



PIONEER VALLEY REGIONAL SCHOOL

Bernardston Leyden Northfield Warwick
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Northfield, MA 01360

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TABLE OF CONTENTS

Mission Statement	1
Parental Appeal Process	1
Attendance Policy	2
Graduation Requirements	3
Academics	3
Special Education	6
Code of Discipline	6
Transportation	11
Guidance / Services	12
Miscellaneous	13
Electronic Acceptable Use Policy	14
Student Activities	17

MESSAGE FROM THE PVRS ADMINISTRATION

Welcome to Pioneer Valley Regional School! We hope that you will find your middle/high school years with us to be academically and personally rewarding. We look forward to supporting each and every student academically, socially and emotionally as you strive to reach your individual goals.

As a school community we enjoy a great deal of support from the townspeople of Northfield, Bernardston, Leyden and Warwick. We have a beautiful facility and a skilled, talented, caring staff.

As educators we are charged with the responsibility of seeing to it that all students have the opportunity to learn. This can best be accomplished if all students abide by the common sense rules printed in the handbook. It is expected that members of our school community will exercise self discipline and responsible behavior at all times. We ask that all students and their parents/guardians become familiar with this **Student Handbook** as well as the **Athletic Handbook**, and **Electronic Acceptable Use Policy** located at www.pioneervalley.k12.ma.us. (If for any reason you cannot access this information on-line, hard copies are available in our main office.)

Take advantage of the many opportunities for involvement here at Pioneer, both through the excellent course offerings and the wide variety of extra-curricular activities offered. These are exciting years, a time for you to acquire new skills and to explore new and different avenues. Good Luck... We wish you well!

NOTICE

Notice to Parent(s) and Guardian(s): Please be advised that in the Pioneer Valley Regional School District all programs, activities and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation or disability.

If you have questions or concerns please contact Sharon Jones, who is the District's Coordinator for Title VI, Title IX and Section 504:

Sharon Jones
97 F. Sumner Turner Road
Northfield MA 01360
(413) 648-5450

MISSION STATEMENT

The Members of the PVRS community are committed to fostering respect, responsibility, and academic excellence. By providing equal opportunities and multiple approaches to success in a heterogeneous setting, we help students become critical and creative thinkers and encourage individuals to become contributing members of a diverse global society.

PIONEER VALLEY REGIONAL SCHOOL EXPECTATIONS FOR STUDENT LEARNING

A. Academic Expectations

1. Think critically and creatively
2. Develop active reading and listening skills across the curriculum
3. Clearly and logically articulate and defend ideas using a variety of communication modes
4. Develop problem solving and decision making skills

Social Expectations

1. Demonstrate ethical behaviors that show respect for self, others, and property
2. Work cooperatively and effectively with others

B. Civic Expectations

1. Contribute to a democratic society as a responsible citizen
2. Demonstrate an understanding of environmental stewardship as a means to a sustainable future

PARENTAL APPEAL PROCESS

Many times conflicts at school arise out of some form of miscommunication. Therefore, we urge you to contact us. If you, as parent or guardian, have a question or wish to resolve a problem regarding your child, we encourage you to follow the sequence below whenever possible:

1. Talk to your child's Guidance Counselor for clarification of the problem at 498-2438
2. Meet with the Teacher, Guidance Counselor, and/or Department Head if appropriate and, if no satisfactory solution is found then meet with:
 3. Principal and/or Assistant Principal at 498-2931.
 4. Superintendent at 498-2911.
 5. Curriculum/Personnel sub-committee
 6. Full School Committee

This will help to expedite the procedure in that the individual(s) closest to the situation are those most likely to help with the resolution. A child's Guidance Counselor, acting as the student's advocate, can help with guiding a parent through the process.

ATTENDANCE POLICY

The importance of regular class attendance cannot be overemphasized. What happens in the classroom is essential to the educational process. Time lost from the class can never be regained. Regular, prompt, attendance enhances learning by exposing students to a greater amount of academic content, instruction, and time to apply new concepts and skills. It allows for teacher explanation and the interaction between students and between teacher and student. Since the classroom is the primary area of learning, it is apparent that attendance is a valid reasonable requirement. Teachers cannot teach students who are not present. Therefore, parents are strongly urged to assist the school by supporting its attendance policy.

Health officials estimate that a normal absentee rate should be no more than seven to nine days for any student for the school year. It is therefore expected that students will be present in class 90% of the time over the course of the entire school year. If a student is absent more than 10% of the scheduled time, credit may not be awarded for that course (10 absences for a semester course that meets 5 days a week, 19 absences for a full year course).

ATTENDANCE IMPACT ON MCAS APPEALS

Beginning in September 2004, to qualify for the appeals process students must meet the attendance rate established by the Board of Education. Students must meet the state attendance rate of 95% to be considered for an MCAS performance or portfolio appeal.

WHAT IS NOT INCLUDED

Co-curricular activities such as field trips, club conferences, athletic competitions, etc., will not be considered as an absence provided the student has the *Co-Curricular Activity Permission Slip Form* signed by his/her teachers prior to the activity day. This form notifies the teacher that the student will not be in class that day and allows the student to find out what work he/she will be missing that day.

WHAT IS INCLUDED

Any other reason for absence from class, such as suspension, class cuts, normal illness, family vacations, etc. will be counted as an absence. A student missing more than 50% of a class period will be considered absent for that class. **A class absence will be recorded each time a student is tardy 3 times to that particular class.**

WAIVER

In general, waivers will be granted only for medically documented cases of chronic or long-term illnesses, or family emergencies or hardship.

NOTIFICATION

Parents and students are reminded that the number of school absences is reported on the end of the quarter Report Card. In addition to this, every effort will be made to notify parents by letter when absences begin to be excessive. In the event the student exceeds the allowed number of absences in a course, the student and parents will be invited to a hearing with the Attendance Review Committee, and could also include the Principal and/or Assistant Principal, teachers of the courses involved and the student's Guidance Counselor. A decision regarding the assignment of credit will be made at this meeting. If the opportunity to meet with the committee is waived, the student will lose credit.

ATTENDANCE PROCEDURE

- A. Block 1 teachers will take attendance each morning and record the names of those absent electronically or on a green absentee slip, which will be collected during the first block.
- B. All students are expected to be seated in their Block 1 class before the 7:55 a.m. bell has rung. If a bus is late, the office will announce that fact and ask teachers to admit the students involved.
- C. Any student entering a classroom after the 7:55 a.m. bell is LATE and NEEDS A PASS from whoever detained him/her. If the student does not have a pass, first block teachers will admit students to class and note the tardiness on attendance sheet sent to Main Office and record the student tardy to class. Any student entering the building after 8:15 must report to the Main Office prior to going to their class.
- D. Tardiness/Lateness. In order for a student to have an excused tardiness/lateness, they must present to the office upon arrival to school, a note from their parent explaining the reason for being late and the expected or actual time of arrival. The only reasons considered valid for an excused tardy are the same reasons for an excused absence. (See Excused Absences).

ABSENCE PROCEDURE

On the day a student is absent, parent(s)/guardian(s) are expected to call the school before 8:30 a.m. (498-2931, then press 2). On the day the student returns to school, a written excuse note from the parent stating the date and reason for absence is required and must be turned in to the office upon arrival.

If a student wishes to request homework after having been absent from school for more than one day, the Guidance Office may be called at 498-2438. Twenty-four hour notice is requested. Homework cannot be FAXED. You may request another student to bring it home, or you may arrange to have a parent/guardian pick it up. It is also very effective to e-mail teachers directly.

EXCUSED ABSENCES

From time to time, absence from school is unavoidable and legitimate. The following are the only acceptable excuses for absences:

1. Personal illness and/or hospitalization (after 3 consecutive days, a doctor's note and/or school nurse examination may be required);
2. Serious illness or death in the family;
3. A religious obligation;
4. Medical appointments that cannot be made at a time other than during school hours;
5. College or school visitations with advance notice to the Principal/Assistant Principal and teachers; **documented through a planned absence sheet.**

6. Severe storm or impassable roads;
7. Approved curricular and co-curricular school activities;
8. Court appearance;
9. Other absences accepted in advance by the Principal and/or Assistant Principal.
Any other reason for absence – (Driver's Education classes, hunting, hair appointments, etc.) IS UNEXCUSED AND WILL BE TREATED AS TRUANCE. (See Truancy under Consequences and Penalties for Infractions).

If a student was absent from school due to personal illness, that student is **not** allowed to attend any co-curricular, sports, or social school activities after school or that evening without prior consent of administration.

ABSENCE FROM MIDTERMS OR FINAL EXAMS

A. Once the exam schedule has been finalized, no one will be allowed to take the exam earlier than scheduled without the express written consent of the Principal or Assistant Principal. Permission will be granted only under extreme hardship cases such as medical reasons or family emergencies, which take the student from the area for the summer. (Summer jobs do not fall within this definition.)

