



Southeastern Regional Vocational High School

2019—2020

Student Handbook

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SCHOOL DAY

The school day begins at 7:55 a.m. Students who are passing all their subjects and do not require additional assistance can leave after period 5 which ends at 2:30 p.m. All others may be required to attend additional programming beyond 2:30 p.m. Extended day obligations include mandatory extra-help on Mondays and Wednesdays until 3:00 p.m. and mandatory period 6 until 3:45 p.m. on Tuesdays and Thursdays. Students may also take advantage of our various optional extended school day extra-curricular activities on Tuesdays and Thursdays in the fall, winter, and spring from 2:35 p.m. to 3:45 p.m.

EXTRA HELP

Teachers schedule their extra help nights on Mondays or Wednesdays from 2:30 p.m. to 3:00 p.m. Students should check their course syllabi provided by each teacher at the start of the year for the teacher's extra-help day. Students who are failing for the year must attend extra-help nights until their current grade is a D or better.

PERFORMANCE EXPECTATIONS

Southeastern Regional is a standards-based high school (*measuring student progress based on what they know and can do*). It is our goal for every student to be successful, and our mission to offer the support needed for this success. In order to accomplish this, students are expected to take responsibility for their education by coming to school prepared and ready to learn.

All students are required to meet a competency determination on the State Standard MCAS testing as well as satisfy all local graduation and program of study requirements, including maintaining an acceptable attendance rate (including tardy and dismissal rate) as well as an acceptable behavior record.

PROFESSIONALISM

It is Southeastern Regional's goal to ensure every student is successful; therefore, we believe all students must maintain a professional and respectful attitude and appearance by dressing and acting appropriately, particularly in accordance with their technical areas' standards and safety requirements. Students are expected to be respectful in their interactions with teachers, school personnel, and each other at all times.

VOCATIONAL-TECHNICAL PROGRAM PLACEMENT

Vocational placement is developed through the Exposure and Exploratory process. While students are exploring vocational programs, the Guidance Department works with students to complete career interest inventories and has several individual and group counseling meetings. Students are ultimately scored for vocational program placement based on their overall grades, attendance, behavior, and their exploratory experience. These exploratory evaluations are graded based on the project and participation during the full week of exploratory experiences. The Admissions Policy outlines the full placement procedure.

Additional information on vocational technical program placement can be obtained from the Guidance Director's office.

COURSE AND CREDIT REQUIREMENTS

- Students are able to earn a minimum of 32 credits per year.
- Dual Enrollment, Early College High School, and Virtual High School are among courses that present opportunities to earn credits beyond the 32 credits.
- Students will be placed in elective courses based on their current GPA.

- Students failing a core academic course must make it up before the beginning of the next school year to stay on track for graduation. Students may receive course credit through an accredited outside program (night school, another school’s summer program, or community college) that is approved by the Principal or designee.
- An Academic Review Board meets at the end of the school year to determine eligibility for promotion. Students who are not promoted may be retained in their current grade provided there is space available.

All students must earn at least the following to fulfill the minimum graduation requirements:

Course	Years Required
English Language Arts	4
Mathematics	4
Science	3
History/Social Science	3

PROMOTION REQUIREMENTS

Students must pass their vocational program each year.

A freshman must earn at least 32 credits by the start of the new school year and pass English and Math to be promoted to the sophomore class.

A sophomore must earn at least 64 credits by the start of the new school year.

A junior must earn at least 96 credits by the start of the new school year.

VOCATIONAL COURSE REQUIREMENTS

Students are taught a progressive set of skills and knowledge through their vocational program. Students become proficient in many aspects of their vocational major and exit their program upon graduation with industry credentialing. Students are equipped for their next step beyond Southeastern, which may include entering their career field, furthering their education, both or joining the military. Students who fail any component of their vocational program may be removed from that program and placed in an alternate program at the discretion of the Principal or designee on a space-available basis.

Students who do not fulfill requirements may also receive course credit through accredited outside programs (night school, another school’s summer program or community college) that are approved by the principal or designee. Students who are not promoted will be retained in their current grade provided there is space available.

GRADUATION REQUIREMENTS

To graduate from Southeastern, a student must earn a minimum of 128 credits and have passed the Massachusetts Comprehensive Assessment System (MCAS). Students completing all District requirements, but not meeting the MCAS requirement, will receive a Certificate of Attainment and a Vocational/Technical Certificate.

CLASS RANK CALCULATION

Valedictorian will be the student with the highest weighted and the salutatorian will be the student with the second highest weighted grade point average as computed at the end of the third quarter in the senior year.

- In case of a tie, (two or more students with the same weighted grade point average figured to three decimal places) for valedictorian, co-valedictorians will be honored.
- In case of a tie, (two or more students with the same weighted grade point average figured to three decimal places) for salutatorian, co-salutatorians will be honored.
- To be eligible for valedictorian or salutatorian honors, the student must attend at least 5 semesters at Southeastern as a full time student.
- Pass/Fail and ungraded courses are not included in courses counted towards the student's GPA.

*** Starting with the Class of 2021, it will be unweighted for calculation of the Valedictorian and Salutatorian only.*

HONOR ROLL

A student shall be placed on the Honor Roll when he/she has earned the following grades:

- Students receive **high honors** when they have a 3.5 GPA at the time grades are reviewed.
- Students receive **honors** when they receive A's and B's in all areas on the report card.

REPORT CARDS, PROGRESS REPORTS AND GRADING

Progress reporting is communicated in a variety of ways. Official grade reports will be provided to students and parents four (4) times per year. If you do not have a school calendar, you may obtain one in the high school office or from the school's website at www.sersd.org.

Report Cards and Progress Reports

Progress reports are issued each term per the school calendar. The progress report reflects the student's current learning results as of the date the report was created. Unlike term reports, progress report grades are not averaged.

A final report card will be issued at the end of the school year for all students. For semester long courses, the second term grade is the final grade. For yearlong courses, the fourth term grade is the final grade.

Individual Progress reports may be issued by teachers at any time throughout the year.

GRADING

The primary purpose of student grades is to communicate learning results to students and their parents. Fundamental to our mission of lifelong learning is the premise that we do not average grades. Grades are longitudinal—we recognize that students begin a course with limited to no knowledge of the subject matter and through teaching and learning a student's knowledge level increases. Teachers use multiple assessments to measure mastery of content and allow for varying learning styles including: periodic tests, quizzes, classwork, projects, mid-terms, and finals.

Secondarily, grades also reflect a student's effort and commitment to learning. Students are always encouraged to master standards and to improve their learning. Examples of how effort and commitment are measured include homework assignments, class participation, completion of make-up work, and attending extra-help sessions.

Teachers issue make-up work at their discretion in order to allow students to prove mastery or demonstrate proficiency of standards. All students are given the opportunity to improve their grades up to, at a minimum of, a letter grade of a C. Students and parents should check each

teacher’s course syllabus in order to familiarize themselves and take advantage of the course make-up policy and procedures.

Final grades are reported on a student’s official transcript using the following grade conversion table.

Letter	Numeric	GPA*
A+	98 - 100	4.3
A	93 - 97	4
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2
C-	70 - 72	1.7
D	65 - 69	1
F	64-0	0

*Honors classes add .5 to GPA

* Advanced Placement / Dual Enrollment Classes add 1.0 to GPA

DISTANCE LEARNING

Distance learning is when students will continue to learn outside of the school day in a hybrid online learning environment without interruption of school closures. Using their 1:1 devices, students will access their teachers’ online classrooms to participate in their school day flexibly.

The Superintendent will call a distance-learning day by posting it on our Facebook page and our website, and the principal will send out an “all call”, email, and text.

- Students will log into the online classrooms of the teachers who they would normally have on that school day and participate in activities and complete assignments. This may include but is not limited to online discussion boards, video reviews, traditional essay writing, vocational projects, and online assessments.
- Teachers will take attendance each period by reviewing participation and submissions in each online class environment.
- Students who do not participate will be marked absent for the day, and it will be counted towards their overall attendance.

CLOTHING AND ATTIRE/DRESS CODE

Southeastern prepares students for college and career success. It is our expectation that students come to school prepared to work in the classroom and in his or her vocational area. Students will dress appropriately and in a professional manner in order to participate to the best of their ability. Students who fail to do so will be referred to Guidance. Parent/guardians may be called to bring in a change of clothes if necessary. Students whose attire contains violent or offensive messages will be referred to Behavior Management.

