day and evening. All visitors must enter through the front door.

SCHOOL PROPERTY

YOU ARE REQUIRED TO PROVIDE COVERS FOR ALL BOOKS ISSUED TO YOU.

Lost or damaged books must be paid for; therefore, when issued a book, sign your name and the date it was received in ink on the label inside the cover. If you lose a book you should have your teacher issue a *lost book form*. You will present this to the main office in order to pay for the book.

If you are guilty of stealing or vandalizing, you must return what was stolen and/or pay for any damage. Punishment for these offenses shall depend on the seriousness of the offense and will be fixed by the school administration. You are reminded that such incidents could involve police and/or court action.

If you owe money for books or other lost or damaged school materials, diplomas and other official school documents will be withheld until all obligations have been met. If at a later date the book or other item is found, the money will be refunded.

INTERNET USE POLICY

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and disciplinary action up to and including suspension. Each student who is given Internet access privileges or receives an account will be part of a discussion with a School District faculty member pertaining to the proper use of the Internet. Since the computers are school property, administration reserves the right to inspect computer files at any time. Silver Lake Regional High School utilizes filtering software on our computer network.

Use of web sites such as *face book* and *my space* are prohibited. Please refer to the form you received on the first day of school. (Handbook letter)

LOST AND FOUND

Articles and books lost or found should be reported or delivered to central storage or the main office. You may attempt to locate lost possessions by seeing a custodian. A custodian is available from 6:30 a.m. to 2:30 pm. The school will not be responsible for the lost or damaged personal belongings of students.

LOCKERS

You will be assigned a locker. You are expected to keep your locker clean and orderly. Since the lockers are school property, a master key or copies of combinations for the lockers are retained by the school; certain items may not be stored in lockers (including, for example, weapons, illegal drugs, and alcoholic beverages, stolen property, etc.); and the administration reserves the right to inspect lockers at any time. It is strongly recommended that you not share lockers.

TARDINESS FOR CLASS

If you are late for class, you are not to return to the previous teacher for a pass, nor are you to go to the office. If you are late, you have until you attend that class again to present an excusing pass. Tardiness to class is a disruption and, unless you have been detained by an administrator, if you miss more than one half of a class, you will be marked absent for the class.

Students may have two unexcused tardies per year. Classroom teachers will assign teacher detentions for the third and fourth unexcused tardies. On the fifth and subsequent tardies, students will be referred to the office for further discipline which may include office detentions and/or extended detentions.

STUDENT PASSES

The school is bound by legal regulations to keep an accounting of all students at all times. This means that we cannot and will not have students traveling through the halls during class time without our knowledge and supervision. If you need to leave your assigned classroom for any reason, you must have a pass from your teacher. Please remember that when you are in the halls during class time, you will be expected to go directly to and return directly from your destination in an orderly and quiet fashion. Your hallway pass is a privilege, and if you abuse the privilege you may lose it.

Students found in the corridors without a pass or abusing the privilege of a pass which has been issued will be subject to office detention or suspension. There are special pass regulations that govern your visits to Guidance and Library/Media Center. Therefore, you should check the Guidance and Library/Media Center sections in this handbook.

LAVATORIES

Lavatories have been provided for your convenience to be used between class periods and lunch periods. Use at any other time shall be only with a written pass from a teacher. If you loiter in the lavatories, you will be subject to office discipline.

USE OF TELEPHONES

Office telephones are available by request.

CELL PHONES AND PORTABLE ELECTRONIC EQUIPMENT

During the instructional day, the use of cell phones and other portable electronic equipment is prohibited as it causes a distraction to the learning environment. While we recognize the importance of the use of cell phones for families to stay in contact with each other, we request that office phones be used instead.

- Cell phones/portable electronic equipment must be turned off during the school day (7:30 am – 2:00 pm) including lunch time. These devices can not be used during the school day for any purpose (including, but not limited to, checking the time, text messaging, photographing, etc.)
- Cell phones/portable electronic equipment in use during the school day will be confiscated by staff. Confiscated cell phones may be picked up in the Main Office at the end of the school day by only a parent or guardian.
- Students who use cell phones/portable electronic equipment during the school day will be subject to discipline.
- Parents who wish to contact their child during the instructional day in emergency situations, may do so by calling the school.

