

**BELMONT HIGH SCHOOL
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2012-2013

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ATTENDANCE LINE	617-993-5999

NOTE: When leaving a message on the attendance line to call your student out please...

- Say the student's first and last names clearly.
- Spell out the last name.
- Indicate whether this is an absence, tardy or dismissal.
- State the actual clock time if it's a tardy or dismissal.

This Agenda Book Belongs To:

Name _____

Address _____

City _____ Zip _____

Phone _____

Student Number _____

If you need assistance reading this document or other school publications, please contact the building principal to obtain translation services.

Spanish

Si Ud. necesita ayuda para leer este documento u otras publicaciones escolares, por favor llame al director de la escuela para obtener servicios de traducción.

French

Pour obtenir une traduction de ce document ou d'autres documents de l'école, veuillez contacter le(la) directeur(directrice) de l'école de votre enfant.

Portuguese

Se você precisar assistência a ler este documento ou qualquer outra publicação escolar, por favor contatar o mestre da escola para obter serviços de tradução.

German

Falls Sie mit diesem Dokument oder anderen Schulpublikationen Verständnisprobleme haben, fragen Sie bitte beim Schuldirektor wegen eines Übersetzungsdienstes an.

Japanese

もしこの文書、あるいはその他の学校刊行物を読む際に分からない部分があれば校長に連絡して翻訳サービスを頼んでください。

Chinese

如果您在阅读本文或其它学校出版物的时候需要翻译，请与校长联系。

Korean

이 문서나 기타 학교 인쇄물을 읽는데 도움이 필요하신다면, 건물 책임자에게 부탁하여 번역 도움을 받으십시오.

CORE VALUES AND BELIEFS

Belmont High School, in partnership with our community, provides students with outstanding educational opportunities for them to reach their intellectual, creative, personal, civic, and social potentials. Together we strive to create and maintain a safe, supportive environment in which all students feel valued and respected as they become successful, life-long learners and responsible citizens in a diverse and changing world.

Learn * Think * Create * Serve

Belmont High School 21st Century Learning Expectations

Responsible Citizens observe policies and expectations for behavior. They are able to work cooperatively, collaboratively, and independently as appropriate to a learning task. They take steps to achieve personal, academic, and career goals. They are able to make informed decisions concerning health, diet, and exercise in order to maintain a healthy lifestyle. They participate in their school and community in order to understand and preserve our democratic process, our culture, and our environment. They consider other points of view in order to make ethical decisions and to live productively in a diverse society.

Critical Thinkers and Problem Solvers read, comprehend, synthesize, and reflect on content area materials and scholarly resources. They have organizational and study skills with which to accomplish their work. They collect and evaluate data to identify patterns, make inferences, and draw conclusions. They manipulate, combine, and apply formulae. They predict reasonable results using estimation and conceptual knowledge. They develop and test hypotheses, drawing conclusions from experiments, data, and research. They discuss, analyze, and evaluate in light of historical precedent, current events, and civic responsibilities. They observe, analyze, and present ideas, feelings, and beliefs about cultures and societies.

Researchers work with a variety of resources and technological applications to increase learning. They use technology responsibly to obtain, organize, and communicate information and to solve problems. They are able to evaluate the accuracy, usefulness, and appropriateness of information resources.

Effective Communicators are able to read, write, and speak standard English as well as listen to, understand, and communicate in another language. They participate in discussions by listening, asking questions, and responding. They design and compose work for a variety of audiences and purposes. They use the vocabulary and symbolic language specific to content areas such as math and music. They use a repertoire of skills and techniques to create and interpret works in a variety of media such as the fine and performing arts as well as film and other forms of communication.

SCHEDULE FOR CLASSES

	Monday	Tuesday	Wednesday	Thursday	Friday
7:35 – 7:59	A1	A2	A3	A4	A5
7:59 – 8:24	B1	B2	B3	B4	B5
8:27 – 8:52	C1	C2	C3	C4	C5
8:55 – 9:20	D1	D2	D3	D4	D5
9:23 – 9:49	E1	E2	E3	E4	E5
9:52 – 10:17	F1	F2	F3	F4	F5
10:20 – 10:45	G1	G2	G3	G4	G5
10:48 – 11:13	H1	H2	H3	H4	H5
11:16 – 11:41	I1	I2	I3	I4	I5
11:44 – 12:09	J1	J2	J3	J4	J5
12:12 – 12:37	K1	K2	K3	K4	K5
12:40 – 1:05	L1	L2	L3	L4	L5
1:08 – 1:33	M1	M2	M3	M4	M5
1:36 – 1:59	N1	N2		N4	N5
1:59 – 2:25	O1	O2		O4	O5

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ACADEMIC POLICIES

Requirements for Graduation

All students must enroll in six full courses each semester of every year. One hundred credits are required to receive a diploma from Belmont High School. In addition, students must fulfill the following requirements:

- English – 4 years21 credits
(Including Senior Thesis)
- Social Studies – 3 years.....15 credits
 - World History
 - Modern World History or AP European History
 - American Studies
- Mathematics – 4 years20 credits
- Science – 4 years20 credits
- Fine and Performing Arts – 1 year ...5 credits
- Foreign Language – 2 years10 credits
- Physical Education & Health8 credits
 - 4 years (2 credits per year)
 - Grade 9: Wellness (I), required
 - Grade 11: Positive Decision-Making (Required) and one additional PE credit.
 - Grades 10 & 12: Health and fitness courses offered as part of the curriculum and/or P.E. options
 - Community Service – 40 Hours

Only credits showing on the BHS transcript can be applied towards the graduation requirements at BHS.

All students must take and pass the Massachusetts Comprehensive Assessment System (MCAS) tests in English Language Arts, Mathematics, and Science in order to qualify for a high school diploma.

Promotion/Retention

Credit requirements for grade classification will be determined by the following criteria:

- **Freshmen** - promotion from Grade 8
- **Sophomores** - 25 credits earned, at least ten hours of community service served, and two physical education credits completed.
- **Juniors** - 50 credits earned (and be able to meet course requirements for graduation), at least 20 hours of community service served, and four physical education credits completed.
- **Seniors** - 75 credits earned (and be able to meet course requirements for graduation); at least 30 hours of community service served, and six physical education credits completed.

Community Service

This section is an abridged version of the Community Service Guidelines. Complete information is available online at www.belmont.k12.ma.us/bhs and in the Social Studies Office.

General Guidelines and Definitions

Community service activities are those which students perform to benefit at least one other *unrelated* person and for which they receive no compensation or academic credit. In most cases students will be working under the auspices of an organization—town government, school, non-profit organization, hospital, nursing home, or newspaper. Service to benefit for-profit businesses is *NOT* applied to the requirement. Activities such as babysitting, tutoring, or yard and housework to help a friend or neighbor typically do not count towards this requirement.

Community service may be performed at any time during students' high school careers, from the summer before freshman year until the last day of classes senior year. This includes free blocks at school as well as all non-school times and vacations.

The activity format is flexible. Students may elect to engage in a single activity or many, over an extended or concentrated period of time. In addition to the other criteria for promotion, students must complete 10 hours of service each year and turn in the appropriate forms in order to be promoted to the next grade.

The 40-hour requirement will be pro-rated for students entering Belmont High School after the freshman year; 10 hours of service will be required for each year at BHS. Any exceptions to the definitions and guidelines can *only* be made with the knowledge and approval of the Community Service Coordinator, who may be reached at 617-993-5981 or amelnikoff@belmont.k12.ma.us.

Documenting Hours

In order to receive community service credit, verification forms (signed by supervisor and parent) **MUST** be turned in to the Community Service Coordinator within two months of completion of the service. This applies to **EVERY** service activity, even if organized by the Coordinator.

Forms are available in the Social Studies & Guidance offices and online.

President's Volunteer Service Awards

Any student may earn this national award by completing 100 hours a year of *verified* community service. There are three levels of awards: Bronze (100-174 hours), Silver (175-249 hours), and Gold (250+ hours). Verification forms must be turned in for **EVERY** activity counted toward this award, even those performed after the required 40 hours.

Activities Not Eligible for Service Credit

- Service for which academic credit is earned
- Court-ordered service
- Service for individuals (e.g., friends, neighbors) without an umbrella organization
- Service at for-profit businesses (even if unpaid)
- Participation in religious rites, services, or ceremonies (e.g., altar services, choir, Torah reading)
- Proselytizing
- Fund-raising to support religious institutions (e.g. most rummage sales)
- Traditional after-school activities, unless service activities are performed
- CIT positions at for-profit camps and/or where CIT's pay reduced fees to attend

Grades

Report Cards and Academic Progress Reports

Report cards are issued every twenty weeks; they are posted to the school's Edline site.

Progress reports will be posted on Edline at the 5th week of each marking period. Additionally, teachers may post Progress Reports to Edline at any time during the marking period.

If a student is in danger of failing for the quarter, parents should call to make appointments with their child's teacher(s) to discuss their child's progress.

Grade Equivalents

A+	97 – 100
A	93 – 96
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	0 – 59

Pass/Fail Option

Students who choose to enroll in a seventh full-time course may elect to take the course on a Pass/Fail basis; this decision must be made when the student registers for classes. Courses taken Pass/Fail will not be included in GPA calculations.

Grade Point Average (GPA)

The final grade for a year long course is computed by counting the quarters at 20% each and the mid-term and final exams at 10% each. The final grade for a semester course is computed by counting each quarter grade at 45% and the final exam at 10%.

All courses are counted in computing grade point averages, except courses graded on a pass/fail basis and physical education classes. "Official" GPAs are computed at the end of the junior year, the end of the first semester of the senior year, the end of third quarter and the end of the senior year. "Official" GPAs are used for college applications. They are also used in part to determine senior awards for academic distinction, including the school committee awards for outstanding achievement and exceptional distinction in scholarship, as well as honor medals; note that GPAs are not the only criteria used for these distinctions as other achievements and personal characteristics weigh heavily when students are considered for these awards.

To compute the GPA, multiply the value of each grade by the credit value of the course, then add up the total for all courses. Divide this total by the total number of credits. The values of each grade are listed below.

Grade	Value of all course grades for calculation of GPA;
A+	4.33
A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0.00

Honor Roll

To be considered for honor roll, students must be taking a full schedule and meet the following criteria. Determination of honor roll is based upon quarter (marking period) grades. Students with "Incomplete" grades are ineligible for honor roll.

1. **High Honors** - All A's, B's, and unweighted GPA = 3.70 in a minimum of five major courses.
2. **Honors** - All A's, B's, and 1 C and unweighted GPA = 2.80 in a minimum of five major courses.

Exams

Mid-year exams are scheduled and given (or not) at the discretion of the individual departments. The weighting and reporting of mid-year exams is also at the discretion of the individual departments; mid-year exams cannot count for more than 10% of the overall course grade.

Final exams are given in all courses except by administrative waiver due to the uniqueness of content (in addition, see exam exemptions for seniors below). Finals are worth 10% of the overall course grade. Final Exams are given over a four-day period. Each exam is ninety minutes. Students must remain quietly in the exam room for the duration of the exam.

Students who leave or are removed from the classroom before they finish their exam will receive a zero for the exam grade. Students arriving late to an exam room do not receive any extra time.

Students who are scheduled to take three exams in one day are allowed to reschedule one of these. It is the responsibility of the student to inform his/her teacher(s) before test day of the problem and to work with them to find a suitable time to reschedule.

All students must take exams when scheduled. Make-up exams, by nature, are difficult to cope with and if delayed may cause the student to receive an "incomplete" at the end of the term.

"Illness" or "serious family emergencies" will be the only valid excuses for make-ups. Parents must call the school and speak to an administrator to explain the student's absence before the student will be allowed to take the exam missed. Make-up examinations will only be given when the teacher receives the written approval from the principal or the principal's designee. The exam must be taken after the scheduled exam has been administered.

A student who misses an exam must make arrangements with his/her teacher to make-up the exam immediately after receiving approval from the principal; failure to do so will result in the loss of the right to make-up the exam. NOTE: Exams taken in the summer will be scheduled at the convenience of the principal, assistant principal, or their designee. Students will receive a zero grade on exams not made up during the designated rescheduled time

Senior Exam Exemptions

Seniors who meet the following requirements may be granted an exemption from their final exam.

- A second semester average of 87% in the course
- No more than four excused absences from the class in the second semester
- No unexcused absences from the class
- No discipline referrals from the class in second semester

The ultimate decision regarding a student's exemption from the exam rests with the teacher.

Graduation

Graduation Ceremony Participation

Any student who has not met all of the requirements for graduation as listed in this handbook will not be permitted to participate in the graduation ceremony.

Students found to be involved in any major disciplinary violation or a violation of the Drug and Alcohol policy may forfeit their opportunity to participate in any or all of the activities planned during the calendar of events for seniors, including, but not limited to: Prom, Senior Awards, Senior Cruise/Trip, All-Night Party, and the Graduation Ceremony.

