INTRODUCTION
The 2005-2006 Student Handbook is your guide to the Mt. Greylock Regional School District. In it you will find our policies, procedures and our code of conduct. We are a spirited educational community that celebrates human differences, recognizes individual abilities, and challenges its citizens to strive for academic excellence and to realize their full potential and aspirations. We provide a curriculum and environment that includes and supports all members of the school community. With respect for diversity we provide a physically and emotionally safe environment. We promote the integration of school and community, based on a mutual commitment to and a passion for lifelong learning.

All persons associated with Mt. Greylock Regional School District, administrators, students, parents, faculty, and staff, work together toward the educational objectives of the school system. We believe that all students have the right to pursue these objectives in a secure and orderly educational environment. We also believe that this right is balanced with the responsibility to help maintain a safe learning environment.

In addition to understanding their right to an appropriate education, students also need to be aware of their responsibilities. The school community expects that students will work, learn, and respect the rights of others. Students will be respectful of all members of the school community. We believe that all students are entitled to the same respect from others.

We believe that in balancing their rights and responsibilities, students will develop into responsible citizens and lifelong learners.
1.0 MOUNT GREYLOCK DEPARTMENTS AND PERSONNEL

**ATHLETICS**
Lynn Jordan, Athletic Director

**ATTENDANCE OFFICER/OUTREACH WORKER**
Lynn Penna

**AUDIO-VISUAL**
Raymond Dushaney

**BUSINESS EDUCATION**
Lisa Mendel
Rebecca Tattersall

**CAFETERIA**
Judith Richardson, Manager

**CUSTODIANS**
Alan Christiansen, Supervisor
Shannon Babcock
Kurt Brule
Raymond Dushaney
Daniel Gaylord
Edward LaMarre
Richard Pizani

**ENGLISH/READING**
Trudy Ames
Carol Barnes
Liza Barrett
Lucinda Bradley*
Blair Dils
Sharyn Dupee
Robin Lehleitner

**FINE/PERFORMING ARTS**
Jane-Ellen Desomma
Lisa Mendel
Lyndon Moors
Ginger Sumner
Marlene Walt
David Livernois *
Visual Arts
Jeffrey Welch *
Performing Arts

**GUIDANCE/OUTREACH**
Jessica Casalinova, Guidance Counselor
Debora Cole-Duffy, Adjustment Counselor
Beverly Maselli
Peter J. Pannesco

**HEALTH SERVICES**
Dianne Dubendorf, R.N.

**LIBRARY/MEDIA SERVICES**
Sarah Henry
Kathleen Share

**MATHEMATICS**
Joseph Bazzano
Karl Belouin
Jenna Cece
Steven J. Faulconer
Courtenay Gibson
Rose-Marie Pelletier*

**PARAPROFESSIONALS**
Margaret Anderson
Mary Angelo-Roberts
Janice Andrews
Sarah Broch
Linda Callahan
Annette Chenail-Briggs
Michael Farris
Shawn Flaherty
Erik Forsberg
Janice Livernois
Sarah Prouty
Karen Rondeau-Brigham
Thomas Sherman
Anna Swierad
Jacqueline Watson
Linda Wlodyka
Patsy Worley
SCIENCE
Larry Bell
Scott Burdick
Shawn Burdick
Amy Moore-Powers
Michael Powers*
Kathy Rinehart
Sue Strizzi
Peggy Talbot

SPECIAL EDUCATION
Lauren Allembert
Catherine Canales
continued
Amy Moore-Powers
Deryle Capozzi
Joan Devoe
Jacqueline Fisher
Rachel Slocik

SECRETARIES
Denise Bushey
Michele Conroy
Susan Gigliotti
Barbara Gill
Cheryl Yarter

TECHNOLOGY
Jason Bennett

WELLNESS
Brian Gill
Liz Grees
Lynn Jordan
David Livernois*
Raymond Miro
Phil Paul

SOCIAL STUDIES
Patrick Blackman
Marion Cariddi
Michelle Close
Andrew Floyd
Andrew Gibson
Thomas Murray
Peter Niemeyer
Thomas Ostheimer
Jeffrey Welch*

WORLD LANGUAGES
Catherine Demick
Kaitlin Elias
Cristina Fernandez
Marjorie Keeley
Janean Laidlaw
Susan Murray*

SPECIAL EDUCATION
Virginia Abuisi

*Denotes Curriculum Leader
2.0 ACADEMICS AND STUDENT SUPPORT SERVICES

Graduation Requirements
Students must be in attendance for at least two successive semesters prior to graduation unless prior approval of the principal is given. Attainment of two hundred and thirty-four (234) credits and a grade of D- or higher is required. In addition to meeting the required credit total, the class of 2006 will be required to pass the MCAS test and complete an approved Senior Project.

Among the courses to be completed successfully, the student must include:

- **English**: 40 credits
- **Social Studies**: 30 credits (10 credits must be in U.S. History)
- **Mathematics**: 30 credits (2 years of Accounting replaces 1 year of Math)
- **Science**: 30 credits
- **Health Issues**: 5 credits
- **Physical Education**: 21 credits
- **Senior Project**: 3 credits

A year-long course earns 10 credits. Under selected circumstances students may apply for a senior year waiver. The Program of Studies is available through the Guidance Office.

Classes
All students must be fully scheduled. Credits are allocated on the basis of ten (10) credits for a regular class meeting daily for the year. A one-semester course meeting daily earns five (5) credits. Physical education credits accrue at three per semester. The letter grades A, B, C, D and F are used to evaluate student performance and progress. The symbols (+) or (-) indicate variations in quality within letter grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>50-59</td>
</tr>
<tr>
<td>F*</td>
<td>0-40</td>
</tr>
</tbody>
</table>

Students who earn an F* for a final grade are ineligible for summer school.

Students are placed on the honor roll when their quarterly letter grades average B or better and when the student receives no grade lower than a B- in all graded classes. The student must be carrying a minimum of four graded courses to be eligible. Students who withdraw from a course are not eligible for the honor
roll for one semester. If students earn any grade of C+ or lower, their names will not be placed on the honor roll.

In addition to standard courses, college preparatory, honors, and A. P. courses are available to students. Students who select honors-level courses should have demonstrated above-average skills in the chosen subject area. Advanced placement courses may have prerequisites and admission guidelines established by the sponsoring department. See the Program of Studies for details (Available through the Guidance Office).

Course selection process
At the close of the first semester grades, teachers will provide each student with course and level recommendations for the following year. Students may request to meet with their teacher and/or guidance counselor if they wish to discuss these recommendations. After teachers provide students with recommendations, teachers will submit their recommendations to the guidance department and the principals’ office. Once the guidance department has received teacher recommendations, guidance counselors will visit English classes to distribute and review course selection sheets. Students will then have the opportunity to ask questions about electives and other matters pertaining to the class selection process.

Students may select recommended courses or electives by submitting their course selection requests to their English teacher or guidance counselor. The guidance department reviews requests to ensure selections are consistent with teacher recommendations and graduation requirement. Electives do not require teacher recommendations. Guidance counselors will meet with students if the courses selected do not lead to graduation and/or are inconsistent with teacher recommendations.

Discrepancies between teacher recommendations and student course selections should be resolved through consultation with the teacher, student, parent/guardian, and counselor as appropriate. If a consensus cannot be reached, the guidance counselor shall recommend to the Director of Student Services the course selection. The Director of Students Services will be made aware of this recommendation, and the Director’s decision will be final.

Student counseling and support services
The School Adjustment Counselor is available to provide individual support services and group services to Mt. Greylock students, and is available to address parent or guardian concerns as well. Students may self-refer, or be referred by a staff member or parent. In situations where it is believed that outside mental health services would be beneficial to students, the adjustment counselor will work with families to arrange for such services.

The Outreach Worker provides social skill support to students. This position oversees and supervises the Peer Mediation Program. In addition, students learn about issues relating to drug and alcohol awareness.

Each year Mt. Greylock invites representatives to provide prevention education and support services to students. The agencies and organizations that are regularly involved with students are:
- Tapestry Health Systems (formerly known as Family Planning) provides reproductive health education and counseling
- Mental Health and Substance Abuse Services of the Berkshires provides substance abuse counseling education
- Elizabeth Freeman Center provides education and counsel relating to issues dealing with teen dating and relationship violence
• Berkshire Works (formerly known as BTEP) provides career counseling and job placement opportunities through a Title I Youth Program (students must meet eligibility requirements)
• Northern Berkshire Community Coalition provides interactive programming for Northern Berkshire middle and high school students through its UNITY program (separate parent consent will be required)

Parents or guardians will be notified of any additional program-specific activities and will be required to complete separate consent forms.

If you have questions about these programs or services, you may contact the Adjustment Counselor at Ext. 159 or the Outreach Worker at extension 103. In the event that parents or guardians do not want their child to participate in any of the aforementioned services from these providers, please indicate this in writing to the Director of Student Services.

The School Nurse
If you need to speak to the school nurse, call Ext. 154.

The school nurse will:
• evaluate and manage the health needs of all students in the school;
• identify and manage students with special health needs;
• work with other school-based groups to provide safe and healthy environments;
• administer medications as prescribed by a doctor;
• provide first aid and emergency care;
• help families to get health insurance and find a health center;
• manage the control of communicable diseases.