Exception: Students participating in school sponsored or school approved activities, i.e. Boys' State, Girls' State.

B. Students wishing to take exams other than at the scheduled time must make up the exam within ten (10) business days following the scheduled date or receive a failing grade for the exam. Only those students who have received prior permission from the administration or who happen to be ill on the day of the exam may exercise this option.

PLANNED ABSENCES

By June the School Committee establishes the specific dates for school to be in session for the following academic year in order to allow parents and students adequate time to schedule trips and family vacations to coincide with periods in which school is not in session. By doing so, the Committee recognizes the importance of students' consistent and prompt attendance to school.

Under unique or unusual circumstances, a student may request to leave school prior to the completion of the marking period or for a period of time during the marking period for reasons not covered under acceptable reasons for school absence. Parents/students must make such requests in writing **to the Principal** (using the *Planned Absence Request Form*), **with reasons stated, at least two weeks prior to the departure date**. The Principal will respond in writing (using that form) to all such requests. If a student fails to notify and receive approval by the school, the absence will be treated as truancy and if the student is under 16 years of age, it could also involve court action and legal fines. (See Truancy under Consequences and Penalties for Infractions). **Approval does not erase the absences; they are still part of the student's total absences for the semester/year and could result in loss of credit.**

If the request is approved:

1. Students should meet with individual teachers to discuss how they will complete the work covered during their absence.
2. Homework will be given in advance if possible.

DISMISSALS

1. Students being excused must present a written note from their parents before school begins at 7:55 a.m. These notes should have time leaving, return, and reason for dismissal. **The only legitimate excuses for dismissal are the same as the reasons for excused absence.** (See Excused Absence). **All unexcused dismissals will be treated as a class cut.** (See **Cutting Class under Consequences and Penalties for Infractions**). Frequent dismissals for appointments may require a note from the doctor or dentist. Parent(s)/Guardian(s) should make every attempt to avoid scheduling appointments during the school day.

2. In the event of an emergency, a student may be excused from school via a telephone call from a parent, or a parent may come to the school office and directly request dismissal. **A waiver for extra curricular activities will only be granted in the case of an unusual situation, emergency, or documented medical appointments.**

3. In all instances, the student must sign out with a secretary in the Main Office.

4. Under no circumstance should a teacher send a student on an errand that requires the leaving of the building. The Main Office must have direct contact with a parent for permission to leave.

ADMINISTRATIVE WITHDRAWAL

A student with 15 consecutive absences may be administratively withdrawn. When a student who is 16 years old or older has exceeded the absence limit, exhausted appeals and cannot earn credit, he or she may be administratively withdrawn. The student and his/her parent/guardian will be encouraged to re-enroll the student for the following semester with a supportive plan developed with the student's guidance counselor and the Principal.

ACADEMICS PROGRESS AND PROMOTION

Requirements for Graduation:

1. One hundred fourteen (114) credits are required for graduation.
2. All required courses must be passed as a condition of graduation and to participate in graduation activities.
3. In compliance with The Massachusetts Board of Education, Competency Determination in both English Language Arts and Mathematics are a requirement for graduation. To earn a Competency Determination a student must score "Proficient" (240 or better) or score "Needs Improvement" (between 220 and 238) and complete an Educational Proficiency Plan during 11th and 12th grade. Starting with the class of 2010 students will also have to pass MCAS tests in science with a minimum score of "Needs Improvement" (220 or better). The state has developed an MCAS Social Studies test, but implementation has been delayed.

4. To receive a diploma from Pioneer Valley Regional School, a student must be enrolled and in attendance at PVRS for his/her senior year (grade 12) for a minimum of one semester. Students who have attended PVRS for more than two semesters prior to their senior year may be eligible for early graduation, full time enrollment at GCC or other approved alternative programs.

In compliance with The Massachusetts Board of Education, Competency Determination in both English Language Arts and Mathematics are a requirement for graduation. Starting with the class of 2010 students will also have to pass MCAS tests in science. Starting with the class of 2012 students will have to pass MCAS tests in social studies.

Exceptions to Graduation Requirements:

1. Exception to the specific PVRS graduation requirements will be considered only upon written petition to the Principal.
2. The student shall submit substantial evidence of meeting the intent of the specific requirement to be modified or waived. The Principal shall to the satisfaction of a committee appoint such evidence. Such committee shall include, but not be limited to, a representative of the Guidance Department, the subject area department chairperson, and the student and/or his parents.
3. Early graduation/release in and of itself shall not be considered a valid reason for exception from the specific PVRS graduation requirement.
4. Course work completed at other accredited secondary schools and colleges prior to entry into PVRS shall be credited toward meeting the specific PVRS graduation requirements.
5. Course work completed at other secondary schools and colleges after entry into PVRS will be evaluated for its appropriateness in meeting the intent of specific PVRS graduation requirements. The committee appointed by the Principal in #2 above will make such evaluation. It is strongly recommended that a student, who plans to take course work to meet the specifications outlined above, obtain written approval prior to taking the course to insure its applicability to PVRS' specific graduation requirements.

ACADEMIC HONESTY

Students are expected to uphold standards of academic honesty. Plagiarism (presenting the words or ideas of another as one's own) and cheating are unacceptable. This means that students must submit assignments that reflect their own intellectual work; that they will accurately acknowledge sources used for research papers; and that they will demonstrate their own learning by avoiding cheating in all forms. Consequences, up to and including a failing grade in the assignment in question, will be imposed for violation of this policy.

COURSE WITHDRAWAL

A student who withdraws from a course within the first 10 days will not have a grade recorded for that course.

After 10 school days, a student must gain the Principal's permission to withdraw from a course. (Acceptable reasons for withdrawal may include course work beyond the skill or ability of students; need for student to devote more attention to other subjects (course load in excess of 26 credits); or other reasons as determined by the administration). Once Principal's permission has been obtained, a grade of "W" or "W/F" will be recorded, depending on the status of the student at the time of withdrawal. The teacher will submit the mark to be assigned, stating the reason(s) for it, and any other information for review by the Principal. A grade of "W/F" indicates that the student was failing the course at the time of withdrawal.

A W/F affects a student's eligibility and may be given at any time during the year.

In all cases of withdrawal from a course, the teacher will submit the mark to be assigned stating the reason(s) for it and any other information for review by the Principal. The channels in the decision-making will be teacher – Guidance Counselor – Principal. The Principal will make a final decision.

GRADE MARKING SYSTEM

A. CRITERIA

Five (5) basic categories of letter grades are used: A-B-C-D-F or 4-3-2-1-0 for Honor Roll tabulations. This five-scale system reflects both uniformity and consistency for all students.

The following are criteria for our grading systems:

1. A mark of "A" (90-100) – indicates the student has a thorough grasp of the subject matter, makes contributions to the work of the class, and does more work and better quality than is required.
2. A mark of "B" (80-89) – indicates the student has a clear and accurate grasp of the subject matter, shows a tendency to improve the quality of his/her work, and is well versed in the course material.
3. A mark of "C" (70-79) – indicates the student demonstrates an average knowledge of the subject matter and tries to develop good study habits.
4. A mark of "D" (60-69) – indicates the student does not demonstrate a satisfactory understanding of the subject matter and completes required assignments at minimum standards.
5. A mark of "F" (0-59) – indicates the student has not met minimum course standards and has not completed required assignments.
6. Pass/Fail – Successful completion of course requirements/unsatisfactory work.
7. INC – incomplete work due to unavoidable circumstance.
8. W – Withdrawal from a course with passing status
9. W/F – Withdrawal from a course with failure status, affects eligibility.
10. Med – excused from course for medical reasons, physician's written documentation required.

B. ABSENCES

If a student has an excused absence, the student has 10 days to make up missing work. For prolonged absences, other arrangements can be made.

C. INCOMPLETE MARKS

1. It is the responsibility of the student to request a time extension at the end of the marking period.
2. Such extensions are to be granted only to those students who have been unable to complete course requirements within the time allotted due to either personal illness or other unavoidable circumstances.
3. Extensions will begin at the close of a quarter and will terminate not later than 10 school days from the date the student was informed by the teacher.
4. Ten (10) school days from the marking period closing date, the guidance secretary will review the grades and change any incomplete still remaining to an "F". This change will be noted and a copy of the corrected report card will be mailed home.
5. Students who have "incompletes" on their report cards will be included on the ineligible list until the grade is complete. Seniors will also lose privileges until the incomplete grade is amended.