Graduation Ceremony

Graduation rehearsals are mandatory for all students intending to participate in the ceremony. During these rehearsals, the mechanics regarding student involvement within the ceremony will be reviewed, practiced, and refined. Students will receive their caps and gowns during the second rehearsal as well as their permanent and temporary school records.

On graduation day, students will convene one hour prior to graduation for final preparations. It is not considered in good taste to wear any decorations on the gown, including flowers, except for awards presented by the school. What shows below the gown stands out clearly as each student proceeds to the platform to receive his/her diploma. Shorts, T-shirts, work boots, sandals, and/or sneakers are ***not*** appropriate. Students not appropriately dressed may not be allowed to participate.

With the complete cooperation of each student, the graduation exercises will be a positive, memorable experience for all.

Graduation Speakers

Recipients of the school committee awards for outstanding achievement and exceptional distinction in scholarship are chosen on the basis of their demonstrated academic abilities, other personal achievements and their standing as "good school citizens" during their

years at Belmont High School. Only students who have attended BHS for at least six semesters can be chosen for these distinctions.

Graduation speakers must provide the principal with copies of their speeches one week prior to graduation. Copies of the speeches will be given to the local newspapers in a press release packet.

Early Graduation

Early Graduation as an option is available to all students who are able to complete graduation requirements in a shorter time span than four years. This is an option which must be exercised judiciously with planning and careful counseling. There must be formal authorization from parents. Students are eligible for early graduation under the following conditions:

- An Early Graduation Letter of Intent has been completed, signed, and filed with the student's guidance counselor by the end of the sophomore year.
- All requirements for a high school diploma that are listed in this document have been completed.

Students who enroll in courses continuing beyond their date of early graduation will not be authorized to remain in such courses after graduation, nor will they receive credit for the portion of the course already completed. The record will show "withdraw-passing" or "withdraw-failing" as of the time of graduation.

An early graduate may not participate in any extra-curricular activities, including athletics, after the date of early graduation. Early graduates will receive no special treatment in any area. When students choose to graduate early, they assume whatever inconveniences which might be inherent in their decision. Students, who find themselves for whatever reason ineligible to graduate at the time planned for early graduation, must remain fully enrolled for at least one additional semester.

Course Selection

The course selection process begins in the spring. Teachers will recommend a course level (CP, H, AP) for each student for the next year. If a student or parent/guardian has questions about a teacher's recommendation, he/she should consult with the teacher. The teacher's recommendation will become the student's course level placement unless the student or parent/guardian(s) initiates the course placement review process (see the next section below for more information about the review process).

Building a master schedule that best serves student's needs requires concrete numbers to work with; therefore, it is imperative that students follow the posted deadlines for submission of course selection paperwork. **If the deadlines are missed or the paperwork is incomplete, guidance will use the teacher recommendations and**

choose the best schedule for the student. Requests for changes after the deadline cannot be considered.

Course Placement Review Process

Parents disagreeing with a teacher's recommendation regarding course selection for the upcoming year must first discuss the matter with the teacher. If there is still disagreement, the student must complete a placement review form. Once completed and signed by the student's teacher and parent or guardian, the form should be turned in to the Guidance Office, which will forward it to the Department Director. The Department Director may contact the parent/guardian depending on the nature of the request. To be considered, placement review paperwork must be completed and turned in by the stated deadline.

Appropriate course selection and placement decisions ensure a successful high school experience. Please take the recommendations made by teachers seriously; they are familiar with student's interests, abilities and work habits, as well as the content and expectations of the high school curriculum.

If a student enters a course in September which was not recommended by the teacher, s/he will be expected to remain at the selected level for at least one academic quarter. A level change may be made earlier, but only in extreme circumstances and with the approval of the Department Director and a school administrator. Students must remain in their originally scheduled courses until they have received official notification from the guidance counselor to enter the new course.

Course Level Changes

- If a student starts a course at one level, and then decides to change levels (e.g. from H to CP, or in the other direction), s/he must follow the course placement review process described above.
- After the course level change has been made, any course marks that the student earned in the course into which s/he was initially placed will remain unchanged. Thus:
 1. If a student began the year in an honors course and received a "C" first quarter in that course and then transferred to a CP section, the grade of "C" would remain on the student's transcript (followed by a "W" to indicate that the student has subsequently withdrawn from the course with a passing grade). The "C" from the honors course would be averaged with the remaining quarters' marks to determine the final CP course grade. If a student changed course levels before the first quarter grades had been calculated, their grades from the initial course would be averaged into his/hers new course without alteration.

Adding or Dropping a Course

Course changes will only be considered for students who are misplaced in terms of their ability relative to the level of the course in which they are currently enrolled. To move from AP to Honors, or Honors to CP, misplacement will be evidenced by a lack of academic progress despite consistent effort and regular attendance at extra help sessions. To move from CP to Honors, or from Honors to AP, students will have to demonstrate mastery of course material; for example, achieving an A+ for the first quarter grade in their current class. In addition:

- Course changes will only be considered during the two weeks following the end of first quarter.
- Must meet the approval of the current teacher and associated director.
- May not be granted if moving the student causes sections to be over or under enrolled.

Note: Changes outside the two week period will only be considered for extreme circumstances and must bear administrative approval. Please be aware that if approved, students will be placed into the receiving section that has the lowest enrollment, this may necessitate other alterations to the student's schedule in order to accommodate the change.

Independent Study

Independent Study is a unique program that Belmont High School offers for students in grades 10 through 12. Sophomores and juniors are limited to one independent study course per semester. Seniors may undertake up to two independent study courses per semester. Ninth graders may not enroll in Independent Study.

This program broadens the curriculum by offering students an opportunity to pursue an area of **academic** interest online or at a college or university. Students will need to secure the guidance of an in-school advisor who is willing to mentor and assist the student. Independent Study courses may not replicate the existing curriculum at Belmont High School.

It is important that students understand the workload for an independent study course is at least equal to a course offered at the high school. Students take responsibility for their own learning in an independent study course.

Additional information about the proposal submission process, student responsibilities, and grading and credits is available in the Main Office and published in the Program of Studies.

To ensure the quality and integrity of the independent study program only approved courses offered by academic institutions will be considered for independent study credit.

Homework

It is suggested that each student have regular hours of homework. The average student has five or six major subjects to study each day, each of which requires adequate preparation. We recommend that each student make out a program of home study similar to the program he or she follows during the school day. Such a program will not only assure the student of better results in school work but will lead to regulated, well-formed habits so necessary in later life. Parents are expected to assume an active role in the supervision of home study schedules and practices.

Make-up Assignments

Students absent from school are expected to make up all work assigned or completed during their absence. It is the student's responsibility to ask teachers about work that needs to be made up. Many teachers also place their course assignments on Edline. Students are allowed twice the number of days they were absent to make up missed work (weekends and vacation days count towards this allowance), except as noted below (when class is missed due to tardiness or dismissal). In the event of a student's multiple day absence due to illness, parents may request homework assignments through the guidance office. Teachers will generally submit assignment information within twenty-four (24) hours of the request.

When a student misses a class in which a test/quiz is given due to tardiness or dismissal, s(he) will be expected to take the test/quiz on the day of their return at the convenience of the teacher. If the student misses the test due to a dismissal and returns to school, the student will be expected to take the assessment that day. It is the student's responsibility to make these arrangements. In extenuating circumstances, teachers may grant additional time for making up work. Work not completed and turned in within the allotted time may not be accepted for credit; students may be assigned a zero for such work.

Summer Assignments

Summer reading assignments seek to foster love of reading, encourage both creative and critical thinking, develop students' skills in the area of inference and analysis, and support year-round learning.

Each academic department has specific summer reading assignments in addition to the traditional Advanced Placement program requirements. These readings and assignments may be secured from classroom teachers, department directors, or may be found on the school web site.

Summer School

Belmont High School does not offer a summer school program but will accept courses from recognized schools. Students may not substitute a summer school course for a regular school course but they may make-up a failing grade in a course unless the failure is due to unexcused absences or tardies.

In order to receive credit from Belmont High School for courses taken in summer school in which a passing grade has been earned, the following conditions apply:

1. The course must have been originally taken and completed with at least 50% of the marking quarters passed (two marking quarters for a full-year course, one marking quarter for a semester course), the student must have earned a final average of not less than fifty (50%), and the student must have not missed more that 25% of the class meetings during the school year.
2. Credit will not be given without prior approval from a high school administrator.
3. A maximum of two courses may be taken per academic year in summer school for credit.

Physical Education

All students at Belmont High School must complete four years of physical education in order to graduate. One Physical Education (P.E.) credit is awarded for the completion of one semester of coursework, for a total of eight required credits over four years. All ninth grade students must complete Wellness, a year-long course that is worth two credits. All eleventh grade students must take Positive Decision-Making, a semester length, one-credit course. Students may not earn more than one P.E. credit per semester, or two credits per year.

Earning Physical Education Credits

In addition to the two required courses, there are three ways students may earn the remaining five P.E. credits needed for graduation. Students may combine any two of the three ways of earning P.E. credits to earn their two-credits per year. The first way to earn P.E. credits is through enrolling in a course that is offered during the regular school day. Each semester-length course in the Program of Studies is worth one P.E. credit. Students can arrange to enroll in P.E. courses during regular course selection in the spring.

The second way for students to complete their P.E. requirements is to compete in a Massachusetts Interscholastic Athletic Association-sanctioned sport. Each season of competition (fall, winter, or spring) is awarded one credit.

The third way students can fulfill their P.E. requirements is through the completion of an "Independent Study" course. Independent Study

Credit can be earned through participating in organized activities that are outside of the BHS program. Some examples of acceptable activities are participation on a “club” team, such as rugby, crew, or ultimate frisbee or participation in a physical activity that is “instructionally-based,” such as a dance program, or martial-arts lessons. Depending on the nature of the activity, students may enroll in an Independent Study in Physical Education that is either ½ year (one credit) or a full year (two credits) in length. Independent Study Courses must meet for at least 30 hours per semester. As is the case with all Independent Study Courses at BHS, a student may not take an Independent Study in P.E. that replicates the existing BHS curriculum. The full set of rules governing Independent Study courses can be found on “Page 6” of the 2012-2013 BHS Program of Studies. Forms for Independent Study in P.E. are available in the Guidance Office and completed forms for First-Semester and Full-Year Independent Studies will be returned by the first Monday in June. Forms for spring Independent Studies will be due the first Friday after the holiday break in January.

CODE OF CONDUCT

Appropriate student conduct is an essential part of the educational system at Belmont High School. This Code of Student Conduct is designed with a twofold purpose. The first is to ensure that all students are able to reach their full potentials as learners through the creation of a school environment that is both safe and free from unnecessary disruption. The second purpose is to instruct students in the behaviors that are practiced by responsible citizens in our society.

It is impossible to include in the handbook the full set of behaviors that might result in disciplinary action. Disciplinary consequences will be assigned when deemed appropriate by an administrator or staff member.

Discipline Procedures

Disciplinary action may take the form of, but is not limited to, being assigned to directed study, work details, and/or suspension.

As discipline is a necessary component of Belmont High School’s educational program, outside commitments, such as work or athletics, will not excuse a student from a disciplinary obligation. Students who do not meet their obligations as set can be assigned further action including suspension.

There are many techniques employed as consequences for student behaviors that run contrary to our Code of Conduct. The three most commonly employed are Teacher Detention, Work Details and Out-of-School Suspension. Since building positive relationships with staff members and instruction in appropriate behavior is essential to maintaining a positive learning environment, communication between

staff, students and parents is an essential component of our Code of Conduct.

Teacher Detention

Teacher detention can occur either during mutual free periods of the student and teacher, or during before and after school hours. The length of teacher detention is at the discretion of the individual staff member, but should be no longer than one hour. Students may be assigned a teacher detention for a violation of classroom rules, including unexcused absences and tardies as is outlined under *Attendance* in this handbook. Students will be given 24 hours notice before having to serve a teacher detention that occurs after the end of the school day.

Work Details

Students who commit infractions outside of the classroom, or those who continuously disrupt the classroom learning environment may be assigned a consequence from their assistant principal. These consequences typically take the form of Work Details, or service work to be done in the school. Typical Work Details include cleaning the hallways and cafeteria, and assistance with clerical tasks in the main office. Work Details are served by students during their free mods and are supervised by campus monitors. Prior to the assignment of a Work Detail, students will have a meeting with their assigned assistant principal. During this meeting, students will be given the opportunity to present any relevant information and will process their behavior with the administrator. When a student is assigned a Work Detail by a member of the administration parents will be notified via the school's email system and in writing by the school.