You can help the school nurse care for your child by:
• letting the nurse know if your child has any chronic or acute illnesses;
• communicating with the nurse directly if medication or health needs change;
• updating your child’s emergency card so the school can always reach you.

Medications in School
The school nurse oversees the administration of medications. In most cases, the school nurse will be the person administering the medication. However, there are three specific circumstances when someone other than a nurse may give a student medication:

• When the student is on a field trip, the nurse may delegate and train another adult to administer the medication(s).
• Students who are at risk for life-threatening allergic reactions may be administered emergency medication by school personnel. The nurse is responsible for training and supervising all individuals involved in giving medication.
• Some students may administer their own medication, such as an asthma inhaler. To allow this, the parent must contact the school nurse to arrange a Self-Medication Plan.

In order to administer prescription medications, the nurse must have a doctor’s order and signed parent’s permission. Medications such as Tylenol, Tums, and Motrin may be given without a doctor’s note but require parental permission. Ask the nurse for the permission form. Parents must supply their child’s medication(s), which must be in the original pharmacy container. Always let the school nurse know if the doctor has changed a medication type or dose.
Immunization Requirements

According to state regulations (102 CMR 7.09 and 105 CMR 220.00), students must be on an immunization schedule before they enter school. Mount Greylock Regional School requires that students have immunizations that are up to date for school entry at the time they enter school. Records will be given to the school nurse for verification and record keeping purposes.

The following immunizations need to be in place by the first day of school:

<table>
<thead>
<tr>
<th>REQUIRED IMMUNIZATIONS TO REGISTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
</tr>
<tr>
<td>DtaP/DTP/DT/Td</td>
</tr>
<tr>
<td>Polio</td>
</tr>
<tr>
<td>Hib</td>
</tr>
<tr>
<td>MMR</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
</tr>
</tbody>
</table>

*Immunization requirements vary by grade.

Please contact the nurse at your child’s school if you have questions.

Parents/guardians must submit a doctor’s record stating that their child has been immunized against the following: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, German measles (rubella), mumps and hepatitis B. Varicella (chickenpox) immunization is required if the child has not had chickenpox.

The record must include the day, month and year when the immunizations were given. In addition, we strongly recommend that each child have a Tuberculosis Risk Assessment. Parents are responsible for keeping immunizations current and informing the school nurse when their child has received additional immunizations. The school nurse reviews immunization records regularly. Students whose immunizations are not up to date may be excluded from school.

Special Situations
Except in an emergency or epidemic, a student may start school if a parent or guardian presents a written statement (1) from a physician stating that the child has not been immunized for medical reasons, or (2) that the child has not been immunized due to his or her religious beliefs.

Medical Emergencies
If a student is sick or injured at school, the school will make every effort to reach the parent or the emergency contact person named on the student’s emergency contact file in the Co-Principals’office. A principal and school nurse will decide what action to take. Most illnesses and injuries that occur during the school day are minor and can be treated by the nurse. If the student’s condition is very serious, the principal or other member of the school staff will call for an ambulance. A school employee may accompany the student to the hospital and stay with the student until the parent/guardian arrives.

Accidents
Accidents of any nature should be reported to the nurse and the Principals’ office. All accident reports are to be sent to the office of the Superintendent.
**Parent Notification Relative to Sex Education**

Schools are required by law to notify parents about any classes that will be held on human sexual education or sexual issues. The notice must tell the parent how he or she can review the content and materials of the classes. While parents do not have to give permission for their children to take sex education classes, parents do have the right to exempt their children from such classes. To do this, write a letter to your child’s Principal saying you don’t want your child to participate in sexual education classes.

**Condom policy**

Condoms are available to students in grades 7-12 from several persons at the school including the nurse, adjustment counselor, or health teachers. Students receiving condoms also receive abstinence information. The interaction is strictly confidential and no records are kept in accordance with School Committee policy. Parents can request that the school not provide condoms to their children.

**3.0 CO-CURRICULAR ACTIVITIES**

Mt. Greylock Regional School District offers a wide range of activities for Mount Greylock students in the hope that they will become directly involved in one or more of them. The co-curricular program provides wholesome opportunities for students to develop favorable habits and attitudes. They are a vital part of the Mt. Greylock experience and are designed to support and supplement the curricular program. The co-curricular program comes under the authority of the principal, and participation is open to students enrolled in Mt. Greylock or students who reside in the District and are participating in a home school program approved by the District.

**Eligibility**

- Students who wish to participate in co-curricular activities including but not limited to clubs, dances, dramatic productions, fundraisers, and other activities, must remain a Student in Good Standing.
- The student must abstain from use of tobacco products, alcohol, or controlled substances. In addition to school penalties, a first offense will result in a two-week removal from the activity. A second offense will result in a removal from the activity for the remainder of the school year.
- Students who are members of a school club, team or wish to participate in a school-sponsored activity must be present for at least five consecutive class periods on the day of a game, practice, or activity; otherwise, they will not be allowed to dress for or participate in any game, practice or activity on that same day. Only a personal waiver from the principal will supersede this regulation. Violation of this rule will result in suspension from the activity or sport.

**Fees**

District policy requires that students pay an activity fee to participate in co-curricular activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>High School Fee</th>
<th>Middle School Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>$100</td>
<td>$75</td>
</tr>
<tr>
<td>Theater</td>
<td>$100</td>
<td>$75</td>
</tr>
<tr>
<td>All Other Activities</td>
<td>$30</td>
<td>$30</td>
</tr>
</tbody>
</table>

Fees are collected by Jan Livernois in the Co-Principals’ office.

Information regarding fee waivers for families experiencing a financial hardship is available from Dr. William Travis, Superintendent. Dr. Travis can be reached by calling (413) 458-9582 extension 149. All inquiries are confidential.
A. Student Government

Student Council
The council is composed of twenty students from senior high school grades 9-12. These representatives meet to discuss issues of concern to students, to regulate certain student activities, and to propose changes in the school.

Class Officers
Each class elects class officers. Class officers organize activities such as dances, fundraising, etc.

Student Advisory to the School Council
The student advisors to the school council attend monthly meetings and advise the group on matters pertaining to student life.

Student Advisory to the School Committee
The student advisors to the school committee attend monthly meetings and advise the committee on matters pertaining to student life.

Student-Faculty Review Board
The function of the Student-Faculty Review Board is to decide appeals of disciplinary decisions.

The Board is composed of three high school students and their alternates elected by Grades 9-12, three faculty members elected by the faculty, and the Director of Student Services, who chairs the Board. Elections are held in September.

When the Student-Faculty Review Board convenes to decide an appeal, all members must be present. It will render decisions by secret ballot in a simple majority vote of its members. The decision of the Student-Faculty Review Board may be appealed to the Superintendent whose decision will be final.

Student in Good Standing Review Board
The function of the Student in Good Standing Review Board is to decide appeals of Student in Good Standing status.

The review board is made up of two faculty, one counselor, one parent, one school council member and two students (grades 9-12). Elections are held in September.

Students not meeting the Student in Good Standing standard may appeal their status to the review board within five days of notification by the principal. The decision of the review board is final.

B. Clubs
Mt. Greylock Regional School District encourages all students to become involved in some portion of the co-curricular program. In addition to the governing programs listed above, we support other co-curricular activities, particularly clubs and other groups which include but are not limited to the following:

High School
Cheerleaders
Drama (fall and spring)
Musical (winter)
Junior Classical League
Dance Club
SMILE (Students Making an Impact Locally on Everyone)
All co-curricular activities must have ten (10) or more participants to begin. Groups of ten or more students who wish to form a new club activity should contact their principal who will consider the request.

Dances
The Principal may approve school dances when requested by recognized groups, if space is available, and if the academic calendar permits them. In addition, the following procedures must be observed:

- School dances held outside of the school building will sell only numbered tickets during school hours prior to the event, and a corresponding list of the students who purchased tickets must be kept and provided to the Principal before the dance
- School dances held inside the school building may sell tickets at the door for the first hour of the event
- All student guests must receive permission and a guest pass from the Principal
- The sponsoring club must arrange for chaperones for the dance as prescribed by the Principal
- High school dances will occur between the hours of 8 p.m. and 11 p.m., and no later
- No one will be admitted after 9 p.m. for high school dances
- Middle school dances will occur between the hours of 7 p.m. and 10 p.m.
- There will be no re-entry to school dances
- All rules for student behavior found in the student handbook must be adhered to
- The principal must approve all decorations in advance
- Clean-up of decorations will be the responsibility of the sponsoring club
- No guests may attend middle school dances
It will be the responsibility of the sponsoring club to publicize and follow these rules. A failure or inability to follow these rules will result in the cancellation of the dance.

**Fundraising Activities**
According to district policy each recognized club or team is allowed one major fundraising activity per year. Any group that wishes to schedule a fundraiser must obtain permission from the Principal.

**Leadership Policy**
Leadership positions at Mt. Greylock (student council representatives, team captains, junior-senior advisors, class officers, and student advisory council members) will be Students in Good Standing or be removed from office until they reach Student in Good Standing status. A student who fails to hold Student in Good Standing for two consecutive quarters will be removed from his/her leadership position for the year.