D. GRADE CONVERSION CHART

Numerical Range	Letter Grade	GPA
93 – 100	A	4.00
90 – 92	A-	3.67
87 – 89	B+	3.33
83 – 86	B	3.00
80 – 82	B-	2.67
77 – 79	C+	2.33
73 – 76	C	2.00
70 – 72	C-	1.67
67 – 69	D+	1.33
63 – 66	D	1.00
60 – 62	D-	0.67
00 – 59	F	0.00

E. DETERMINATION OF FINAL GRADES

The responsibility for grading rests exclusively with the classroom teacher within the following guidelines:

1. For full year courses, each marking period and the final exam will be equally weighted. In the case of other courses, the final exam will weigh no more than 20% of the final grade. In order to receive credit for a course, the final exam or final project must be completed. Not receiving credit means having to take the course again regardless of the grade.
2. The teacher may use numerical averages to determine a student's letter grade for each marking period, and for the final grade. Except for final exams, no quarterly average less than 50 should be used.
3. Final grades will be calculated automatically by GradeQuick. Teachers may manually adjust the grade.

F. REPORT CARDS

1. The formal report card is issued four times each year – November, February, April and June.
2. Mid-marking period reports are issued so that parents and students will know about the progress between report cards, thus enabling the student to improve his work before report cards are issued. Lack of the issuance of mid-marking period report does not guarantee that the student will get a passing mark at the time of the issue of the report cards since much can happen in the succeeding five weeks.
3. At any time a student's drops significantly or there are concerns that a student is in danger of failing, every effort will be made to contact the parents immediately.
5. Cumulative Record. All students' academic records are filed separately from discipline records for that student. Persons, other than administrators, student's teachers, counselors, and staff may have access to the discipline records only if the student and/or his parents grant permission. Students' records are available to them and their parents/guardians with 48-hour notice.

G. HONOR ROLL SELECTION CRITERIA

1. No student with an incomplete grade in any course is eligible.
2. Only students with grades of A, B, or C are eligible.
3. All courses will be counted.
4. Honors listing requires a minimum grade point average of 3.0
5. High Honors selection requires a minimum grade point average of 3.5
6. Highest Honors requires a minimum grade point average of 3.8

H. ALTERNATIVE TO FINAL EXAM

Alternative projects may be substituted for the final examination with prior approval of course teacher, department head and Principal by December 1 or May 1 of each year. Students failing to make acceptable progress by prescribed dates will be required to take the final examination.

I. COURSE OF STUDY MIDDLE SCHOOL PROGRAM

Students in grade seven and eight have a prescribed course of study. It includes the subjects of English, Social Studies, Mathematics, Science, and Physical Education. Seventh and eighth grade students may take Band or Chorus. In addition, a Humanities course is taken opposite P.E. The middle school students will, on a rotating basis, take exploratory courses. These may include: Family and Consumer Sciences (Foods and Textiles), Art, Industrial Arts (Woods, Drafting) and Health, Theater, Music, Computers and Keyboarding.

MS Conferences

During the mid-year exam period the Middle School will offer parent conferences with the core academic teachers (English, social studies, math and science). The purpose of these conferences is to provide a more complete picture of how students are progressing in school than a simple letter grade can provide. During the exam period, middle school teachers will use the double blocks for curricular opportunities that are not always possible in 47 minutes rather than giving 90 minute exams. We will have exams in the middle school at the end of the year as a way to help students prepare for high school.

Middle School Intervention Process

The following outline describes the process of identifying and intervening when a student is struggling in middle school and the regular interventions have not succeeded in addressing the issue. At each step of the process teachers and school support staff will be developing and testing strategies that might help the student re-engage with school and become successful. The range of possible interventions include: student-teacher conferences, after school tutoring, Project Pass, parent-teacher-guidance conferences, increased school-home communication, targeted use of classroom accommodations, Student Intervention Team conferences, referrals for evaluation. We will offer a limited summer program for students most in need of support to continue making grade level progress. In every case, our effort will be to keep the student engaged and interested in school while building both the readiness to learn and academic skills necessary for success in high school and beyond. If a student continues to have difficulty making effective progress:

- A warning letter of possible retention will be mailed to parents/guardians prior to the completion of the third quarter if there has not been adequate progress in the areas of concern. Additional interventions will be identified, including summer school.
- An additional parent meeting during the fourth quarter will address the options for the student.
- Students who have not achieved grade level progress (grades of 65% or better in all academic classes) will be recommended for summer school.
 - Participation in summer school will be expected for students who fail **one** core academic subject.
 - Participation in summer school will be required for those students who fail **two or more** core academic subjects.
- If the intervention process outlined has not been successful and a student fails **two** core academic subjects and does **not** successfully complete summer school, there will be an administrative review to decide whether a student should be retained.

EXTRA HELP FROM TEACHERS

The teachers are here to help you. Ask questions. Teachers will be glad to answer them. If you need additional help, ask your teacher at the end of the period for after school help. **Remember, the responsibility is yours. You are the first to know if you need help. Your teacher may ask you to stay for extra help, even though you do not request it; you are required to stay for such obligations.** Teachers will stay after school to give extra help to a student, if the student requests it.

If you are absent, it is your responsibility to find out what you missed and to make it up.

Each teacher reserves one afternoon a week after school to provide extra help for his/her students. The teacher will announce the day to all classes and encourage students to take advantage of the opportunity. **Teachers will keep the student until ready to board the bus at 4:00 P.M. Students are expected to work appropriately toward completing assignments and behave in a manner conducive to learning; failure to do so will result in a Project P.A.S.S.**

SPECIAL EDUCATION

Students or parents who would like a copy of a booklet explaining Chapter 766 or who have questions about the program should contact the Special Education Administrator at Pioneer Valley Regional School (648-5450).

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based upon scholarship, service, leadership, and character and is open to students in grades 10-12.

There is also a Junior National Honor Society to which students in grades 8 and 9 may belong. Further information can be obtained from the Guidance Department, the National Honor Society Advisor, or the Junior National Honor Society Advisor.

INDIVIDUALIZED STUDY FOR SPECIAL PROJECTS

Students desiring to engage in Individualized Study of Special Projects for credit should initiate a request with a faculty member. The credit awarded will be comparable to that awarded for regular classes, in accord with equivalent academic merit. Individualized Study Projects may not be taken in lieu of required courses. Individualized Study for credit is open to students in grades 9, 10, 11, and 12. Information regarding Individualized Study, Work Study, or Dual Enrollment and required deadlines can be found in the Program of Studies or by contacting your Guidance Counselor.

CODE OF DISCIPLINE

ABOUT RULES AND REGULATIONS

Every group must have certain rules by which it exists. The majority of students at PVRS are here to participate in the process of education as they grow intellectually, socially, and physically to mature, well-rounded citizens. So that PVRS can properly encourage this

growth, a set of rules and regulations has been established. They are not meant to be restrictive but are designed to foster good citizenship and to allow the student body the opportunity to achieve its educational goals.

Student behavior in or outside of school (e.g. bullying or assault which may include but is not limited to email, text messages, Facebook pages) which has the effect of disrupting the learning environment for one or more students may result in school consequences.

Unfortunately, there are students who indulge in anti-social and disruptive conduct which may hinder their own education and infringe upon the educational rights of their classmates. **In the interest of maintaining good order and fostering respect, responsibility, and academic excellence, such conduct will not be tolerated.** Cases of unacceptable conduct will be judged, as far as possible, on individual merits. **Habitual offenders run the risk of such penalties as loss of privileges, including social suspension, detentions, suspensions, probationary status, prosecution in court, and expulsion. A student can incur penalties for impeding a disciplinary investigation.**

Students at Pioneer are to conduct themselves as respectable people and with respect towards individuals and property at all times. Desirable qualities are **honesty, cooperativeness, friendliness and diligence.**

Although the Fourth Amendment applies to school searches, because of the need for teachers and school officials to administer discipline swiftly and informally and to maintain order and safety in schools, **searches of students and his/her property will happen when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules. Refusal to cooperate with administrators will be treated seriously. The consequence of such a decision may result in immediate police involvement and/or suspension.**

CONSEQUENCE AND PENALTIES FOR INFRACTIONS

Any case not specifically outlined in the policy below shall be handled at the discretion of the administration. School rules apply at school and all school-related activities and functions such as dances, field trips, etc. The noncompliance of several rules may result in suspension instead of additional detentions.

Part A

The following offenses may require staying after school with the TEACHER:

1. Rough housing – horseplay, shoving, poking
2. Unprepared for class – not having the proper equipment and/or materials for meaningful participation in class activities
3. Misuse of property – careless use of school supplies, materials, equipment, building, facilities or the property of others (This also results in restitution for damages.)
4. Disruptive behavior – interrupting or disturbing the educational process, causing material and substantial disruption
5. Swearing / abusive language – unacceptable language or improper language
6. Tardiness to class – arriving to class late and/or unprepared
7. Failure to participate – *refusal to engage in classroom activities as assigned by the teacher which has the effect of disrupting the learning of others.*

Continual or extensive violation of the above rules may result in referral to the office instead of staying with the teacher.