Out of School Suspension

Suspension of a student will be used as a disciplinary measure in the case of serious offense by a student or when, in the opinion of the administration, a continuum of offenses requires that the student is suspended from school. The duration of each suspension will be at the discretion of the administration. When a suspension is contemplated by an administrator, the student will first meet with a member of the administration in order to present their own view of the incident. The notice and opportunity to be heard, as described above, shall be given prior to the imposition of any suspension, unless in the opinion of the administrator, the student's continued presence in the building constitutes a reasonably apparent threat to the health, safety, or welfare of other students and/or staff. After reaching a determination that suspension is an appropriate consequence, the administrator will notify the parent either in person, or by phone and in writing.

Students who are suspended from school may not be present on school grounds, or at any school sponsored activities, may not attend or

participate in athletic games, practices of meets, and may not attend field trips. The prohibition on attendance at outside activities begins when a student is notified of the suspension and ends on the day he/she returns to school. (For example, a student is informed on Friday that they s/he will be serving a one-day suspension on the following Monday. The student would be ineligible to participate beginning on Friday afternoon and would be again be eligible on Tuesday.)

Suspensions do not count as unexcused absences for the purpose of attendance reporting. Students who are serving a suspension are expected to make-up all assignments missed while they were out of school due to suspension, and will be subject to the same requirements for extended deadlines as students who are "absent excused." Students who are suspended are responsible for collecting a list of missed assignments and should consult Edline and meet with teachers upon their return to school in order to gather make-up work.

Expulsion from Belmont High School

While our school philosophy towards discipline is designed to teach students how to behave appropriately in Belmont High School and in society, the Massachusetts State Legislature has determined that there are certain offenses that may require a long term suspension (more than ten days) or a permanent expulsion of a student from school. Massachusetts General Law Chapter 71, Sections 37H and 37H½ outline the conditions through which a student may be expelled from school. The provisions of Section 37H are as follows:

(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 94 C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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; the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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 days from the date of the expulsion in which to notify the superintendent of his/her

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

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.

The provisions of Section 37H ½ are as follows:

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 their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental

effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to 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/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.

Except for those circumstances addressed by M.G.L. c. 71, s.37H and 37H ½, only the school committee may expel a student from school. The school committee must provide the student and his/her parents the opportunity for a hearing before the student is expelled for the alleged offense. At such hearing, the student is entitled to the following procedural rights:

- Written notice of the charges against him/her;
- The right to be represented by an attorney or advocate (at the student's expense)
- Adequate time to prepare for the hearing;
- The right to question witnesses at the hearing;
- The right to have the proceedings tape recorded and translated into the parent's or guardian's primary language;
- The right to request that the hearing be held in an open public session rather than in a close or executive session; and
- A reasonably prompt, written decision including specific grounds for the decision.

Descriptions of Infractions

The remaining sections in this Code of Conduct describe some of the more frequent student offenses and how to avoid them. The list

provided here is in no way meant to be exhaustive. Individual situations sometimes arise where members of the BHS administration and staff will need to use their judgment in determining whether a behavior is contrary to the Core Values and Expectations of Belmont High School. Likewise, the consequences listed here are also meant to serve as a guideline. The administration of BHS reserves the right to use judgment in determining the consequences for individual events.

Academic Honesty

The Belmont High School community holds the authenticity and quality of student work as critical to the educational process. Plagiarism is considered a serious violation of the school's educational goals. Any student who knowingly or willingly copies part or all of the work of another student, any student who allows part or all of his/her work to be copied by another student, or any student who quotes directly from any source, including the Internet, and does not credit the author of that material will be considered to have plagiarized.

The following behaviors are examples of cheating:

1. Homework/lab reports: A student is cheating when he/she attempts to copy or borrow another student's homework.
2. Quizzes/tests/mid-year and final exams: A student is cheating when he/she attempts to gain any information from another student or from any unauthorized materials.
3. Written projects/research reports: A student is cheating when he/she uses anyone else's words or ideas without documentation (plagiarism).
4. Grades: A student is cheating when he/she changes a grade or answer on a paper/test or quiz.

Students are also to be considered as having cheated if they provide the information or materials for other students for uses as identified above.

When it has been determined that a student is guilty of cheating or plagiarism, the student will receive a zero for the work, disciplinary action, possible suspension, and the teacher will notify the parent by telephone.

Cheating and plagiarism are serious offenses that may also affect standing in National Honor Society, school sponsored events, eligibility for scholarships and may also jeopardize character references.

Alcohol/Drug Policy

The abuse of alcohol and drugs is clearly against the law and clearly in opposition to school regulations. Equally serious are the detrimental physical and emotional effects caused by alcohol and drug abuse.

Students who possess, use, sell, dispense, exchange, or are under the influence of controlled substances, including alcohol, and also including drug-related paraphernalia (including but not limited to cigarette rolling papers, lighters and matches) on school grounds at any

time or at any school sponsored function are subject to immediate out-of-school suspension and/or possible expulsion. Further, involvement with the local police department will occur, leading to possible court action. The principal will be notified of every infraction of this policy.

The procedure outlined below, in conjunction with school rules and regulations is the policy for Belmont schools regarding the discovery of drugs and/or alcohol in school, on school grounds or at school sponsored functions. The four situations under consideration are:

- a student found under the influence of drugs or alcohol
- a student found to be in possession of drugs or alcohol
- a student found to be distributing drugs or alcohol
- a student found to be in possession of drug-related paraphernalia

Upon finding a student to be under the influence of drugs or alcohol, a faculty member will escort the student to either the Assistant Principal or the Principal. The exception would be if there is cause for medical attention, the student shall be taken directly to the nurse who will then notify the Principal or Assistant Principal of the situation.

Next, the parents will be notified and required to respond and remove the student from school grounds for the period of time indicated below. When returning to school, the student must be accompanied by a parent, at which time a conference will be held with the student, parent, guidance counselor and/or Assistant Principal. All incidents shall be reported to the Principal and the police.

In the case of a student found to be distributing or of having drugs or alcohol in his/her possession, the policy is the same as described above, with the addition of the juvenile officer being directly involved. It should be noted that the school retains the right to randomly conduct periodic searches of students' lockers.

In addition to the suspension and expulsion process authorized by M.G.L. 71, s. 37H, if a student is involved in a drug or alcohol related incident on school property before, during or after school or at any school sponsored event, he/she may expect the following penalties:

When a student has been found with drug-related paraphernalia in his/her possession, with drugs and/or alcohol in his/her possession, or to be drinking or to have taken drugs, the following actions may be taken in any order, at the discretion of the administration:

- notification of parents
- notification of police
- suspension from school for up to 10 days. The student will be removed from school grounds by a parent or guardian upon notification of such an incident. As in all suspensions the student has a right to a hearing with the Principal. At the discretion of the Principal, a conference involving the student, parent, appropriate administrator and the student's guidance counselor shall be held. The guidance counselor in all such cases will make a recommendation to the

Principal concerning the possibility of further professional counseling.

- suspension from all extracurricular activities for 15 school days.
- suspension from school-sponsored dances and other social events for up to one calendar year; students may regain the privilege of attending some dances and social events by electing to participate in alcohol education classes.
- assignment of up to 10 hours of public restitution work, the nature of which will be determined by the school administration.
- for those inducted into National Honors Society, referral to Faculty Council for possible sanction.

On the second offense, the student will receive all of the above and:

- suspension from all extracurricular activities for 45 school days
- possible expulsion

When a student has been found to be distributing drugs or alcohol, the following actions will be taken:

- notification of police;
- notification of parents;
- suspension pending disciplinary action including the possibility of expulsion;
- The guidance counselor in all such cases will make a recommendation to the Principal concerning the possibility of further professional counseling.

If a student is permitted to return to school, he/she may expect:

- suspension from all extracurricular activities for one calendar year

In addition to the Belmont High School policy and consequences described above, the M.I.A.A Chemical Health Rule is applicable to students who participate in extra-curricular athletics.

Electronic Devices/Recreational Equipment

Frisbees, hackey-sacs, skateboards, playing cards, athletic equipment or other items/activities of this nature are not to be used in or around the school; if brought to school they must immediately be secured in a locker until the end of day. If a violation occurs, these items may be confiscated for five days as outlined where they will be held for a period of five consecutive school days.

Headphones and other electronic devices (cell phones, pagers, i-Pods, etc.) must be turned off and put away (out of sight) when students are in class or in the library. If students use electronic devices in ways that are disruptive to the learning environment within the school, such items will be confiscated and sent to the office where they will be held

for a period of five consecutive school days (devices may be held over weekends and vacations until this obligation is met); offenders may additionally be assessed a disciplinary action. Students may not remove any part of a device that has been confiscated.

Recording and taking pictures on school property and/or posting of these on the internet is forbidden and subject to school discipline.

Fighting

Self-control is expected on all occasions. Students who hit or push others create a dangerous situation and will be subject to suspension. When, in the judgment of a high school administrator, one student has clearly provoked another through words or actions, that student may be penalized more than the others involved in the incident.

Fire Alarm Boxes & Fire Extinguishers

Activating false alarms or in any way tampering with fire and safety equipment is against the law. Persons found responsible for such abuse will be suspended from school and their names will be made known to the police and fire chiefs.

Gambling & Card Playing

Gambling, card playing and other games are not permitted in school. Students participating in any of these activities may be subject to disciplinary action up to and including suspension.

Hazing

The term hazing refers to 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. Massachusetts General Laws, Chapter 269, ss. 17 – 19 are reprinted below.

Chapter 269, Section 17 – Crime of Hazing, Definition, Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing," 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, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269, Section 18 – Duty to Report Hazing

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

Chapter 269, Section 19 – Hazing Statutes to be Provided, Statement of Compliance, and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

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

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the

provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution that fails to make such report.

Belmont Policy on Hazing:

In addition to the above cited penalties, students engaged in the act of hazing will be subject to disciplinary action up to suspension and/or expulsion.

Non-compliance

Faculty and staff members are responsible for maintaining a safe and pleasant atmosphere within the school and at all school functions. A student who does not comply with a faculty member's request may be subject to disciplinary action including possible suspension. A student who refuses to give her/his name to a staff member or who gives a false name to a staff member may expect to receive disciplinary action and/or suspension.

Stealing

Any student involved in the act of stealing and/or found in possession of property stolen from another student, a member of the faculty or staff, or from the confines of the High School will be suspended for up to five (5) days and will have to make full restitution.

The school may notify the police of the theft. Students who, without permission, have keys to the High School facilities will be subject to the above penalties.

Use/Possession of Tobacco Products

Smoking, the use of snuff, chewing tobacco or any other tobacco product is not permitted in school or anywhere on school grounds. Additionally, possession of cigarettes, snuff, chewing tobacco or other tobacco related products (to include, but not limited to lighters, rolling papers and matches) is not permitted. These items will be confiscated and sent to the office. Students found in violation of the tobacco products policy will be subject to disciplinary action.

Vandalism

A student performing any action which results in the damage of school property or of the property of others will be subject to disciplinary action up to and including suspension for five (5) days, and will be required to make full restitution. The police will be notified.

Vandalism includes inappropriate use of technology that interferes with other students' use of the technology for educational purposes.

Verbal and/or Physical abuse

Verbal abuse of faculty members or other school personnel will not be tolerated. Any student who verbally abuses or intimidates a faculty member or other school personnel will be subject to a maximum five (5) day suspension.

Physical abuse of faculty members or other school personnel will not be tolerated. Any student who physically abuses a staff member or any other school personnel will be reported to the Belmont Police, suspended for up to ten (10) school days, will be denied participation in all extracurricular activities or in any school activity for one full calendar year, and will be referred to the principal for the possibility of expulsion.

Students are expected to treat each other with respect at all times. Students who use abusive language verbally or in writing or who participate in any activity that offends other people will receive up to three (3) days of suspension. As described more fully in the harassment policy, comments that offend a person on the basis of their race, sex, ethnicity, disability, or sexual orientation are completely unacceptable and will be judged as extremely offensive. Language should be appropriate at all times in all parts of the building even if a student is speaking to him/herself.

Attendance Policy

Philosophy

Research shows that few factors within students' and families' control are more closely associated with academic success than school attendance. Students need to be in the classroom to benefit from the teacher's instruction, and from interactions and exchanges of ideas with peers. Excessive absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive in class on time. When an absence is warranted, parents/guardians must call in the absence to the attendance line by 2:00 p.m. of the day on which the student is absent. Belmont High School keeps accurate records of student attendance, and will communicate promptly and consistently with parents/guardians regarding attendance issues.

Key Points

- Students should be in school every scheduled day.

