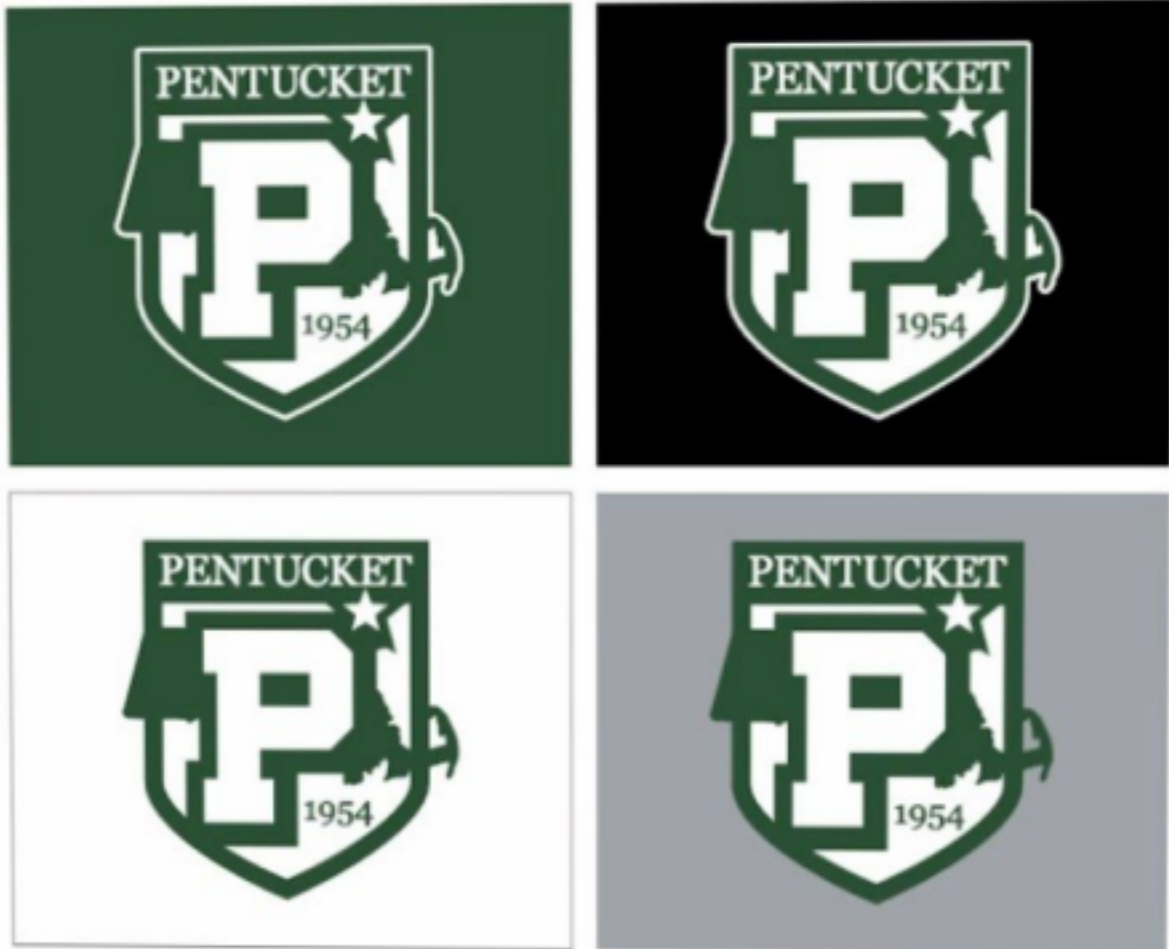


PENTUCKET REGIONAL HIGH SCHOOL

STUDENT HANDBOOK 2021-2022



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I. Introduction

A. Principal's Message

Welcome to the **2021– 2022** school year! We hope you had a wonderful summer and are ready for a great year. The administration, faculty and staff have been busy planning and getting things ready to make sure that this year is really special.