Part B

The following offenses may require staying after school for Project PASS (Pioneer's Alternative to School Suspension):

1. Cutting class – unauthorized absence from class
2. Leaving early – unauthorized absence from class at the end of an assigned period
3. Not in assigned area – being anywhere on school grounds other than the assigned classroom area without a proper pass
4. Swearing / abusive language – unacceptable language or improper language
5. Disrespect / insolence – lack of respect for other individuals; discourteous, arrogant, overbearing behavior
6. Disruptive behavior – interrupting or disturbing the educational process, causing material and substantial disruption
7. Public displays of affection – inappropriate display of affection

Continual or extensive violations of the above rules may result in Saturday School or suspension instead of staying for Project PASS.

Part C

The following offenses may result in Saturday School or suspension from school and/or police notification:

1. Leaving school grounds – leaving the building or school grounds without permission of the administration
2. Swearing at staff – vulgar or extremely inappropriate language or conduct directed toward a staff member
3. Insubordination – deliberate refusal to follow the instructions or directions of an instructor or staff member
4. Forging notes – signing school required forms for oneself or others when a parent or guardian's signature is required
5. Overt safety or health violation – deliberate violation of safety procedures for any particular school environment. This includes but is not limited to, traffic violations on school grounds and shooting paper clips, pellet guns, spitting, lighting matches, throwing objects, etc.
6. Truancy / cutting school – unexcused absence from school (for list of excused absences, see attendance policy)
7. Vandalism – intentional damage to or destruction of school property or the property of others (and restitution for damages will be included)
8. Larceny – the unlawful taking of another's property (and restitution for damages)

9. Weapons – knives, firearms, etc., or the unauthorized possession or use of any instrument with which the intent and purpose of such an instrument is to inflict physical damage or harm to another person or object. According to Massachusetts state law, anyone who carries on his or her person a firearm, loaded or unloaded, on school grounds without the written authorization of administration, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. In addition, under the Mass. Ed. Reform Act of 1993, any student in possession of a dangerous weapon is subject to expulsion. An expulsion hearing may be held. (For more information, see *Expulsions*)
10. Fireworks – the possession of, using, buying, or selling of explosive or flammable devices
11. Assault and battery – [Definitions: assault – a willful threat or an attempt to use force on an individual; *battery* – the willful application of force to another person resulting in any harmful or offensive touching of another person’s body or anything another person is wearing, holding, touching, enclosed in, resting upon, or supported by; *verbal assault* – abusive language and disrespect / insolence in the extreme with an implied or explicit threat to another person]. A bomb threat or other threat to the safety of the student body / school community will be prosecuted.
In addition, under the Mass. Ed. Reform Act of 1993, any student who assaults school personnel is subject to expulsion. An expulsion hearing may be held. (For more information, see *Expulsion*).
12. Science room showers – any misuse of the showers in rooms 404, 266, 282. These showers are to be used in emergency situations only.
13. Hazing – 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 is prohibited. See Page 16 for a copy of the law.
14. Tobacco – the use, possession or distribution of any tobacco product on school property or at a school-sponsored event is prohibited. Lighters are considered a tobacco product and will be confiscated.
15. Bullying – negative actions on the part of one or more persons to or about another done directly or indirectly, once or repeatedly. This includes, among other behaviors, intimidating, threatening, physically harassing, name-calling, taunting, or use of derogatory terms.
16. Failure to attend Project PASS or a staff issued detention.

CELL PHONES AND ELECTRONIC LISTENING DEVICES

Before and after school

Before the first bell (7:50) and after the last bell (2:27) students may use cell phones and electronic listening devices in the hallways, lobbies and cafeteria. Classroom policies apply at all times, including before and after school. Devices may not be used in the library at any time.

During the school day (7:50 to 2:27)

Cell phones must be turned off and put away. Middle School students may not use devices for any reason. High school students may use their cell phones or electronic listening device during their one lunch period in the cafeteria. Classroom teachers decide whether and when students may (or may not) use electronic listening devices in their classrooms. Seniors may use cell phones and electronic listening devices in approved senior areas during lunch. Seniors with privileges may use their devices during their periods of privileges in the senior lobby. Devices may not be used in the library under any circumstances.

Content

Each student is responsible for the content on his or her cell phone and electronic devices at all time. Inappropriate content can result in consequences as outlined in the Student Handbook Acceptable Use Policy and the Code of Conduct. This includes but is not limited to bullying and obscene material.

Cell phones and other devices can never be used for recording audio, video or taking pictures without the express consent of the principal. Please understand that it is important to respect the privacy of others.

Consequences

While we are permitting the use of devices during some parts of the day, we want to be very clear that if devices disrupt the learning environment or are used in violation of classroom or school policies at any time the following consequence will be used:

The use, or perceived use, of a cell phone or other electronic device in violation of these guidelines:

First offense

Confiscate device and held by administrator until the end of the school day

Second offense

Confiscate device and held by administrator until parent picks up device

Subsequence offenses

Confiscate device and project pass. Multiple offences could lead to suspension.

Note: violation of additional school rules may include additional consequences.

GENERAL DISCIPLINARY EXPECTATIONS

A. Items not directly associated with the educational program (i.e., electronic games, cameras, water guns, skateboards, sunglasses, yo-yos, water balloons, rubber bands, pets, stuffed animals, etc.) are not to be brought to school. Students found in possession of such items will have the items confiscated and will be subject to disciplinary action.

B. As a rule, eating or drinking outside the cafeteria is not permitted. Food is available from the Cafeteria 7:00 – 7:50 and lunch times only.

C. **Students are responsible for making arrangements to be supervised by a staff member. Failure to do so may result in disciplinary action.**

D. Students are not permitted in the locker rooms or gymnasium before school without written permission.

E. During class periods, students may not leave their assigned room without their teacher's permission. **Students must properly fill out their hallway passport, (located in the back of this book), have their teacher initial it, and carry the agenda book, or a pass to and from their destination. Students are not allowed to leave their classroom without their hallway passport and agenda book.** Students must legibly sign the sign out sheet in the classroom indicating their destination.

F. Students asked by a teacher to leave the classroom for disciplinary reasons must report directly to the Main Office.

G. During lunch period no student is to be in a classroom wing without permission. At that time students are to remain in the cafeteria. Any other part of school grounds is off limits (i.e. the parking lot, the woods, the fields, etc.)

H. During school hours the parking lot is off-limits. For persons who drive to school, their vehicles are off-limits from the time they arrive at school until the time when they leave school.

I. At no time are students to open or go into any other student's locker or desk without permission of the other student.

J. Students are not to open teachers' desks, file cabinets, or storage cabinets. Students are not allowed in the faculty lounge, the main office, science cage and prep areas, or any private office without a faculty member accompanying them.

K. Students are expected to pass from class to class in an orderly manner. Students shall refrain from running, shouting, loitering or horseplay.

L. The same code of behavior is expected of students toward substitute teachers as applies with their regular teachers.

M. Acceptable Use Policy of computers violation may result in loss of computer privileges, project pass and/or suspension from school.

PROJECT PASS / DETENTION

Project PASS is Pioneer's Alternative to School Ssuspension. A student may be assigned (at the discretion of administration) a number of detentions in lieu of out-of-school suspension. Students may be assigned as many sessions as necessary to meet the time requirements of an average school day.

Detention is held after school on Mondays and Thursdays from 2:30 to 4:00. Students are expected to: be prompt, be prepared to work for the entire period, maintain silence, and follow all teacher directions. Any violations will result in the student having to serve another detention or suspension.

Failure to attend will result in an additional detention; failure to attend a second time will result in a one-day suspension and the original detentions still need to be served.

Students are reminded that detention has priority over all extra- or co-curricular activities and employment. However, for valid reasons, the administration may postpone detention if the request is made before dismissal.

SEXUAL HARASSMENT, DISCRIMINATION, AND ORIENTATION

No student or employee shall be discriminated against or harassed on account of race, color, sex, religion, national origin or sexual orientation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This may include but is not limited to:

- a) Assault, inappropriate touching, intentionally impeding movement, comments, gestures or written communications of a suggestive or derogatory nature.
- b) Continuing to express sexual interest after being informed that the interest is unwelcome.
- c) Offering or granting favors or educational benefits, such as grades or recommendations, in exchange for sexual favors
- d) Other conduct such as: unwelcome sexual flirtations, advances or propositions; sexually explicit language or gestures; any unwelcome physical contact; the presence of sexually provocative photographs, pictures or other material, the telling of sexual stories or jokes; verbal or non-verbal behavior about an individual's body that is interpreted as sexual in nature.