- Except in the case of excused late arrivals and early dismissals, students must be present in school from 7:35 a.m. to 2:00 p.m. or from 8:00 a.m. to 2:25 p.m. to be eligible to participate in any extracurricular activity offered by the school that day. In the case of excused late arrivals, students must be present in school by 10:30 a.m. and remain through 2:25 p.m. to participate in extracurricular activities. In the case of early dismissals, students must be in school by 7:35 a.m. and cannot be dismissed before 10:30 a.m. to participate in extracurricular activities. Attendance during the final school day before a weekend or vacation event will be used to determine a student's ability to participate.
- Students are expected to attend every class meeting. Attendance records are maintained on a course-by-course basis and requirements and consequences apply to each course individually.
- Recognizing that there are legitimate and unavoidable reasons for absence, parents/guardians must call in to the high school to excuse a student's absence. **To excuse a full day absence, the parent/guardian must call the high school attendance office at (617) 993-5999 prior to 2:00 p.m. of the school day on which the student is absent. If a full day absence is not called in by 2:00 p.m., the absence is unexcused.** The parent/guardian must leave a return telephone number, and a reason for the absence. No one except a parent or guardian may excuse an absence for a student.
- Grade penalties will be imposed for unexcused absences.
- All absences for school-sponsored field trips are considered excused.
- When a student comes to class without a pass more than fifteen minutes after formal instruction has begun, s/he is considered absent.
- In extenuating circumstances, a student or his/her parent/guardian may appeal to the administration to resolve attendance issues.

Excused Absences

Students are responsible for make-up work associated with excused absences. In addition to their availability during the school day, faculty members will establish a time before or after school when they are available to assist students with make-up work. If students are unable to come at this designated time, it is their responsibility to arrange a time to collect make-up assignments from their teachers, and to turn them in. Students are allowed twice the number of days they were absent to make up missed work (weekends and vacation days count towards this allowance). If a student is excused for an extended

period, the teacher shall determine an appropriate and reasonable time-frame for make-up work.

Teachers will make reasonable efforts to help students make up missed work, but students, parents and guardians must understand that time lost from class is irretrievable. The more often a student is absent from class, the greater the likelihood that his or her learning and grades may suffer.

Teachers will notify parents/guardians, guidance and an administrator when a student's excused absences are affecting his/her academic performance and a conference to discuss the issue may be arranged. Parent(s)/guardian(s) need not wait for a call to set up a conference. They are encouraged to contact their child's guidance counselor, teacher(s), and/or administrator regarding concerns about their child's attendance.

Unexcused Absences

When in school, students are expected to attend all classes and assigned meetings unless excused by an administrator or the nurse.

- If a student is in school, fails to attend a class, and does not have such an excuse, the absence is unexcused.
- If a student arrives more than 15 minutes late to a class without a pass, the tardy converts to an unexcused absence.
- If a parent fails to call a student out by 2:00 p.m. on the day of an absence, the school will classify the absence as unexcused. For dismissals, the call to dismiss must be received **before** the student misses the class.

Parents/guardians will be notified by the teacher each time a student has an unexcused absence. For each of the first two unexcused absences in a term, students will earn zeroes for work due or completed in class, have three percentage points deducted from their quarter average, and be assigned a teacher detention. **With the third unexcused absence, a student earns a failing grade for the marking period** and the teacher will notify the appropriate administrator. A student can only be failed for the quarter for cuts if the above steps are followed.

Tardiness

If a student arrives at class without a pass after formal instruction has commenced, s/he is tardy. Teachers will inform students when they are tardy, and may assign teacher detentions. With the third tardy, parent(s)/guardian(s) will be notified of academic consequences to be imposed for additional tardies. For the fourth and each subsequent tardy, one percentage point will be deducted from the student's quarter average. In addition, for the sixth and subsequent tardies, students will be referred to the office for disciplinary consequences.

Excused Late Arrivals and Early Dismissals

If students have doctors' appointments or other obligations that require them to arrive late at school, the parents/guardians must call prior to the student's arrival at school to excuse the late arrival. Students arriving late must immediately head to class upon entering the building.

Once the school day has begun and a student is in attendance, s/he may be dismissed via a parent/guardian phone call. Early dismissal phone calls must be received prior to the student's departure. Students who have been dismissed are expected to leave school grounds; students are not to be dismissed from a class to stay in school and do other class work.

If the school does not receive timely notification of a late arrival or early dismissal, the student's absence from any classes will be recorded as unexcused.

If the parent/guardian notifies the school, the student may return to school for a portion of the day after a dismissal. Students returning to school must immediately head to class upon entering the building. When a student misses a class due to tardiness or dismissal in which a test/quiz is given, s/he will be expected to take the test/quiz the day of their return at the convenience of the teacher. It is the student's responsibility to make these arrangements.

It is the student's responsibility to follow up with the teacher regarding missed work if s/he has missed a class due to a dismissal.

Standing Early Dismissals

Some students' classes are completed before 2:00 p.m. Parents/guardians may choose to submit a letter requesting a standing dismissal for their child for such days. A standing dismissal letter permits students to leave campus after his/her last class, and to return for participation in after-school extracurricular activities. If a student with a standing dismissal remains on school grounds after their dismissal time, they remain subject to all school rules. The administration retains the right to revoke a standing dismissal.

Many students' schedules change from first to second semester. All requests for standing dismissals must therefore be re-submitted at least one week prior to the start of second semester.

STUDENT SUPPORT SERVICES

Guidance Department

The Guidance Department assists students in dealing with academic decisions, career plans, personal problems, social skills, and other areas in preparing the student to take her/his place in society. The Guidance Department is located behind the main office area.

During the school year, the counselors have group meetings and individual conferences to address the issues of each year of high school and to help students make good decisions. Counselors meet with juniors and seniors regularly to begin the college orientation process. They provide support to all students throughout the year, and have a wealth of information that will help students plan their futures. Students should feel free to make appointments with their counselor when they need advice on any problem.

Parents/guardians are also welcome to make appointments with their child's counselor to discuss concerns about their child by calling 617-993-5910.

Registration

New students, accompanied by a parent or guardian, must register in the guidance office. All students who enter/withdraw from Belmont High School may be required to meet with and receive approval by the principal. Parents/guardians must accompany the student unless the student is 18 or over.

The following materials must be submitted at the time of registration: proof of residency, official transcripts, original health records (including proof of immunization), and the most recent MCAS scores (if available).

All students entering Belmont High School must meet the immunization requirements set up by Chapter 76, Section 15 of the General Laws of Massachusetts. Proof of immunization must be presented to the school nurse when registering for school. Failure to comply with this ruling will result in exclusion from school. (Please see the section on transfer credits).

Transfer/Withdrawal

Students transferring to another school or withdrawing from Belmont High School must submit an Official Withdrawal Notice signed by a parent/guardian (unless student is 16 or over) to the guidance office. Students must also return books and other school property to the office. Transcripts will not be released until the student has resolved any/all obligations and has officially withdrawn.

Transfer Credits

BHS will accept for credit courses from other secondary schools. Students successfully completing BHS equivalent courses at another secondary school cannot retake those courses at BHS. Acceptance of and the designation (college prep, honors, AP) of credits from other institutions is at the discretion of the BHS administration. Courses accepted for credit that do not logically correlate with BHS offerings will be assigned a generic title on the student transcript and may not carry the same credit value.

Transcripts

The guidance department works with students to prepare and mail their applications for college; there will be no fee for the first five transcripts sent by the guidance department. A fee of \$5.00 will be collected for each additional transcript sent by guidance to cover shipping and materials.

Library/Media Center

Hours

Monday – Friday

7:30 a.m. – 3:00 p.m. (Subject to Change)

The library is also open after school for silent study, research, and computer use. The schedule for extended hours is posted in September. The library/media center offers a place to study that is rich in resource materials. Remember that the library is an area designated for **quiet** study. **No food or drink is allowed in the library.**

The library often reaches maximum seating capacity. When this occurs, students must go to another location in the school, such as the cafeteria.

Circulating books may be checked out for one marking period. Reference books and reserve materials may be checked out overnight. An orientation to the print and non-print collection is conducted for all freshman students during the fall semester.

Nursing Services

The school nurse is available from 7:30 a.m. until 2:30 p.m. in her office. Students are encouraged to see the nurse about any health problem during a free period or between classes. If it is necessary to see the nurse during an assigned class, then the student must request a pass from the teacher. All accidents should be reported to the school nurse immediately. When a student becomes ill at school, the parents or guardian will be notified and expected to come for the student as soon as possible.

In order to provide a safe and healthy school environment, it is important for the school nurse to be informed of any health issues that may affect a student's performance in school or require special attention (e.g. injuries, allergies, asthma, diabetes, seizure disorders, etc.). Parents should contact the school nurse directly regarding these health issues (617-993-5929).

There are times when a student should remain at home for his/her own welfare and for the protection of other students. The following criteria may be used to determine when a child should remain at home:

- Has a cold in the contagious stage (first 3-5 days)
- Sore throat or swollen neck glands accompanied by fever
- Undiagnosed rash or skin eruptions
- Earache, red eyes or drainage from the eyes

- Tonsillitis or any communicable disease
- Fever over 100 degrees during the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Head lice

If a student your son/daughter develops a communicable disease (e.g. chicken pox, strep throat, scarlet fever, fifth's disease, head lice, etc.), the parent/guardian should notify the school nurse. This will enable the nurse to monitor the student's progress and other students' exposure. A student returning to school after a communicable disease must present a doctor's certificate stating that the student is free from the disease in its communicable form.

A student returning to school after an accident, operation, or serious illness (absent five or more consecutive days) must present a doctor's certificate stating that he/she may resume a full program including athletics or that he/she requires a modification of her/his school program to meet her/his physical needs. Examples of restrictions include no use of stairs, no Physical Education, and/or special seating accommodations.

Immunization

According to Massachusetts State law, all students in grades K – 12 attending schools within the state must be properly immunized. Evidence of the date of such immunization, signed by a doctor, must be on record at the school.

Verification of immunization from the following diseases is required:

Measles	Diphtheria	Hepatitis B
Mumps > MMR	Polio > DPT	Varicella (chickenpox)
Rubella	Tetanus	

Medications

If medications are to be given in school, the following guidelines need to be followed:

- Prescribed medications must be in the pharmacy bottle and labeled with the doctor's name, dosage, date, etc.
- Over-the-counter medications must be in the original manufacturer-labeled container.
- A medical permission form must be signed by the parent and physician for any over-the-counter (including Tylenol or Ibuprofen) or prescription medications. Forms are available in the nurse's office.
- Student's should not transport any medication to school.
- All medicines are to be kept in the nurse's office.
- It is the responsibility of the student to come to the health clinic at the required time.

If the above guidelines are not followed, the school will be unable to dispense the medication. Should further clarification of the medication policy be necessary, please contact the school nurse.

Physical Examinations

Physical examinations are required of all tenth grade students, new students, students having special needs evaluations, and students participating in athletics. All students participating in interscholastic athletics must have a physical examination within one calendar year of the first day of the sport season in which they are participating. This physical must be turned in to the school nurse before try-outs.

Religious Exclusion

If parents have any objections on the basis of their religion to routine physical examinations, immunizations, first aid in emergencies, or other medical procedures that might occur in the school, it is important that they contact the school in writing so that the information may be recorded.

Tutoring

Tutoring in the home or hospital will be provided to each child who, in the judgment of the child's physician, will have to remain at home or in the hospital for a period of not less than fourteen (14) consecutive days during any school year.

Any student who is or will be absent from school for medical reasons for at least fourteen (14) days, must submit the physician's written statement (SPED-766-11A) to the school nurse before any tutoring can be started. After reviewing the request, the nurse will forward the information to the special education coordinator for final approval and assignment of a tutor.

STUDENT ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

Athletics

Belmont High School is a member of the Middlesex League and abides by the guidelines established by the Middlesex League and the Massachusetts Interscholastic Athletic Association.

Participation in the Belmont High School athletic program is a privilege, and all student-athletes are expected to provide a leadership role for other members of the student body, and to always act in an exemplary manner that will be complimentary to the team, school, and community. Student athletes may be disciplined for conduct unbecoming of an athlete.

Interscholastic athletics are intended to provide a competitive experience for our most qualified student athletes. Strong programs are offered for both girls and boys throughout the three seasons. The lessons of teamwork, pride in accomplishment, and good sportsmanship

learned on the playing fields are valuable to all who participate. We urge students to consider athletics as an integral part of their education. Participation on an athletic team can be a rewarding experience. It is important that students and parents realize the time demands, commitment, dedication, and sacrifices required for participation on an athletic team before making this commitment.

Athletics are important, but academic responsibilities are a priority; no student shall be penalized for missing practice or a game to attend to academic obligations.

Participation Requirements

In order for students to participate in athletics they must complete the following forms: parent permission, transportation, and chemical health. Students must also have a physical examination by a doctor within the last twelve months, and meet the following academic eligibility requirements:

- For the fall marking period, students are required to have passed for the previous academic year the equivalent of four full-year courses;
- For subsequent marking periods, students must secure during the last marking period preceding the contest a passing grade in the equivalent of four full-year courses; and
- Students must maintain an unrounded, quarterly, simple (non-weighted) GPA of 1.70. In Order to be eligible for the fall season, the student must earn the 1.70 GPA in the 4th quarter of the preceding year.