The following items **do not represent workplace readiness** and are not allowed:

- Clothing with obscene or unacceptable messages;
- Footwear that will mark or damage the gym floor;
- Slides and flip-flops in vocational classrooms;

- Clothing and accessories, which are considered disruptive to the educational process; are not allowed.
- Pajamas, bathrobes, blankets, and any other nighttime wear;
- Du-rags or bandanas covering heads;
- Wireless headphones or earbuds during class time;
- Hats, while not specifically banned, should not disrupt the educational process. Wearing of hats in class is up to each individual teacher's discretion.
- **Attire during Freshmen Exposure/Exploratory:** While students are not required to purchase any clothing or tools until they are permanently placed in their program at the end of semester 1, it is imperative that all freshmen come prepared with appropriate attire during freshmen exposure/exploratory. For safety reasons, all students are required to wear long pants and closed toe shoes. This means that shorts, open toed shoes, flip-flops or slides are **not** permitted in any of the vocational areas. Students who fail to comply may be excluded from participation.

TEXTBOOKS

All textbooks, digital textbooks, and Chromebooks are the property of Southeastern and have been piloted and carefully reviewed by professional staff to ensure that all materials are free of gender and racial/ethnic bias and stereotyping.

Students are responsible for covering them, according to Chapter 71, Section 48.

Students who have lost or damaged books will receive a bill from the High School Office, and upon payment at the District Office, will receive a receipt.

Chapter 71, Section 48, states, *“Such textbooks shall be loaned free to such pupils subject to such regulations as the School Committee may prescribe.”*

STUDENT ID CARDS

Students will have their ID Cards. A new ID will be produced for students that have lost their ID.

TOOLKITS

To provide students with the utmost in learning opportunities, it is suggested that each student have a basic tool kit to learn to care for, maintain, and appreciate tools. The kit may be expanded upon over the years. Students will be placed in a better position for employment following their graduation, as they will possess the tools, which most individual employers require. For more specifics, please refer to your vocational teacher's syllabus. Southeastern provides an adequate supply of tools for all students enrolled in the vocational program. The student must pay for tools lost or intentionally damaged.

ATTENDANCE OVERVIEW

The expectation of a Southeastern student is to attend every scheduled school day, on time and prepared to learn. Time in learning is crucial to the success of students at Southeastern and supports the necessary employability skills for life after high school. If a student is absent from school, a parent/guardian must call the school to notify the Attendance Monitor of the absence. Parents or guardians are required by law to send their children to school. Excessive absences or trancies will be referred to the appropriate county Juvenile Court and/or the Department of Children and Families.

The expectation of a Southeastern student is to attend every scheduled school day; however, if a student were to drop below the 87% minimum attendance rate, **they may lose credit in all**

classes for the year. This may result in a **full retention**, which may include a new vocational placement, strictly based on availability. Courses and credits may be recovered through alternative educational options. These alternatives will be discussed at a mandatory meeting with the Attendance Committee, the parent, and the student.

ABSENCE

An absence is when a student is not present in school. All absences are counted towards a student's official attendance. Students who are absent from school are not allowed to participate in athletics or school activities on the day of their absence.

The following are considered absences:

- Parents calling to excuse their student from school.
- A student is missing from school without the school being notified, which will result in a truancy.
- Outside of School Suspension
- Tardy after 11:00 a.m.
- Dismissal before 11:00 a.m.

REPORTING A STUDENT ABSENCE

If a student must be absent, his or her parent or guardian must call the school by 7:30 a.m. on the day of the absence and state the reason for the absence. The telephone number is (508) 230-1206. This number may be called 24 hours a day. Failure to notify the school will result in the student being considered truant.

PLANNED ABSENCES

When it is known in advance that a student will be absent from school, it is Southeastern's expectation that the student and/or parent will notify the Attendance Office, the Guidance Office, or the individual teachers so that work can be prepared in advance. This is to prevent the student from falling behind in their classes. Students are responsible for all missed work.

LONG TERM ILLNESS

Long-term illness consists of a medically documented chronic illness or long-term hospitalization that has been written by the medical doctor caring for the student. In this instance, the absences will be recorded but may not count toward credit loss.

TARDINESS

Arriving on time to school is very important for both the student and the school community. Being late disrupts other students and teachers who have begun the school day on time. Please refer to "School Hours" for specifics. When a student has accumulated three (3) tardies during a term, it will be considered one (1) absence for the purposes of credit loss. Lunch detentions may also be given for excessive tardiness to school. If a student arrives after 11:00 a.m., it is counted as an absence.

If a student still remains at risk and is failing to meet attendance requirements, the Committee will implement the below process:

At **24** days of missed instruction, a full retention or recovery model may be implemented. After **32** days of missed instruction, a full retention may be implemented.

DISMISSAL FROM SCHOOL

If you need to have your child dismissed early from school, you must notify the high school **or**

Attendance Office in the morning, in writing, with the date, time, and reason for the dismissal, as well as a telephone number for verification. When picking your child up, please report to the reception area where children will be dismissed.

Parents or guardians must provide appropriate identification in order to sign their child out. In cases of emergency, please call the High School Office so appropriate arrangements can be made to have your child ready for dismissal. Students will not be released from school on the basis of a phone call. Children will not be dismissed to another adult, including a non-custodial parent, without the written permission of the custodial parent or guardian. Court documents such as restraining orders and custody agreements must also be on file in the Guidance Department. Students who drive their own vehicle to school may be dismissed with a verifiable note from their parent/guardian and a phone confirmation at the discretion of the high school administration. Three dismissals = 1 absence for purposes of credit loss.

Students who are dismissed before 11:00 a.m. will not receive credit for the day unless they return to school. If a student needs to leave school because of illness, then the School Nurse will grant such permission as well as notify the parents and the Attendance Office.

Dismissals are granted only for extenuating circumstances and emergency reasons. Reason for dismissals must be included on the dismissal request.

MAKE-UP REQUIREMENTS AND PROCEDURES

The student is responsible for arranging make-up work with the teacher after an absence. We encourage students to email the teacher directly to request make-up work whenever a student will be absent for an extended period of time.

TRUANT FROM SCHOOL

Truancy is when the reason for the absence has not been communicated to the Attendance Office. If a parent does not notify SERSD on the day of a student's absence, then the student is marked as being truant from school. A student who is truant may receive zero credit for the day's classes. Parents will receive notification of a student's truancy.

For more information on attendance, please contact the Attendance Office directly at 508.230.1257.

ATTENDANCE COMMITTEE

If a student develops excessive absences, the Committee will put the following supports in place to ensure a child is receiving their education:

- Mandatory Parent and Student Meeting with the Attendance Committee
- A home visit
- Child Requiring Assistance (CRA) will be put in place through the court
- Department of Children and Families (DCF) will be notified

PARTICIPATION IN GRADUATION EXERCISES

To participate in graduation exercises, students must meet all of the following:

1. Successfully complete all of the graduation requirements as described above;
2. Wear the designated cap and gown and must have appearance and dress that conforms with standards established by the School Committee, Superintendent, and/or Principal;
3. Demonstrate behavior deemed by the Principal to be compatible with the school's behavioral expectations as outlined in the student handbook; cooperate fully with the

- school's staff during all school sponsored senior activities, including senior prom and graduation exercises; and,
4. Return all school/District property and clear all outstanding debts owed the school and/or the School District one (1) week prior to graduation.

GUIDANCE SERVICES

The Guidance Department at Southeastern believes effective school counseling functions, as a continuous process to assist the student to identify and meet his/her needs in the educational, vocational, and personal social domains. Although individual counseling is a major function of the Guidance staff, other responsibilities and involvements include; but are not limited to, group counseling, career planning, staff consultation, parental assistance, student self-appraisal, educational/vocational information and planning, referral to allied community agencies.

SPECIAL EDUCATION

The Special Education Law in Massachusetts, 603 CMR Section 28.0, and Public Law 94-142, the Federal Special Education Law, require that students identified with special needs be provided an educational program. The purpose of this law is to ensure that eligible Massachusetts students receive special education services designed to develop the student's individual educational potential in the least restrictive environment in accordance with applicable state and federal laws.

Students suspected of having a disability may be referred for an evaluation and assessment to determine eligibility. A student may be referred for an evaluation by a parent or any person in a care giving or professional position concerned with the student's development. Assessment in the area of academic achievement as well as any area of suspected disability is required for the eligibility determination process. As part of the assessment process, skill deficits consistent with an educational disability category are identified. Eligibility decisions are made by a team consisting of a teacher, parents, a school-based decision maker, and all personnel conducting assessments. Once eligibility is determined, the team identifies the services and supports necessary to build skills in the deficit areas for the purposes of access to the curriculum. Consistent with federal and state laws and regulations, service and placement decisions are made with consideration to supports in the least restrictive environment.