COMPLAINT PROCEDURE

If any student of the district believes that he / she has been subjected to sexual harassment or discriminated against (by peers or staff members) on account of race, color, sex, religion, national origin, or sexual orientation, he /she is to report the incident(s) to the Superintendent, Principal, Assistant Principal, School Nurse, or School Counselor. Your identity will be held in the strictest confidence. Appropriate disciplinary action, up to and including expulsion, will be taken in any instance where a student violates this policy.

CHEMICAL HEALTH POLICY

Students and adults shall be barred from school grounds and/or any school-sponsored activity if he or she is under the influence of alcohol, drugs or a non-prescribed controlled substance.

It is the responsibility of all school staff members to forward any information they might have concerning drug or narcotic use, possession, purchase or sale, to the school administration. Students are urged to forward any information they might have so that the health and safety of fellow students may be protected.

Under the Influence of Alcohol, Drugs, or a Controlled Substance

The parent must come to school for a conference and to take the student home. Consequences could include suspension, community service to the school, meeting with the Student Assistance Counselor, and / or an assessment done by an outside agency with plan of action submitted to school.

Possession or Distribution of Alcohol, Drugs, or a Controlled Substance

The police will be called to school and the parent contacted. All contraband will be turned over to the police for criminal prosecution. In addition, under the Mass. Ed. Reform Act of 1993, any student found in possession of drugs is subject to expulsion and an expulsion hearing may be held. (For more information see *Expulsion*). Consequences could include expulsion from school, suspension, community service to the school, meeting with the Student Assistance Counselor, and / or an assessment done by an outside agency with plan of action (such as an in-patient or out-patient treatment program) submitted to school.

TOBACCO POLICY

The PVRSD is committed to having a smoke and tobacco-free environment for all members of the school community. Therefore, use or possession of tobacco products on school property or at a school-sponsored event is strictly prohibited. Violations will result in the following consequences:

PVRSD Students (minor or adult student)

1st Offense

1. Parent / legal guardian notification by letter and phone
2. A four (4) session after-school tobacco education class with proof of completion required
3. A \$50.00 fine if tobacco class is not completed
4. Offer of school resources and support for tobacco harm reduction / cessation
5. Notification of athletic director per MIAA rules

2nd Offense

1. Parent / legal guardian conference
2. A \$50.00 fine - OR - a student-managed tobacco education service project based on the PVRS Independent Study Proposal (such as interviews of adults with emphysema) with proof of completions required
3. Offer of school resources and support for tobacco harm reduction / cessation
4. Notification of athletic director per MIAA rules

3rd Offense & Thereafter

1. Conference with parent / legal guardian
2. A \$50.00 fine.
3. Offer of school resources and support for tobacco harm reduction / cessation
4. Notification of athletic director per MIAA rules

Failure to comply may result in further disciplinary actions.

DISCIPLINE OF STUDENTS UNDER SPECIAL EDUCATION AND SECTION 504

All students are expected to follow the rules and regulations set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as 603 CMR 28.00 and the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. Section 1400 and 34 CFR Section 300, require that additional provisions be made for students who have been found by an evaluation team to have a disability and whose program is described in an Individualized Education Program (IEP) or 504 Accommodation Plan. The following additional requirements apply to the discipline of students with special needs and students with 504 Accommodation Plans:

- Any modifications of the discipline code will be identified in the student's IEP or 504 Accommodation Plan.
- The principal will notify the Special Education Administrator/504 Coordinator of the suspendable offense of any student with a disability and a record will be kept of such notices.
- When it is known that the suspension(s) of a student with a disability will accumulate beyond 10 days in a school year, a review of the IEP/504 Accommodation Plan will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and:
 - Develop or review a functional behavioral assessment
 - Determine if the misconduct is a manifestation of the disability
 - Consider a modified program or alternate placement for the student
 - Consider an amendment to provide for the delivery of services during the suspension and any needed modification of the IEP/504 Accommodation Plan

In addition, the Department of Education will be notified when required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

Parents will be provided with written notice of their rights under special education regulations.

If the School District has knowledge that a student may have a disability and if that student has been referred for evaluation to determine eligibility for special education or section 504, that student will be entitled to all of the protections for a student with a disability until the eligibility process is completed.

SUSPENSION

In the case of extreme disregard for school policies and rules a student may be suspended for a number of days. This response to misbehavior is a most serious consequence. **During the period of suspension the student may not attend any extra-curricular activities either as a participant or a spectator in which the school is involved. Students are expected to make up all work missed.**

In-School Suspension – at the discretion of administration, students may be assigned an in-school suspension instead of an out-of-school suspension. The student would be in a separate room for the day monitored by the administrative staff and/or a substitute teacher and be required to do school work for the day.

Social Suspension – A student under Social Suspension will attend school but is not allowed to attend any school functions for the duration of the suspension. This would include sporting events, dances, field trips, assemblies, etc.

Procedure

1. Charges

- a. A student facing suspension shall be given oral or written notice of the charge(s) against him / her.
- b. The student shall also be given an explanation of the basis for the charge(s) and shall be informed of his / her right to present his / her side.

2. Hearing

- a. The student shall be given an opportunity to explain his / her version of the incident or situation upon which the charge is based.
- b. This hearing must precede rather than follow the suspension.
- c. Such a hearing does not require that school officials give the student the opportunity to secure counsel, nor for confrontation and cross-examination of witnesses.

3. Exceptions

If a student's continued presence in school might endanger persons or property or threaten disruption of the academic process, he or she may be immediately ejected. In this case, notice of suspension hearing must be sent to the parents within 24 hours of removal.

4. Alternatives to school suspension may include community service and/or Saturday school.

EXPULSION

An expulsion is a permanent suspension from school. This means a student would never again be able to attend any school in the Pioneer Valley Regional School District. Some of the reasons for expulsion are:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; (see *Weapons* under *Code of Discipline*) or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin.
- 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.
- c) Any student who is in habitual violation of school regulations, and / or restricts the education of others, and / or consistently jeopardizes the welfare of others, and fails to positively modify his or her behavior or improve on past negative attitude and performance.

Any student who is charged with an offense that warrants an expulsion shall be notified in writing of an opportunity for a hearing. At the hearing the student may have representation and the opportunity to present evidence and witnesses. After the hearing, the Principal will decide whether to expel or suspend the student. Any student who has been expelled has the right to appeal to the Superintendent within ten days from the date of the expulsion. The student has the right to counsel before the Superintendent.

TRANSPORTATION

BUS CONDUCT

Students transported in a school bus shall be under the authority of the school district and under control of the bus driver, a legal representative of the school. Disorderly conduct or persistent refusal to submit to the authority of the driver or any infraction of the rules outlined below shall be sufficient reason for the pupil to be denied the privilege of riding the bus for a short term or permanent basis.

Bus transportation is provided for all students who reside outside of a one-mile limit from school.

Parents are urged to call if they should have any questions pertaining to bus transportation.

SCHOOL BUS RULES

1. Be at the stopping place five minutes prior to designated pick-up time and ready to get into the bus with the least possible delay in order to keep the bus on schedule and to minimize traffic hazards.
2. Do not stand or play in the roadway while waiting for the bus.
3. Remain at least five feet from the bus when it stops to pick up, and move forward only when the door opens.
4. After boarding the bus, take a seat as quickly as possible. Remain seated while the bus is in motion. If you need to change your seat, ask permission from the driver.
5. Ride only the bus to which regularly assigned: any change requires school permission.
6. Do not bring animals, glass, reptiles, or prohibited or illegal items on the bus.
7. Students need to follow the directions of the driver at all times. This would include being told to move to a different seat, being assigned to a particular seat for a short or long-term basis, or any other reasonable request of the driver.
8. Maintain an acceptable manner of conduct at all times. Yelling, smoking, vulgarity, boisterous behavior, spitting, or throwing objects out of windows or other disruptive or distracting behavior will not be tolerated.
9. Do not extend any part of the body out of the bus windows at any time.
10. Keep aisles clear of lunch boxes, musical instruments, books, etc.
11. Assist the bus driver in keeping the bus clean by not eating or drinking while on the bus.
12. Do not deface or damage any part of the bus.
13. Remain absolutely quiet when approaching a railroad crossing.

14. Do not play a radio or other audio devices on the bus without earphones. Students may listen to walkmans as long as the volume is not excessive enough to be heard by others.
15. Do not tamper or try to operate either the service door or the emergency door; this is the responsibility of the bus operator.
16. Students loading the bus on a street where the bus passes in both directions are to wait until the bus passes on their side so they will not have to cross the road.
17. Students having to cross the road when loading and discharging are to cross in front of the bus, not the rear, **upon the driver's signal**. All pupils are advised to use extreme caution by looking at traffic both ways before crossing.

A student who desires to ride a bus other than the one assigned must obtain special written permission from the Main Office.

SCHOOL BUS DISCIPLINARY PROCEDURES

The following action will be taken whenever the school bus driver issues a student a bus discipline ticket.