A warm welcome to the class of **2025** we look forward to making the transition to high school a positive and rewarding experience. The choice is in your hands. There are many people here who can extend a helping hand so take advantage of the support and reach out.

To all of our students, we remind you that our expectations are high. We take pride in our tradition of encouraging excellence. Work hard in your classes, follow the rules and regulations, get involved in a school activity and contribute positively to the Pentucket High School community.

Jonathan P. Seymour, Principal

B. Pentucket Regional High School Core Values

Pentucket students and staff work together as a community to fuel a passion for learning and academic excellence. We encourage the skillful application of knowledge, challenging ourselves to be healthy, responsible, and respectful members of our local and global community.

Beliefs About Learning

We believe that..

- ◊ students learn best when they are given choices, see authentic applications, and actively engage in their learning.
- ◊ persistence in response to challenges is modeled and expected.
- ◊ literacy is an essential building block.
- ◊ we are a community of lifelong learners with individual needs, abilities, interests, and learning styles and this is reflected in the school's curriculum, instruction, assessment and extracurricular offerings.
- ◊ each member of our learning community should adapt to the ever-changing technological learning tools and their use.
- ◊ our learning community - students, parents, faculty, and staff - all share collective responsibility for promoting students' success and physical, social, and emotional well-being.

21st Century Learning Expectations:

Academic Competencies

- I. Students will be independent, inspired, and confident learners.
- II. Students will be skilled communicators who are able to use writing, speaking, arts, and technology to express their ideas.
- III. Students will be creative explorers who are able to push boundaries, overcome obstacles, and create meaning from their learning.
- IV. Students will be innovative thinkers who are able to solve problems by reading, acquiring, analyzing, and synthesizing information.

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Social Competencies

- V. Students will demonstrate respect for others and themselves, accepting and appreciating individual differences. VI.

Students will be engaged and effective collaborators.

Civic Competencies

- VII. Students will be active and responsible members of their school and community.

C. 2021-2022 Bell Schedules

No homeroom Schedule

Period 1 7:35-8:28

Period 2 8:28 - 9:22

Period 3 9:22 - 10:16

Period 4 10:16 - 11:10

Period 5 11:10-12:30

1st Lunch 11:10-11:30

2nd Lunch 11:35-12:05

3rd Lunch 12:10 - 12:30

Period 6 12:30 - 1:21
Period 7 1:21 - 2:15

D. INTRODUCTION

Providing for a school atmosphere that is most conducive to learning requires that we maintain certain rules and procedures, and the **Handbook** describes them for you. But the **Handbook** also gives you a taste of our philosophy and goals, as well as some of the services available to you here at Pentucket. We hope you and your parents will take the time to review all of the information in this **Handbook** and feel free to contact us or other appropriate staff members if anything needs clarification. Please pay special attention to the many activities available to you and get involved. Supporting your school and taking advantage of what it offers are at the core of the commitment you need to make to ensure that your educational experiences at Pentucket will be meaningful and positive ones. Remember that the process of education requires a commitment on the part of all concerned; go after your academic pursuits with vigor and establish solid relationships with your teachers so you can take advantage of their expertise and experience. All high school teachers will be available after school for make-up/extra help sessions on Tuesday, Wednesday and Thursday; we encourage you to take advantage of these opportunities. Continue also to cement lasting relationships with your classmates by attending school functions and involving yourself with school activities. As you well know, the more you put into something, the more you'll get out of it.

For any reference in this handbook to school committee policies, please cross reference with the policies on the school district website as the school committee often makes adjustments to policies.

E. National & International Educational Opportunities

Pentucket Regional School Committee recognizes that first hand learning experiences provided by field trips can be an effective and worthwhile means of learning. The Committee encourages field trips as part of and directly related to the total school program and curriculum. Outside organizations may be useful in conducting trips requiring overnight accommodations, including responsibilities for hosting, sponsoring, organizing, transporting students, and all other general support for the experience. The function of the National & International Education Advisor is to define areas of high interest among high school students and inform parents/students about organizations that could potentially support expressed interests. For more information, please speak with Ms. Janna Millard, the National & International Advisor.

