

SECTION II CODE OF CONDUCT

PHILOSOPHY

All members of the school community are expected to accept responsibility for their own actions; to express appropriately their own ideas without infringing upon the rights of others; to recognize the effect of their behavior on others; to demonstrate perseverance in working to accomplish goals; to recognize and respect individual differences; and to demonstrate physical self-control and care and respect of materials, possessions and facilities.

Every student should have the opportunity to receive an education in an atmosphere free of physical and psychological disruption. The school staff, students and parents/guardians must work together to create such an environment. This must be a constant, on-going task for our community. The Code of Conduct informs students of those behaviors that the school staff, students and parents/guardians have found to be conducive to a positive learning environment. Disciplinary actions are taken to promote a positive learning environment and to support the achievement of every student.

The aims of the Code of Conduct are:

- to ensure that the school environment provides all students the opportunity to pursue their education without disruption
- to safeguard students' rights to due process, freedom of expression, orderly assembly, privacy of person, equal treatment and freedom from discrimination
- to encourage self-discipline
- to provide written rules governing conduct in school, on school-sponsored trips, at school-sponsored activities and on school buses and to state the consequences of breaking those rules.

THE RIGHT TO DUE PROCESS

In any disciplinary situation, a student should expect the following procedural protections:

- to be informed of the allegations against him or her
- to be given the opportunity to present his or her version of the incident
- to be given the opportunity to confirm or deny the allegations
- to be informed of the evidence/rationale for any disciplinary consequences.

In situations involving infractions which may result in the imposition of suspension from school for ten days or less, a student should expect the following additional procedures:

- attempted notification of parent/guardian within the first hour of the incident investigation
- to be offered the opportunity to request the presence of a school-based adult advocate during the investigation
- formal notification of parent/guardian regarding any disciplinary consequences
- the right to appeal suspensions of five to ten days to the building principal.

In situations involving infractions which may result in the imposition of suspension from school for more than ten days or expulsion, a student should expect the following additional procedures:

- written notification of allegations sent to student and parent/guardian
- adequate time to prepare for a hearing, including presenting evidence and witnesses on his or her behalf and securing the assistance of counsel
- see Appendix for procedures for students with Individualized Education Plans or 504 Plans
- the right to appeal disciplinary decisions to the district superintendent.

Lockers are the property of the Amherst Regional High School. In a search and seizure situation, the student who has been assigned the locker may be given the opportunity to be present. This will occur only when a student's personal possessions are being checked and the student's presence does not present a threat to that student's safety or to the safety of others.

STUDENT EXPRESSION

Students may exercise their freedom of expression in mature and responsible ways, as long as they do not cause a material disruption of the school. The right to free expression does not include obscene or libelous material or fighting words. Student-produced material and material that is not produced by students, but is intended to be distributed, published or broadcast within the school or on school grounds must first be submitted to the principal for approval. Only after the in-school distribution of material that is libelous, obscene or causes material disruption, may the school discipline a student. Students planning to assemble during non-school time are advised to consult with the principal for an appropriate time and space. Students do not have a right to assemble while classes are in session, or while the students are supposed to be attending class.

All displays, bulletin boards, leaflets, and notices for the Daily Bulletin must be approved by the club advisor, a teacher or a school administrator. Notices for the Daily Bulletin should be submitted to the Main Office on the preceding day by 12:00 p.m. The Daily Bulletin is read during the first period of the day and posted in the building, students can check for messages on the message board in the main office. Emergency announcements are read over the public address system only by approval of an administrator.

DISCIPLINARY PROTOCOLS

Detention: the time a student is assigned to stay after school for infractions of the student code of conduct. Detentions may be assigned by a teacher or administrator. Teacher-assigned detentions are served with teachers. Administrative detentions are served in Room 161 and become part of a student's disciplinary record.

- For a period of forty-five minutes after school, the student is required to be academically occupied.
- All detentions must be served within forty-eight hours of being assigned. When assigned a detention, students will be given the option to serve the detention that same day or the next day.
- Employment, athletic practices, club meetings, artistic rehearsals or other after school commitments do NOT exempt students from completing their assigned detentions.

Suspension: the time that a student's right to attend school is temporarily revoked. Suspensions may be internal or external. Internal suspension is served in Room 161. External suspension is served away from school grounds.