Any student deemed ineligible at the start of a season will remain ineligible for the duration of the season. If a student becomes 19 years old before September 1 of the upcoming academic year, s/he is no longer eligible.

Activity Fee

Activity fees are assessed for interscholastic sports and other extracurricular activities and clubs. These funds are used to offset the cost of sponsoring all student activities at Belmont High School and are payable as a condition of participation. In a given year, the fee for the first sport a student participates in is \$450; the second sport is \$300; any additional sports will be \$150 each. These fees are assessed per student and there is no family cap. There is a \$275 fee for each student who participates in the after school fine and performing arts program. Participation in extracurricular activities and clubs is subject to a \$100 activity fee. NOTE: These are the current fees for the 2011-2012 school year and are subject to change.

Sports Offered

(NOTE: The Sports Offered are Subject to Change at Anytime)

Belmont High School offers ten sports during the fall season. Practices begin on the Monday before Labor Day, with most teams ending league competition in late October. Tournament qualifications for varsity teams could have teams participating into November. Football concludes its regular season on Thanksgiving Day.

Fall Sports

Cheerleading (V)
Cross Country—Boys, Girls (V, JV)
Field Hockey (V, JV, F)
Football (V, JV, F)
Golf (V)
Soccer—Boys, Girls (V, JV, F)
Swimming—Girls (V, JV)
Volleyball—Girls (V, JV)

Belmont High School offers eleven sports during the winter season. Practices begin on the Monday after Thanksgiving, with most teams ending league competition before the February vacation. Tournament qualifications for varsity teams could have teams participating in March.

Winter Sports

Basketball—Boys, Girls (V, JV, F)
Cheerleading (V)
Ice Hockey—Boys, Girls (V, JV)
Skiing—Boys, Girls (V)
Swimming—Boys (V, JV)
Indoor Track—Boys, Girls (V, JV)
Wrestling (V, JV)

Belmont High School offers seven sports during the spring season. Practices begin on the third Monday in March, with most teams ending league competition before June 1st. Tournament qualifications for varsity teams and individual athletes could have them participating into June, and for seniors, after graduation.

Spring Sports

Baseball (V, JV, F)
Lacrosse (V, JV)
Softball (V, JV, F)
Spring Track—Boys, Girls (V, JV)
Tennis—Boys, Girls (V, JV)

Tryouts

Students must meet the eligibility requirements prior to attending any tryout or practice session.

The coaching staff of each sport has the sole responsibility for selecting team members, determining the level of play most beneficial to the development of the player and team, and the amount of playing time. During the tryout period, each coach will provide an explanation of

her/his expectations. It is the responsibility of the student to demonstrate to the coach that she/he can fulfill these expectations. If a student is not selected for a team, it is her/his responsibility to contact the coach personally if an explanation is wanted. Once a student has been selected for a team, she/he may not quit that team in order to join another team.

Player concerns must be addressed first between the coach and the player. If a significant issue is not resolved, parents should plan to meet with the coach. If a resolution is not reached between the student-athlete, parent(s), and coach; the matter may be presented to the Director of Athletics.

Expectations for Team Members

Athletes who have made a team have made a commitment to be at all practice sessions, contests, and team meetings. Any team member who must be late, or miss a practice or contest for any reason must confer with the team coach. Absences from practices or contests jeopardize retaining a position on a team or the reception of any team or individual awards.

Mandatory practices are held daily for approximately two hours, or as appropriate to the sport. Some practices and games are held on Saturdays. No practice may be held without a Belmont High School coaching staff member present.

- All students shall abide by the rules and regulations set forth by their coaches and the athletic department.
- All students shall refrain from the use of alcohol, tobacco products, and drugs.
- All students shall be responsible for all equipment issued regardless of the circumstance of its loss or theft.
- Students absent from school on the day of a game, scrimmage, or practice will not be permitted to participate in the activity. Students must be present in school from 8:30 a.m. to 2:00 p.m. to be eligible to participate in any extracurricular activity offered by the school that day. This includes athletic events, social and academic activities and any other extracurricular activity. Only the administration can excuse an absence.

Levels of Competition

Varsity Teams compete successfully with other Middlesex League schools and with other schools or individuals of a similar division in State Tournament competition. Assessments will be made by the coach throughout the season relative to the level most beneficial to the development and progress of each player and team. It should be understood that at the varsity level playing time could be limited under certain conditions.

Belmont High School offers several sub-varsity teams in order to allow as many students as possible to participate and share in the experience and benefits derived from team membership and to further skill development and conditioning for possible future higher level competition. The emphasis of the program at the sub-varsity level is on the development of basic skills, appropriate attitudes, and team concepts through competition.

School Equipment

Students are responsible for and are expected to maintain proper care of all athletic equipment and uniforms issued to them. Once issued, students are responsible for payment of any items lost, stolen, or damaged. Students are not to wear athletic uniforms at any time other than those allowable by special team regulations.

M.I.A.A. Bona Fide Team Member Rule

A bona fide member of the school team is a student who is consistently present for, and actively participates in all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First Offense: Student athlete is suspended for 25% of the season. Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.

MIAA Bona Fide Team Member Waiver Guidelines

On occasion, a student might find himself/herself in potential conflict with this rule. This can happen when a student-athlete has an association with an out-of-school team or has an opportunity to participate in some special tournament or on a special team. A waiver of the bona fide team rule excusing the student from the school activity that day and allowing the student to participate in such a non-school event is possible under the guidelines set forth below. Before a waiver request is submitted ALL of the following considerations must be present:

- A) The non-school event must be a significant experience -- not one normally available to most anyone.
- B) The invitation must have come from a personalized invitation -- not a form letter that went to a large number of students.
- C) It must be clear that the student is not being exploited and that the student is truly being singled out to participate.
- D) The amount of time being missed from school will definitely be considered.
- E) The number of school team activities being missed will be a factor

considered.

F) There is a limit to the number of times that a student could qualify for a waiver. It would be extremely rare that a student-athlete would be granted more than one waiver.

G) The request for a waiver must have the written support of the school principal, the athletic director, and the coach.

Waivers will be considered on an individual basis on the merits of each case. Requests for a waiver can only be submitted to the MIAA by the Building Principal.

M.I.A.A. Chemical Health Rule

In addition to the Belmont High School policy and consequences listed in the *Alcohol/Drug Policy* section of this handbook, the following applies to students who participate in interscholastic athletics.

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. Furthermore, Belmont High School student-athletes shall not be present where other minors are using or in possession of alcohol or illegal drugs (e.g., All students present at a "house party" where alcohol or drugs are present will be in violation of this rule regardless of whether they personally possessed or consumed a prohibited substance). This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

The penalties for violation of this rule are:

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests for that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student,

these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 60% of the season. If the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 40% of the season.

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

M.I.A.A. Taunting Rule

Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters.

Examples of taunting include but are not limited to: "trash talk," defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontations by one player to another and standing over/straddling a tackled or fallen player.

At all MIAA contest sites and tournament venues, event organizers may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, leadership, service, and character. Students cannot apply for membership. To be eligible, a student must be in attendance at

Belmont High School one semester and meet the criteria for scholarship, leadership, service, and character that are listed below (adapted from the National Honor Society Handbook).

Scholarship

Students must have a minimum cumulative grade point average of 3.4.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude.

Service

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, or volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools

- Shows courtesy by assisting visitors, teachers, and students.

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistake of others
- Actively helps rid the school of bad influences or environment.

Selection will be by a majority vote of the faculty council. Students must submit proof of leadership, community service, and references for character.

The faculty council shall meet to select members and to consider dismissal, non-selection, and warning cases. Upon request from students not selected for this honor, every effort will be made to explain the selection process. Schools are not obliged to share with parents and students information concerning non-selection of specific students. The principal will listen to concerns from students not selected or from the parent(s)/guardian(s) of such students. At the principal's discretion, the faculty committee may be reconvened.

Once selected, members are required to continue to demonstrate the qualities of scholarship, character, leadership, and service; and to fulfill other responsibilities outlined in the National Honor Society Constitution. If a student fails to continue to demonstrate these qualities, their standing in NHS will be subject to review by the Faculty Council in accordance with Article X of the NHS Constitution.

The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

The principal shall reserve the right to approve all activities and decisions of the faculty council and chapter.

Student Government

Student Government Officers are elected in the spring. Their first responsibility is to carry out their duties as outlined in the Constitution.

Belmont High School Student Government Constitution

Preamble

The name of this association shall be the *Belmont High School Student Government*. Its membership is open to all students of Belmont High School.

The purpose of this organization shall be to provide:

- a means to improve student participation and communication in student government activities;
- an understanding and education in the democratic processes as practiced in the United States;
- opportunity and incentive for leadership;
- a fostering of closer relationships between the Student Government and various class governments;
- and a channel for student participation with faculty and administration in projects of school wide concern

Areas of Student Responsibility

- I. The Student Government is responsible to the Principal.
- II. The Student Government is responsible to the students as follows:
It shall:
 1. present proposals of student concern for consideration by the faculty and administration. Consideration means to talk, think and act accordingly
 2. build communication through the school in order to inform students, teachers and administrators of student interests
 3. join faculty and administration on projects of general concern such as curriculum planning and uses of the building
 4. study applications for charters of new clubs and recommend them to the administration
 5. initiate procedures to discontinue clubs that no longer reflect student interests and make recommendations to the administration
 6. join with the faculty and administration in the formulation of a written behavior code
 7. compose and publish a handbook describing the school for the information of students and parents
 8. organize and carry out an orientation program for all new students
 9. program student assemblies
 10. direct student elections
 11. establish a student grievance board

Student Government Structure

- I. The Student Government shall consist of:
 1. the five student advisors to the school committee

2. representatives from each class elected at large
 3. the President of each class
- II. The Student Government is responsible to the students as follows:
It shall:
1. present proposals of student concern for consideration by the faculty and administration. These proposals are to be determined by bimonthly ballots cast by interested members of the student body, as well as by the general consensus of the student government.
 2. build communication through the school in order to inform students, teachers, and administrators of student interests.
- III. Student Government members shall be elected as follows:
1. The five student advisors to the school committee will be elected in the spring for a one-year term, and shall take office in June
 2. Four representatives from each class will be elected at large. This election will be held in September. They will hold office until the next election.
 3. The class officers shall be elected in May for a one-year term, and shall take office on June 1.
 4. The chairperson of the Student Government shall be one of the five advisors to the school committee elected in September by the other members of the Student Government.
- IV. An *Executive Board* shall determine the agenda for formal meetings of the Student Government. The executive board is composed of five student government members elected by the S.G. at the first meeting in September and includes the Chairperson as presiding officer.
- V. All meetings of the Student Government are open to the entire student body.
- VI. Duties of the Student Government Chairperson are as follows:
1. to preside at meetings of the Executive Board as a voting member;
 2. to preside at meetings of the Student Government as a voting member;
 3. to carry out decisions of the Student Government;
 4. to call executive board meetings of the Student Government;
 5. to keep in close communication with the Principal and Faculty Advisor
- VII. Duties of each Student Government Member are as follows:
1. to attend all meetings of the Student Government;
 2. to fulfill the responsibilities of Student Government as outlined in the Constitution.

Amendments

Amendments to this Constitution shall require the approval of two thirds of the Student Government and a majority of the students.

Ratification

Ratification of this plan of government shall be by a majority vote of the students.

Class Officers

Class officers are elected in June for a one-year term effective immediately. Freshmen class officers are elected in September. Each class elects a president, vice-president, secretary and treasurer. The senior class has an additional officer, the assistant treasurer.

Election to any student government position is a significant honor and responsibility. Class officers are class leaders and role models and should abide by the rules in the Student Handbook and maintain academic eligibility (MIAA Standard) in order to participate in Student Government. If a class officer fails to meet these expectations, the Principal may suspend or revoke a student's class office.

Election

Elections for class and student government officers and representatives will be held in the spring. Candidates will be required to fill out nomination papers and will have an opportunity to hang campaign posters in certain areas of the school. Campaign speeches before their fellow students may be required.

SCHOOL POLICY STATEMENTS

Campus Grounds

Students may not leave campus at any time during the school day including **lunchtime or unscheduled periods**, unless a parent/guardian has called to dismiss them for a valid reason or they have open campus privileges. A note or call after the fact is not acceptable. Students are advised to check with the attendance secretary to determine the status of their dismissal.

Two yellow lines painted on the street in front of the building mark campus grounds. All areas outside of these two yellow lines are considered off campus (which includes the back of the building, the side of the gym facing the fields, the loading dock and all parking lots). Therefore, a student can be off campus even though they are still on school department property. A student who leaves school grounds as defined in this handbook more than once in a school year may be **suspended**. Students who illegally leave school grounds in an automobile twice in one school year will lose permission to bring their car to school for the remainder of that school year.