The student must have the ticket signed by the Principal, Assistant Principal, or Dean before he/she is allowed to ride the bus home; the ticket must then be signed by the parent/guardian and given to the bus driver the following morning.

1st Ticket: Warning

2nd Ticket: Three-day suspension for bus riding privileges.

3rd Ticket: Five-day suspension of bus riding privileges and a parental conference.

4th Ticket: Indefinite suspension.

If deemed necessary by the administration and the bus company, riding privilege may be suspended without using the above system.

LATE BUSES

Students are not allowed to stay after school without adult supervision. Only those students who have a legitimate reason for staying after school should remain past 2:30 p.m. Athletes, students staying for extra help, club members, etc. should be sure to sign up for a late bus prior to 1:30 p.m. Students who fail to sign up for the late bus will not be allowed on the bus.

Generally, the late bus leaves Pioneer at 4:00 on Monday and Thursday.

DRIVING AND PARKING REGULATIONS

1. Student drivers must register their cars with the Assistant Principal at the start of each school year and receive a sticker or permit for each vehicle that will be parked on school grounds (up to two).
2. Only the person registered with the school may drive the vehicle.
3. Students may park only in the area designated by yellow lines.
4. Post the parking sticker or permit visibly.
5. While on school property you must abide by the speed limit of 10 m.p.h.
6. You must yield to pedestrians and school buses.
7. You are not to pass any moving vehicle on school property.
8. You must drive in a mature manner and stay on the roadways.
9. Leave the vehicle immediately upon arrival at school and do not return to it during the school day without permission from the main office.
10. Stay off school grounds after being excused, unless attending a co-curricular activity or social function.
11. All drivers are subject to the laws of the Commonwealth of Massachusetts Department of Motor Vehicle Registry. Violators of state law will be reported to the local authorities.
12. PVRs cannot assume any responsibility for damage done to a vehicle while on school grounds.

Students who fail to obtain permission prior to driving to school are subject to disciplinary action and having their vehicle towed from the premises.

Driving to school is a privilege, holding with it the responsibility of following the school's driving regulations. Any violations of the above regulations or actions that could result in the harm of others or the property of others shall be subject to the following penalties: 10 day loss of motor vehicle privileges for the first offense; 20 days loss for the second offense; and loss of privileges for the remainder of the year for a third offense. If you lose your driving privileges, you may not drive your car or others on campus. Any case not specifically outlined in the above regulations shall be handled at the discretion of the administration.

SERVICES

GUIDANCE AND COUNSELING SERVICES

Guidance Counselors assist all students as they develop their personal attitudes, values, and academic and social skills. Both individually and in groups, counseling, guidance, and information are provided. Consultation and coordination of information are also functions of counselors who serve as a resource to students, parents, and faculty.

Students are urged to get to know and work with their guidance counselors. All concerns of a personal, social, academic, or career nature can be discussed with assurance of confidentiality. Usually counseling enables students to arrive at their own best solutions to problems. Appointments are preferable, but needs of immediate concern can be handled on a drop-in basis.

College and Career Exploration – provision of college and career information and exploration continues throughout high school. Ample resources, workshops and one-to-one communication allow students a systematic and thorough search in cooperation with their parents and counselors. *Planning for Beyond High School* packets are available from your Guidance Counselor. These packets include information like step-by-step instructions on what you need to do and when to do it in applying to colleges, facts about financial aid, scholarships, etc.

Student Assistance Counselor provides in-house counseling, alcohol and drug abuse intervention, anger management training, and runs groups that focus on coping skill, decision-making skills, and substance abuse.

School Psychologist performs testing and provides in-house counseling (individual, group and/or family) support to students and families regarding psychological testing and school-related issues.

OFF-SITE COURSES

Students who have exhausted all PVRS courses in field of study currently being offered may request approval to take (specified) courses at accredited, prior approved educational institutions in the area.

A dual enrollment opportunity is available for qualified PVRS juniors and seniors at Massachusetts' colleges and universities. Additional information can be obtained in the Guidance Office.

SCHOLARSHIPS

Students planning on further education should investigate all sources of financial aid. There is a long list of federal, state, and local organizations that provide scholarships to PVRS students. Sources and more information can be obtained in the Guidance Office.

SCHOOL RECORDS

Copies of the Massachusetts Student Record Regulations (603 CMR 23.00) are available to parents upon request. Some of the important points of those regulations are:

- a) Unless blocked by a court order, parents have the right to inspect their child's records regardless of the child's age.
- b) Pioneer may release to third parties without prior consent the following information: student name, address, telephone, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. This includes release of information to the Armed Services as authorized by the No Child Left Behind Act of 2001. If a student or parent does not want this information released without prior consent, you must notify the Guidance Office.
- c) When a student transfers to a new school, Pioneer may forward the student's records without prior written consent.
- d) All temporary records are kept for a period of one year after the student leaves PVRS. The permanent record card will be kept on file for 60 years. Special Education records are kept for five years after student leaves. Parents or students who want to claim temporary records should request them before the destroy date.

HEALTH

Any student who feels ill should obtain a pass from his/her classroom teacher and go directly to the Health Office. If the nurse is not available, he/she should report to the Main (front) Office. The Nurse will determine if the student needs to be sent home.

The nurse must first clear any student returning to school following a communicable illness.

Exemptions from P.E.: It is necessary to have a note from the physician, explaining the disability and the length of time such exemption is necessary. A new note is necessary each school year.

Medication—Students requiring medication during the day should inform the nurse of the type of medication required and leave it with her. A doctor's written order and parents' written permission is required for all medication—including over-the-counter drugs such as but not limited to aspirin.

Accidents—every accident or injury occurring during school hours, and any athletic injury occurring during a school-sponsored event, must be reported immediately to the teacher in charge and to the School Health Office. Students who sustain a serious injury must have a doctor's permission to return to P.E./sports participation.

Physical Exams—are required in grades 7 and 11 and for all students transferring in. In addition, immunization records must be in compliance with State Law Chapter 76, Section 15. In order to participate in sports, yearly physicals are required.

LIBRARY

The library media center (LMC) is open from 7:45 a.m. to 2:30 p.m. every day. On Monday and Thursday it is open after school until 4:00 p.m. Upon entering the Library, students are required to sign in for attendance. If a student leaves the Library before the end of the period, he/she is required to put the time and their destination next to their name on the attendance sheet. The LMC staff encourages the use of its resources before and after school. A variety of activities can be carried on simultaneously in the LMC. It is a place where students can read, study, do research, use computers, learn the use of video equipment, and a variety of other activities. Purposeful talk and movement is tolerated.

Students may check out books from the stacks for a two week period; books may be renewed twice. Periodicals (magazines) may not be taken out of the Library. Food and drinks are not permitted in the Library.

SCHOOL INSURANCE

School insurance is available to all students at a nominal cost. This insurance covers students in most types of accidents which occur during the time the student is at school, going to or from school, or while on a school-sponsored trip. For prompt action, the accident should be reported immediately after it occurs.

The school has no insurance coverage for the property that does not belong to the school. Personal property, whether it is lost or damaged as the result of a burglary, is not covered by school insurance. If money or valuables are stolen from a student's locker, etc., the school is not responsible for replacing them.

BOOKS AND EQUIPMENT

All books, equipment, athletic supplies, or other supplies on loan to a student must be returned at the appropriate time and in good condition. Items not returned must be paid for. Assessment will be 10 percent less than the cost of replacement for each year the item has been in circulation. A minimum charge of 50 percent will be assessed at replacement cost of the item regardless of age.

Hard-cover, flexi bind and permabind books will be charged full replacement cost unless their condition is recorded as poor in Text Inventory. Paperbacks will be charged per condition at Head Teacher discretion. Supplemental books (those used for only a brief time during the year) that are lost will be replaced at full replacement cost.

All textbooks issued to a student are to be covered immediately.

Students will not be eligible to participate in co-curricular or athletic activities until all obligations are resolved.

CAFETERIA

Students are expected to practice the general rules of good manners and courteous behavior. Some of these general rules are:

1. Leave the table and surrounding area clean and orderly.
2. Put trash in the proper containers.
3. Do not leave the cafeteria while eating or carrying food.
4. For health reasons, do not wear garments, which would be worn outside (such as coats) in the lunch line.
5. Be courteous to the cafeteria staff and treat them with respect.
6. Vending machines are turned off during lunch times.

MISCELLANEOUS CHEMICAL SENSITIVITIES

Some persons have chemical sensitivities and can become ill from strong perfumes/scents. Use consideration in using fragrances, and if alerted that a member of the school community is affected, please refrain from using scents during the school day.

DRESS CODE

Students have the right to dress and groom as they deem appropriate, provided their appearance does not endanger health or safety, damage school property, disrupt school activities or offend others.