COOPERATIVE EDUCATION

The cooperative education program is both a school-based and a work-based program. Co-op students continue to receive their academic training in a traditional classroom setting. During the students' technical lab cycle, they are employed by area businesses. Students perform work that is best suited to their qualifications and educational needs. Employers evaluate the students' progress. Prior to employment, the evaluation process will be agreed upon by the employer and Southeastern's representative.

Co-op students must meet prerequisites before participating in the Co-op program. Students shall receive no less than minimum wage from their employer, with the exception of those industries not covered by the minimum wage law.

CO-OP ATTENDANCE

- Absences on the co-op job will be considered absences from school. Students must notify their employer and Southeastern if unable to report for work.
- Co-op students must conform to all co-curricular eligibility requirements.
- Co-op students are to turn in completed employer assessment and a reflection that verifies employment hours to the co-op coordinator on the first day of academics and will count

as a student's vocational grade. Failure to turn in reflections and assessments will result in a "0" for a grade.

- Guidance and the co-op coordinator will review a co-op student's grades, attendance, and behavior each academic week to determine if a student is allowed to continue on co-op.
- All senior co-op students are required to complete their career portfolio for a final grade

PHYSICAL EDUCATION

We offer a fully comprehensive physical education program in which students can choose how and where they would participate on a daily basis. We have a full size indoor gym to accommodate all games from basketball to volleyball, a state of the art wellness center that has Nautilus circuit and cardiovascular machines, and free weights. All physical education classes also have access to a 6-lane track that surrounds our multiple purpose turf playing field. All students are required to wear clothing and footwear appropriate for physical activity. Lockers and secure storage of personal belongings are available upon request.

HEALTH & WELLNESS

In addition to our physical education program, all students are required to attend classes where age appropriate discussions are shared on topics such as a healthy diet, exercise, bullying prevention, drug and alcohol abuse, the dangers of smoking and vaping, teen dating issues and more.

AFTER SCHOOL ACTIVITIES

All school regulations, including behavior standards, are in effect after school, during all school activities, and in online settings that are sponsored by or otherwise directly affect the school.

All students remaining in school until 3:45 p.m. must be involved in an activity (this includes students remaining after school for extra help, sports participation, or other school-sanctioned activities). Students not remaining after school for these reasons must report to specific supervised areas after school; all students must have a student I.D. to ride the bus.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & ELIGIBILITY

The extended day program (Period 6) is Tuesdays and Thursdays in the fall, winter, and spring from 2:35 p.m. to 3:45 p.m.

Period 6 extended day electives run concurrently with the three (3) athletic seasons as defined by MIAA. Classes are based on student demand and can include topics such as baking, band, chorus, dance, drama, homework support, or dual enrollment for college credit.

Students who are down credits from a previous academic year or who are at-risk in the current year due to grades, attendance, or inappropriate behavior issues may be required to attend period 6 to ensure their success in school.

EXTENDED DAY (PERIOD 6) ELECTIVES

We offer extended day (Period 6) electives that run concurrently with the three (3) athletic seasons as defined by MIAA. Classes are based on student demand and can include topics such as baking, band, chorus, dance, drama, homework support, or dual enrollment for college credit.

ELIGIBILITY OF EXTENDED DAY

Academic and behavior eligibility requirements exist for all extended day activities as described above. Students become academically ineligible to participate in any extended activity if they are failing eight (8) or more credits or involved in multiple or continuous discipline issues.

In addition to the standards set above, eligibility for athletics calls for an online registration process in which parents/guardians will need to provide insurance information, a current physical exam for the students and many other state mandated initiatives such as and not limited to education on concussion training and testing, bullying prevention and the dangers of opioid usage.

In order to remain eligible for all sporting and extra-curricular activities, students must demonstrate good citizenship in all settings that reflect upon Southeastern Regional. This includes in school and out-of-school behavior as well as behavior in an online or social networking site.

A physical examination is required for all candidates for interscholastic sports competition. This examination must precede any organized practice in the sport concerned and is given by the student's physician.

Student athletes must be supervised at all times when practicing or preparing for athletic events. During each season and between each season, approved intramural activities (*which include but are not limited to conditioning, weight training, and other sporting events*) are made available and will be supervised by members of the Southeastern staff.

ATHLETICS

The mission of Southeastern is to provide an athletic program that extends the learning experience beyond the classroom. Through membership in and adherence to the Massachusetts Interscholastic Athletic Association rules, Southeastern strives to develop student athletes physically, socially, and mentally; encourage leadership, responsibility, teamwork, and sportsmanship, and provide the opportunity for students to develop their potential as athletes in sports appropriate to their ability level.

GROUPS, CLUBS, AND ACTIVITIES

Students have the opportunity to participate in clubs such as Community Service, SkillsUSA, DECA, GSA, National Honor Society, SADD, Ski Club, Travel Club, and many more.

STUDENT GOVERNMENT

Students have the opportunity to serve their community as a class officer or representative as a member of our student council, student advisory council, student athletic advisory board, and as a student representative to the school committee.

Student Advisory Council: Southeastern has two (2) separate seats on the Southeast Regional State Board of Education Student Advisory Council. The delegate and alternate are chosen by the student body in a general election held in March of each year.

Class Officers and Representatives: Each class has a set of officers that are elected by their peers. Students must complete nomination papers and complete all pre-election requirements as assigned by the class advisor (*Students are generally asked to complete a personal statement of why they should be elected. This statement is either attached as part of the ballot or distributed before the election.*) Students may also be asked to read this statement in front of their peers before the election process. After students have been elected, class representatives may be added by a process determined by the class advisor. Class officers and representatives must uphold all eligibility requirements while assuming office or their role as a representative.

Student Council: Members of the student council will include all class officers and class representatives as assigned by the student council advisor. Student council members will

represent the student body on school-wide issues. Student council officers and representatives must uphold all eligibility requirements while assuming office or their role as a representative.

Student Representative to the School Committee: Each June, the student body will elect a grade 10 or 11 student to act as a representative to the School Committee. The elected representative will attend all School Committee meetings and provide a brief report to the entire Committee. Elected representatives are considered full, non-voting members of the School Committee and, as such, their input is a valuable resource. The athletic and student activities director will assure that an election is held each June and the results delivered to the principal annually by June 15.

POLICY

PERSONAL INJURIES

Students are to report all injuries to the teacher immediately. An Incident Report Form will be completed by the teacher, and filed with the nurse with a copy for the supervisor. **Please notify the nurse if a student is hurt in any way.** The responsibility of the school nurse is to give immediate and temporary first aid due to accident or sudden illness during school hours. Accidents that happen at home are the responsibility of the parent or guardian. Transportation is the responsibility of the parent unless otherwise indicated by the school nurse.

EMERGENCY INFORMATION

Guidance should be notified of any changes of address, telephone numbers (*unlisted and unpublished included*), parents' work telephone numbers and extension, etc., in case of an emergency.

SCHOOL INSURANCE

The School Committee provides, at no cost to the student, coverage under a blanket accident insurance policy. This excess coverage policy is designed to supplement other insurance policies the student may have. Benefits are payable only for incurred expenses which are not covered by other types of hospital, medical, or surgical insurance for bodily injury due to an accident.

This accident policy will provide student coverage for the hours that school is in session and while attending school sponsored and supervised activities including intramural and interscholastic sports.

Claim forms will be available from the school nurse or the athletic director as needed. The claim form must be submitted within ninety (90) days from the date of any injury.

The School Committee has also made available 24-hour coverage under the same plan for students wishing to purchase it. Folders are available in the District Office for any student desiring to purchase the 24-hour coverage.

Any questions regarding student insurance coverage and claims are to be directed to the District business manager or school nurse.

MEDICATION POLICY

Parents/guardians must contact the school nurse before medication can be brought to school. The nurse will provide the required doctor and parent consent forms to administer medicine in

school. Consent forms are required for all school-time medications, including over-the-counter medications.

Medications that are to be given during school hours must be:

- Brought to the school nurse before school by a responsible adult, in a prescription bottle/original container. Medication in envelopes or plastic bags will not be accepted.
- Prescription medication must have the student's name, the name of medication, the dose to be given, and the time the medication is to be given on the container.
- The student is responsible to come to the **nurse's office** at the time the medication is to be given.
- Medication that impairs a student's ability to work safely cannot be taken during school hours.