F. EQUAL OPPORTUNITY: Notification of Anti-Discrimination

Pentucket Regional High School, in accordance with Chapter 76, Section 5 of the Massachusetts General Law guarantees every person shall have a right to attend the public schools of the town where he/she actually resides. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such a public school on account of race, color, sex, religion, national origin, sexual orientation or gender identity.

G. TITLE IX

No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. (Title IX of the Educational Amendments of 1972)

H. NOTIFICATION OF CIVIL RIGHTS

Pentucket Regional School District Coordinator for Title VI and Title IX is Mr. Brent Conway, Assistant Superintendent. He can be reached by 4

mail at 22 Main Street, West Newbury, MA 01985 or by telephone at 978.363.2280. For concerns related to your child, we encourage you to first contact the building principal.

I. HARASSMENT POLICY

Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the Pentucket Regional School District. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's

- participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse; • Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; • Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 3) Application of a preponderance of evidence standard;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination at a live hearing, if offered by the district, subject to "rape shield" protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools, a hearing is optional at the election of the district, but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying the preponderance of the evidence standard. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

The District may establish an informal investigation process that may, upon the request of the complainant, be followed by a formal process. 6

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Pentucket Regional School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

List the name and phone number of the District's Title IX Coordinator
List the appropriate party by name and phone number to receive a complaint in each District School
Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A

Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

ACAB-R: Grievance Procedure for Complaints of Sexual Harassment under Title IX of the Education Amendments of 1972

The following grievance procedures apply to all complaints made by students or staff of sexual harassment, sexual assault or sexual violence under Title IX of the Education Amendments of 1972 and in accordance with School Committee Policy ACAB.

I. Reporting of Sexual Harassment Complaints

A. How to Report a Complaint of Sexual Harassment

Students and employees who believe they have experienced or witnessed sexual harassment should notify the District's designated Title IX Coordinator, NAME AND CONTACT INFORMATION. If the complaint concerns allegations against the Title IX Coordinator, then the complaint should be filed with the Superintendent or designee.

Employees who witness sexual harassment or have a reasonable belief that it is occurring, are required to report it immediately to the Title IX Coordinator.

Reports of sexual harassment may also be made by employees to their direct supervisor and by students to a teacher, counselor, school nurse or building administrator, who shall immediately bring such report to the attention of the Title IX Coordinator.

The complaint may be filed by the alleged victim or any other party. Any person filing a complaint is encouraged to do so within a short time after the occurrence giving rise to the complaint, to assure a prompt investigation and fair resolution.

B. Handling of Sexual Harassment Complaints

All complaints shall be processed in a fair, expeditious and confidential manner. The Title IX Coordinator is responsible for overseeing the complaint response, including implementation of supportive measures and the grievance/appeal process. In doing so, the Title IX Coordinator may delegate certain duties to a designee. Complaints can be investigated by a building administrator, district-level staff member, or the Title IX Coordinator. The decision-maker must be a separate individual from the investigator. The Title IX Coordinator (or designee), investigator and decision maker shall not have a conflict of interest or bias. All Title IX personnel shall receive appropriate training in accordance with Section VIII below.

II. Supportive Measures and Filing of a Formal Complaint

A. Supportive Measures

Once a report of sexual harassment has been received, the Title IX Coordinator or designee will promptly contact the alleged victim (the “Complainant”) to discuss the availability of supportive measures and consider the Complainant’s wishes with respect to supportive measures. The District must investigate sexual harassment allegations in any formal complaint. The District must inform the Complainant of the availability of supportive measures with or without filing a formal complaint, and explain to the Complainant the process for filing a formal complaint. Supportive measures shall also be offered to the Respondent as necessary to ensure continued and equal access to the education program and/or activity during any investigation.

“Supportive measures” are individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures must be offered to both the Complainant and the Respondent, and may include, but not be limited to” no contact orders, change of class schedules, modifications of assignments/work, leaves of absence, increased security and monitoring of certain areas of the campus, and other appropriate measures.