**Appeal Process for Eligibility for Leadership Positions**
If a student who is seeking or holding a leadership position does not achieve Student in Good Standing, he or she may appeal the decision to the Student in Good Standing Review Board.

The function of the Review Board is to determine whether the student who has failed to meet the Student in Good Standing standard should be eligible nonetheless to seek or hold a leadership position.

The student appealing his or her eligibility will have the opportunity to appear before the Student in Good Standing Review Board and present arguments and evidence. The Student in Good Standing Review Board shall convene within ten school days of written notification by the student. It will render its decision by secret ballot with a simple majority vote of all members, within three school days after the conclusion of its hearing. During the appeals process the student will continue to hold any leadership position he/she held. The decision of the Student in Good Standing Review Board will be final and binding upon all parties.

**C. Athletics**
Athletics at Mt. Greylock Regional School District are considered an important part of the school’s educational program. Whether on the intramural, interscholastic, or class level, participants have an opportunity to acquire qualities of fitness, self-discipline, and cooperation. Athletics prepare students to meet challenges, make decisions, and accept criticism. Mt. Greylock Regional School District is committed to providing opportunities for organized athletic participation at all levels of ability and interest. Mt. Greylock offers the following athletic teams.

**Fall Season**
- Boys’ Cross Country Running
- Girls’ Cross Country Running
- Football
- Boys’ Soccer
- Girls’ Soccer
- Girls’ Volleyball

**Winter Season**
- Boys’ Basketball
- Girls’ Basketball
- Boys’ Cross Country Skiing
- Girls’ Cross Country Skiing
Boys’ Downhill Skiing  
Girls’ Downhill Skiing  
Hockey  
Wrestling  

**Spring Season**  
Baseball  
Golf  
Softball  
Boys’ Track  
Girls’ Track  
Boys’ Tennis  
Girls’ Tennis  

According to district policy, before placing a middle school student on a junior varsity or varsity level team, which has been designated a “contact sport by the M.I.A.A., coaches must consult with and receive written permission from parents/guardians and the Athletic Director (5710.1).

**Good Sportsmanship**  
Sportsmanship is courteous, fair, and respectful behavior that is interpreted in the conduct of players, spectators, coaches and school authorities. Mt. Greylock Regional School District expects a high standard of conduct from spectators at athletic contests. School community members whose behavior reflects poorly upon themselves and the school will face the loss of spectator privileges, along with stronger action if warranted. The Code of Conduct is in effect for any school sponsored activity.

Middle and high school students will set a good example in the matter of sportsmanship. To this end they will:

- Remember that a spectator represents the school the same as does the athlete  
- Recognize that the good name of the school is more valuable than any game won by unfair play  
- Accept decisions of officials without question  
- Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team  
- Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local school building, and extend the members every possible courtesy

**Athletic Eligibility**  
- Athletes must be Students in Good Standing.  
- Athletes must meet all MIAA (Massachusetts Interscholastic Athletic Association) rules and regulations.  
- Athletes must abstain from use of tobacco products, alcohol, or controlled substances.  
  - First offense – 7-10 day suspension from team  
  - Second offense – suspension from team for remainder of season  
- The student must complete an annual physical examination to be kept on file with the school nurse.

**Safety**  
No coach will permit a player to participate actively in a practice or contest when such participation might reasonably involve higher than normal risk of injury to the player. A player will not be permitted to
participate actively in a practice or game if he or she has been injured and if such participation might reasonably be expected to result in further temporary or permanent injury.

A physician or emergency medical technician, with physician call, will be present at all home football and hockey games. An ambulance will be present at all home football games.

Every player will be equipped with and will use appropriate safety equipment of a type approved by the Athletic Director and consistent with league and MIAA regulations. For those teams that it fields, the District will provide appropriate safety equipment in good repair. It will be the responsibility of the Athletic Director to ensure that equipment and facilities meet current and reasonable standards of safety.

**Evening and Weekend Practices**

In general, athletic teams and activity groups may not hold practice after 5:30 p.m. on school days. The appropriate administrator may grant limited exceptions, such as extended rehearsals, if:

1. Permission is obtained in advance from the Principal
2. Parents of students involved have been notified
3. Appropriate transportation has been arranged

Weekend, holiday and vacation practices or rehearsals, as well as all such activities scheduled before 8:00 a.m. on a school day, must be approved in advance by the appropriate administrator or by the Athletic Director. The general policy is that such practices are voluntary. School transportation will not be provided for such activities. Coaches and advisors must respect holidays and vacation time as prime quality time for families, hence a student’s participation will not be significantly impacted by his/her absence from such voluntary practices. In no case may such practices or rehearsals be held on both Saturday and Sunday of the same weekend.

On days when school is only in session for a half-day, coaches and advisors will determine whether practices are held, and will arrange for transportation of students home. This information will be announced to participants in time for parents to be aware of all arrangements. When interscholastic schedules are arranged, the Athletic Director will make it known that Mt. Greylock prefers not to compete on holidays and school nights.

**Transportation**

Whenever possible, transportation to activities will be by school bus and participants are expected to ride the bus to and from the activity. Exceptions may be granted in individual cases by the appropriate administrator, coach or advisor to allow for students to drive, and parents to transport their children, and in some instances, students other than their children. Written permission must be obtained in advance. It is emphasized that parents or guardians normally only transport their own children. For students to ride with another student’s parents, prior written permission from the appropriate administrator and the parents of the student to be transported is required. Parental permission may be granted for an entire season or year to specific adults. A copy of such permission will be forwarded to the appropriate advisor/coach.

**Expenses**

Costs incurred for entry fees, travel, meals, and lodging, as needed for student participation in statewide competition, will be treated as a School District expense.

**Attendance**

Students who are members of a school club, team or wish to participate in a school sponsored activity must be present for at least five consecutive class periods on the day of a game, practice, or activity otherwise, they will not be allowed to dress for or participate in any game, practice or activity on that
same day. Only a personal waiver from the Principal will supersede this regulation. Violation of this rule will result in suspension from the sport for the remainder of the season.

Any student who is under suspension may not participate in any game or practice during the period of suspension from school. Violation of this rule will result in suspension from the sport for the remainder of the season.

Those students who chronically absent themselves from school the day following a game, or are chronically tardy to school the day after a game, will be subject to suspension from that sport after a warning from the coach.

Any punitive action taken by the administration, or a teacher, or any academic requirement imposed by a teacher takes precedent over practice or an athletic contest, as long as twenty-four hour notice is given to the student involved.

The principal may grant one waiver per student for the season. Participation in co-curricular and athletic programs is dependent on a student maintaining Student in Good Standing status.

4.0 GENERAL STUDENT RESPONSIBILITIES
A Student in Good Standing serves as a guideline for students, parents, teachers and staff in determining if a student is eligible to participate in school activities that are deemed a student privilege.

Student in Good Standing
- Attendance – student must be in attendance 90% of the time (excused absences are defined in this section)
- Students who are tardy more than nine times in a quarter may lose their Student in Good Standing status
- Grades – No more than one failing grade in any subject
- Discipline - no detentions remain at the time grades are posted

Receiving Student in Good Standing Status
- Status is based on a quarterly review and students who lose Student in Good Standing status will be notified by the Principal or his/her designee
- Students not meeting the Student in Good Standing standard may appeal this decision to the Review Board within five days of notification by the Principal or his/her designee
- The review board is made up of two teachers, one counselor, one parent, one school council member and two students
- The decision of the Review Board will be final

A Student in Good Standing may
- Participate in athletics
- Hold leadership positions
- Enroll in internships
- Enroll in college courses
- Drive to school
- Participate in co-curricular activities
- Attend dances
- Participate in independent studies
- Serve as a teacher assistant
School Attendance Policy
Regular school attendance is essential to the total education of the student. Punctual arrival at school and at each classroom activity is essential to minimize disruptions, promote a positive class climate and maximize time on learning. It is a joint responsibility of the staff of the Mount Greylock School District and parents/guardians to encourage students to take school attendance seriously.

Teachers are expected to cooperate with and assist students who miss classwork, quizzes, or examinations due to excused absences.

A school’s average daily attendance rate is now an important factor in the state and federal rating of a school’s ability to make academic Annual Yearly Progress (AYP).

Excused Absences
Students must bring in a note after each absence. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian’s signature. Students will be given the opportunity to make up work for excused absences. Excused absences may include:
- Illness or quarantine
- Bereavement or serious illness in the family
- Religious observances
- Court-mandated appearances
- Suspensions
- Interviews for college or work
- Preventive/remedial health treatments
- Supervised activities (requires administrative approval)
- Medical appointments

In-school release:
- Bring written notification to the Co-Principals’ office at the beginning of the school day
- Report to the health office if the student becomes ill during the school day
- A student may not leave campus during the school day without permission of the nurse or an administrator

Attendance Recording Procedure
On the seventh cumulative absence/truancy, the supervisor of attendance or a designee will notify the parent or guardian of the student to discuss measures for improving attendance and possible loss of Student in Good Standing

On the twelfth absence/truancy, the supervisor of attendance will request a meeting between the Principal and the student which will include but not be limited to a warning, development of an attendance plan, and loss of credit for course work and/or court involvement.