Aspirin or combination products containing aspirin should not be given to children under nineteen (19) years of age for treatment of Chicken Pox or Flu symptoms. Drug companies may use the words *Acetylsalicylate*, *Acetylsalicylic acid*, *Salicylic acid*, or *Salicylate* instead of the word aspirin. Please check all medicine labels carefully.

PHYSICAL EXAMINATIONS

Admission Physicals

Each student entering Southeastern must have a physical examination by the student's family physician. The family physician's report must be sent to the school before the beginning of the school year. Students who do not comply with this admission requirement may not be able to attend school as per Massachusetts State Law.

Athletic Physicals

No student will be allowed to participate in any sport without an up-to-date physical.

ACCIDENTAL BLOODBORNE PATHOGEN EXPOSURE TO STUDENTS

Southeastern Regional School District students who sustain a needle stick injury, a cut from a sharp instrument, or a membrane exposure to blood or other body fluids must document the incident by notifying the teacher. The teacher will notify the school nurse and the program's supervisor and complete an incident report.

The school nurse notifies the student's parent/guardian and makes arrangements for the student to be transported to a health care provider for emergency measures. The injured student must seek immediate medical attention, as prophylaxis is most effective (*against HIV, Hepatitis, Tetanus, etc.*) if given within a few hours after exposure. Upon returning to school, the student should provide the school nurse with documentation of medical evaluation.

SAFETY

THE RESPONSIBILITY FOR SAFETY BELONGS TO EVERYONE. SOUTHEASTERN PROVIDES A SAFE EDUCATIONAL ENVIRONMENT FREE FROM RECOGNIZED HAZARDS. STUDENTS ARE ASKED TO COMPLY WITH SAFETY RULES AND REGULATIONS FOR THEIR PROTECTION.

Proper use must be made of all safeguards that are provided for your protection. Each department has its own set of rules. It is the responsibility of each student to thoroughly know and to observe completely the safety rules of his/her department. School dress (uniforms, shoes,

hair length, etc.) must conform to the safety regulations of the educational setting. Under Chapter 71, Section 55C, each teacher and pupil of any school, public, or private, shall wear an industrial quality eye protective device, approved by the Department of Public Safety, while attending school classes in industrial arts, vocational shops, or laboratories in which caustic explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes. Each visitor to any such classroom or laboratory shall also be required to wear such protective devices.

FIRE ALARM PROCEDURES FROM THE CAFETERIA STUDENT COMMONS

Directions for leaving the student commons have been posted at each exit. Students seated half way—both sides on the kitchen side—will progress to exit A through the front lobby, across the roadway. Students seated closest to the stage area (*both sides*), will proceed to exit B to exit opposite the TI computer lab and across the roadway. In the event of a long delay of re-entry, the lunch(es) will be extended.

STUDENT INTERNET USE POLICY

Southeastern Regional School District (SERSD) considers use of the Internet and technology to be a valuable instructional tool for students. Use of the internet, as well as the school's network, allows students the opportunity to access valuable educational material on countless diverse topics.

The acceptable use policy applies to the Southeastern network that connects to the intranet & Internet, as well as the use of student- and staff-owned devices while on school premises. For example, personal 3G connections fall under Southeastern's acceptable use policy, which covers appropriate use, both on and off the Southeastern network while on school grounds.

Additionally, SERSD reserves the right to inspect any district-owned technological device at any time. This includes, but is not limited to school-issued laptops, and other handheld devices.

Although the Southeastern Regional School District has taken precautions to restrict access to objectionable materials, it is impossible to completely supervise, monitor, and control access to all materials that may be unsuitable for students. That notwithstanding, SERSD believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Southeastern Regional School District is not responsible for students accessing material, which is in violation of the Acceptable Use Policy. The Southeastern Regional School District is not responsible for harm a student may cause to another person or organization because of defamatory statements made by a student. The Southeastern Regional School District reserves the right to review any personal files and e-mail accounts that have been accessed through the SERSD network. Additionally, it should be understood that routine maintenance and monitoring of the system may result in knowledge that an access regulation or law may have been violated. Students should have no expectation of privacy.

Internet access is an instructional tool provided by The Southeastern Regional School District and is not the property of the students. Network access is a privilege not a right, which the school may provide to students and comes with certain responsibilities. A student's access to the internet may, therefore, be cancelled for abusing the privilege to use the Internet. In addition, abuse of Internet privileges will result in disciplinary action. Students may not use The Southeastern Regional School District internet access in any of the following ways:

- Accessing or sending material which average person's applying community standards would regard as pornographic, obscene, vulgar, threatening language, or sexually explicit;
- Accessing or sending information about weapons, firearms, bombs, gang activity, etc.;
- Accessing or sending information about the illegal sale or use of drugs, alcohol, and tobacco products;
- Accessing or sending information about breaking into computer systems;
- Violating any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's materials, information, or files;
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

MEDIA RELEASE POLICY

From time to time Southeastern Regional receives requests from media outlets to interview, audio tape and videotape students as part of their reporting of programs and events at the school. Additionally, Southeastern has a web page, and occasionally digitized images of students are displayed, again, as part of the reporting of positive events at the high school. **Should you as parent/guardian (or adult student) object to the inclusion of your son/daughter (or yourself as an adult student) in such media events, you should notify school administration of your wishes in writing, and they will be honored.**

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (*PPRA*) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sexual behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent*; or
- Income (*other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program*).

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eighth category of information (*) was added to the law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (*FERPA*), a Federal law, requires that the Southeastern Regional School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Southeastern's social media pages;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two (2) federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three (3) directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the Director of Guidance, Southeastern Regional School District, 250 Foundry Street, South Easton, MA, 02375, in writing within thirty (30) days of the receipt of this notice. The District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name;
- Participation in officially recognized activities and sports;
- Address and Telephone listing;
- Weight and height of members of athletic teams;
- Electronic mail address and photograph;
- Degrees, honors, and awards received;
- Date and place of birth;
- Major field of study;
- Dates of attendance;
- Grade level;
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

STUDENT RECORDS

Southeastern adheres to the Massachusetts Department of Elementary and Secondary Education's written regulations for students' records. Those regulations apply to all public elementary and secondary schools in Massachusetts. The regulations apply to all information

kept by a school committee on a student in a manner such that he or she may be individually identified.

The State Regulations divide the student record into two (2) categories: the transcript and the temporary record. The transcript contains minimum data necessary to reflect the student's educational progress such as name, address, course titles, grades, and grade level completed. It is to be kept by the school for sixty (60) years after the student leaves the system.

All other information kept by the school system about the student is called the temporary record. This may include such things as standardized test results, class rank, extracurricular activities and personal information that has been kept confidential. Students are given the option to take their temporary record prior to graduation on senior sign out day. The temporary record is destroyed within five (5) years after the student leaves the school system.

A parent or a student, who is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two (2) days after the request, unless the parent or student consents to a delay. The parent and student have the right to receive copies of any part of the record.

With a few exceptions, no individual or organization but the parent, student, and school personnel working directly with the student, are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

The parent and student have the right to add relevant comments, information or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have the right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in 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 any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

The parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

When a student turns eighteen (18), he/she has the right to limit access to their student records. If he/she no longer wants their parent(s) to have access to their school records, he/she is required to notify the Director of Guidance.

For additional information, you may contact Director of Guidance, Southeastern Regional Vocational Technical School, 250 Foundry Street, South Easton, MA 02375, (508) 230-1200.

POLICY FOR THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

Purpose

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The Southeastern Regional School District shall ensure that every effort is made to comply with this legislation.

Definition

Southeastern is in compliance with the Massachusetts Department of Elementary & Secondary Education (MADESE) which has adopted Section 725 (2) of Act regarding the definition of homeless children and youth:

Individuals who lack fixed, regular, and adequate nighttime residence or have a nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill, an institution providing temporary residence for individuals intended to be institutionalized. Or a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human beings. This definition shall include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- unaccompanied youth/youth not in the physical custody of a parent or guardian.

Liaisons

The McKinney-Vento Act requires Southeastern to designate a staff person, the Director of Student Life, to serve as the Homeless Education Liaison whose role it is to assist homeless students enroll in school and to ensure that they receive the educational services for which they are eligible.

Enrollment

Students currently enrolled at Southeastern, who become homeless, will have the following rights:

- homeless students have the right to remain in their school of origin or to attend school where they are temporarily residing;
- students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;
- Homeless Education Liaisons must assist students who arrive without records by contacting the previously attended school system to obtain the required records.