DIRECTED STUDY

A directed study is not an elective to be chosen by students. It is reserved for rare situations in which students are unable to be assigned to an available course. If a directed study should be assigned, it provides *quiet* time to work productively for educational goals. Therefore, students are expected to bring school work and to follow normal classroom procedures.

CAFETERIA

The cafeteria is intended as a pleasant place where you may eat lunch in a relaxed atmosphere. You may bring your own lunch or purchase a school lunch. You may pay in advance for school lunches via the pre-pay debit system. In order for the service to be as efficient as possible, your cooperation is necessary. You are expected to follow the guidelines listed below:

Neatness of the cafeteria is everyone's responsibility. All utensils and serving trays must be returned to the designated window. Nothing should be left on the tables. If you are asked to help clean up, please do so. With the exception of water, you may not take food or drink from the cafeteria. You must go to the cafeteria during your lunch period. Students must remain seated during the entire lunch period except when purchasing food or returning trays. You will be dismissed from the cafeteria by a staff member.

SCHOOL DRESS

Research studies have shown that school performance is enhanced when distractions such as inappropriate school attire are eliminated.

Students are expected to dress appropriately for school. Clothing considered to be disruptive, distracting to students and/or staff or pose a safety or health risk to the student or others is unacceptable. It is expected that your clothes will be neat, clean, appropriate, and modest. Any apparel that makes reference to drugs, alcohol, sex, profanity or violence is not considered appropriate school attire. Hats, hoods and other head coverings are not appropriate attire. All shirts for both boys and girls are expected to be full waist length with appropriate neck lines. Bare midriff is considered inappropriate. School administration will determine the appropriateness of the garment.

STUDENT PARKING

Student parking at Silver Lake is a privilege only for seniors and a limited number of juniors. If eligible, students will receive a non-transferable parking sticker at a cost of \$25.00 per semester for any available student designated parking area.

Depending on availability, parking stickers may be awarded by lottery for a length of time determined by administration.

Seniors or juniors who receive a parking sticker may not designate any other individual or vehicle other than the one registered to park in that area. **All student designated parking areas are off limits during the school day.** Students with excessive tardiness to school or who owe discipline will forfeit their parking privileges.

Students who violate this policy are subject to having their vehicle towed at the discretion of the administration and at their own expense.

ASSEMBLIES

Prior to an assembly, you will report to your regular assigned class. After attendance has been taken, you will then proceed in an orderly fashion to the assembly area. No food or drink is permitted in the auditorium.

GUIDANCE

Guidance counselors are available for individual, personal/social, and academic/career counseling.

Appointments should be made by completing an appointment slip which can be found in the guidance office.

PARENT INFORMATIONAL MEETINGS

There will be parent informational sessions held throughout the school year for all four grades. Please check the school calendar for dates and times. If, at any time, you have questions or concerns or would like to meet with a guidance counselor, please don't hesitate to call the guidance department at 781-585-3844, extension 1022.

COURSE CHANGE POLICY

Adequate time is allowed for parent-sponsored course changes after the initial course selection process, during the week after school closes, and during the summer. As of the first day of school, no course changes will be made until the end of the first term. Second semester courses may be dropped any time prior to the first day of class or at the end of the third term. No course may be dropped after the beginning of the fourth term. Full year courses may not be dropped after the start of the second semester. Lateral course changes are not made. Requests for changes honored after the first marking period will be recorded on the report card and transcript as "withdrawn." Every student must carry seven (7) classes each semester.

COURSE LEVEL CHANGE

A course level change will only be considered if you have:

- completed all the assignments
- stayed for extra help with the teacher
- taken all the quizzes and tests
- participated in the class activities.

A course level change form must be completed. The form can be obtained in the guidance office and must be completed in the following order:

- Student
- Teacher
- Parent
- Counselor

If the placement issue is not resolved, a meeting with the curriculum coordinator will occur.

Time Line -

- Level changes may occur one week after the issuance of the first term report card in November and the second term report card in February.
- Level changes may occur out of sequence if initiated by the teacher and approved by the parents and the principal.