A student who is legitimately absent from school or class has the responsibility to meet with his/her teachers as soon as possible regarding missed assignments.

Students who are out of school without a legitimate excuse are ineligible to make up work completed on that day or to receive extra time for long term projects.
In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician’s statement certifying such absences are justifiable.
*IMPORTANT: Some parents think that any absence will be excused as long as the parent sends a note. This is not true.

Procedure for Arriving Late to School:
Students are expected to report to first period no later than 7:45 a.m. for purposes of recording attendance. Any student reporting to school after 7:45 a.m. is tardy and must report to the Principal’s office to receive a late admission slip. Students may be marked “excused tardy” for the following reasons:
- visit to nurse, administrator or guidance
- illness with note
- weather related
- appointment with note

Students Marked Unexcused Tardy Face the Following Disciplinary Measures
- On the third tardy in a quarter without an acceptable reason, the student will be issued one detention.
- On the sixth tardy in a quarter without an acceptable reason, the student will be scheduled for a parent conference and given an administrative detention.
- On the ninth tardy in a quarter without an acceptable reason, the student will lose their Student in Good Standing for the following quarter except in rare emergencies.
- The tardy must be verified by the Principal or designee, or
- The student must be picked up at the office and signed out of school by her/his parent/guardian.

Dismissals during school hours must be kept to a minimum.

Tardiness to Class:
Students are expected to be in class when the bell rings to begin the period. Students who arrive to class after the bell without a written excuse from faculty or office personnel will be marked tardy. Instances of chronic or flagrant tardiness will be referred to the administration.

Dismissals
A parent/guardian requesting an early dismissal for her/his child must submit to the Principal or designee a note stating the reason, date and time of the dismissal. Dismissals by telephone are accepted only in rare emergencies and must be verified by the Principal or designee, or the child must be picked up at the office and signed out of school by her/his parent/guardian. Dismissals during school hours must be kept to a minimum.

Parents’ Legal Responsibilities for Ensuring Students’ Attendance [M.G.L. c. 76 §2]
Parents or legal guardians are required to see that their children attend school regularly. Failure to do so may result in the Attendance Officer filing a 51A petition for a Child in Need of Services (CHINS) with the Department of Social Services or seeking juvenile court fines pursuant to M.G.L. 76 §2 or criminal charges pursuant to M.G.L. c. 119 §63.

Extended Learning Periods
Extended learning periods are designed for students to receive extra help in a subject. The following guidelines are in effect for the extended learning period:
- The second period teacher may deny a student’s request and the process stops.
- Before leaving extended learning, the student must present a written pass that includes the student’s name, current date, time leaving and destination. The pass must be issued before the start of period two by the destination teacher.
• Passes may be given for an appointment with an administrator, to attend a career and college visit, to visit the guidance office, or to receive academic supporter to access the library.
• Students who do not follow the above procedure may face losing their privilege to seek academic support at an alternate destination.
• Off-task behavior such as card playing, computer games or engaging in social activities is prohibited during the extended learning period.
• Every student in the hallway must have a legitimate pass. Being in the corridor without a pass or acts of inappropriate behavior may result in the forfeiture of the privilege of visiting alternate locations during the extended learning, for a length of time that is commensurate with the severity of the offense.
• The computer labs are off-limits to student unless arrangements are made with their teacher.

**Academic Honesty**
All work submitted by a student should be a true reflection of his or her own effort and ability. The following criteria shall be considered as cheating: claiming credit for work not the product of one’s own effort; providing access to material or information so that credit may be claimed by others; failure to acknowledge sources; knowledge or toleration of cheating. Students who cheat may be subject to the following penalties at the teacher’s discretion: parental notification; reduced grade on assignment; disqualification from the National Honor Society; referral to school administration.

Students who have cheated a second time or have been involved in a serious act of academic dishonesty will be referred to the administration for a formal hearing. Additional penalties beyond those listed above can include but are not limited to: failure of the course with no credit; notification of scholarship committee; notification of the student’s prospective college (s). In all cases, students are entitled to the protections afforded them in the Due Process procedures.

**Dress Code**
District policy states that student clothing reflects personal judgment and taste. The Mt. Greylock Regional School District expects that dress will be clean, neat and in good taste. Furthermore, Massachusetts General Laws, Chapter 71, Section 83 states that “school officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety, and cleanliness.” Clothing that disrupts or distracts others from learning is not permitted. In addition, clothing that depicts or promotes the use of alcohol, tobacco, or controlled substances will be not allowed. Students who violate the dress code will be asked to change their clothing; if students do not change they will be sent to an administrator.

**Care of School Equipment and Property**
Students are financially responsible for the loss or destruction of any material assigned to them. Students will not be issued report cards or diplomas until they have returned or paid for books and equipment, including locks that have been issued.

**Emergency Drills**
All pupils will proceed immediately according to the posted directions. All participants are expected to walk rapidly, but they are not to run. There is to be no talking. It is important to stand a safe distance from the building while outside.

All emergency drills are to be orderly and quiet. Students will remain quiet until a signal has been given to return to the building. The last student to leave a room should close the door. At times, particular emergency exits will be unavailable. When this happens, students should proceed quickly and quietly to the next nearest exit.
Safety
The safety of the individual student and teacher is the responsibility of the entire student body, faculty, administration, and the School Committee. Some general safety practices are:

- Do not run or push in the classrooms or corridors
- Use caution when entering and leaving the cafeteria
- Inform a cafeteria employee when food is spilled or dripped
- No article that has flames will be permitted in any classroom or hallway
- No power equipment is to be operated in the shops without a teacher’s presence and without proper safety equipment including safety glasses
- Learn and follow building evacuation procedures

Any safety hazards that are detected by the students are to be reported to a teacher, custodian or the Principals’ office. Failure to observe these rules will result in disciplinary consequences to be assigned at administrative discretion.

Labs, Shops, and Gym
Students are to observe safety requirements in areas where possible hazards exist because of the kind of equipment and materials used. Students will follow the established rules, including the wearing of safety goggles and other protective items that are prescribed. Failure to observe safety requirements will lead to denial of activity participation.

Assemblies
Assemblies are called for special events or class meetings. Students are to follow entrance and exit procedures in a quiet and orderly manner. Students may leave the assembly only with proper authorization.

Staying After School
Students are not allowed to remain after school unless they are going to be supervised by a teacher, coach or staff member. Students may not remain in school to socialize with friends or just hang out. Students may only stay at school if they are involved with a sport or an activity, they are serving detention, or if they are staying with a teacher for extra academic assistance. In every case, they must have a teacher, coach or staff member who is supervising them.

Emergency Preparedness Plan
The Mount Greylock Regional School, in cooperation with the Williamstown Police Department and Williamstown Fire Department, has created procedures specific to each school to respond to emergency situations. Procedures include, but are not limited to, responding to a bomb threat, a violent intruder, or the need to evacuate the building. Every school has a designated evacuation site. Should an evacuation be necessary all students and staff will report to the site and student attendance taken. Safety personnel will advise when it is safe to return to the building or will start a procedure to release students to a parent or guardian who can sign for student release. To the extent possible, announcements will be made to the local radio stations to inform parents about a school-wide emergency and actions that are underway or will be taken.

5.0 STUDENT CONDUCT

All persons associated with Mt. Greylock Regional School District, administrators, students, parents, faculty, and staff, work together toward the educational objectives of the school system. All students
have the right to pursue these objectives without disruption. All students also have the responsibility to abide by the rules established for the general welfare of all.

Code of Conduct
Students need to be aware of certain general rules. The school community expects students to act in a responsible manner. This means students will work, learn, and respect the rights of others. Students will be respectful of all members of the school community and they are entitled to the same respect from others.

Under the Code of Conduct, the school community prohibits the following on school grounds, on school buses, and at school activities:

1. Committing plagiarism or other acts of academic dishonesty
2. Cutting class or unexcused tardiness
3. Intimidating, threatening, harassing, hazing, or physically assaulting others including the use of racial, religious, ethnic or sexual orientation slurs
4. Using or possessing any tobacco products or paraphernalia
5. Stealing
6. Causing damage to property
7. Leaving the school building without permission of an administrator or designee
8. Leaving the school grounds without permission of an administrator or designee
9. Using, selling, having in possession, being in the presence of, or being under the influence of alcohol or controlled substances
10. Using or having a dangerous weapon
11. Failing to obey requests made by teachers or staff members
12. Forging a pass
13. Being in unauthorized areas of the school
14. Disrupting school or classroom activities
15. Gambling
16. Activating a false alarm
17. Parking at school without permission
18. Transporting other students without permission
19. Lying
20. Acting in a disrespectful manner
21. Acting in a manner that disrupts the educational environment

Disciplinary Consequences
The following describes the consequences that attach to violations of the Code of Conduct. When students are referred to administration for violations of the Code of Conduct, an administrator will conduct a preliminary investigation. The administrator will then issue an appropriate consequence based on the results of the investigation, past practice, and the standards described below. In cases of weapons or controlled substances possession, state law mandates police notification. In other violations of the Code of Conduct the school will attempt to modify student behavior through education, disciplinary consequences, counseling, positive reinforcement, and other modes before the school involves outside agencies.
### First-Level Offenses