Transportation

Southeastern shall ensure that transportation is provided, at the request of the parent, guardian, or unaccompanied youth, to and from the school of origin. Furthermore:

- if the homeless student continues to live in the area served by the district in which the school of origin is located, that district must provide or arrange transportation;
- if the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin; and
- if the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

Access to Comparable Services

Homeless students are to be provided education programs comparable to those received by other students and for which they meet eligibility criteria, such as those provided under Title I or similar state and local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.

Unaccompanied Youth & Children in State Care of Custody

Unaccompanied youth are youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency. This definition includes youth living on the street, in inadequate housing, denied housing by their family, those who have left home voluntarily, even when their parents want them to return home, and youth doubled up with friends or relatives. In addition, in collaboration with the Department of Children & Family Services, the Massachusetts Department of Elementary & Secondary Education has determined that children and youth in state care or custody who have been placed out of their homes into temporary, transitional, or emergency living placements are awaiting foster care placement and are, therefore, homeless. Unaccompanied youth in state care or custody who are awaiting foster care are entitled to the same educational rights and services including transportation, under McKinney-Vento as any homeless child or youth in the care of their parent(s)/guardian(s).

FIRE ALARMS

Our goal is to achieve a very rapid and safe evacuation of the building, which, if all instructions are carried out, can be accomplished in two (2) minutes. Fire drills are for your protection. The following regulations will be strictly enforced. When the alarms sound, be quiet and listen for instructions from your teacher.

- Become familiar with evacuation procedures posted in each room;
- Everyone, teachers, students, and staff, must leave the building. No exceptions;
- WALK, DO NOT RUN;
- Teachers are to accompany students from their class with their class attendance roster to designated assembly points outside the building. Attendance will be taken when all students from their class have been assembled;
- Maintain silence so that directions from fire officials and/or teachers may be clearly understood;
- All students are to remain at assembly points until instructed otherwise by their teacher;
- The signal for re-entry to the building will be issued by the supervisor of that area;
- In case of a storm or cold weather, instructions will be given as to the procedure of taking students into the buses or to designated sections of the building;
- Any student found tampering with or setting off the fire alarm system will be subject to suspension-expulsion hearing, and referral will be made to the appropriate law enforcement agency.

ASBESTOS AND SOUTHEASTERN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
Environmental Protection Agency issued in 1987 under the Asbestos Hazard Emergency Response Act requires that we inform you annually in writing that asbestos is present at the Southeastern Regional Vocational Technical High School.

For a good many years, asbestos was a generally accepted building material. Over time, an awareness developed of the potential hazards of asbestos fibers if released into the air. By the mid 1980's health concerns associated with airborne fibers were widely recognized.

The inspector concluded that all visible asbestos frequented by students and staff throughout the school were properly encapsulated and maintained. Envirotest Laboratory, Inc. and the Southeastern Regional Vocational Technical High School personnel are very confident that students, faculty and staff are not exposed to the potential hazards of airborne asbestos fibers.

The Asbestos Management Plan and recent A.H.E.R., a 3-year re-inspection report, is available for reading at the office of the Supervisor of Maintenance and Grounds during normal business hours.

ASBESTOS-CONTAINING BUILDING MATERIALS IN SCHOOLS
EPA REGULATION 40 C.F.R.—763.84.

A management plan, with the location and condition of all asbestos-containing building materials in the school buildings, is on file in the District Office, and is available for inspection during normal business hours.

REGULATIONS FOR BUS STUDENTS

Your school day begins when you board the bus in the morning and ends when you arrive at your bus stop in the afternoon. You come under the jurisdiction of the school administration during this entire period. If you are not well behaved, courteous, or if your behavior endangers the health or safety of other students, this privilege will be taken away from you. The bus driver has the same authority on the bus as a teacher in the classroom.

School rules of conduct will apply to school bus behavior violations. In addition, bus suspensions of one (1) day for first offense and three (3) days for second offenses will be given for minor violations. Suspensions of up to ten (10) days will be given for major offenses. A student who is a hazard to others may be excluded from the bus for the remainder of the year. A conference will be held with the parent or guardian, student, bus driver, and school administration when the bus driver judges the student's behavior poses a safety problem to the well-being of students being transported.

A hearing will be held with the student who continues to pose a safety threat to others and may be excluded from bus transportation privileges. The following regulations must be strictly adhered to:

- Students are allowed to ride only their assigned bus. Students should be at their bus stop ten (10) minutes before the bus is scheduled to arrive. The bus will not wait for students who are not at their assigned stop at their scheduled time;
- No roughhousing at the bus stop while waiting for the bus;
- Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until their destination is reached;

- There shall be **NO LITTERING AND/OR DEFACING THE BUS**. Students defacing school property shall pay for replacement or repairs as well as receive discipline for damaging school property;
- No shouting, roughhousing or use of profanity is allowed;
- Students shall keep their hands, heads, arms and legs inside the bus at all times;
- Per state regulations, all articles such as athletic equipment, books, musical instruments, small work projects, etc., must be kept out of the aisles;
- Emergency doors and windows must only be used in case of an emergency. No exiting from emergency doors. These are for emergencies only. Safety equipment on the bus is not to be touched;
- There will be no smoking or vaping on any school bus at any time;
- There will be no cleats of any kind worn on the bus;
- Bus drivers have the authority to assign seats as necessary.

PARKING REGULATIONS

Permission to drive to school is a privilege granted to all seniors and juniors.

Before a student is allowed to use the student parking lot, they must obtain a parking lot sticker from the high school office. If a student is parked in the student lot without a parking sticker, they will lose the right to park in the student lot for thirty (30) days.

- All vehicles must display an appropriate parking sticker;
- Students must park in the lower parking lot;
- Students must drive safely at all times. A ten-mile per hour speed limit is in effect at all times on school grounds. School buses with flashing red lights have the right of way. You must stop. Anyone driving in a manner considered reckless by the staff will be in violation of the vehicle use code. Any violations pertaining to vehicle use may result in the loss of parking privileges for up to one (1) school year or its equivalent;
- Before school, students must park their cars and report to the Cafeteria (no hanging out in cars). After school, students must leave the parking lot immediately unless they are staying after school for extra help or an extracurricular activity;
- There is no smoking in the student parking lot—**Smoking, including vaping and e-cigarettes on School Property is Against the Law**;
- The student's parking privilege may be suspended thirty (30) days if he or she has more than three (3) tardy events in a semester;
- The student's parking privilege may be suspended for any infraction of the student discipline code;
- Students who are late for homeroom must report to the High School Office for a Tardy Slip;
- Students are not allowed to go to their vehicles during the school day;
- Students may lose parking privileges for thirty (30) days if they are truant from school or if they leave school grounds without permission.

ROUTE 106 IS A NARROW AND HEAVILY TRAVELED STATE ROAD. GREAT CARE SHOULD BE TAKEN WHILE DRIVING ON IT.

STUDENT BEHAVIOR

Five (5) simple rules will apply within all classrooms, vocational areas, shared spaces (such as the hallways, sports venue, and common areas), and on buses. Staff members may also have class or vocational area specific rules, which pertain to safety or other specific needs.

Students will:

1. Arrive to school, class, and all assigned activities on time prepared to learn.
2. Wear school appropriate clothing. (see School Dress Code)
3. Communicate in school appropriate language.
4. Use electronic devices appropriately. (see Electronic Device Policy & Student Internet Use Policy)
5. Act in a respectful manner to fellow students, staff members and guests.

Behavior Management Protocol for Minor Behavior Infractions

All minor behavior infractions will be handled between the staff member and student. Students are expected to manage their own behavior. Parents/guardians will be called when students continue to have minor behavior infractions.

STUDENT COMMONS BEHAVIOR

The student commons, besides being a lunchroom, is also a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners.

STUDENT COMMONS rules are:

- Students are to be respectful when dining.
- Clear tables prior to the end of the lunch period;
- Leave the table clean and orderly;
- Put trash in the proper containers;
- No food or drink is allowed to be taken from the student commons;
- Lunches may be brought from home or may be purchased in the student commons;
- Students will be excluded from the student commons for a designated period of time for serious disciplinary infractions;
- A student must have a pass to leave the student commons during their assigned lunches.

CLINICAL AND OUTSIDE WORK EXPECTATIONS

All students are expected to adhere to school and facility guidelines with respect to professionalism and safe responsible behavior while representing Southeastern Regional School District. Facility specific guidelines, along with the school discipline code, apply to all students while at the clinical and outside work project sites. Students who violate Southeastern's standards of behavior may be returned to school. Failure to comply may result in a failing grade for the day. Students are expected to arrive at class no later than 8:00 a.m. and are required to leave Southeastern on school provided transportation. Any student self-transported to an off-site placement without prior school permission and a parental/guardian note may be subject to disciplinary action. Students are expected to come to school in the appropriate uniform outlined in the student handbook.