In addition to the above supportive measures, the District, in its discretion, may consider the emergency removal of a student in accordance with applicable student discipline regulations. The District may place an employee on paid administrative leave during the course of an investigation of sexual harassment allegations against said employee as determined appropriate and consistent with any applicable collective bargaining agreement.

B. Filing a Formal Complaint

A formal complaint may be filed in writing by the Complainant or presented verbally and put into writing and signed by the Title IX Coordinator or designee. The District will respect the wishes of the Complainant with respect to whether the District investigates a report of sexual harassment, unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable in light of the known circumstances.

C. Contents of a Formal Complaint

A formal complaint is signed by a Complainant or the Title IX Coordinator or designee alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District. A formal complaint may be filed with the Title IX Coordinator or designee in person, by mail, or by electronic mail, by using the contact information set forth herein.

The District must investigate sexual harassment allegations in any formal complaint. If the allegations in the formal complaint do not meet the definition of sexual harassment as set forth under Title IX, or did not occur in the District’s education program or activity, the District must dismiss such allegations for the purposes of Title IX, but may still address the allegations in any manner that the District

deems appropriate consistent with its policies, procedures and code of conduct, including but not limited to its anti- bullying policies and plan

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III. Informal or Formal Resolution of Complaint

The District must offer the Complainant a formal resolution process and may offer an informal resolution process. If the District does not provide the option of informal resolution, the formal resolution process shall be followed.

A. Informal Resolution Process

If the District elects to offer an informal resolution process, such process shall be offered and implemented at the election of the Complainant and only after receipt of voluntary, informed, written consent of both the Complainant and the Respondent. The Complainant may elect informal resolution of a complaint at any time prior to a final determination by the decision maker . This may include conciliation and/or mediation by an individual trained to conduct such processes. At any time prior to agreeing to a resolution, either party has the right to withdraw from the informal resolution process and resume the formal complaint grievance process.

The District shall not offer an informal resolution process when a student alleges sexual harassment by staff.

B. Formal Resolution Process

The formal complaint process will comply with the grievance procedures outlined below.

IV. Grievance Procedure

In accordance with Title IX and its supporting regulations, the District shall implement the following process when investigating formal complaints of sexual harassment:

- A.** The Complainant and Respondent will be treated equally throughout the investigation process and be provided with written notice of the allegation (including sufficient details known at the time and with sufficient time to prepare a response before any initial interview), the grievance process, the range of possible remedies the District may provide a Complainant and disciplinary sanctions the District might impose on a respondent, following determinations of responsibility. Both parties have the right to have a representative/advisor participate in the process on their behalf.
- B.** Any interim supportive measures, as appropriate, will be offered to both parties.
- C.** The investigator will conduct an objective evaluation of all available evidence. This shall include an interview of both the Complainant and the Respondent, during which each party shall have a full opportunity to state their case through the presentation of witnesses and other evidence. Witnesses and other persons relevant to the complaint, if any, may also be interviewed. Please note that, during the investigation, rape shield protections apply to the Complainant and Complainants may generally not be asked about their prior sexual behavior.
- D.** During the investigation process, the parties shall not be prohibited from discussing the complaint or collecting evidence.
- E.** The investigation shall be completed in a reasonable time frame within thirty (30) school days except for good cause. Good cause may include, but not limited to, unavailability of a party, concurrent pending law enforcement investigation, or need for interpreter or accommodation of any party or witnesses' disability.
- F.** During the investigation, there is a presumption that the Respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- G.** The investigator will make findings based on a preponderance of the evidence standard.
- H.** The investigator will not request or solicit information from any party or witness that constitutes disclosure of information that is protected under a legally recognized privilege, unless the holder of the privilege voluntarily waives the privilege.
- I.** Prior to the conclusion of the investigation, and at least ten (10) calendar days prior to completion of the investigation, the Complainant and Respondent will both be provided a copy of the investigation report and an opportunity to submit any additional information they would like considered by the investigator before their report is finalized. Both parties shall be provided the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- J.** Once the investigation has been completed, the investigator will submit their investigation report, with recommendations with regard to responsive measures, to the decision maker. The Complainant and Respondent shall also be advised, in writing, of the investigator's findings and recommendations.
- K.** The decisionmaker will review the investigation report and hold a disciplinary hearing with the Respondent, in accordance with applicable procedures (for student or employee).
- L.** The decision maker will advise both parties of the final determination and any related remedial/responsive measures in a manner that complies with applicable laws regarding student confidentiality and appeal rights. The Respondent will be notified of any disciplinary action and other remedial measures, if the complaint is substantiated. Notice of such final determination will be made in writing and sent simultaneously to the parties along with information about how to file an appeal.