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardiness to school</td>
<td>See General Student Responsibilities</td>
</tr>
<tr>
<td>Tardiness to class</td>
<td>At teacher’s discretion</td>
</tr>
<tr>
<td>Class cutting</td>
<td>Not more than one administrative detention</td>
</tr>
<tr>
<td>Parking without permission</td>
<td>Not more than revocation of privilege and towing at owner’s expense</td>
</tr>
<tr>
<td>Disrespectful acts</td>
<td>Not more than one administrative detention</td>
</tr>
<tr>
<td>Academic dishonesty or plagiarism</td>
<td>See General Student Responsibilities</td>
</tr>
<tr>
<td>Skipping detention</td>
<td>Not more than one administrative detention</td>
</tr>
</tbody>
</table>

### Second-Level Offenses

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intimidation, threats, harassment</td>
<td>Up to suspension; police notification and/or expulsion, in chronic cases; see Hazing policy and Sexual Harassment policy</td>
</tr>
<tr>
<td>Physical assault, fighting</td>
<td>Suspension; police notification and/or expulsion in chronic cases</td>
</tr>
<tr>
<td>Use or possession of tobacco or paraphernalia</td>
<td>See Tobacco policy</td>
</tr>
<tr>
<td>Gross disrespect (language)</td>
<td>Up to a five day suspension</td>
</tr>
<tr>
<td>Stealing</td>
<td>Up to suspension, restitution and notification of police</td>
</tr>
<tr>
<td>Damage to school property</td>
<td>Restitution; up to a five day suspension</td>
</tr>
<tr>
<td>Leaving the school building or grounds without permission</td>
<td>Up to a two day suspension</td>
</tr>
<tr>
<td>Use, possession, or being under the influence of alcohol or controlled substances</td>
<td>Suspension and police notification, expulsion possible</td>
</tr>
<tr>
<td>Possession of a dangerous weapon</td>
<td>Suspension and police notification</td>
</tr>
<tr>
<td>Insubordination (refusing to comply to a reasonable request from an adult)</td>
<td>Up to suspension</td>
</tr>
<tr>
<td>Behavior that is materially disruptive to the educational environment</td>
<td>Up to a five day suspension; police notification in chronic or severe cases</td>
</tr>
<tr>
<td>Gambling</td>
<td>Up to a five day suspension</td>
</tr>
<tr>
<td>Being in an unauthorized area</td>
<td>Up to suspension</td>
</tr>
</tbody>
</table>

Detentions must be served within the number of days as determined by an administrator. Failure to serve detentions will result in an administrative detention being assigned. Administrative detentions will be served from 2:30p.m. to 5:00p.m. Failure to serve administrative detention will result in the student being removed from school pending a meeting with the parent.

Disruptive actions not specifically listed in Levels 1 and 2 will result in disciplinary consequences being assigned by the classroom teacher.

First- and Second-Level Offenses occurring on a school bus can result in a denial of bus privileges for not less than two weeks in addition to the listed consequences. (See Transportation) In addition to the consequences listed above, violations of criminal law can result in charges being filed against the perpetrator.
First- and Second-Level Offenses that are repeated can result in more severe consequences than those listed above.

The administration of the building will contact the parents of any student accused of a serious violation of the rules (i.e. any Second-Level Offense). The student has a right to a fair hearing. In this hearing the student will have the right to an explanation of the charges against him or her and an opportunity to present his or her version of the incident in questions. (See Due Process)

**Tobacco Policy**
The use of tobacco products within the school buildings, school facilities, on school grounds or school buses is prohibited according to Massachusetts General Laws chapter 71; section 37H, Acts of 1993.

This prohibition includes students, staff and visitors. It will be in effect in all school buildings, grounds, bus operations, all school vehicles and private vehicles on school grounds. This policy will also pertain to all school-sponsored activities that occur either on or off school property.

Tobacco violations will result in the following consequences:

- First offense: Administrative detention
- Second offense: Administrative detention and enrollment in Tobacco Education Classes. Failure to attend classes will result in out-of-school suspension, the number of days to be determined by the Principal
- Third offense: One day of out-of-school suspension
- Fourth offense and subsequent offenses: Three days of out-of-school suspension

**Hazing Policy**
In accordance with the Massachusetts General Laws Chapter 269, Sections 17-19:

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 $3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term hazing is used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Whoever knows that another person is the victim of hazing as defined in Section seventeen and is at the scene of such crime, shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than $1,000.

Each institution of secondary education . . . shall issue to every student group, team, or student organization . . . a copy of this section and sections 17 and 18.
Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such groups, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen . . .

In accordance with these provisions, the following procedure shall apply to the Mt. Greylock Regional School District:

- Every applicant for and participant in any co-curricular activity under the school jurisdiction, as well as the chief advisor or head coach of said activity, will be provided a copy of these regulations
- All recipients of this form will sign it indicating their receipt of these regulations. The forms will be forwarded to the Co-Principals’ office for use in preparing the annual report with the Regents of Higher Education and the Board of Education
- It will be the responsibility of the principals to report any and all cases of violations to an appropriate law enforcement official
- Violations of these provisions will be considered serious infractions punishable in accordance with the School District’s Code of Conduct

**Bullying**
Bullying in any form, including verbal abuse, harassment, taunting, name-calling, threats in any form, extortion, intimidation, slander, defamatory statements, whether verbal or written, pushing, shoving, and tripping is prohibited. This includes asking anyone to verbally abuse, threaten or intimidate another student on one’s behalf. Such actions, based upon severity, may result in detention, mandatory parental conference, and suspension and police notification.

**Harassment/Discrimination**
The Mount Greylock Regional School is committed to maintaining a work and educational environment free from all forms of harassing conduct. We expect all students to conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment for all individuals in the school community. Each member of the school community has a responsibility to ensure that harassment does not occur.

Harassment on the basis of race, national origin, age, sex, sexual orientation or disability is illegal and will not be tolerated. Any student who believes that he or she has been subjected to harassment should feel free to discuss the matter with a trusted adult (teacher, counselor, nurse, principal, or other adult). All reports of harassment will be investigated promptly and in as impartial and confidential a manner as possible to ensure prompt and appropriate action.

**Sexual Harassment Policy:**
All persons associated with Mt. Greylock Regional School District, including but not limited to the School Committee, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Conduct that constitutes sexual harassment will not be tolerated. Furthermore, the actions of such a person constitute a crime punishable under law.
Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive working or educational environment

When any member of the school community feels that he or she has been the object of sexual harassment, the alleged victim, whenever feasible, is encouraged to make clear to the alleged harasser that his/her conduct if offensive and unwelcome. If this fails to end the offensive conduct, or the alleged victim is unable or unwilling to approach the alleged harasser, then he or she will promptly report the offensive conduct to a faculty member, their guidance counselor, the Adjustment Counselor, the Principal, or the nurse. The individual who receives the complaint as aforesaid will attempt to resolve the problem promptly in an informal manner through the following process:

- He or she will confer with the complainant in order to obtain a clear understanding of that party’s statement of the facts
- He or she will then attempt to meet with the person charged with harassment in order to obtain his or her response to the complaint
- He or she may hold as many meetings with the parties and with other witnesses as is necessary to gather facts. At any point in the investigation, at the wish of any individual, statements may be recorded in writing.
- On the basis of the investigator’s perception of the situation, he or she may attempt to resolve the matter informally through conciliation
- If the complaint is not resolved informally through conciliation, a formal process will be initiated with the Principal

Any person who threatens, intimidates or retaliates against a complainant or any witness involved in the investigation of the charge of harassment is committing a crime punishable by law. Furthermore, such person shall be subject to such discipline as the Principal may deem appropriate, including expulsion.

Procedures for Student Grievances of Discrimination

This policy addresses how to file complaints regarding alleged discrimination based on race, color, national origin, sex, religion, age, sexual orientation and disability.

The Mount Greylock Regional School has adopted procedures to assist any person who believes that she/he has been discriminated against for a prohibited reason, and to rectify any instances of such discrimination. Any student, or any parent or guardian, who believes that she/he has been discriminated against for any reason stated above should make her/his complaint, either formally or informally, to the Co-Principals or to the district’s designated coordinator for compliance with the requirements of Title VI, Title VII, Title IX, Section 504, ADA, IDEA, and M.G.L 151B. Any person who believes that she/he has been discriminated against for any reason stated above in a matter of hiring or employment, or in having access to school facilities or activities, should make her/his complaint, either formally or informally, to the district’s designated coordinator for compliance with the requirements of Title VI, Title VII, Title IX, Section 504, ADA, and IDEA.
The Mount Greylock Regional School’s designated coordinator for all such matters is:

Ellen Kaiser, Co-Principal
Mount Greylock Regional School
413-458-9582 Ext. 102

Specific Violations of the Law: Weapons and Drugs
Any student who is found on school premises or at school-sponsored or school-related events, including athletic contests, in possession of a dangerous weapon, including but not limited to, a gun or knife; or a controlled substance as defined in Massachusetts General Laws Chapter 95C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or School District by the Principal.