- Students suspended from school for disciplinary reasons will be given the opportunity to make-up all announced academic work such as papers, quizzes, tests, readings.
- Students who are suspended from school for disciplinary reasons and who miss labs or other work unique to the classroom experience may be given readings or other independent assignments as a substitute for the classroom learning.
- Students on internal or external suspension may not participate in any school-sponsored activity (athletic practice or event, contest, club meeting or performance) during the term of suspension.
- Students on external suspension may not be on school grounds unless participating in a scheduled administrative appointment.

Dean/administrator responsibilities in cases involving suspension:

- Due process procedures
- Contact parent/guardian regarding disciplinary consequences
- Process referral form and re-entry plan

- Notification of student’s guidance counselor, teachers, and special education administrator, liaison, athletic director or club advisor as necessary regarding the terms of the suspension
- Request that academic assignments be forwarded to the guidance office for parent/guardian to pick-up in cases of external suspension, or to the Dean’s Office in cases of internal suspension
- Schedule a re-entry meeting to include student, parent/guardian, dean, guidance counselor and other appropriate staff
- Arrange for translation at meetings for students and/or parents/guardians whose primary language is not English.

Guidance counselor responsibilities in cases involving suspension:

- Follow up with teachers to verify that assignments have been brought to the guidance office or Dean’s Office
- Notify parent/guardian regarding availability of assignments in cases of external suspension.

Teacher responsibilities in cases involving suspension:

- Promptly provide academic assignments to the guidance office for parent/guardian to pick-up in cases of external suspension, or to the Dean’s Office in cases of internal suspension.

Suspension re-entry procedures:

- Students suspended for five days or longer will not be readmitted to school at the end of the suspension until a re-entry meeting occurs. Students suspended for less than five days may be required to have a re-entry meeting.
- If the suspension is drug/alcohol-related, the student is required to complete five meetings with the student assistance counselor.
- Students returning from suspension may also be required to participate in counseling, community service and/or other activities related to improving behavior and becoming contributing members of the school community.

Expulsion: permanent exclusion from school.

- A student found to have committed multiple infractions listed in Group A and Group B of the Code of Conduct may be subject to expulsion.
- A student found to have been in possession of a controlled substance or a dangerous weapon, or to have assaulted a member of the school staff may be subject to expulsion (see the full text of MGL Chapter 71, Section 37H in the Appendix).
- A student charged with a felony which occurred off school grounds may be subject to long-term suspension and/or expulsion if the principal determines that “the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school” (see the full text of MGL Chapter 71, Section 37H1/2 in the Appendix).

DISCIPLINARY INFRACTIONS

GROUP A: All infractions listed in Group A will result in external suspension of at least five days and may result in long-term suspension or expulsion from Amherst Regional High School.

1. Assault on a member of the faculty or staff

1st offense: 5-7 day external suspension, possible expulsion per Chapter 71, Section 37H, and referral to the Amherst Police Department

Subsequent offenses: 8-10 day external suspension, possible recommendation for expulsion per MGL Chapter 71, Section 37H, and referral to the Amherst Police Department

2. Possession of a weapon including but not limited to a gun, a knife, or a dangerous instrument that can be used as a weapon

1st offense: 5-7 day external suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to the Amherst Police Department

Subsequent offenses: 8-10 day external suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to the Amherst Police Department

3. Use of a weapon including but not limited to a gun, a knife, or a dangerous instrument that can be used as a weapon

1st offense: 10 day external suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to the Amherst Police Department

Subsequent offenses: Long-term suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to the Amherst Police Department

4. Assault and battery [“A threat of violence combined with the capacity to carry out the threat”] with a weapon

1st offense: 10 day external suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to the Amherst Police Department

Subsequent offenses: Long-term suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to the Amherst Police Department

5. Assault and battery [“A threat of violence combined with the capacity to carry out the threat”] without a weapon

1st offense: 5-7 day external suspension, referral to the Amherst Police Department

Subsequent offenses: 8-10 day external suspension, possible long-term suspension or expulsion, and referral to the Amherst Police Department

6. Distribution of, giving and/or trafficking in drugs including but not limited to marijuana, cocaine, heroin or prescription medication not used as prescribed

1st offense: 10 day external suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to student assistance counselor and the Amherst Police Department

Subsequent offenses: Long-term suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to student assistance counselor and the Amherst Police Department

7. Possession of drugs, including but not limited to marijuana, cocaine, heroin or prescription medication not used as prescribed

1st offense: 5-7 day external suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to student assistance counselor and the Amherst Police Department