Dance Regulations

In order to ensure that school dances are run efficiently and safely with a minimum of problems, the following policies will be in effect:

1. All regular school policies will be in effect.
2. Students are required to submit a completed dance contract before they are allowed to purchase tickets.
3. Dances will be held in the high school cafeteria or on special occasions in the gymnasium.
4. Only neatly dressed students will be admitted to dances. Some dances may require suits, dresses, etc.
5. Students will not be admitted into dances 30 minutes after the start of the dance.
6. Students may ***not*** re-enter a dance once they have left the designated area.
7. Dances are for Belmont High School students only.
8. Students absent from school on the day of the dance or under current school suspensions are not permitted to attend dances.
9. Unauthorized entry to a dance will result in assessment of detentions and loss of the privilege of attending dances held at the school for the remainder of the school year.
10. The principal or his/her designee reserve the right to cancel school dances at his/her discretion.
11. Students must check coats, hats and bags before entering the dance.

Dress Code

The responsibility for the dress and appearance of students rests with individual students and parents. They have the right to determine how the student will dress, including wearing attire which is part of the students' religious practice, providing that attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process.

Clothing depicting references to alcohol, drugs, sex, tobacco products, violence, hate groups, other harassing categories, or evidencing inappropriate or discriminatory language is prohibited. Parent and student cooperation is requested.

Facilities

Students should take pride in their school and be responsible for picking up after themselves and others, keeping the corridors, classrooms, and cafeteria clean. Students should clear the cafeteria tables they have occupied whether or not they have created the litter.

Field Trips

Field trips can bring the school and the community closer together, a situation that can result in real life experiences that enrich the curriculum for students and also bring about better public relations. Field trips are a privilege and not a right. Students who have demonstrated uncooperative and/or inappropriate behavior may not be allowed to participate in the trip.

Requirements regarding field trips include:

- * All school rules are in effect during trips
- * All students must submit parental permission slips
- * All trips must contribute toward the educational program

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the Superintendent and the School Committee.

Overnight Field Trip Policy—Rules and Regulations

General

1. Only small personal music or video players with headsets will be allowed. No extension speakers of any kind.
2. There will be absolutely NO SMOKING while anywhere in the hotel, in uniform, or while using any mode of transportation.
3. Students may not leave the group without permission and without a chaperone
4. Under no circumstances will a student be allowed to leave the trip to visit relatives or friends.
5. Schedules are extremely important to the success of any trip. Anyone missing from their correct location at their designated time may result in the loss of privileges and being dropped from the following day's activities. To avoid this happening, be certain you are at your assigned pickup point a minimum of ten (10) minutes before your scheduled departure.
6. Chaperones are a direct extension of the trip leader. The chaperones have the right to use all appropriate disciplinary measures needed to control the situation at hand in the absence of the trip leader.
7. ANY adult has the right to enforce any rule or policy with all students. Please be courteous and respectful to adults. If you have a serious problem with an adult, please see the trip leader to discuss the problem.
8. In order for Belmont High School students to continue taking trips that use school time, it is imperative that students and parents understand that students are expected to attend the next full day of school upon returning from all trips.

Air Transportation

1. While in the airports, during stopovers and before initial boarding, everyone must stay with the group unless given permission to leave the group by the chaperone or unless accompanied by a chaperone.
2. References to the carrying of any contraband will be taken very seriously and may result in the student being detained and/or dropped from the trip with federal charges being filed. If this does occur, the parents will be held liable for any expense and/or financial loss incurred by Belmont High School.
3. The seat assignments for the flight will be made by the airlines themselves.
4. While on the airplane, students must stay in their seats with their seat belt securely fastened. Students must follow the directives and guidelines as outlined by the flight attendants.
5. Only ONE carry-on bag may be brought on the aircraft. This bag must be small enough to be stowed either under the seat or in the overhead compartment.
6. While on the aircraft, the airline personnel are in charge and all rules and regulations established by them will be strictly enforced.
7. Remember that there are other passengers on board and their right to a quiet trip must be upheld.
8. NO electronic devices are to be used during air travel unless authorized by airline personnel.

Land Transportation

1. When land transportation is used, every student will be assigned to a bus and will travel on that bus for the entire trip.
2. Students must remain seated, one person to a seat, at all times unless given permission to move around by the chaperone or bus driver. Students may not stand in the aisles or sit backwards in your seat.
3. No bus switches will be allowed to take place unless the trip leader gives permission.
4. NO ONE is allowed to leave the bus for any reason without permission of the bus chaperone.
5. When departing the bus for the day, students should make sure all your property is with them. We will not be responsible for any items lost or stolen.
6. Keep the bus clean at all times by using the proper receptacles for your trash and soft drink cans. Buses will be checked by the chaperones.

Hotel

1. Upon arrival at the hotel, students should conduct themselves appropriately. There is absolutely no running in the hotel or slamming doors. While in the hallways, individual voices should not be heard, talk in a quiet tone.
2. Students should let the leaders know in advance of parents or relatives visiting the hotel.
3. Students are forbidden to entertain outsiders in their rooms at any time.
4. There is no visitation from floor to floor unless during designated times.
5. Anyone throwing anything out of any hotel window will be dealt with severely.
6. All students assigned to a room will be held financially responsible for any damage or stolen property from their hotel room. Upon entering your assigned room, check the entire room and report even the slightest damage to your chaperone. This way you will not be held accountable for damage that has been caused previously.
7. Telephones in rooms are for emergency purposes and chaperone use only. Calls to home must be made a student's personal cell phone, the pay phones located in the lobby or through the chaperone's phone by the use of a calling card. There will be absolutely no calling between rooms.
8. On trips out of the country, only public phones are to be used, do not use any phones located in the hotel.
9. All visitations from room to room may only be done with the permission of the chaperones involved. Students participating in open visitation will be dressed in street clothes. If students remaining in the room want to go to bed and do not want to participate or visit, they may close their door only after clearing it with their chaperone.
10. No students will be allowed out of their rooms after curfew for any reason. After lights out, absolute quiet will prevail. If a student needs the nurse or a chaperone call for the chaperone on duty. Remember the hotel has other guests staying there and any infringement on their right to quiet will be handled severely.
11. No student will be allowed off the hotel grounds without permission of their chaperone.
12. There will only be one key issued per room and that will be the responsibility of the room captain. NO ONE but a chaperone may obtain an extra key from the front desk.
13. The trip leader or chaperone may enter a room any time they feel it becomes necessary in order to enforce the rules and regulations of the trip. This will be accomplished only after a chaperone or staff member of that particular gender has

- entered the room first to assure the leader or chaperone that all parties involved are fully and appropriately clothed.
14. Remember that the use of any of the hotel's swimming pools and the facilities at any water park are a privilege. Any unacceptable behavior or disregard for other patrons using the facilities will result in the loss of these privileges for the remainder of the trip as well as any further disciplinary action deemed necessary by the trip leader.
 15. NO ONE is to use any of the hotel pools at any time unless supervised by a staff member or chaperone.

Drug and Alcohol Policy

All rules and regulations which apply to Belmont Public Schools will be in effect throughout any school sponsored trip. Since a school sponsored trip is considered an extension of the school day, any infractions of rules involving alcohol or any controlled substance, will be dealt with severely by school personnel.

The school, including those authorized as a trip leader and/or chaperone, retains the right to randomly conduct periodic searches of students' luggage, hotel rooms and personal possessions.

In addition, any student found using/in possession of/distributing alcohol or drugs, or found in a room where those substances are found will be sent home. The parent/guardian or the parent's/guardian's designee (as indicated on the permission form) will be contacted immediately to make arrangements for the student's transportation home at the parent's/guardian's expense.

Fire Drills

Follow special directions posted in each room. Students are to proceed quietly through the corridor to the assigned exit. When outside the building, please keep in class groups until notified to re-enter the school.

Food & Beverages

All food and beverages must be kept within the cafeteria in order to maintain a healthy and safe environment. Students who transport food or beverages out of the cafeteria without permission may be subject to disciplinary action. Students who leave trash, throw food, or make a mess in the cafeteria will be expected to clean the cafeteria; such students may also be subject to disciplinary action.

Laboratory Safety

Laboratory experiments and activities are an essential part of the Science, Technology, and Engineering curricula. Although some activities involve the use of potentially harmful chemicals and/or

equipment, the risk to students is minimal when proper procedures are followed. In order to maximize educational value and minimize student risk, Belmont High School is committed to teaching students how to work properly in the laboratory.

The Science, Technology, and Engineering courses require students to sign the Belmont High School Safety Contract. This contract outlines the safety rules and the student's responsibility for demonstrating appropriate behavior.

Students and staff follow these general rules in Science, Technology, and Engineering classes:

- Behave responsibly.
- Perform only those experiments authorized by the instructor.
- Follow all written and verbal instructions for proper use of equipment and lab procedures.
- Know the location of appropriate safety equipment (fire extinguisher, etc.) and first aid equipment.
- Practice good house-keeping and lab maintenance.
- Report all accidents to the instructor.
- Protect eyes, face, hands and body while working in the lab as described in the Massachusetts General Law, Chapter 71, Section 55C.

Students who violate the Belmont High School Safety Contract receive teacher detention(s), office disciplinary action(s), suspension(s), and/or other appropriate action(s).

Lockers

Lockers are the property of Belmont High School and may be searched at any time. Valuables should not be left or stored in lockers. The school cannot guarantee the security of items left in student lockers and is not responsible for items stolen from lockers. Students are responsible to secure their lockers by using school issued combination locks only. All unauthorized locks will be cut off at the owner's expense. A student may receive disciplinary consequences for using an unauthorized lock. Under no circumstances should students give their combinations to or share their lockers with other students.

Lost & Found

Lost and found articles may be picked up in the main office. If a student finds an article, please turn it in to the main office. Should a book become lost or stolen during the school year, the student must pay for it before another one is issued. Students are urged to put their name in each and every book they receive. If a lost book is returned, the student will be notified and the money that he/she has paid will be refunded.

Obligations

Each student is provided with textbooks, workbooks and other materials, as appropriate. No charge is made, but these materials are on loan and must be returned. So that other students may be afforded the same opportunities, each student is encouraged to give proper care to the loaned materials. When severe damage does occur or an article is lost, the student is required to pay for it. Failure to pay can mean the loss of privileges.

Students who do not return textbooks, library books, athletic equipment, lab equipment or who have incurred a debt to the school by damaging school property will not be able to purchase prom tickets or receive their yearbook until those obligations are fulfilled. Seniors with outstanding obligations will not be able to participate in senior activities nor will they receive their cap and gown until those obligations are fulfilled. If students are unsure if they have obligations, they should ask a secretary in the main office.

Open Campus

Open campus privileges will be offered to seniors who meet certain eligibility requirements. A student who has open campus privileges is permitted to leave campus at her/his own risk when the student has a block of time in her/his schedule with no specific class assignments to complete or required teacher appointments. Students who leave campus are responsible for returning to school on time to attend scheduled classes.

Open campus privileges are just that – a privilege, not a right. These privileges are offered as a way to reward seniors for their hard work. Seniors are eligible to apply to the Belmont High School administration for open campus privileges starting in the first week of senior year. The administration will approve open campus privileges for first-semester seniors who:

1. are not in jeopardy of not graduating and are passing all of their courses
2. have already completed a minimum of 30 of the 40 hour community service requirement for graduation
3. are free of any school obligation including: activity fees, senior dues, return of athletic supplies and equipment, library books, course books, etc.
4. submit an application form signed by parent/guardian
5. have a school approved student identification card
6. have not been identified as behavioral problems, and
7. will fulfill the physical education requirement for graduation

Upon approval of the application, the administration will issue the student a senior privilege identification card. A student with open campus privileges is permitted to leave campus at her/his own risk when the student has a block of time with no specific class or other

obligations within the school. Students who leave campus are responsible for returning to school on time to attend scheduled classes.

Students' open campus privileges may be suspended at any time if the administration determines that they are in violation of school rules and/or failing to meet academic requirements for graduation. Seniors with one or more unexcused absences will have their open campus privileges revoked.

Parking/Motor Vehicle Regulations

Students park at BHS at their own risk and the administration reserves the right to suspend or revoke parking privileges at any time. All students must register their vehicle with the main office by fully completing a parking agreement. A parking sticker will then be issued and should be displayed attached to the rear windshield on the passenger's side of the vehicle.

1. Students driving vehicles to school must park in the student parking lot which is designated by white lines and which is located at the far end near the tennis courts. A student who parks in a faculty area, visitor area, or fire lanes may be subject to ticketing. The field house parking lot is for faculty use only during the school day.
2. Students should not loiter in the parking lot during the school day. Students waiting for transportation should wait in one of three (3) designated pick-up areas--the main entrance, side entrance near the cafeteria and the entrance near the field house.
3. The speed limit on school grounds is 10 M.P.H. Cars must not pass school buses while they are unloading or loading students in the bus area.
4. Reckless driving may result in the loss of the privilege to drive to school, and students may receive detention and/or suspension. Reckless driving may also be subject to police action.
5. Prohibitions against weapons, alcohol, drugs and contraband apply to student vehicles which are parked on school grounds. Students who park on site do so with the understanding that their vehicle may be subject to search by an administrator upon suspicion that the vehicle contains items which are prohibited on school property.