For the purposes of this handbook, the term drug includes a controlled drug, a look-alike drug, prescription medicines, diet pills, over the counter drugs, steroids, volatile substances, and alcoholic beverages. Any student who uses, possesses, distributes, sells, or otherwise furnishes alcoholic beverages, drugs, or drug paraphernalia in any of the following circumstances: while on school property, on a school-provided transportation vehicle, at a designated school transportation stop, at a school-sponsored activity which is not on school property, or any activity under the jurisdiction of the school department, shall be referred to the appropriate school administrator for disciplinary action. Such an offense can range from short-term suspension to expulsion. Violations may also constitute a criminal act. All cases where drugs or suspected materials are seized will be reported to law enforcement authorities.

Weapon reports will be filed with the superintendent of the school, who will file copies of the weapons report with the local chief of police, the Department of Social Services, the Office of Student Services and the School Committee. The Superintendent, police chief, and representative from the Department of Social Services, together with a representative from the Office of Student Services will arrange an assessment of the student involved in the weapon report. The student will be referred to a counseling program. Upon completion of a counseling session, a follow-up assessment will be made of the student by those involved in the initial assessment.

Lighters or Matches
Unauthorized use or possession of these items while on school property or while attending a school function is prohibited.

Explosives, Incendiary Devices, Arson
Making a bomb threat by any means, including, but not limited to, verbally, electronically, or in writing is prohibited. Use or possession of a bomb or any other explosive or incendiary device to set a fire, including an object that appears to be a bomb or explosive device, is prohibited. These offenses are judged particularly severely, and a long-term suspension/expulsion and referral to law enforcement agencies will be recommended.

In all cases of alleged possession of weapons or drugs the administration will contact the Williamstown Police Department.
Specific Violations of the Law: Assault

**Fighting**
Assault/assault and battery by fighting or by means of a weapon on school premises, at school-sponsored or school-related events, including field trips, athletic games, and traveling to and from school are prohibited. [M.G.L. c. 265, §15A & §15B]

**Sexually Inappropriate Behavior**
Sexual conduct whether consensual or coerced between students is prohibited. Exhibitionism, lewd, wanton, or lascivious behavior, disorderly conduct and distracting and inappropriate sexual contact between students or coercing another to do something sexual are prohibited. Students should report any incidents of inappropriate sexual behavior or of sexual harassment to their Principal or designee who will conduct an immediate investigation. Depending on its severity, such an offense may result in long-term suspension/expulsion. Some forms of sexual harassment may be crimes requiring referral to law enforcement agencies. [M.G.L. c. 272, §16 and §53]

**Assault of Staff Member**
Assault or assault and battery upon a principal, teacher, paraprofessional or other school staff member or visitor on school premises, at school-sponsored or school-related events, including field trips and athletic games, and going to and from school are prohibited. [M.G.L. c. 265, §13A and §13D, M.G.L. c. 71 §37H] Such an offense may result in long-term suspension and may also constitute a crime requiring referral to law enforcement agencies. In all cases of alleged assault of administrative or educational staff, the administration will contact the Williamstown Police Department.

**Felony in the Community**
Pursuant to M.G.L., c. 71, §37H 1/2, a student charged with a felony or who’s the subject of a felony delinquency complaint may be suspended, or a student convicted, adjudicated, or admitting guilt with respect to a felony or felony delinquency may be expelled, provided that the Principal, after a hearing, concludes that the student’s continued presence poses a substantial detrimental effect on the general welfare of the school.

**Suspension or Expulsion under M.G.L. c. 71, §37H 1/2**
State law permits Principals to suspend students charged with a felony or a felony delinquency, or to expel students convicted of or admitting guilt to a felony or a felony delinquency if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

As required by law a student, whom a Principal has determined should be expelled, has rights of notice, hearing, and appeals to the Superintendent of the school.

Any student who is charged with one of the above violations shall be notified in writing of an opportunity for a hearing. After the hearing the principal may decide to suspend rather than expel a student. The principal will state in writing to the School Committee reasons for choosing suspension instead of expulsion as the most appropriate remedy. In this statement the Principal will represent that in his or her opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of other students and staff in the school.

**Detention**
Teachers may detain students after school at their discretion. Administrators alone may assign detention to students who have been referred to them for violations of the Code of Conduct. Failure to serve administrative detention after notification by the school will result in the student being suspended and a
parent meeting being scheduled and completed. Detentions take precedence over co-curricular participation including but not limited to contests, practices, rehearsals or performances.

**Suspension**

Suspension involves the exclusion of a student from school and/or school-sponsored activities. As administered by the Mount Greylock Regional School, suspension will include:

- the removal of a student from class
- removal of the student from the school building if the student's parent or guardian can be contacted
- continued exclusion of the student from school, school grounds, or attendance, or participation in school-sponsored activities until the period of suspension has run and the student has been readmitted to school.

At a principal's discretion, a student may be assigned to an in-school suspension, if such a program is available.

**Suspension of Nine Days or Less**

The procedural rights to which all students in the Mount Greylock Regional School are entitled as part of the "due process" are as follows:

**For the violation of any school rule or regulation which is grounds for suspension, the following shall occur:**

- Any student faced with suspension must be given an informal hearing in the form of a conference between the student and the Principal or his or her designee. The student will be informed of the reason for the conference and will be given the opportunity to present his or her side of the story. The suspension may be imposed at that time, if deemed warranted, or the student may be notified within a reasonable amount of time thereafter.
- Prior to putting a suspension into effect, the Principal or his or her designee will make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension. Attempts to contact the parent or guardian at home and at work will be made. Parents may contact the Principal or his or her designee for additional information regarding the suspension.
- Within 24 hours of the informal hearing referred to above, the Principal or his or her designee will mail a notice to the parent or guardian of the suspended student and will send copies of the notice to the Superintendent or his or her designee. The notice will contain:
  a. the reason for the suspension;
  b. identification of the school rule(s) violated by the student; and
  c. a statement of the effective date and duration of the suspension.

**Suspensions of Ten Days or More**

A formal hearing will be arranged by the Principal with the Superintendent in any instance where a suspension in excess of ten days is contemplated. At this hearing, the student will be afforded the following additional procedural rights:

- written notification of the charge(s) in advance of the hearing in English and the student’s primary language;
- an opportunity to present a defense;
- representation by counsel at the student's own expense;
• a written decision stating the basis of any suspension, the effective date and duration of such suspension and the right to appeal the suspension within ten days to the Superintendent or his or her designee. This written decision will become part of the student's record.

Suspension or Expulsion Under M.G.L. c. 71, §37H
State law permits principals to expel any student who, on school premises or at school-sponsored or school-related events, including athletic games:

• is found in possession of a dangerous weapon, including, but not limited to, a gun or knife; or of a controlled substance as defined in M.G.L. c. 94C; or, including, but not limited to, marijuana, cocaine and heroin;
• assaults a principal, assistant principal, teacher, teacher's aide or other educational staff.

As required by law a student, whom a principal has determined should be expelled, has rights of notice, hearing, and appeal to the Superintendent.

No school or school district within Massachusetts is required to admit or provide educational services to a student expelled pursuant to M.G.L. c. 71, §37H. If a 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 will receive from the superintendent of the school expelling said student a written statement of the reasons for the expulsion.

Expulsion by School Committee
In addition to expulsions pursuant to M.G.L. c. 71, §37H and §37H 1/2, a student may be expelled by the School Committee. M.G.L. 76 §17 states that, “A school committee shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard.”

An expulsion hearing before the School Committee can be initiated solely upon the recommendation of expulsion by the Superintendent. Any student whom the Superintendent has recommended be expelled will receive written notification of the charge(s) in advance of the hearing before the School Committee. The student may be represented by counsel at the hearing and will have an opportunity to present evidence and witnesses. The School Committee may decide to suspend, rather than expel, the student.

The regulations pertaining to suspension or expulsion do not eliminate the possibility of the violators being turned over to court authorities for infractions of state laws. Civil authorities will take precedence for any criminal law.

Discipline of Special Needs Students
Students with special needs are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individual Educational Program (I.E.P.). The following additional requirements apply to the discipline of special needs students:

• The I.E.P. for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping conditions require modification. Any modification will be described in the I.E.P.
• The Principal or designee will notify the Director of Student Services of the suspendable offense of a special needs student and a record will be kept of such notices.
• When it is known that a special education student is being considered for a long-term suspension, the TEAM will make a finding as to the relationship between the student’s misconduct and his/her handicapping condition. This process will consider whether to:
  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 needed modification of the I.E.P. relative to discipline code expectations.

In the absence of a modified discipline code (as described above), and a manifestation determination, all suspensions which are less than ten days (cumulative) in a school year will be subject to the requirements described in this handbook.

Search and Seizure by School Officials

Searches to Student’s Person
In all circumstances of search and seizure in the school, the interests of the student will be abridged no more than is necessary to achieve the legitimate end of preserving order in the school. A student search and resulting seizure will be carried out if (a) there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school, and (b) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and nature of the infraction. When possible, the search should be conducted under the direction of the Principal or designated administrator with at least one other adult witness, all of the same sex as the alleged offender. Whenever possible, reasonable efforts must be made to inform the student’s parents/guardian prior to taking such action. The search should be conducted as discreetly as possible making sure to avoid intrusive searches or random searches. If the search and seizure so warrants, it will be brought to the attention of the appropriate law enforcement authorities and the student’s parents will be so informed.