Subsequent offenses: 8-10 day external suspension, possible expulsion per MGL Chapter 71, Section 37H, and referral to student assistance counselor and the Amherst Police Department

8. Arson, including possession and/or use of fire works, smoke bombs and any other incendiary device

- 1st offense: 5-7 day external suspension, restitution for property damage and emergency services, and referral to Amherst Police and Fire Departments
- Subsequent offenses: 8-10 day external suspension, restitution for property damage and emergency services, possible expulsion, and referral to the Amherst Police and Fire Departments

9. Bomb Threats, making and/or being involved in the making of a bomb threat and/or other threats to the safety of the school community

- 1st offense: 10 day external suspension, restitution for emergency services, and referral to the Amherst Police Department
- Subsequent offenses: Long term-suspension, restitution for emergency services, possible expulsion, and referral to the Amherst Police Department

GROUP B: All infractions listed in Group B will result in external suspension of at least two days and may result in long-term suspension or expulsion.

1. Physical abuse of others, fighting and disorderly conduct, and physical harassment when expressly related to race, religion, ethnicity, disability, gender or sexual orientation

- 1st offense: 5-7 day external suspension, possible referral to counseling and the Amherst Police Department
- Subsequent offenses: 8-10 day external suspension, referral to counseling and the Amherst Police Department

2. Fighting and disorderly conduct

- 1st offense: 2-4 day external suspension, possible referral to mediation and Amherst Police Department
- Subsequent offenses: 5-7 day external suspension, referral to mediation and Amherst Police Department

3. Threats of violence, harassment, intimidation or disorderly conduct

- 1st offense: 2-3 day external suspension, possible referral to counseling and the Amherst Police Department
- Subsequent offenses: 4-5 day external suspension, possible referral to counseling and the Amherst Police Department

4. Participation in or encouragement of hazing activities (see MGL Chapter 536 in the Appendix for a detailed explanation of hazing)

- 1st offense: 2-3 day external suspension, possible referral to counseling and the Amherst Police Department

Subsequent offenses: 10 day external suspension and exclusion from participation or membership in any school organization or team for up to one calendar year, and referral to counseling and the Amherst Police Department

5. Being under the influence of a controlled substance during school hours, or at school sponsored or related events

1st offense: 5 day external suspension and referral to the student assistance counselor and the Amherst Police Department

Subsequent offenses: 10 day external suspension and referral to student assistance counselor and the Amherst Police Department

6. Possession of alcoholic beverages in school or at a school related activity

1st offense: 5 day external suspension, referral to the student assistance counselor

Subsequent offenses: 10 day external suspension, referral to the student assistance counselor, referral to the Amherst Police Department

7. Theft, vandalism, graffiti, pulled fire alarms, damage and destruction of property

1st offense: 2-4 day external suspension, restitution for property damage, possible referral to the Amherst Police Department and the Amherst Fire Department

Subsequent offenses: 5-7 day external suspension, restitution for property damage, referral to the Amherst Police Department and the Amherst Fire Department

GROUP C: All infractions listed in Group C may result in external suspension for up to five days.

1. Harassment and/or the use of derogatory/offensive language referring to race, religion, ethnicity, disability, gender or sexual orientation

1st offense: 2-3 day external suspension, possible referral to counseling and the Amherst Police Department

Subsequent offenses: 4-5 day external suspension, referral to counseling and the Amherst Police Department

2. Use of profanity or the possession of pornographic or obscene materials

1st offense: 1 day external suspension, materials turned over to the Amherst Police Department

Subsequent offenses: 2-3 day external suspension, materials turned over to the Amherst Police Department

Inappropriate or disruptive personal attire

Students are expected to dress in a manner consistent with the academic and social goals of our school. Articles of clothing which are distracting or disruptive to the educational process, which violate common standards of decency and modesty, or which contain obscenities, fighting words, or references to drugs and alcohol are not acceptable. Extremely brief garments or see-through garments are not appropriate for

school. Under garments must not be exposed. Any staff member who feels that a student's attire does not meet these standards may send the student to the Dean for a conference.