V. Disciplinary Action

If a complaint is substantiated, the District will act promptly to eliminate the behavior and will refer the matter to the proper supervisor or administrator for appropriate responsive measures, including but not limited to disciplinary action and restoring a sense of safety for the Complainant. For students, discipline will be imposed consistent with the Code of Conduct and Massachusetts Student Discipline Law.

Discipline of employees will be consistent with collective bargaining procedures, if applicable, and may include disciplinary action up to and including dismissal.

Responsive measures will also include any steps necessary to prevent the recurrence of any discrimination and/or harassment and will include corrective action aimed at eliminating any discriminatory effects on the complainant and others, as appropriate.

VI. Retaliation Prohibited

Retaliation in any form against any person because of or related to a sexual harassment or retaliation complaint, or because of or related to cooperation with an investigation of a sexual harassment or retaliation complaint, is unlawful and prohibited. Retaliation is also prohibited against any individual that participates or chooses not to participate in the grievance process.

If retaliation occurs, it could be considered grounds for discipline, up to and including suspension and/or discharge for employee(s), and appropriate disciplinary action for students.

VII. Appeal Procedure

Both parties have the right to appeal the decision maker's determination to the Superintendent or designee. Any appeal should be submitted in writing to the Superintendent within ten (10) calendar days of receipt of the final determination.

The Superintendent or designee in reviewing the appeal may consider the following factors:

- A. Was there any procedural irregularity with the investigation process?
- B. Is there any new evidence not reasonably available at the time of the investigation?
- C. Did the Title IX investigator have a conflict of interest?

The decision of the appeal process is final and is not subject to further review by the School Committee.

VIII. Training Requirements

All Title IX personnel including Title IX Coordinators, investigators, decision-makers, people who facilitate any informal resolution process shall receive training as required by Title IX and its supporting regulations. All training materials shall be made available to the public for inspection upon request.

J. BULLYING LAW, BULLYING PROCEDURES

Pentucket Regional School District is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. Our plan applies to students and members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

Acts of bullying and cyber-bullying are prohibited:

- on school grounds,

- property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function or program whether on or off school grounds, ● at a school bus stop,
- on a school bus or other vehicle owned, leased or used by the school district;
- or through the use of technology or an electronic device owned, leased or used by the school district and ● at a location, activity, function or program that is not school-related,
- or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

Aggressor is a student or member of the school staff who engages in bullying, cyber bullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (i) causes physical or emotional harm to the target or damage to the target's property;
- (ii) places the target in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the target;
- (iv) infringes on the rights of the target at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- the creation of a web page or blog in which the creator assumes the identity of another person;
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses
- section (v) of bullying above, inclusive, of the definition of bullying; and
- the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment, as defined in M.G.L.c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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

B. Bullying and Retaliation Are Prohibited and May Lead to Discipline

Pentucket Regional School District absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students, or school staff, who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment. In the event that the principal or assistant principal is the aggressor, reports shall be made to the superintendent or designee. If the superintendent is the aggressor, reports shall be made to the School Committee or designee.