TRUANCY— (See ATTENDANCE)

PLAGIARISM/CHEATING

Plagiarism and Cheating will result in zero (0) credit for a given assignment and disciplinary action.

DANCE & PROM CODE OF CONDUCT

To be eligible to attend a dance or prom, a student must meet all the requirements to participate in student activities and adhere to all school policies.

Student dances and proms are designed to be sponsored social gatherings where students have the opportunity to enjoy music, dancing, socializing, and refreshments in a safe and respectable environment. Listed below are statements that both students and parents must agree to in order for the student to be admitted to a Southeastern Dance or Prom.

- I agree that I will abide by all of the Southeastern student handbook rules;
- I agree that I will present my school I.D. when purchasing my ticket;
- I agree that I will not be allowed admission into the dance/prom if I arrive more than one (1) hour after the beginning of the dance/prom and I will not be allowed to leave the dance/prom more than one (1) hour before the scheduled ending time of the dance/prom. The advisor of the dance/prom will have discretionary ability to make exceptions to this rule in the case of an emergency;
- I agree that I may bring one (1) guest to the dance/prom and I will supply Southeastern with my guest's name when purchasing a guest ticket;
- I agree that my guest will return a dance/prom guest permission slip that has been signed by their parent/guardian and their local high school administrator. If my guest is not in school, they will meet with and be approved by the High School Administration before being allowed to attend the prom/dance;
- I agree to inform my guest of Southeastern's dance/prom code of conduct, and I will make every effort to have them conform to the code of conduct;
- I agree that I will arrange for my own transportation and/or drive in a respectful and safe manner both before and after the dance/prom;
- If I am asked by a chaperone to discontinue the type of dancing that I am involved in more than once, I understand that my parent/guardian will be called and I will be asked to leave the dance/prom;
- I agree that if I am not allowed to enter or I am removed from a dance or prom for violating the dance/prom code of conduct; I waive my rights to a refund of the ticket price for the event;
- I, the parent/guardian, agree that I will discuss the Southeastern dance/prom code of conduct with my child. I further agree that if my child is removed from a dance or prom for violating the code of conduct, I will pick up my child or make arrangements for my child to be picked up in an expeditious manner.

ELECTRONIC DEVICE POLICY

Permitted Devices

Southeastern provides students access to a range of electronic devices for use in reading, writing and research including Chromebooks and desktop computers. Each student is provided a Chromebook, which he/she is required to bring to each academic and vocational class; Chromebooks will be treated with care and brought to school each day fully charged and operational. Technical problems must be referred to the Technology Department before school.

ELECTRONIC Devices

Electronic devices such as cell phones, music devices, Bluetooth speakers, game players and earbuds/headphones must be off and stored away during class time (including assemblies).

ELECTRONIC Devices may be used for educational purposes only when authorized by the instructor.

ELECTRONIC Devices may be used during the following times, as long as they do not interfere with regular school operation:

- Morning bus;
- In school before 7:55 a.m.;
- Passing, between classes only (as long as usage does not interfere with normal corridor passing);
- During a student's lunch break;
- After school but before extended day programs begin;
- Afternoon bus

In the case of an emergency, parents should call the high school office (508-230-1258) to get a message to their child. Parents are asked NOT to communicate with their child via cell phones during the school day.

Violations

Students who violate the rules will be subject to behavior consequences and/or referred for treatment as a type of behavioral addiction.

SUSPENSION POLICY

Students who commit behavioral offenses, which could result in a short-term suspension, will be afforded the following due process. The student will be given:

1. Notice of the charges against him or her;
2. Explanation of the evidence and basis for the charge;
3. The opportunity to present his or her side of the story to an impartial decision maker, and the date/time of the hearing. Translation services may be requested;
4. Reasonably prompt decision. (*In emergency situations, the meeting may be delayed but will be held within a reasonable period of time.*);
5. Possible referral for an alternative placement.

STUDENT APPEAL PROCEDURE

If a student wishes to appeal a decision, he/she may file a written appeal to the principal.

Students who commit offenses when the suspension could last for more than ten (10) days and/or up to an expulsion will be given:

1. Written notice of the charges (in the student's primary language);
2. The right to access their education;
3. The right to be represented by a lawyer or advocate (*at the student's expense*);
4. Adequate time to prepare for the meeting;
5. Access to the documented evidence prior to the meeting;
6. The right to request that witnesses attend the meeting and to question witnesses (*the accuser's right to question witnesses will be at the discretion of the administration based on the need to protect witnesses from retaliation*), and translation services;
7. Reasonably prompt written decision including specific grounds for the decision;
8. Possible referral for an alternative placement;
9. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive

- from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

Any student on suspension will be considered trespassing if he/she shows up on school property or to school events during the suspension period. Local police will be called to handle this situation. Students committing habitual (multiple) disciplinary offenses may face consequences up to, and including, referral to the School Committee for expulsion.

ALTERNATIVE ASSIGNMENT

An alternative discipline assignment (such as Youth Court) and use of outside agencies may be assigned to a student if it is deemed that it would have greater redeeming quality for the student.

DISCIPLINE OF STUDENTS WITH DISABILITIES

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook. In accordance with Chapter 71B of the Massachusetts General Laws and with Federal Law IDEA 2004: Section 615(k), and with Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. Section 794(A), the school may suspend or remove your child from his or her current placement for no more than ten (10) school days. Special provisions are outlined below for students with a documented disability who have an individualized education program (IEP) or a Section 504 plan.

Suspension of Students with Disabilities

Procedures for suspension not exceeding ten (10) school days:

- Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities.
- Special circumstances exist if your child: possesses, uses, sells, or solicits illegal drugs on school grounds or at a school sponsored event; carries a weapon to school or school sponsored event; or inflicts serious bodily harm upon another person at school or at a school sponsored event. Under these circumstances, the principal may place your child on an interim alternate educational setting (IAES) for up to forty-five (45) school days. Your child may remain in this IAES for a period of time not to exceed forty-five (45) school days. Thereafter, your child will return to the previously agreed upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

Procedures for suspension exceeding ten (10) school days:

- If your child is suspended for more than ten (10) school days in a school year, this is considered a change of placement. A change of placement invokes certain procedural protections under federal special education law and Section 504.
- Prior to any removal, that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child's disability. This consideration is called a "Manifestation Determination". Parents have a right to participate in this process. All relevant information will be considered including the IEP or Section 504 program, teacher observations, and evaluation reports.
- At a Manifestation Determination meeting, the Team will consider:
 - Did the student's disability cause or have a direct and substantial relationship to the conduct in question?

- Was the conduct a direct result of the district's failure to implement the IEP?
- If the Manifestation Determination decision is that the disciplinary action was related to the disability, then your child may not be removed from the current educational placement (unless under special circumstances). The Team will review the IEP or Section 504 plan and any behavioral intervention plans.
- If the Manifestation Determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. Therefore, for students with IEPs, during the period of time of removal from school that exceeds ten (10) school days, the school district must provide educational services that allow your child to make educational progress. For students with Section 504 plans, there is no automatic right to receive educational services beyond the 10th school day.

Additionally, these procedural requirements apply to students who are in the referral process due to written receipt prior to the disciplinary infraction from either a staff member or a parent/guardian requesting a special education evaluation.

DRUG ABUSE POLICY

Being under the influence, using, selling, possessing, or distributing drugs, marijuana, and/or drug paraphernalia, (i.e., pipes, rolling papers, vaporizers, etc.) in the school building or on the school premises is strictly prohibited and is subject to punishment by law.

Drug paraphernalia is all equipment, products, devices and materials of any kind, which are used or intended for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting or otherwise introducing into the human body, a controlled substance.

The above regulation refers to marijuana, hallucinogenic drugs, narcotics of any kind, as well as chemicals and solvents.

SALE AND/OR DISTRIBUTION OF DRUGS

Students apprehended for the alleged sale and/or distribution of a controlled substance (drugs), marijuana, hallucinogenic drugs, or narcotics will receive an immediate ten (10) day suspension, be referred to the principal for a 37H expulsion hearing and referred to the appropriate law enforcement agency.