Students may not wear/display items that:

- Advertise drug, alcohol or tobacco products
- Express profanity, sexual innuendo, offensive messages or violence
- Expose underwear, including sports bras
- Expose cleavage
- Expose torso
- Are ripped in inappropriate places
- Have protruding spikes
- Are shorter than the student's fingertips when standing in a normal position
- Indicate gang affiliation

Because of the nature of certain school activities, additional requirements may be made; for example, gym clothes may be required in physical education classes; neckties or jewelry may have to be removed or hair secured in shop classes; safety glasses or shoes adequate to protect the feet may have to be worn in laboratories or shop classes.

Failure to adhere to the dress code will result in the student having to remove/change/cover the article in question, and will receive a verbal warning; continued violations could result in detentions. Refusal to comply could result in isolation within the building or being sent home.

Hat Policy

- a) Hats that are prohibited are ones that have: abusive language or offensive messages (i.e. swastikas, etc.); pro-drug/alcohol/tobacco messages or logos; or disruptive designs (i.e. hats with propellers, sombreros, etc.)
- b) Hats shall not be worn if the teacher decides that by doing so wearers are putting themselves or other people in danger (i.e. using Bunsen burners) or detaching themselves from class (i.e. pulling the hat down and going to sleep)
- c) Hats shall not be worn in gym class or during band
- d) Hats shall not be worn during the Pledge of Allegiance
- e) Hats cannot be worn if they are a distraction or disruption of class (i.e. taking, chasing, etc.) If a teacher asks you to remove your hat, do so cooperatively and immediately.

FIRE DRILL

Directions for fire drills are posted in each room. Students should be thoroughly familiar with the fire drill directions in each room in which they have a class. Students are instructed to pass quickly as soon as the fire alarm buzzer sounds without directions from a teacher. Students are to remain outside standing quietly away from the building with their teacher until a signal is given to return inside.

FALSE FIRE ALARMS – according to Massachusetts State Law, anyone causing a false alarm shall be punished by a fine of not less than one hundred dollars nor more than five hundred dollars, or by imprisonment in jail for not more than one year.

ELECTRONIC RESOURCES ACCEPTABLE USE POLICY (Entire Policy available online)

Introduction:

Electronic resources provided by Pioneer Valley Regional School District are intended to:

- Improve education for all students through access to unique resources and partnerships;

- Improve learning and teaching through research, teacher training, collaboration and distribution of successful education practices, methods and materials.

These resources – including, but not limited to, computers and Internet access – allow users access to local, national, and international sources of information and collaboration vital to intellectual inquiry and democracy, and are intended solely for educational purposes. Every user has the responsibility to respect and protect the rights of every other user in our school community and on the Internet.

Account holders are expected to act in a responsible, ethical, and legal manner, in accordance with both school and district policies, rules, regulations and guidelines and the laws of the Commonwealth and the United States.

A consequence of access to computers and individuals outside of the school district network may be the availability of inappropriate material. On a global network it is impossible to regulate all materials, and an industrious user or innocent error may uncover subject matter inimical to our educational mission. That being said, however, we believe that the valuable information and interactions available on this worldwide network far outweigh the disadvantages.

The following explains our policies for acceptable use of the Pioneer computer network. Use of the computer network and the Internet are privileges, which may be revoked unless students, faculty and staff agree and cooperate with these terms. If a member of the school community fails to comply, limited network/Internet access, suspended network access, or other disciplinary action may be taken. Consequences for students may include loss of computer privileges for two weeks or longer as well as application of any relevant consequences from the code of conduct.

USER-SPECIFIC PROVISIONS

A. All users

Students, staff and faculty may not:

1. Use the network to access and/or transmit material in violation of a U.S. or Commonwealth law or regulation. This includes, but is not limited to, copyrighted material, obscene material, pornographic material, or material that advocates illegal acts, violence or discrimination towards other people.
2. Degrade, damage or disrupt equipment or system performance
3. Gain unauthorized access to network resources
4. Use an account owned by another user or vandalize another user's data
5. Waste electronic storage space by saving unnecessary files or programs
6. Download, install, load or use programs without written permission of a technology administrator
7. Use the Internet for personal commercial purposes (e.g., to advertise a personal business) or for political lobbying
8. Use inappropriate, offensive, foul or abusive language in any electronic documents
9. Harass by posting, sending or forwarding annoying, obscene, libelous, threatening or anonymous messages
10. Forward chain letters
11. Forward e-mail messages of broad interest (e.g., virus alerts, "Joke of the Day" e-mails, etc.) to the entire school community (see number 5 below)
12. Knowingly make use of pirated software or violate software-licensing agreements

Students, staff and faculty must:

1. Use the Internet and other electronic resources only for legitimate educational purposes.
2. Respect commonly accepted practices of Internet etiquette including, but not limited to, use of appropriate language.
3. Be aware of potential security risks at all times and take all reasonable steps to minimize risks such as logging off the network when a computer is unattended.
4. Avoid bulk e-mailing.
5. Forward all e-mails of broad interest (e.g., virus alerts) to a technology administrator for further actions.
6. Treat all computer areas and equipment with the utmost care and respect.

School and district resources for electronic communication shall be used for educational purposes. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the district and follows district guidelines, but such messages will be treated no differently from other messages on the network. Prohibited electronic communications include, but are not limited to:

1. Use of electronic communications to send copies of documents in violation of copyright laws
2. Use of electronic communication systems to send messages, access to which are restricted by laws and regulations.
3. Use of electronic communications to intimidate others or to interfere with the ability of others to conduct school/district business.
4. Constructing electronic communications to appear to be from someone else.
5. Obtaining access to the files or communications of others for the purpose satisfying idle curiosity, with no substantial school/district business purpose.
6. Users will conform to the rules of e-mail archiving and document retention.
7. Any other communication in violation of this policy or the specific school policy.

B. Students

Students may access the Internet only with adult supervision, and must notify a teacher or technology administrator immediately if they come across inappropriate content. In addition, students may not use the Internet or email to give out personal information (such as a home address, telephone number, or picture) about themselves or other students. Students' use of electronic resources is restricted to

teacher-approved projects and research. Occasional investigation of news and information of personal interest when appropriate to a school setting and not disruptive to curricular use may be allowed with prior adult permission.

LOCKERS

Lockers are school property and loaned to the student for the year. They must be kept clean and cared for at all times. Padlocks are available to all students. Students should not disclose their combinations to anyone. **Student should not switch lockers with others unless given permission by the administration. If a locker does not function properly, the student should notify the Main Office.** Use school issued padlocks only – **personal locks will be cut off.**

The lockers are not intended for the storage of valuable personal items other than clothing and books. The school is not responsible for the loss of any item from the locker.

In order to maintain the integrity of the school environment and to protect other students, the school may randomly conduct systematic searches of the lockers for illegal items and/or items not allowed in school.

LOST AND FOUND

Any items lost, which we recover, will be retained for a brief time. Please inquire at the front desk. Items are periodically displayed on a table in the hall in hopes of finding their rightful owners. Following this brief display period, unclaimed items are donated to a local charity.

"NO SCHOOL" ANNOUNCEMENTS

In the event of extremely bad weather, or when it becomes necessary to either call off school or to delay school opening, announcing of school closings will be made over WHYN (93.1 FM/560 AM), WHAI (98.3 FM/WHMQ 1240 AM), WCAT (99.9 FM), and WTSA (96.7 FM/1450 AM) stations and on television channels 22 and 40 beginning at 6:15 a.m.

PASS SYSTEM

Students must sign out (legibly) to leave classes or study halls. A pass (such as to the nurse's office) only allows the student to be in the specific area designated and does not permit free roaming of the school.

POSTERS

The Main Office must approve posters advertising any event. Posters advertising non-school sponsored activities will be allowed only on the designated bulletin board. No posters will be allowed for events which conflict with school sponsored activities.

PARENT-TEACHER PARTNERSHIP

The Parent-Teacher Partnership (PTP) is an organization of grade 7-12 parents and teachers of the Pioneer Valley Regional School. It is a non-profit organization that supports activities that benefit your student(s) such as dances, extra equipment, teacher appreciation, Snack Shack for sports home games, etc. Being involved in the organization is a great way to be involved in your student's life and the life of the school. The PTP meets regularly throughout the year and welcomes new members with fresh ideas for activities and fundraising. Call the Main Office for more information.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Pioneer has set the standard that a student may only participate in athletics and extra-curricular activities if he/she has been in school for a full day. This is consistent with MIAA rules. To be in attendance for a full day a student must arrive at 7:55, or no later than 8:15 with a signed note from a parent or guardian, and attend all classes. A student who is chronically late to school (excused or unexcused) may lose the privilege of participating. If a student leaves during the school day he or she is not eligible to participate in a practice or game on that day. There are three exceptions:

1. Students with senior privileges may use their privileges.
2. A student may submit a note from a parent/guardian to the principal requesting an exception from the attendance requirement for a medical or court appointment that cannot be scheduled at any other time when the appointment does not cause the student to miss more than two hours of school. Only a limited number of exceptions will be approved for a student each season.
3. A senior may make one college visit during a season. We encourage student to make these visits between seasons, on weekend and during holiday.