1st offense: Students must change their clothes

Subsequent offenses: 1-2 day external suspension

4. Disruptive behavior including but not limited to throwing food or other objects, and the use of water guns and water balloons, etc. during school hours and/or at school sponsored activities

1st offense: Administrative detention, restitution for property damage, possible letter of trespass sent to the Amherst Police Department

Subsequent offenses: 1-3 day external suspension, restitution for property damage, letter of trespass sent to the Amherst Police Department

5. Failure to comply with staff/faculty request to provide name or follow instructions

1st offense: Administrative detention

Subsequent offenses: 1-2 day external suspension

6. Leaving campus

1st offense: Administrative detention

2nd offense: 1 day internal suspension

Subsequent offenses: 1 day external suspension per subsequent offense

GROUP D: All infractions listed in Group D may result in a one day internal suspension.

1. Possession, use or distribution of tobacco products of any kind on school grounds or at school-related events

1st offense: Administrative detention

Subsequent offenses: 1 day internal suspension

2. Unauthorized or improper parking, including parking in non-designated areas and parking without a permit

1st offense: Warning

Subsequent offenses: Towing of vehicle, loss of parking privileges for 10 days

3. Unauthorized or improper use of motor vehicles, including driving vehicles during school hours and reckless driving

1st offense: Loss of parking privileges on school grounds for 10 days

Subsequent offenses: Loss of parking privileges on school grounds for 30 days, possible referral to Amherst Police Department

4. Out of bounds

Amherst Regional High School is a closed campus. All students are expected to remain inside of the school building for the duration of the school day, except during lunch when students are authorized to be in the area by the picnic tables to the left of the cafeteria exit. The War Memorial Pool, the playground area, all

parking lots, cars, and the Middle School, including the road leading to it from the high school, are considered off limits.

1 st offense:	Administrative detention
2 nd offense:	Administrative detention and parent/guardian contact
Subsequent offenses:	1 day internal suspension

4. Unexcused absence from class

1st Offense:	Teacher detention and parent/guardian notification
2nd Offense:	Administrative detention, parent/guardian notification
Subsequent Offenses:	One day internal suspension (up to seven offenses)

Unexcused absences count toward the absence limit total per trimester of 8. Three unexcused tardies to class count as one unexcused absence. Once students accumulate 8 absences, they are placed on non-credit status. Details of the attendance policy are found on p. 4.

5. Tardy to school

1 st and 2 nd offenses:	Warning
3 rd offense:	Administrative detention, warning of loss of parking privileges
Subsequent offenses:	Administrative detention, loss of parking privileges on school grounds for 10 days

6. Forgery of notes

1 st offense:	Administrative detention and parent/guardian contact
Subsequent offenses:	1 day internal suspension

7. Failure to serve teacher detention

1 st offense:	Administrative detention and parent/guardian contact
Subsequent offenses:	1 day internal suspension

8. Failure to serve administrative detention

1 st and subsequent offenses:	1 day internal suspension
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9. Academic honesty infractions (plagiarism, cheating, attempts to cheat and falsification of materials)

1 st offense:	Zero/no credit for assignment, parent/guardian - teacher communication, administrative detention, loss of eligibility for honor roll for the trimester in which the infraction occurred, and if applicable, loss of membership in the National Honor Society or loss of eligibility to apply for the remainder of the school year
Subsequent offenses:	Zero/no credit for assignment, parent/guardian – teacher - dean conference, 1 day internal suspension, similar loss of eligibility for honor roll or National Honor Society

10. Use of cell phones (including text messaging and camera functions) in the school building; use of portable music players and other electronic devices in ARHS classrooms

1st offense: Administrative detention, confiscation of electronic device until the end of the school day

Subsequent offenses: Administrative detention, confiscation of electronic device (to be returned only to student's parent/guardian)

Group E: Violations of the Acceptable Use Policy (see Appendix) may result in temporary loss or termination of computer use privileges as well as application of other relevant disciplinary consequences.

1. Use of computer technology for games, chat, music and other programs not specifically assigned by a teacher

1st offense: Loss of computer privileges for 2 weeks
Subsequent offenses: Loss of computer privileges for 4 weeks

2. Using someone else's account or allowing someone else to use your account.

1st offense: Loss of computer privileges for 2 weeks
Subsequent offenses: Loss of computer privileges for 4 weeks

3. Changing the configuration of any workstation, installing games or other programs

1st offense: Loss of computer privileges for 4 weeks
Subsequent offenses: Loss of computer privileges for 8 weeks

4. Possession of or installation of programs which can be potentially harmful to the computer or individuals' accounts (see also Group B #6)

1st offense: Loss of computer privileges for 6 weeks
Subsequent offenses: Loss of computer privileges for 12 weeks