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C. Reporting Obligations:

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee. A school or district staff member is required to report immediately to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who

witness or become aware of an instance of bullying or retaliation involving a student, to report it to the school principal or designee. Students, parents/guardians are to immediately to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: The principal or designee must promptly notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying or retaliation and of the school's procedures for investigating the report. In the event of the principal or assistant principal being the aggressor, the superintendent or designee will report to the parent. If the superintendent is the aggressor, the school committee or designee will report to the parent. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Pentucket Regional School District or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Pentucket Regional School District is the first to be informed of the bullying or retaliation, then the Superintendent of the Pentucket Regional School District or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of

the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred. It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences;
- Transferring student's classroom or school;
- Limiting or denying student access to a part, or area, of a school;
- Enhancing adult supervision on school premises;
- Excluding from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- Providing relevant educational activities for individual students or groups of students. Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)

Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

F. Closing the Complaint and Possible Follow-Up

School staff will promptly provide notice to the parent/guardian of a target and an aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken. **(Pentucket)**

References: PRSD Bullying Prevention and Intervention Plan

MA Department of Elementary
and Secondary Education's Model Bullying Prevention
and Intervention Plan – December 20, 2010

LEGAL REF: Title VII, Section 703 Civil Rights Act of 1964 as amended

Federal regulation 74696 issued by EEO Commission,
M.G.L. c71, §§41 and 42

Title IX of the Education Amendments of 1972

603 CMR 26.00

MGL 71:370 MGL 265:43, 43A MGL 268: 13B MGL 269: 14A

Cross Ref: AC Nondiscrimination,

ACAB Harassment,
JICFA Prohibition of Hazing,
JK Student Discipline Policy,

Previous Adoption: March 15, 2011

New Adoption: July 23, 2019

K. NOTIFICATION OF HOMELESS COORDINATOR: The Pentucket Regional School District, in accordance with NCLB: Title X, Part C, Sec 722 (g)(6) identifies Mr. Brent Conway as the Homeless Coordinator for the Pentucket School District. He can be reached at 22 Main Street, West Newbury, MA 01985 or by telephone at 978-363-2250.

L. ASBESTOS NOTIFICATION

Pentucket Regional School District
ASHERA Program

This notification is required by the Asbestos Hazard Emergency Response Act.
(ASHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act)

Asbestos management plans have been developed for Pentucket High School.

These plans are available and accessible to the public at the District office and each school.

Asbestos containing building materials were used in the original construction of the school. Whenever possible, through renovation and repair, these materials have been removed and replaced with other non ACBM materials, however some asbestos containing building materials remain in parts of the facility.

Inquiries regarding general information and compliance should be directed to:

Dr. Justin Bartholomew
Superintendent of Schools
22 Main Street
West Newbury, MA 01985

M. Student Pregnancy Policy:

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The school district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

SOURCE: MASC

Legal Ref: M.G.L. 71:84

Title IX: 20

U.S.C. §1681 34

CFR § 106.40(b)

Previous Adoption: December 7, 2010

New Adoption: June 4, 2019

A. CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

1. A student has the right to receive appropriate education. Teachers may use a variety of teaching methods and media in providing students with instruction and a student has the responsibility to:
 - a. attend classes unless excused
 - b. prepare for lessons
 - c. communicate with teachers and fellow students
 - d. utilize school resources
 - e. take at least the required number of courses each semester
2. A student has the responsibility to participate in the formulation of his/her learning goals and may obtain advice and directions from the guidance department on personal and academic problems. A student has the responsibility for the quality of his/her learning:
 - a. accepting personal responsibility for missed assignments
 - b. completing daily assignments
 - c. actively participating in classroom activities
 - d. seeking advice and direction from staff
3. A student is entitled to receive prompt feedback on his/her progress.