Administrators may search students and their property including vehicles if they have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating the law. Any student refusing to cooperate with school officials when a search is requested will be suspended for a minimum of five days.

Searches of Lockers, Desks, Computers
Students may be issued lockers, desks, and computers, etc., at the opening of school or thereafter. Students should have no expectation of privacy in their school lockers, desks, computers, etc. Lockers, desks, and computers are for the use of students but remain the property of the Mt. Greylock Regional School District. Students are advised that their lockers, desks, and computers, etc., may be inspected without notice by school administrators to ensure cleanliness, safety, and adherence to federal, state, and local laws and regulations.

Canine Inspections of Schools
At the discretion of the Principal, the Williamstown Police or State Police Canine Unit may be requested to perform an inspection of the school, school property and vehicles parked in the school parking lot.

Cooperation with Law Enforcement
All cases of actual possession, use, sale and distribution of alcohol, a controlled substance or weapons in school, upon school property, or at school-sponsored events will be reported to the Williamstown Police Department for appropriate action.
Agreement with Williamstown Police Department
The Mount Greylock Regional School has an agreement with the Williamstown Police Department to report all cases of actual possession, use, sale, and distribution of alcohol or a controlled substance in school, upon school property, or at school-sponsored events for appropriate action, after the notification of parents.

Resource D.A.R.E. Officers in Schools
The Mount Greylock Regional School in cooperation with the Lanesborough and Williamstown Police Departments permit the assignment of an on-duty officer to work on school grounds for the primary purpose of being a resource to students and staff in the maintenance of a positive student environment. Should it become necessary, the resource officer may intercede in a situation in his/her capacity as an officer on-duty.

Corporal Punishment
Under state law, school staff may not punish a student by hitting, pushing, or any use of physical force. School staff may use reasonable physical force to restrain a student only if (1) non-physical intervention would be ineffective or has been ineffective and/or (2) they believe the student’s actions may result in physical injury to the student or other people. Any school employee who uses unreasonable force may be subject to discipline.

Restraint of Students and Staff Restraint Training
The Commonwealth of Massachusetts Department of Education has specific regulations concerning the use of physical restraint of students in public schools. These regulations apply to all students whether in regular education or special education. Pursuant to the regulations, Mount Greylock Regional School personnel will use physical restraint with two goals in mind, and only after other less intrusive methods have been attempted or considered:

- to protect a student or member of the school community from imminent, serious physical harm; and
- to prevent or minimize any harm to the student when a restraint is deemed necessary.

In accordance with state and federal law, nothing in the regulations precludes school personnel from implementing physical restraint contained in an agreed-upon Behavior Intervention Plan. A Behavior Intervention Plan is the result of a Functional Behavior Assessment and may be found in an Individual Educational Program (IEP), Section 504/Accommodation Plan, or on its own. A Behavioral Intervention Plan requires informed written consent by the student’s parent/legal guardian.

All Mount Greylock Regional School personnel will receive appropriate training regarding this policy at the start of the school year. Additionally the Principal will identify one or more staff members as a school-wide resource in the use of physical restraint on students. Except as set forth below, only school personnel who have received training pursuant to 603 CMR 40.00 will administer physical restraint on students.

It should also be noted that nothing in the regulations precludes a teacher or other staff members from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.

Due Process
Mt. Greylock Regional School District recognizes that students are entitled to protections against unfair or arbitrary disciplinary actions. When accused of a violation of the Code of Conduct, all students will
receive verbal notice of the accusation, an explanation of the evidence, and an opportunity to present any information they think is relevant. Written notice and explanation will be provided upon request. Disciplinary consequences will not be assigned before those steps have been taken. If a student believes that he or she has been penalized unfairly, an appeal process is available. Throughout the process, all parties will adhere to the following guidelines:

1. A student has the right to submit an appeal to a disciplinary decision within three school days from the day it was given.
2. The student will write the appeal and address it to the Student-Faculty Review Board.
3. An appeal shall result in a hearing between the parties involved in front of the Student-Faculty Review Board within five school days after the receipt of the appeal.
4. The Student-Faculty Review Board will make a decision on the appeal no more than five days after the hearing.
5. Students have the right to appeal the decision of the Student-Faculty Review Board to the Superintendent within three school days from the day the decision was given. The decision of the Superintendent is final.

Unless the administration deems a student a danger to others or school property, he or she may be permitted to remain in the building pending resolution of this appeal. If, through the student’s presence, it becomes clear other students or staff are being disrupted or are in danger of being disrupted, the student may be suspended while the appeal process continues. In cases of possession of weapons or controlled substances, appeals of the principal’s decision will be made to the Superintendent only.

**Appeal of Expulsion**

Any student who has been expelled from a school district pursuant to these provisions will have the right to appeal to the Superintendent. The expelled student will have ten (10) days from the date of expulsion in which to notify the superintendent of the appeal. The student has the right to counsel at a hearing before the superintendent. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil’s expulsion.

**Transportation**

According to District policy, the School Committee will provide transportation to and from school for students who live beyond one and one-half miles from school. Transportation services are provided to students with the understanding that students must follow all regulations set forth which control their boarding, leaving, seating, behavior, and safety. A student must be excluded, temporarily or permanently, for disobeying one of these regulations.

**Bus Conduct**

The school District and the administration have authority to require appropriate behavior on school buses. Continued disorderly conduct or persistent refusal to obey the driver shall be sufficient reason for a student to be denied the privilege of school bus transportation.

Students who display any of the following-types of behavior may, at the discretion of the appropriate administrator, have their bus riding privileges suspended and/or be suspended from school:

- Smoking or chewing tobacco, possession of tobacco
- Possession or use of drugs, alcohol, or other illegal substances
- Being in possession of a firearm, knife, explosive or other dangerous object
- Causing injury to another person
- Fighting
• Pushing, shoving, “horseplay”, or any other activity that is distracting to the bus driver
• Damaging property
• Swearing, using foul or inappropriate language
• Refusing to follow reasonable instructions given by the bus driver to ensure safe transport of students
• Harassing other students at the bus stop or while on the bus

Depending on the seriousness of the infractions, the following actions will be taken:
• First offense: a written warning to parents and detention or suspension
• Second offense: a two-week denial of transportation
• Third offense: up to one-month denial of transportation
• Fourth offense: denial of transportation for remainder of school year

The bus driver or bus company will report infractions to an administrator on the day of the occurrence, if possible, in sufficient detail for the administrator to be able to verify what occurred.

Denial of transportation will mean denial of the privilege of riding on all school buses, including but not limited to buses transporting students to athletic events or other co-curricular activities, late buses or buses following other bus routes. Parents are responsible for restitution, as defined by statute, for damage to the school bus or other property as a result of their child’s actions.

**School Bus Videotaping**
The school District believes that videotaping student passengers on the school bus will encourage appropriate behavior and, as a result, promote safety. The School District therefore authorizes the administration to videotape student behavior on buses, and it establishes the following policy for the use of video cameras on school buses:

• All students will receive training in proper school bus riding practices. They will also receive a copy of the Student Handbook, which contains the Code of Conduct;
• All students will be notified that they are subject to being videotaped on the school bus at any time;
• Appropriate school district personnel will view videotapes whenever they have concerns regarding the safety or behavior of students on the bus;
• A videotape of the actions of student passengers may be used by the School District as evidence in any disciplinary action brought against any student arising out of the student’s conduct on the bus.

**6.0 GENERAL SCHOOL POLICIES**

**Building Security**
The following provisions are meant to help ensure a secure and orderly learning environment for all members of the Mount Greylock community:

• Students may enter the building each day after 7:15 a.m. Students are not allowed in the building after 2:35 p.m. without the supervision of a staff member. Students who violate this policy will be considered being in an unsupervised area and receive the appropriate consequences.
• All visitors must report to the Principals’ office or the Superintendent’s office to sign-in and receive a visitor’s pass. Any visitors who have not signed-in appropriately will be referred to the administration
Any student who does not feel safe in school should report concerns to an administrator, teacher or counselor as soon as possible.

**Cafeteria**
Students are expected to behave courteously, to remain seated and to leave the area clean. Specifically, running and pushing are not permitted. Food and utensils are to be used for their intended purpose; heating registers are not for sitting; chairs and tables should remain stationary; food is to remain in the cafeteria during and after lunch period; and trays are to be returned to the cleaning area. High school students may not be in the cafeteria during middle school lunch.