DRUG USE

Students apprehended and found guilty by school authorities of the use of, or in the possession of a controlled substance (drugs), or narcotics as mentioned above will be subject to a ten (10) day suspension from school, be referred to the principal for a 37H expulsion hearing and referred to the appropriate law enforcement agency. Students apprehended for use, possession, sale or distribution of drug paraphernalia are subject to suspension from school. Students suspected of being under the influence of drugs will be removed from their class or shop for their own safety. They will be expected to return to school the next day at 8:00 a.m. with a parent/guardian to meet with a school administrator. Students may be required to attend wellness programming.

POSSESSION OR USE OF ALCOHOLIC BEVERAGES

Chapter 272: Section 40A. Alcoholic beverages; gift, sale, delivery or possession on public school premises.

Section 40A. Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medical purposes, in any public school building, or on any premises used for public

school purposes and under the charge of a school committee or other public board or officer, shall be punished by imprisonment for not more than thirty (30) days or by a fine of not more than one hundred dollars (\$100), or both; provided, however, that a school committee of a city, town or district may authorize a public or nonprofit organization using a public school building with its permission during non-school hours to possess and sell alcoholic beverages therein provided such nonprofit organization is properly licensed under the provisions of section fourteen of chapter one hundred and thirty-eight.

PERSONAL SEARCHES OF STUDENTS CONDUCTED BY PUBLIC SCHOOL OFFICIALS AND EMPLOYEES

On January 15, 1985, the United States Supreme Court decided the case of New Jersey vs. T.L.O. The decision established the following: The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of the search...Under ordinary circumstances, a search of a student by a teacher or other school official will be “justified at its inception” when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. This includes lockers and automobiles parked on school grounds. *New Jersey v. T.L.O.* 53 U.S.L.W. 40a3, 4087, 4088.

PROHIBITION AGAINST FIREARMS IN SCHOOLS

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one (1) year, or both.

Students in violation of this policy face arrest and prosecution under MGL, Ch. 269, S.10, immediate suspension and referral to the Principal for a Chapter 37H expulsion hearing. (Adopted by the Southeastern Regional School District Committee—November 12, 1991)

BULLYING AND CYBER-BULLYING

Bullying is NOT tolerated. Bullying is severely harmful to the students and the school. Anyone bullying will be punished according to our Behavior Management system. Bullying is when someone keeps doing, saying, or posting things in a public online setting to have power over another person. Some of the ways one may bully another student is by: calling them names, saying or writing inappropriate/hurtful things about them, publicly posting demeaning or humiliating remarks, comments, or pictures on the Internet, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do. (Please see full-amended Bullying Prevention and Intervention Plan.)

Cyber-bullying, whether inside or outside of school, will not be tolerated. Students suspected of participating in cyber-bullying activities will be denied access to Southeastern's computer network until such time as the issue is resolved to the satisfaction of the District Technology Director and the Principal.

EXPULSION POLICY

In accordance with the Education Reform Act of 1993

TITLE XII: EDUCATION

CHAPTER 71: PUBLIC SCHOOLS

Chapter 71, Section 37H: Policies relative to conduct of teachers or students; student handbooks.

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline as well as procedures used to develop such codes shall be filed with the Department of Elementary & Secondary Education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation (at his/her own expense), along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days

from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel (at his/her own expense) at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

CHAPTER 71: SECTION 37H ½

Reference

Chapter 71: Section 37H ½. Delinquency complaint against student; suspension; hearing; expulsion upon conviction; appeal.

Section 37H ½. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel (at his/her own expense). The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel (at his/her own expense). The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

FROM THE OFFICE OF THE SUPERINTENDENT

The Director of Student Life is designated as the employee responsible for coordinating the Southeastern Regional School District's efforts to implement our nondiscriminatory policies. Any inquiries concerning the Title VI or Title IX to the practices and policies of the Southeastern Regional School District may be addressed to Ms. Christina Guarini, Director of Student Life Southeastern Regional Technical High School, 250 Foundry Street, South Easton, MA 02375, (508) 230-1284 or to the Boston Office for Civil Rights, United States Department of Education, 8th floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921.

EDUCATION AND TITLE VI & IX

The Director of Student Life is designated as the employee responsible for coordinating Southeastern's efforts to implement our nondiscriminatory policies. Any inquiries concerning Title VI, or Title IX, or the practices and policies of the Southeastern Regional School District, or if you need additional support, please contact the Director of Student Life at the Southeastern Regional Technical School, 250 Foundry Street, South Easton, MA 02375, (508) 230-1284 or to the Boston Office for Civil Rights, United States Department of Education, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921.

AN ACT PROHIBITING THE PRACTICE OF HAZING

Massachusetts General Laws, Chapter 269, Sections 17 and 18:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a House of Correction for not more than one (1) year, or both such fine and imprisonment.

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

Section 18. 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.

HARASSMENT POLICY

Anti-Harassment/Hate Crimes Policy

1. Definitions:

Sexual Harassment is a form of sex discrimination. Under the Massachusetts law on fair educational practices (Chapter 151C of the Massachusetts General Laws), the term “sexual harassment” is defined as follows:

Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or reflection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement: or (ii) such advances, request or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Massachusetts General Laws c. 151C, s. 1(e). Sexual Harassment can cover a range of behaviors, including sexual insults and name-calling, off color jokes, intimidation by words or actions, offensive touching, and pressure for sexual activity. Harassment may be perpetrated by peers, school staff, or others with whom the victim must interact in order to fulfill school or job duties. In school, sexual harassment may be student-to-student, staff to student, student to staff, or staff to staff.

Harassment is a form of discrimination. Under the Massachusetts Law (Chapter 76 of the Massachusetts General Laws), the term “Harassment” is defined as follows:

Any unwelcome behavior of a physical, written, or verbal nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating and offensive educational environment. Massachusetts General Laws Chapter 76: Section 5.

Hate Crimes are illegal acts and are enforced under Massachusetts General Law.

“Hate Crimes” are defined as follows:

(a) Any criminal act to which a bias motive (defined below) is evident as a contributing factor, or*

(b) Any act which constitutes a violation of

i. M.G.L. c. 265 sec. 37 or 39;

ii. M.G.L. c. 266 & 127A;

iii. M.G.L. c. 272 sec. 92A.

*Bias Motive: Hatred, hostility, or negative attitudes towards, or prejudice against, any group or individual because of race, religion, ethnicity, handicap, gender, or sexual orientation, which is contributing, in whole or part, in the commission of a criminal act.

2. Effects of sexual harassment, harassment and hate crimes on the victim: The victim may be in the office or school less in order to avoid the harassment (more sick days taken). The victim’s enjoyment of and pride in work is often undermined or destroyed because the victim is forced to spend time and energy fending off humiliating sexual advances. There can also be physical and psychological effects similar to those experienced by rape victims. With incidents of harassment and hate crimes, victim may be avoiding threats or offensive insults.

3. Legal aspects: Sexual harassment in public schools is sex discrimination, and, therefore, is prohibited by federal and state laws. Title IX of the federal Education Amendments of 1972

(20 U.S.C. 1681) states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” In addition, Massachusetts General Law Chapter 151C. Section 2 (g) states that “it shall be an unfair educational practice for an educational institution to sexually harass students in any program or course of study.”

If the alleged sexual harassment constitutes sexual abuse of a child by a “caretaker” (e.g., by a school member), then school administrators, teachers, and other school staff who are mandated reporters are required by Massachusetts General Laws Chapter 119, section 51A to report.

Massachusetts General Laws Chapter 76, section 5 (commonly known as “Chapter 622”) and the Chapter 622 Regulations (603 CMR 26.00) contain provisions designed to “insure the right of access to the public schools of the Commonwealth and the equal opportunities, advantages, privileges and courses of study at such schools without regard to race, color, sex, religion or national origin or sexual orientation.” The provisions include requirements that every school district: Establish policies and procedures that support and promote equal access for all persons regardless of race, sex, color, national origin, religion or limited English-speaking ability; annually evaluate all aspects of the school program to insure equal opportunities for all students; appoint a Title IX/Chapter 622 Coordinator to publicize the anti-discrimination requirements and handle complaints; and provide information and training to staff on issues of equal opportunity.

The Federal Title IX regulations also require school districts to adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints. All of these laws support the right of students to attend school in a safe, secure, and supportive environment that is conducive to serious learning.

- 4. Grievance Procedures:** Title IX. Chapter 633 GRIEVANCE PROCEDURES—Parents and students are offered a procedure to follow to initiate a grievance of noncompliance with any of the above regulations as follows:

STEP ONE: Whenever a parent, group of parents, staff, or a group of students (hereinafter referred to as the “aggrieved”) has a complaint of an alleged violation of Chapter 622, of Title IX, or controversy, misunderstanding, or dispute arising as to the interpretation, application, or observance of any of their provisions, they shall present said grievance in writing to the Title IX/622 Coordinator. Within five (5) school days, the Director of Student Life will arrange a meeting with any and all parties concerning and shall endeavor to settle the grievance in this informal session.