SCHOOL TRANSCRIPTS

All transcripts will be sent to colleges, prospective employers, or Armed Forces recruiters upon request. Former students and alumni who request transcripts will be charged a mailing fee.

STUDENTS TRANSFERRING DURING THE YEAR

Contact your housemaster for the procedure to follow.

LIBRARY / MEDIA CENTER

Working on a project or term paper? Looking for a good book? Need a computer to type a paper or search the Internet? Locating a magazine article for class? Our school library can meet all those needs and more! Here are some answers to FAQs about our library:

Resources

Print Resources - Our library has over 20,000 books and reference books as well as numerous journals, newspapers, and magazines.

Library Web Page – Visit the web page at home or school to access online databases, magazines, encyclopedias, and links to information in all learning areas.

Copy Machine - The copy machine is available to make single copies free of charge.

Hours

Students may visit the library before and after school, from options class, or with a class.

Days – 7:15 a.m. to 3:00 p.m. Monday through Friday

Materials Checkout

- Have your student ID card or be ready to give your ID number to check out a book.
- Books may be borrowed for three weeks and may be renewed.
- Students who have books overdue for two months or more will lose borrowing privileges but may use materials in the library. **Library Media Center Web Page**

<http://www.slrsd.org/slrhs>

EXTRACURRICULAR PARTICIPATION

We feel that our extracurricular programs are extensive enough to provide you with a means of improving your individual skills as well as an opportunity to learn to work cooperatively with others. We further hope that you will find involvement in extracurricular activities a source of enjoyment and personal satisfaction.

You should choose your activities wisely. Being overloaded with activities can be as harmful as failing to participate. In the area of athletics, a “Code of Conduct” is currently in effect for all students involved in these activities. You should expect that this code will be strictly enforced.

Eligibility for Athletic and Extracurricular Activities

Our goal is that all students who participate in athletics and on-going extracurricular activities at Silver Lake pass all courses each term. In order to participate, students may not fail more than one course per term or have an incomplete. Students who receive a grade of incomplete must complete the work prior to participation and meet this criteria.

A student's eligibility to try out and participate in a sport or activity is determined **solely** by the report card issued prior to the tryout period.

For fall sports and activities, the final course grades from the preceding year determine eligibility. For winter sports and activities, the first quarter report determines eligibility. For spring sports and activities, the second quarter report determines eligibility.

Furthermore, when report cards are issued during a season or activity, students who fail more than one course become ineligible to participate on the date report cards are issued. Serious conduct offenses may also result in a student becoming ineligible to participate in athletics and extracurricular activities. Every student must carry seven (7) classes each semester.

Good attendance is an important component of the entire educational process, including athletics and all extra-curricular activities. Therefore, in order to be able to participate in any athletic or extra-curricular activity, students must have completed three-fourths of the school day.

DANCES, SOCIALS, ATHLETIC EVENTS AND SCHOOL ACTIVITIES

Those in attendance at any school dance, social or activity will be required to observe the same rules of behavior which are in effect during the school day. Silver Lake Regional High School dances and socials are planned for members of our school and attendance by non school members is by invitation only. You are restricted to one guest at a dance or social with prior approval by an administrator. You may not purchase tickets at the door. Unless you have made a previous arrangement with your housemaster, entrance to the dance will not be allowed one half hour after the dance begins. Once you leave the dance or social, you will not be allowed to return.

The following School Committee policy should be noted:

“The use of, serving of, or consumption of any alcoholic beverage or controlled substance on school property or at school functions is prohibited.

Further, any student shall be barred from any school sponsored activity if he or she has been using alcoholic beverages or controlled substances prior to his or her attendance or participation in said school sponsored activities. All pupils who are enrolled at Silver Lake Regional High School and their guests, regardless of age, will be expected to conform to the established policies of the Silver Lake Regional School Committee and such regulations deemed necessary by administration to execute these policies.”

ACTIVITY FEE

When you participate in certain extracurricular activities, you will be expected to pay a student activity fee. This fee is set annually by the Silver Lake Regional School Committee. Your coaches and/or advisers will provide you with the details.

VISITORS

Parents are always welcome at Silver Lake Regional High School; however, all visitors, including parents, must report to the Main Lobby greeters desk prior to going elsewhere in the building. Student visits must receive prior approval from the principal.