If a student must miss more than 2 hours of school he/she should not expect to practice or play on that day. If you have a concern about whether a dismissal or tardy will be accepted, you can request approval a day ahead. You may also discuss any special circumstances with the principal.

SCHOOL COUNCIL

The Pioneer School Council, made up of faculty, parents, students, and community members, serves to advise the principal, who acts as chair, on matters of school policy. Created by the Education Reform Act of 1993, the Advisory Council's primary task is to draft a yearly school improvement plan. Meetings are open to the public and generally held once a month during the school year. Call the Main Office for more information.

SENIOR PRIVILEGES

A. ELIGIBILITY

To be eligible, seniors must meet all of the following criteria:

1. Receive "C" or better in all classes and/or make honor roll in the previous marking period, and be currently enrolled as a full-time student.
2. Maintain excellent attendance, including being on time to school and for all classes.
3. Acquire parental permission.

B. SCHOOL SERVICE

1. In addition to fulfilling the above requirements, seniors will perform service within the school community under the guidance of a P.V.R.S. staff member. The student shall make appropriate arrangements within the first ten (10) school days of the quarter.
2. Seniors with six (6) or more study halls a week will be expected to fulfill one (1) period of service per week.
3. Seniors who have four (4) or five (5) study halls a week will be expected to fulfill one (1) period of service every two (2) weeks.
4. Seniors with fewer than four (4) study halls a week will be excused from this requirement. (B1) Failure to meet community service requirements will result in a loss of privileges.

C. SENIOR PRIVILEGES AND RESPONSIBILITIES

1. Seniors will have the use of a designated area for studying during their study halls. They must inform their study hall teacher at the beginning of each marking period; and sign in with the Main Office during each free period. Students accept the responsibility of maintaining a clean space and monitoring the area. Seniors must observe study hall rules in the senior sections.
2. Seniors with study halls first or last blocks may come to school just prior to their first class and be able to leave early if they are unassigned during the last block. Parental permission is required and students must sign in and out in the Main Office.
3. We have piloted Open Campus for seniors during the 2007-2008 school year and may consider it for 2008-2009.

D. ORGANIZATION AND MANAGEMENT OF SENIOR PRIVILEGES

1. Seniors who abuse the privilege to arrive and leave during first and last period may lose his/her privileges.
2. A senior who is unruly or violates a rule will lose his/her privileges for two weeks. S/he will lose them for an additional eight (8) weeks for a second offense. A third offense is the loss of the privileges for the remainder of the school year.

STUDENT OFFICERS

To serve as a class officer, a student must be a member in good standing of the class, be academically eligible and in compliance with the school's code of conduct, and remain in good standing throughout his/her term in office.

SCHOOL DANCES

School dances are provided for the entertainment of the student body. Different organizations or classes take turns in sponsoring these dances. Students must observe dress and other regulations according to the type of dance. At dances and other social functions students may not leave and return. You must have attended school the day of the dance in order to attend the dance.

Senior High School (grades 9-12) – 8 p.m. – 11 p.m.

Middle School (grades 7-8) – 7:00 p.m. – 9:30 p.m. (Only PVRs 7th and 8th grade students may attend).

When guests are permitted, a guest at these dances must be sponsored and signed up by a Pioneer student, and must be registered in the school office before the dance. The guest will be expected to observe the above regulations. The guest will not be admitted to the dance without the sponsor. The sponsor will be held responsible for their guest's actions.

The organization or class sponsoring the dance must complete the *Special Event Permission Slip*, which can be obtained at the office. No dance will be scheduled until all information on the *Special Event Permission Slip* is completed. All dances must be scheduled at least two (2) weeks ahead of time.

TELEPHONES

Two pay telephones have been provided for student use. Students are to use them only during free time and study halls from which they have received permission to do so. The office telephone is intended for school use and is not to be used by students except with permission from the office. Students will not be called from classes to receive incoming phone calls, as messages will be sent to students to return calls at their convenience.

VISITORS

All visitors must report to the Main Office upon entering the building and secure a visitor's pass. Adult visitors, particularly parents, are always welcome to visit school for the purpose of observing classes or consulting with teachers when they are not engaged in teaching classes. Please call the Main Office ahead of time.

Students may bring visitors to school only under certain circumstances, when arrangements have been made in advance with the Assistant Principal or the Principal.

STUDENT ACTIVITIES

A modern high school program makes available to its students a number of activities that appeal to them and that are educational, interesting and challenging. The number and variety of these activities is determined by the time available, the number of advisors or teachers and the abilities and interests of advisors and students. Over the years the following activities have been offered to PVRs students:

CLUB ACTIVITIES

As Schools Match Wits
Class Officers
Envirothon
Gay Straight Alliance
Karate Club
Mock Trial

Audio Visual
Dance Team
French Club
Junior National Honor Society
Knitting Club
Model Congress

National Honor Society
Panther Press
Science Club
Spanish Honor Society
Student Advisory Council
Yearbook

Outing Club
Peer Mediation
Spanish Club
Student Advisory Committee
Various Small Ensembles

SPORTS

FALL SPORTS

Volleyball (girls) --- Varsity, Junior Varsity, Middle School
Soccer (boys and girls) --- Varsity, Junior Varsity, Middle School
Cross-Country (Track)
Football --- Varsity
Field Hockey --- Junior Varsity

Golf

WINTER SPORTS

Cheering
Downhill skiing
Basketball (boys and girls) --- Varsity, Junior Varsity, Middle School
Indoor Track
Wrestling

SPRING SPORTS

Softball (girls) --- Varsity, Junior Varsity, Middle School
Baseball (boys) --- Varsity, Junior Varsity, Middle School
Track
Volleyball (boys) --- Varsity, Junior Varsity

All athletic schedules are available online at www.highschoolsports.net

ACADEMIC ELIGIBILITY POLICY

The policy applies to members of sports teams, co-curricular activities, class officers, other representatives of the school.

To be eligible to participate in sports or co-curricular activities, the student must be enrolled full-time and have passed 5 major subjects the marking period prior to the sport season or time of the co-curricular activity **and receive no failures**. Major subjects are courses that meet 5 days a week. Second quarter marks and not semester grades determine third quarter eligibility. Eligibility is determined by quarter grades except for fall activities, which are based on the final grade for the previous year's courses. **Students with Incompletes are ineligible until the work is completed and grade is submitted.** The eligibility of all students shall be considered official on the date when report cards for that marking period are mailed.

Application for a waiver because of a failing grade will be allowed. However, approval is limited to once in the middle school and once in the high school. The waiver will be reviewed by a committee consisting of the principal, athletic director, teacher, coach, parent and player. See Athletic Handbook for more specific information pertaining to sports.

SCHOOL VARSITY SWEATSHIRTS

Those students participating in sports are eligible for Varsity letters. The requirements for Varsity letters can be found in the Athletic Handbook. Those athletes who receive seven (7) Varsity letters will also receive a Varsity Sweatshirt. Managers are also eligible for this, as they may receive letters for their hard work throughout the season.

SCHOOL COLORS

The school colors are black, gold and white.

STUDENT ACTIVITIES APPEAL BOARD

The Pioneer Valley Regional School recognizes the value of participation in co-curricular and other school-sanctioned activities. Effort will be made by the advisors and coaches of such activities to avoid scheduling conflicts. Should an unavoidable conflict occur and attendance at one activity prevents attendance at another activity, the student involved may appeal any penalties imposed. More information on this process can be obtained from the Athletic Director.

HUMAN SEXUAL ISSUES

Chapter 291 of the Acts of 1996, codified as General Laws Chapter 71, Section 32A, and referred to as the Parental Notification Law 32A requires each school to notify parents about any curriculum that primarily involves human sexual education or human sexuality issues. At PVRS, those courses include grade 7 & 8 Health, Life Skills, Child Development, Health and Human Relations, Biology, Genetics, Bioethics, and Anatomy & Physiology. As a parent, you have the right to exempt your child from any portion of that curriculum without penalty. If you wish to do so, please notify the principal in writing. All program instruction materials for such curriculum are available to parents or guardians for inspection and review. If you would like to review these materials, please call and make an appointment. Massachusetts General Laws Chapter 269

STATE LAW REGARDING HAZING

CH. 269, S.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 "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 willful or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subject 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. Added by St. 1985, c.536; amended by St. 1987, c.665. CH.269, S. 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 practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c.536; amended by St. 1987, c.665.

CH. 269, S.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 institutions 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 understand 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 organization 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 its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St. 1985, c.536; amended by St. 1987, c.665.