Parking on school property is a student privilege. Students found to be in violation of the school parking rules may have their vehicles ticketed or their parking privileges revoked

Publicity Guidelines and Opt-Out

At times we have newspaper and cable coverage or other publicity about school events and our newsletter is posted on our website. We may also periodically videotape students for a variety of reasons including filming of class/school performances, for assessment purposes and possibly for staff development.

Under Department of Elementary and Secondary Education regulations, the school may release for publication certain information concerning students and/or their parents without first obtaining their consent UNLESS you inform us otherwise. Please complete an Opt-Out form available in the main office if they do NOT want information about their student released for publication during the school year.

Senior Violations

A senior who commits a serious breach of the BHS discipline code as determined by the school administration may be suspended from senior events, including the prom, graduation exercises, graduation and/or any other senior year activity.

Social Behavior

The school premises are not an appropriate environment for the display of certain types of affection that might include kissing, caressing, or embracing. Students will initially be warned. Additional reprimands will result in referral to the office for appropriate discipline and parental notification.

Student Identification Cards

All students will receive a picture identification card. Students are required to carry their picture I.D. with them at all times and show it to the campus supervisors upon request. Picture I.D. cards are required to check out either circulating books or reference books and reserve materials from the library and are necessary to gain entry to school dances held on campus. A five dollar (\$5.00) fine will be charged to replace a lost or damaged picture I.D. card.

Release of Transcripts

Student transcripts will not be released to colleges or other academic institutions without a signed release to do so. Official transcript release forms are available in the guidance office. Parents/guardians must sign the form if the student is under 18 years of age; students over 18 years of age may sign the form themselves.

Unscheduled Time

Students who have unscheduled time may use the library, the cafeteria or meet with a teacher or their guidance counselor. No one may linger in the corridors; students should proceed promptly to their destination and remain there until the end of the period. Students who loiter in the corridors, the bathroom, or in any unsupervised area, including the area around the telephones, will be subject to disciplinary action.

Visits by Prospective Students

No visitors will be allowed while school is in session unless approved by an administrator at least one week in advance of the intended visit. Student visits are reserved for residents of Belmont who are prospective BHS students only.

Delayed Opening Procedures

When school sessions are to be called off or delayed either one hour or ninety minutes because of weather conditions, announcements will be made over the following radio and television stations: WBZ, WCAS, WEEI, WHDH, WRKO, and WBZ TV Channel 4. Parents should tune their televisions/radios to these stations between 6:30 A.M. and 7:30 A.M.

In the event of a delay, students should report directly to the class meeting at the time school opens.

Should it become necessary to dismiss school before the usual closing time, announcements will be made over the same stations. **DO NOT** call the Police or Fire Departments, as that will disrupt vital emergency services.

Please **DO NOT CALL THE SCHOOL** because such action will delay essential cancellation procedures including slowing down the flow of communications with the radio stations.

Winter Weather

Snowball fights and the throwing of snow (pouring, dumping, etc.) is prohibited on school grounds and at school events. Snow should not be brought into the building.

Working Permit

Students can obtain work permits in the main office of the high school. The office is open weekdays 7:30 am – 3:30 pm. All students under 18 years of age must have a work permit as a requirement for employment.

DISTRICT POLICY INFORMATION

Acceptable Use Policy - Computers

The Belmont Public Schools provides a variety of electronic services in support of the educational mission of the District. Students are responsible for appropriate behavior while utilizing electronic services, just as they are responsible for their behavior in hallways and classrooms. Access entails responsibility. The intent of this policy is to ensure that users utilize the network in a manner consistent with the purpose of providing the service. The following policies are provided to guide the use of this resource. Please read them carefully.

Acceptable Use Policies

The purpose of the Belmont Public Schools computer network is the distribution of services to students and staff. Services include, but are not limited to, individual student file storage, printing services, access to various software applications, and access to the Internet. All materials stored on the computer network are accessible by the technology staff and school administration. Students' files are not private and should not be considered as such. The transmissions of all documents, incoming and outgoing, are logged.

Services Provided to Students

Students may be given a group (or individual as needed) username and password to gain access to the network. With this network account, students may be provided a folder to store files. Student storage space is limited to 50 megabytes unless otherwise noted.

Students are able to utilize the network to access the vast resources of the Internet in support of their education. Students may use Web based e-mail as needed to facilitate their education. Students may print files of reasonable size in support of their education. Color Laser printing is available for a small fee in the library. Students are given access to the software tools they need to facilitate their education.

In-School Supervision of Computer Use

The Belmont Public Schools employ a content filter to help prevent accidental access to materials that are not considered productive to the system's educational mission. However, no content filter is perfect. There is always a chance that your student may view something that may be considered inappropriate while using the Internet. For this reason, as a matter of policy, use of computers and the Internet is to be supervised by faculty and/or staff. However, high school students are generally be given greater access, freedom, and responsibility.

Violations

Some examples of inappropriate and/or illegal use are:

- Sharing and/or distribution of passwords or using another's password
- Intentional viewing, downloading, or distribution of pornographic and/or offensive material
- Using obscene language, harassing, or insulting others
- Violating copyright laws
- Trespassing in another's folders, work or files
- Installation of any software (including freeware, shareware, and commercial) on school computers without permission of the Director of Technology
- Intentionally distributing computer software viruses
- Intentionally wasting limited resources
- Destruction/vandalism of system software, applications, files, and/or other network resources
- Employing the network for commercial or political purposes

These limitations on the use of electronic devices apply to the use of all electronic devices in BHS, regardless of their connectivity to the BHS network. Inappropriate use may result in disciplinary or legal action.

The Belmont Public Schools reserve the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, including suspension or expulsion from school, for violation of this policy. In the event that there is a claim that a student has violated any of the guidelines in this policy, s/he will be referred to the principal. The system will advise appropriate law enforcement agencies of illegal activities conducted through the computer network. The Belmont Public Schools will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the network.

Cautions

Every effort will be made to ensure the integrity of data stored on the computer network; however, it is the user's responsibility to maintain an off-site copy of files important to the user. Use of the Internet has the potential to put students in danger. Students and parents are advised to visit the website of the Attorney General's Office at www.ago.state.ma.us for more information about the potential dangers of the Internet. If you have questions about this policy, please contact the Director of Technology at 617-993-5450.

Memorandum of Understanding with the Belmont Police Department

The Belmont Public Schools and the Belmont Police department have entered into an agreement to coordinate their efforts to prevent

violence, attempted violence or threatened violence; the use, abuse and/or distribution of alcohol, inhalants, or other controlled substances; or other incidents of conduct detrimental to the welfare of the school community which may require a law enforcement response.

This agreement requires such incidents to be reported to the Belmont Police Department, "... as soon as possible," if the incident: occurred on school property or within a 1,000 foot radius of school property; occurred at a school sponsored function; or, occurred in a school-owned or school contracted bus or other vehicle.

The full memorandum of understanding can be viewed through the superintendent's office.

Bullying/CyberBullying

The Belmont Public Schools prohibits bullying and cyberbullying as defined by M.G.L. c.71 & 370 (refer to Policy 5013, Bullying and Hazing). Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. Additional information is available on the BPS Bullying Prevention and Intervention Plan website: www.belmont.k12.ma.us/bpip.

BULLYING is aggressive behavior that is intended to physically or emotionally harm another person. Bullying differs from normal conflict in that:

1. It is deliberate and targeted
2. It involves an imbalance of physical or psychological power
3. It is repetitive
4. It is impactful.

Bullying behavior is deliberate, which means the harm inflicted on one student by another student is done on purpose. There is also a perceived imbalance of power between the students involved. This difference in power may exist because one student feels that he or she is bigger, older, more popular, smarter, or better than another student in some way. Because of this difference in power, it is difficult for the person being bullied to stand up for him or herself, which may result in a repeat of the aggressive behavior. Bullying impacts the targeted student in a negative way.

There are several different types of bullying:

Physical- hitting, pushing, shoving, damaging someone else's property, etc.

Verbal/Written- teasing, name-calling, threatening harm, etc.

Social- spreading rumors, excluding others on purpose, breaking up

friendships, etc.

Cyber- using the internet or cell phones to cause harm

Who is involved in bullying?

The AGGRESSOR is a student who engages in bullying, cyber-bullying, or retaliation.

The TARGET is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

BYSTANDERS are students who watch bullying happen but do not say or do anything to help the target, or stop the aggressor.

I think I am being bullied or someone I know is being bullied. What should I do...?

- Tell an adult you feel comfortable talking to. Your parent, teacher, guidance counselor, principal, assistant principal, and coach are all examples of adults who can listen to what you're experiencing and help you respond to the situation. This is not something you should handle by yourself.
- Complete a Bullying Incident Reporting Form. Forms are available online and at school in the main office, the guidance office, and the nurse's office. This is something you can complete on your own or with one of the adults mentioned above. You do not need to include your name on the reporting form, but it is helpful if you do. You should submit the reporting form to the main office or the guidance office once it is completed. It is important to note that the principal or assistant principal will investigate all reported incidents of bullying and retaliation, but no disciplinary action will be taken against an alleged aggressor based solely on an anonymous report.

Bullying vs. Conflict

It is important to understand that not all situations that students report are examples of bullying. The principal or assistant principal may determine that your situation is an example of a more equal type of CONFLICT, like an argument or a disagreement. In an argument or a disagreement BOTH students or groups of students feel they can defend themselves and work together to resolve an issue when they are ready.

Even though conflict is not as severe as bullying, it can be difficult to resolve conflict on your own. If you would like to talk to someone at school about your situation, stop by the guidance office and schedule a time to speak with your counselor. You can also pick up an incident report form in the main office, the nurse's office, or the guidance office. Incident report forms should be submitted to the main office or the

guidance office. We will try to the best of our ability to assist you with your issue.

What happens after I report alleged bullying to my school?

Once a report is received the principal or designee will:

1. Take steps to make sure that the target is safe and protected.
2. Conduct an investigation and interview students, staff, etc.
3. Determine if the situation is bullying, retaliation, or normal conflict.
4. Determine responsive and/or disciplinary actions as necessary.
5. Notify parents and guardians of the target and aggressor.
6. Notify local law enforcement if criminal charges may be pursued.
7. Check in with the target and modify plan as necessary.

I want the bullying to stop, but I am afraid things will only get worse if I report what's happening at school.

RETALIATION is any form of intimidation, payback, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. *Like bullying behavior, acts of retaliation will not be tolerated and are subject to responsive and/or disciplinary action*

What can I do to help?

- Treat everyone at Belmont High School with KINDNESS and RESPECT. You may not like what someone says or does all of the time, but you should always treat others the way you would like to be treated.
- Consider how your words and actions will affect other people before you say or do something. Taking a moment to think about how what you say or do could make someone feel could avoid unnecessary hurt.
- Support your peers. If you see someone do something unfair or unkind to someone again and again, don't allow it to continue. Reach out in friendship to the targeted student immediately or at another time. Report the incident to an adult; anonymous reports are investigated. If you feel comfortable, let the aggressor know that their actions are not okay and should stop. As a bystander, you can make a big difference.

Questions:

If you have any questions or concerns about bullying or conflict, please talk to your parent or guardian, teacher, guidance counselor, or another adult that you trust. We will do our best to help you. It is everyone's responsibility to stop bullying in our schools.

Free & Reduced Lunch Program

Families on limited income may be eligible for the Free or Reduced Price Lunch Program, as established and maintained by the Federal Government. Eligibility is determined by income and family size. Application forms are available in the main office and provided to each student during the opening days of school. Parents should submit completed forms to the main office as soon as possible. Confidentiality will be kept in all instances.

Massachusetts Comprehensive Assessment System (MCAS)

The Massachusetts Comprehensive Assessment System (MCAS) is a series of tests designed to measure the extent to which students have acquired the skills, concepts, and knowledge as expressed in the Curriculum Frameworks in various subject areas. All students are required to pass the English Language Arts, Mathematics, and Science/Technology/Engineering MCAS tests to be eligible to graduate. Retest opportunities are available for students who do not pass the MCAS test(s) on the first attempt. Additional information about MCAS is available on the Massachusetts Department of Elementary and Secondary Education's website at www.doe.mass.edu/mcas.

MCAS Appeals

The MCAS Performance Appeals process provides another mechanism for students to demonstrate that they possess the knowledge and skills required to meet grade 10 standards. If, after taking a subject area test three times, your child still has not achieved a passing score, he or she may be eligible for an appeal.

Regulations that govern MCAS Performance Appeals (603 CMR 30.05) require students to have been absent not more than nine days in the 180-day school year (95% attendance rate) prior to and during the year of appeal unless a circumstance such as a student's disability or serious illness would justify an exception from this requirement.