STEP TWO: If the grievance has not been settled at STEP ONE, the aggrieved may request a review hearing before the Principal. The request for said hearing shall be made not later than five (5) school days after receipt of grievance. The review hearing will be held within fifteen (15) workdays after receipt of a written request from the aggrieved. The Principal will render his/her written decision within ten (10) workdays of the hearing.

STEP THREE: If the grievance shall not have been settled at STEP TWO, the aggrieved may request a review hearing with the Superintendent. The request for said hearing shall be made not more than ten (10) working days after receipt of the Principal’s decision.

STEP FOUR: If the grievance shall not have settled at STEP THREE, the aggrieved may request a review hearing with the School Committee. The review hearing will be held within fourteen (14) days after receipt of written request from the aggrieved no later than the second forthcoming School Committee meeting after receipt of documentation of the alleged offense and previous grievance procedures and findings.

STEP FIVE: If the grievance shall not have been settled at STEP FOUR, the griever may forward a written complaint documenting the entire grievance procedure including the responses at each step to the United States Department of Education, Office for Civil Rights, Washington, D.C. (Title IX Violation) or to the Bureau of Equal Education Opportunity, 182 Tremont Street, Boston, MA 02111 (Chapter 622 Violation).

If you have any questions or concerns regarding Chapter 622 or Title IX and how they affect you or your children, please do not hesitate to contact the Director of Student Life, Title IX/622 Coordinator at Southeastern Regional.

Retaliation: Retaliation in any form against any person who has filed a complaint relating to sexual harassment, harassment or hate crimes is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student.

Confidentiality: It is expected that those involved with harassment/hate crimes investigations will protect the confidentiality of all information relating to the case.

ANTI-HARASSMENT DISCIPLINE CODE

What is Sexual Harassment?

Sexual Harassment in school is unwanted sexual attention from teachers, other adults, students or anyone else the victim may deal with in school or at school-related activities. The range of behaviors includes leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. Attempted rape and rape are the most physically violent forms of Sexual Harassment. Sexual Harassment also carries the message that if the victim does not comply with the harasser's demands, there may be retaliation. Incidents of Sexual Harassment may occur only once, sometimes they are repeated; often the situation gets worse if it is not stopped.

The following behaviors are examples of sexual harassment, which are not allowed:

- Staring or leering with sexual overtones;
- Spreading sexual gossip;
- Unwanted sexual comments;
- Pressure for sexual activity;
- Any unwanted physical contact of a sexual nature.

What is Harassment?

Harassment is unwelcome behavior of a physical, written, or verbal nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating and offensive educational environment. Harassment is a form of discrimination. Harassment can occur staff to student, student to staff, staff to staff. Bullying and cyber-bullying are considered harassment.

The following behaviors are examples of harassment, which are not allowed:

- Racial slurs/name calling;
- Anti-gay comments;

- Religious jokes and insults.

What are Hate Crimes?

Hate crimes are crimes in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice against an individual or group's actual or perceived race, color, national origin, ethnicity, religion, sexual orientation, disability, or gender.

The following behaviors are examples of hate crimes, which are not allowed:

- Defacing school property with racist markings;
- A threat of bodily injury;
- Intimidation.

What should I do if I am a victim of sexual harassment, harassment, or hate crimes?

If you are a victim of any type of harassment, talk to an adult in the school as soon as possible. Begin with a person of authority who is closest to the problem. For instance, if a student is harassing you in a classroom, approach the teacher in charge. Explain the incident and ask for help. Avoid solving the problem alone. Remember that you are the one who decides what unwanted sexual attention is and that the purpose of any discipline is to prevent further incidents.

All hate crimes should be reported immediately to the principal or closest staff member. Police notification will immediately follow any hate crimes.

How will the school handle the problem?

Because dealing with forms of harassment and hate crimes is a new issue for schools and for our society, any discipline will include an educational component. Sometimes the harasser may not be aware of the effects of harassment on the victim, or there may be some confusion about the difference between flirting and sexual harassment or fooling around and harassment. A little "consciousness-raising" may go a long way. Because this is such a delicate matter, each incident will be handled individually and as confidentially as possible. The purpose of this discipline will be to prevent further incidents. Although there are no set punishments, when they do occur, they may be quite serious. Due to the criminal nature of hate crimes, police notification will be mandatory.

If the Director of Student Life determines that harassment has actually taken place, the accused will participate in a discussion on the nature of harassment and hate crimes in schools and the workplace. Further disciplinary action may occur, depending on whether or not this is a first incident and how serious the harassment is.

What are the implications for sexual harassment, harassment and hate crimes?

The range of discipline includes:

- Education around harassment and the impact on others;
- Research or other academic work on the topic of Sexual Harassment;
- Apology to the victim;
- Further counseling;
- Suspension, number of days similar to other serious offenses;
- Police notification/expulsion.

If the accused harasser is an adult staff member, the principal will establish a hearing similar to one (1) for a student, respecting due process. The range of discipline in this case may include

discussions with the principal and/or the superintendent; or further disciplinary actions, possibly dismissal, depending on the seriousness and frequency of incidents.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted programs.

“No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under an educational program or activity receiving federal financial assistance.”

The Southeastern Regional School District wishes to comply with Title IX and Chapter 622 and affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in educational activities or employment under any educational program or activity.

If you have any questions or concerns regarding Chapter 622 or Title IX, please contact the Director of Student Life for the Chapter 622 and Title IX Coordinator at (508) 230-1284.

CONTACT INFORMATION

APPOINTMENTS

To avoid lengthy delays, parents who wish to meet with an administrator, counselor, or teacher should call the school in advance for an appointment. The main phone number is 508-230-1200.

VISITORS

Students are not allowed to bring visitors to school. Parents are always welcome to make an appointment to see a teacher, administrator, or visit their son or daughter’s classes.

All visitors, including parents and guardians, must sign in at the high school office upon entering the building.

PUBLIC TELEPHONE

Students may use phones located in the high school office only during lunch with a pass from the student commons or during non-school hours. All emergency phone calls must be approved in the high school office. Incoming calls cannot be received on these phones.

TELEPHONE MESSAGES

Telephone messages for students during the school day should go through either the high school office or Guidance.

NO SCHOOL NOTICES

T.V. Stations: Channels 4, 5, and 7
Southeastern Web Page and Social Media Accounts

The **AUTOMATED CALLING SYSTEM**—Southeastern’s Automated Calling System will be activated at the earliest possible time following a decision to cancel, dismiss, or delay the opening of school.

In the event schools are closed in Brockton or any one of the eight (8) towns, do not assume Southeastern will close as well. **LISTEN FOR AN ANNOUNCEMENT SPECIFICALLY FOR SOUTHEASTERN REGIONAL VOCATIONAL TECHNICAL SCHOOL.**

As a general rule, when day-school sessions are cancelled, all afternoon and evening sessions will automatically be cancelled. Each closing due to weather conditions will extend the school year by one (1) day.

DELAYED SCHOOL SCHEDULE

One-Hour Delay Schedule:

Students will be picked up one (1) hour later than their regular pick up time at their bus stop. The breakfast program will be available as your child enters the school.

Two-Hour Delay Schedule:

Students will be picked up two (2) hours later than their regular pick up time at their bus stop. There will be no breakfast program.

Three-Hour Delay Schedule:

Students will be picked up three (3) hours later than their regular pick up time at their bus stop. There will be no breakfast program.

Distance Learning Day:

Students will receive notification via the AUTOMATED CALLING SYSTEM, School Web Page and/or Social Media Accounts.

CONTACT NUMBERS

Principal	Leslie Weckesser	508.230.1204
High School Office		508.230.1200
Director of Career Pathways, Integrated Learning & Engagement	Karen Maguire	508.230.1285
Director of Academic Curriculum, Instruction, and Assessment	Heidi Driscoll	508.230.1276
Director of Student Life	Christina Guarini	508.230.1284
Director of Guidance	JoAnne McCormick	508.230.1260
Director of Special Education	Jennifer D'Angelo	508.230.1228
Vocational Supervisor	Mary Kobey	508.230.1306
Vocational Supervisor	Robert Foley	508.230.1323
Athletic & Student Activities Director	Dan Tripp	508-230-1279