5. Physical damage to computers

1st offense: Loss of computer privileges for 6 weeks
Subsequent offenses: Loss of computer privileges for 12 weeks

6. Use of technology to produce inappropriate, derogatory or harassing material (see also Group C #1 and 2)

1st offense: Loss of computer privileges for 6 weeks
Subsequent offenses: Loss of computer privileges for 12 weeks

ADDITIONAL POLICIES

**Parking/
Driving
on School
Grounds** Parking for students will be limited to the number of spaces available. All vehicles parked on school grounds must have a parking permit clearly displayed. Parking permits cost \$15.00 and are not transferable. Seniors will be given priority status, followed by juniors whose academic programs include courses taken at area colleges and internships that occur during the school day. Consideration for the issuance of parking permits will be given to students who are directly involved in after-school home care, responsible for supporting their family through a job, living independently and self-supportive, and students participating in the school choice program.

Vehicles that do not display a parking permit will be towed after an initial warning. Vehicles parked in unauthorized areas that inhibit access to the building for fire and other emergency situations will be towed. Students driving vehicles during school hours will lose driving privileges for a period of not less than ten days. Reckless driving will result in the loss of driving privileges on school grounds for a minimum of thirty days and may be reported to the Amherst Police Department.

**Beepers/
Cellular
Phones** Personal paging units (beepers and cellular telephones) may only be worn by students with documented medical needs who have received permission from the nurse and principal. Beeper/Cellular phones may not be seen or heard during the school day. Pay phones are available and a phone in the main office is available to students in case of an emergency. Beepers and cell phones seen or heard during the day will be confiscated.

**Protect
Valuables** Students should not come to school with valuable jewelry, electronic equipment, large sums of money, or credit cards in their possession. Under no circumstances should valuables be left in gym lockers, even those with locks attached. The school cannot assume responsibility for lost or stolen items.

**Student
I.D.** All students are required to have a school identification card in their possession at all times and to present it on request by school personnel.

**Student
Visitors
&
Shadowing** Arrangements for visitors must be made 2 days in advance with the principal, and written permission is required from all teachers using the form available in the main office. Visitors will not be permitted on Fridays, the day preceding a holiday or school vacation, or during examination periods. Visitors must wear the visitor pass issued by the office at all times. Visitors who arrive without prior permission will be assisted in arranging transportation home.

Elevator Prior permission from the nurse and the principal are required of students using the elevator.

RULES GOVERNING BEHAVIOR ON SCHOOL BUSES

All school rules described in the Code of Conduct are in effect while students are riding on the bus

Loss of riding privileges

- Students engaging in inappropriate and/or unsafe behaviors may be suspended from riding the school bus for a specific period of time. Any such suspensions will be initiated by school administrators and the Dean. Suspension of riding privileges for a specified period of time is automatic with a third bus misconduct notice

Waiting for the bus

- Be on time for the bus but do not arrive at your bus stop earlier than ten minutes before the time at which the bus usually arrives
- Do not allow younger children who are not yet attending school to accompany you to the bus stop
- Observe all safety precautions while waiting for your bus
- Do not play in the road
- If possible, avoid crossing streets
- Whenever you must cross a street, do so only if you are sure that no moving vehicles are approaching you from either direction
- Do not push, pull or chase any other pupils
- Avoid trespassing on private property and being noisy
- As your bus approaches, line up at least six feet off the highway and do not approach the bus until it has stopped and the driver has opened the door. Again, avoid pushing others in the line

Loading on the bus

- Get on your bus quickly and be seated at once
- Listen carefully and obey

Riding on the bus

- Do not eat food while you are on the bus
- Do not throw anything while you are on the bus
- Do not extend your arms or any other parts of the body out of the window
- Do not change seats while the bus is moving
- Avoid shouting and other excessive noise that may distract your driver and lead to a serious accident
- Help to keep your bus clean and sanitary
- Be courteous to other pupils
- Listen carefully and obey any directions issued by the driver

Unloading from the bus

- Do not leave your seat until the bus has come to a complete stop and the driver has opened the door
- Again, obey any directions issued by the driver
- Leave the bus quickly but in a courteous manner without pushing any other pupils
- If you must cross a street as you leave the school bus, be sure to walk in front of the bus (never in back) at a distance of at least 12 feet from the bus. If you get too close to the front of the bus, the driver will not be able to see you, and a serious accident could occur

- Again, be sure to observe all safety precautions as you travel from your bus stop to your home