Students must meet this 95% attendance requirement to be considered for an MCAS or portfolio appeal.

Additional information about MCAS Performance Appeals is available at <http://www.doe.mass.edu/mcasappeals/>.

Notice of Non-Discrimination Policy

The Belmont Public School System hereby makes notice that it shall not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability in admission to, access to and treatment in its programs and activities or in employment. The following person has been designated to handle inquiries regarding our nondiscrimination policy:

Superintendent
Belmont Public Schools
644 Pleasant Street
Belmont, MA 02478
617-993-5410

The Belmont School Department complies fully in the implementation of Chapter 622 of the Acts of 1971 of the General Laws of the Commonwealth, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1964.

The following people have been designated to handle inquiries regarding these laws and may be contacted at 644 Pleasant Street, Belmont, MA 02478.

Coordinator of Title VI and Title IX:

Assistant Superintendent
617-993-5410

Coordinator of Section 504 for Students:

Director of Student Services
617-993-5440

Coordinator of Section 504 for Employment:

Human Resources Manager
617-993-5425

Notice to Prospective Employers

Employers seeking to recruit Belmont High School students for employment are hereby advised that the Belmont Public School system does not allow discrimination on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in their organization.

Any promotional material approved for distribution in the Belmont Public Schools must be free of any discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability.

Search and Seizure

In regard to the questions of search and seizures, the Supreme Court of the United States of America has ruled:

1. A warrant is not required before a teacher or school administrator conducts a search of a student suspected of violating a school rule or criminal statute.
2. Probable cause is not required before a student may be searched; rather before conducting a search, the teacher must have "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."
3. The search must be reasonable in its scope as well as its inception.

Members of the administrative team will be responsible for conducting any such search and seizures.

Regarding lockers and desks:

1. Master keys and copies of combinations for lockers are retained by the school administration.
2. The school administration retains the right periodically to conduct locker and desk searches, when warranted, in compliance with these rules.
3. All students should be aware that the school administration will permit specially trained "search dogs" to patrol the hallways upon occasion, under the supervision of law enforcement officials and completely at the discretion of the administration, and that the administration shall cooperate completely with all law enforcement officials relative to the results of any searches that may be performed during such dog patrols including, without limitation, delivering any contraband discovered to said officials.

All students should also be aware that school lockers and desks assigned to individual students by the school's teachers or administration remain the property of the school and that the administration reserves the right to open and inspect any locker or desk and its contents at any time. In the event that any illegal substances, weapons, tobacco products, or other contraband are found in the locker or desk assigned to a student, that student shall be presumed to possess that contraband and shall be subject to immediate and appropriate discipline. Students have no right to privacy in the lockers or desks assigned to them nor in the belongings students store in those lockers. ***Therefore, it is important that students not give out their locker combinations.***

Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Belmont Public School District has adopted this policy on the rights of

parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

All parents/guardians of students in our school are notified by means of this handbook of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues.

Parents/guardians of students who enroll in school after the start of the school year will be provided with a handbook at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Within the scope of the existing curriculum, the following courses have components that include issues of human sexual education or human sexuality issues: Anatomy & Physiology, Biology, Environmental Science, Wellness, Positive Decision-Making, and Sociology.

Under Massachusetts Law and School Committee policy, a parent may:

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

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for a student under this policy may send a written request to the superintendent for review of the issue. The superintendent will review the issue and give the parent/guardian a timely written decision.

We look forward to working with parents/guardians to ensure that our students have a positive and educationally enriching experience.

Special Education

Special Needs - Chapter 71B of the General Laws (Chapter 766 of the Acts of 1972)

The Massachusetts Comprehensive Special Education Act, commonly called "Chapter 766" requires local school systems to:

1. Find and evaluate children with special needs and problems
2. Develop individual programs for each child with special needs
3. Provide the required services for children with special needs within the school system, if possible. If not, then the services will be provided by another institution or special program.

Under Chapter 766, parents have certain rights and responsibilities. Among those are the right to request an evaluation of their child if it

seems necessary, to share in the evaluation process, to ask for further evaluation including an outside opinion, and to have explained the results of the evaluation and the proposed individual education plan.

Discipline Policy for Students with Special Needs

The federal special education law, IDEA-97 and Section 504 of the Rehabilitation Act of 1973 are similar to Chapter 766 and are implemented within the district. More detailed information concerning these programs is available from the Director of Student Services.

Both the federal Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 *et seq.*, and the regulations implementing that law, 34 C.F.R. § 300 *et seq.*, provide eligible students with certain procedural rights and protections in the context of student discipline. In some cases, students eligible for Section 504 services may have similar rights and protections. A brief overview of these rights is provided below.

In general, students who are eligible for special education may be disciplined to the same extent as any other students. The student's Individualized Education Program (IEP) must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability. However, when an eligible student is, or is likely to be, excluded from his/her program for more than ten consecutive school days in the school year, the student's special education Team must determine if the student's behavior was related to his/her disability (a "manifestation determination"). In some cases, the Team must conduct a manifestation determination after the student has been excluded for 10 cumulative days. If the Team determines that the behavior was not a manifestation of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of exclusion.

Except as provided below, if the Team determines that the behavior was a manifestation of the student's disability, the student may not be excluded from the current educational placement until the Team develops and the parent(s) consent(s) to a new IEP. If a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, as defined by federal law, at school or at a school function, a school may place that student in an interim alternative education setting for up to 45 days. In addition, if the school can show that the continued attendance of a student in his/her current placement is substantially likely to result in injury to the student or others, a hearing officer at the Bureau of Special Education Appeals (BSEA) may order the placement of that student in an appropriate interim setting for up to 45 days, or a court may order a placement in an alternative setting.

In all other circumstances, if a parent disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent has a right to request an expedited due process hearing from the BSEA or seek court intervention. During the time that appeal is pending, the student is entitled to remain in his or her last agreed-upon placement (the "stay-put" provision).

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or
 - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

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

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Federal Requirements

34 CFR 300.534

Additional information regarding the procedural protections for special education students can be obtained from Director of Student Services at 617-993-5440.

Student Records

The State Board of Education has adopted regulations pertaining to student records. The regulations apply to all public elementary and secondary schools. They are designed to insure parents and students the rights of confidentiality, inspection, amendment, and distribution of student records, and to assist school authorities in their responsibilities for the maintenance of students' records.

The student and parents have the right to see everything in the student's record within two week-days from the time of the request, unless they consent to a delay. The student and parents also have the right to copies of anything in the record. The school may charge a reasonable fee for copies, which shall not be greater than what it actually costs the school to make the copies.

A student who is 14 years old or older, or who is in the ninth grade or higher, or the parent of such a student has the right to see the student's records. A student who is 18 years old or older has the sole right if he/she requests this in writing stating that his/her parents should not have the right to the student's records. For students under 14 or not yet in the ninth grade, the rights to the records belong only to the parents.

Authorized school personnel who have access to the student record information are school administrators, teachers, counselors and other professionals who are employed by the school committee, an educational collaborative, or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

The school shall comply with a court order or lawfully issued subpoena. The school shall also comply, provided that the school makes a reasonable effort to notify the parents or eligible student of the order or subpoena in advance of compliance. The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, ss. 51B, 57, 69, and 69A respectively.

Federal, state, and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation, or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed.

Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent provided that the school the student is leaving or has left gives notice that it forwards student records to schools in which the student seeks or intends to enroll.

Belmont will release student records to another school in which the student enrolls, or seeks to enroll or intends to enroll without parental consent.

Destroying Student Records

The school system must keep a student's transcripts for at least 60 years after the student leaves the school system. Temporary records must be destroyed within five years after the student leaves the system. Before any records are destroyed, the student/parents WILL be given notice and an opportunity to get a copy.

Release of Student Information

Under Department of Education regulations, the school may release for publication certain information concerning you/your child from time to time without first obtaining your consent, unless you indicate now that we should not do so. Belmont will release the following "directory" information without prior consent unless the student or parent requests that this information not be released without prior consent: student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, honors and awards, and post-high school plans.

If you do not wish this information concerning yourself/your child to be released for publication without your consent during the school year, please obtain, complete, and return the publication notice available in the main office. The form is similar in content to what appears in this policy statement. If at any time during the school year you wish to exercise your right to withhold permission to release future information, you may obtain and sign the notice.

Discrimination and Harassment Policy

Introduction

It is the policy of the Belmont Public Schools to maintain a school environment free of discrimination and harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability. Discrimination and harassment, including sexual harassment, by administrators, certified and support personnel, students, vendors and other individuals at school or school-sponsored events based on these legally protected characteristics are unlawful and will not be tolerated. The Belmont Public Schools require all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

Discrimination or harassment includes unwelcome remarks, gestures or physical conduct directed towards an individual or a group based on race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability. The display or circulation of written materials or pictures derogatory to individuals or groups because of, or due to, any of the characteristics described above is prohibited.

While the Belmont Public Schools prohibits all types of discrimination and harassment, sexual harassment requires particular attention. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.

- The individual's response to such conduct is used as a basis for employment decisions affecting an employee or for educational, disciplinary or other decisions affecting a student.
- Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
- The conduct creates an intimidating, hostile or offensive work or school environment.

Reporting Procedures

If you believe that you have been the subject of discrimination or harassment including sexual harassment, you should contact one of the complaint managers listed below. You may resolve the issue informally through mediation and/or consultation at the building level, if appropriate, or through filing a formal complaint. Complainants may end the informal mediation process at any time and may file a formal complaint.

If you witness or learn about discriminatory practices or harassment of another individual, you should contact one of the complaint managers listed below. Employees are required to report this information with a student is the alleged victim.

Filing a Formal Complaint

When filing a formal complaint you will be asked to put the complaint in writing, or the complaint manager may opt to reduce the complaint to writing in order to proceed with the investigation. It shall include the following: the name of the complaining party; the name of the alleged offender; the date of the alleged offense; the location of the alleged offense; a description in as much detail as possible of the incident(s), including any statements made by either party, and a list of all known witnesses.

All incidents of alleged discrimination or harassment that are brought to the attention of any school personnel should be reported to the Assistant Superintendent for Curriculum and Instruction in order to maintain a central register of such complaints and the disposition thereof.

Belmont High School Complaint Managers

Mr. Daniel Richards, Principal
Ms. Carol Cohen, Assistant Principal
Mr. Jim Brown, Interim Assistant Principal
Belmont High School
617-993-5901

If an employee or student does not wish to discuss the issue the one of the Complaint Managers, or if that administrator does not resolve the issue, he/she should contact one of the following:

Superintendent	Human Resources Manager
Belmont Public Schools	Belmont Public Schools
644 Pleasant Street	644 Pleasant Street
617-993-5410	617-993-5425

Investigation

Complaints filed pursuant to this policy shall be promptly and thoroughly investigated. The investigation may include discussion with all involved parties, identification and questioning of witnesses, and other appropriate action. The investigation will be conducted so as to maintain confidentiality to the extent practicable under the circumstances. In determining whether the alleged conduct constitutes discrimination or harassment, consideration shall be given to the totality of the circumstances including the context in which the alleged incident occurred.

It is unlawful to retaliate against any person who reports or files a complaint of discrimination or harassment, or who cooperates in an investigation or such a complaint. The Belmont Public School system will take disciplinary action against any employee or student who engages in retaliation.

Written Report

Upon completion of the investigation, the Complaint Manager shall prepare a report including the following:

- date(s) of the alleged incident(s);
- names of the complainant and alleged offender(s);
- summary of the factual allegations of the alleged discrimination or harassment;
- names of all potential witnesses;
- summary of the steps taken to complete the investigation;
- summary of the witness statements;
- listing of any physical evidence available;
- factual summary of all the evidence that either supports or refutes the allegations or discrimination or harassment.

If the Superintendent or his/her designee determines that discrimination or harassment has occurred, the school district will take action to eliminate the activity and, where appropriate, will impose disciplinary action. All students who violate this policy are subject to disciplinary action up to an including expulsion. All employees who violate this policy are subject to disciplinary action up to an including dismissal. If the Superintendent or his/her designee determines that the complainant knowingly filed false accusations, then he/she may be subject to disciplinary action.

Any individual who is dissatisfied with the results or progress of an investigation may discuss his/her dissatisfaction directly with the Superintendent of Schools. The Superintendent, may be reached at:
644 Pleasant Street
Belmont, MA 02478
617-993-5401

The Belmont Public School system urges all of its students and employees to bring any concerns or complaints of discrimination or harassment to its attention so that it can resolve the issue. The state agency responsible for enforcing the laws prohibiting discrimination or harassment is the:

Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA 02108-1518

The agency responsible for enforcing federal laws prohibiting discrimination and harassment is the:

Equal Employment Opportunity Commission
One Congress Street
Boston, MA 02114-2010