**Driving and Parking Policies**
Students who are eligible to drive to school must purchase a parking permit from the Co-Principals’ office. Students must present payment and a signed request form (available in the Co-Principals’ office) prior to receiving their parking permit. Checks should be made out to “Mount Greylock Regional High School”. The following rules are in effect for students who wish to drive to school and park their vehicles on school property:

- Students must pay a parking fee of $50.00 per semester to receive a current parking sticker
- A current parking sticker must be affixed to the vehicle on the rear window on the driver’s side
- The student must have a valid driver’s license
- The vehicle must be appropriately registered and insured
- All required information on the request form must be supplied
- The parking lot speed limit is 10 mph
- Vehicles are to be parked in areas designated by the Principal
- Students are not allowed in the parking lot during the school day without permission of the administration.
- Students may not transport other students without written permission from all parents involved.
- Mechanical problems are not valid excuses for tardiness or absence
- A student or his/her parent or guardian will be liable to the School Committee, its members, and employees for any loss or damages to any persons or property arising from the use of a vehicle by a student under the provisions of this policy
- Parking privileges may be withdrawn at the discretion of the Principal
- The vehicle will not be used to transport or store contraband or used in any way that will violate the Code of Conduct or criminal law
- The school has the authority to search the vehicle while parked on school property with reasonable cause.

Students who do not pay the parking fee will not be able to park on school grounds. Students who park without permission are subject to having their vehicles towed and impounded at the owner’s expense. Failure to meet the listed expectations will result in loss of driving privileges for two weeks for the first offense, one month for the second offense, and the remainder of the year for any further offenses.

**Electronic Devices**
Electronic devices that are not integral to the teaching and learning process, for example personal stereos, cell phones, hand-held computer games or digital cameras are to be secured in lockers upon arrival at school. Personal stereos may be used during break and lunch only. At all other times these devices must be kept secured in lockers during the school day. Usage of electronic devices inconsistent with this policy will result in temporary confiscation by administration and possible disciplinary consequences.
Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:
   - Family Policy Compliance Office
   - US Department of Education
   - 400 Maryland Avenue, SW
   - Washington DC 20202-4605

The Notification of Rights under FERPA can be found at the back of this Student Handbook.

Freedom from Discrimination
No person will 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. Any student who experiences discrimination should report the matter to Ellen Kaiser, the Title IX – Chapter 622 Officer, who will investigate the matter according to school district policy.

Ellen Kaiser, Co-Principal
Mount Greylock Regional School
413-458-9582 Ext. 102

Leaves of Absence
Leaves are subject to the following conditions:
- Only a Principal may grant a leave,
- While on leave, the student is to maintain monthly contact with a member of the school staff, guidance office or administration. The student’s counselor will monitor this contact process,
- School personnel will make all reasonable effort to assist such a student in identifying productive uses of time during the leave.

Locker Policy
School lockers are public property lent to students for their use during the school year. All lockers will be secured with a combination lock; the school will not be responsible for items lost or stolen from an unsecured locker. Students are responsible for keeping their individual lockers clean and in good working condition. Students will not deface the lockers assigned to them. Students will not use lockers to store contraband at any time. The school reserves the right to search lockers at any time. Failure to abide by these rules will result in a loss of locker privileges. Students are responsible for paying for the replacement of stolen or lost locks.
Lost and Found
Lost property may be claimed at the Principals’ office. Any student finding property is requested to turn it in at the Principals’ office. Unclaimed items are disposed of at the end of the school year, usually through contributions to area social service organizations.

Posters
Posters and informational signs related to school activities and any other materials that a student might wish to post must be approved by a school administrator for accuracy and appropriateness. All such materials must be removed by students when the information is obsolete. Bulletin boards and glazed brick surfaces only should be used for such posting.

Protection Pupil Rights Amendment (PPRA)
PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding public schools’ conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

CONSENT before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the US Department of Education (ED)
1. Political affiliation or beliefs of the student or student’s parents
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parent
8. Income, other than as required by law to determine program eligibility

RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF
1. Any other protected information regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings permitted or required under state law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

INSPECT, upon request and before administration of use –
1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum

Mt. Greylock Regional School District does not collect from students information for marketing purposes, but it does periodically conduct student surveys for educational purposes and it does administer physical exams.
Mt. Greylock will notify parents and eligible students annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating:

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

Notification of Rights under the Protection of Pupil Rights Amendment can be found at the back of this Student Handbook.

**Rights and Responsibilities of Students with Special Needs:**
State and federal law will determine school policy and procedures in detailing the rights and responsibilities of students with special needs. In order to assure compliance with the intent of the state statute, the Department of Education will require that school districts comply with the following procedures:

1. The Code of Conduct must be on file with the Department of Education. The Code must contain the specific procedures noted herein for the suspension of a special needs student.
2. The School Committee will ensure that there is an appropriate procedure to notify the Director of Student Services or designee of the suspendible offenses of a special needs student so that the required procedures under this policy can be consistently implemented.
3. The school officials will keep records of the number of suspensions of special needs students.
4. The Individualized Education Plan (I.E.P.) for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, it will be written in the I.E.P.
5. When it is known that the suspension(s) of a special needs student will accumulate to ten (10) days in a school year, a review of the I.E.P as provided in Section 333 of the Chapter 766 Regulations, will be held to determine the appropriateness of the student’s placement or program.

If the Special Education Team concludes that the student’s misconduct is related to the student’s handicapping conditions, the result of an inappropriate special education placement, or is the result of an I.E.P. that is not fully implemented, then the I.E.P. will be modified to reflect a new program designed to better meet the student’s needs. Following parental approval, the student will be placed immediately in a new program.

**Rights of 18 Year Olds**

**Sign-Out Policy**
Although the student assumes the right and responsibility for matters relating to attendance (authorization for absences, tardies, and early dismissals), the approval of the Principal must be given prior to an early dismissal of an eighteen-year-old choosing to exercise the right to sign him/her self.
out. All school policies and procedures shall continue to apply to a student who reaches the age of majority.

**Age of Majority**
When a student reaches the age of majority (18 years of age by law) and wants to assume responsibility for matters pertaining to school, he/she must see his/her guidance counselor, review the following factors involved, and complete the proper forms:

1. The student has the right of access to and release of school records.

2. A student may receive all school communications if he/she submits proof that he/she is no longer a dependent of a parent for federal tax purposes.

3. Parents of the student retain the right of access and communication on all school matters if the 18-year-old remains a dependent of the parent for federal tax purposes unless the student expressly removes the right from the parents in writing.

**Visitors**
Students wishing to have school-aged guests attend classes with them must receive approval from each of their classroom teachers at least 24 hours in advance of the visit. A Principal must approve a visitor’s request at least three days in advance. Student guests are not allowed on Fridays, the day before a vacation, during MCAS testing, or during the month of June.

**School Volunteers and CORI Checks**
Anyone who wishes to volunteer time to work with our students and is likely to have access to students which, at times, may be unsupervised while on school premises or while participating or assisting in school-sponsored programs or activities, must register with the School District for a Criminal Offender Records Information (CORI) check before engaging in volunteer activities. The opportunity to volunteer may be denied if the check reports evidence of criminal conduct deemed by the Superintendent or designee to create a credible risk to students, staff, or the public. [M.G.L. c. 71, §38R and PER-10A]

**English Language Learners**
For information, please contact the student’s guidance counselor if English is not the primary language spoken at home.

**Mandated Reporter Status of School Employees [M.G.L. c. 119 §51A]**
If school staff suspects that a student is abused or neglected, they are required by law (Chapter 51A) to report it to the Massachusetts Department of Social Services. All reports are strictly confidential. The DSS maintains a 24-hour hotline for reporting staff or parental concerns: 1-800-292-5022.

**Directory Information**
- **What May Be Reported About Students**
The Mount Greylock Regional School Committee establishes that, in conformity with federal and Massachusetts law governing the privacy of student information, School District administrators or others acting under the authorization of the Superintendent may, without the prior written consent of a student’s parent or guardian, release directory information on any student attending the Mount Greylock Regional School. As used herein, “directory information” shall mean personally identifiable information about a student that is generally not considered harmful or an invasion of privacy if released. Directory information shall include the following personally identifiable student information: (1) name, (2) address, (3) telephone listing, if published, (4) photograph, (5) date and
place of birth, (6) dates of attendance, (7) grade level, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) honors and awards received, and (11) the most recent educational agency or institution attended.

- **Military Recruiters**
The Mount Greylock Regional School and its agents will release to military recruiters, upon request, the following directory information on students who are in their third and fourth years of high school: (1) student’s name; (2) student’s address; and (3) student’s telephone number.

- **Parental Advisement to Withhold Release of Directory Information**
A parent or guardian who does not wish directory information on her/his child to be released pursuant to either above, or both, may prevent release of that information by providing an annual written notification to the Superintendent or the Principal of her/his child’s school within five (5) days of entering school.

**Destruction of Records**
Regulations require that certain parts of the student record, such as the temporary record, guidance information, and some testing results be destroyed five (5) years after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before the temporary record information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of the information before its destruction.

**Media Appearances**
The Mount Greylock Regional School may display student(s) work or record classroom or school events via video, photographs, and print for display to other students, school staff and parents in the school community. The Mount Greylock Regional School may also permit the media to cover such events and use a child’s name or image in association with the coverage. Parents/guardians must notify the Principal within 30 days of receiving this Parent and Student Handbook if they do not want this information displayed or released.

**Student Grievance Procedure**
Students are encouraged to bring their concerns about school issues or incidents to the attention of the professional staff. Students may contact a teacher, the Peer Resource Advisor, the School Adjustment Counselor, a member of the Guidance Department, or the Principals.