A student has the responsibility for making every effort to achieve maximum results in his/her educational program:

 - a. accepting constructive criticism
 - b. making self-evaluation
 - c. asking for extra help when needed
4. A student has the right to hold his/her own opinions and to express these in:
 - a. class discussions
 - b. student forums
 - c. school publications
 - d. informal grievances

A student has the responsibility to respect the rights of others to express his/her opinion even though they may differ from his/hers. A student maintains this right so long as the student's expression of his/her opinions do not cause a material and substantial disruption to the school environment

5. Students have the responsibility to conduct themselves as ladies and gentlemen when participating in school activities and to refrain from placing another student in fear of physical harm or exposure to obscenity, profanity or illegal substances, or hazing. A student has the responsibility to respect the rights and property of others by:
 - a. respecting school, personal and public property and the regulations concerning their use
 - b. avoiding use of profane, obscene language and gestures
 - c. avoiding rude and disruptive behavior
 - d. avoiding hazing and physical and mental abuse of others
6. A student is responsible for taking advantage of the various programs related to his/her interests and educational goals:
 - a. advanced academic programs
 - b. work-study
 - c. athletics
 - d. social activities

A student has the responsibility to follow the rules established to guide programs designed to provide a complete educational experience.

7. A student has the right to seek elected office in student government through:
 - a. student council
 - b. student advisory council
 - c. student representative to school committee
 - d. class officers

Elected students have the responsibility to represent not only his/her personal view but also those of the student body.

8. A student may determine his/her manner of dress and physical appearance providing it is not disruptive to the educational process. A student has the responsibility to be neat and clean and not to wear clothes that are distractive, not in accordance with health and safety

9. A student has the right to notice all rules and regulations concerning students and the school. These can be explained through: a. orientation meetings
b. student handbooks

A student has the responsibility to familiarize himself/herself with rules and regulations through:
a. attentive behavior at orientation meetings
b. reading written material

10. A student has the responsibility to actively express his/her views through his/her elected representatives or personally at meetings of: a. student council
b. school committee
c. class meetings
d. conferences with the appropriate authority

B. GRADUATION REQUIREMENTS

ME LOCAL GRADUATION REQUIREMENTS

In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the Superintendent may propose, subject to the approval of the School Committee, modifications to the policy of the district regarding graduation requirements.

CROSS REF: Pentucket Regional High School Handbook, Section 2 Academic Policy Guidelines, Section B. Graduation Requirements; PRSD Policy IKFA GRANTING OF A DIPLOMA
ADOPTED: October 6, 2020

The School Committee expects that all students will meet the requirements to graduate from Pentucket Regional High School, and receive a diploma. It, therefore, directs the principal to grant such a diploma within the framework of these guidelines: 1. All students who have successfully completed the graduation requirements as outlined in the Pentucket High School Program of Students, and in compliance with Massachusetts General Laws. 2. All students who are actively attending Pentucket Regional High School at the time of graduation. CROSS REF: PRHS Handbook, Section 2 Academic Policy Guidelines, Section B. Graduation Requirements. PREVIOUSLY ADOPTED: January 19, 2010
NEW ADOPTION: May 19, 2020

Beginning with 9th grade, progress toward graduation depends upon the accumulation of credits. A minimum of 105 credits are required for graduation. Students' programs are checked and rechecked to make certain that each student will have adequate credits to progress with his/her class. All students must have passed the State MCAS assessment to be eligible for a high school diploma. It is the joint responsibility of the school, student and parent to help each student to meet these requirements. Students should know their credit total to date and be certain of what courses they have completed in each required category.

Promotion Requirements:

For Entrance to Grade 10: 25 credits including the successful completion of English, Math and Science from grade 9 For

Entrance to Grade 11: 50 total credits including the successful completion of English, Math and Science from grade 10 For

Entrance to Grade 12: 75 total credits including the successful completion of English, Math and Science from grade 11. For

Graduation: 105 total credits including the successful fulfillment of each category listed below.

ENGLISH	20 credits of English Literature 2.5 credits of Writing Lab
SOCIAL STUDIES	10 credits of American History 5 credits of World History 2.5 credits of Politics and Philosophy 2.5 elective credits (if a student takes A.P. History they are only required to take 2.5 credits of World History and 2.5 credits of Politics and Philosophy)

Math, Science & Technology	15 credits of math 5 credits of Biology 5 credits of Chemistry or Physical Science 5 credits of other science or technology 35 total credits in category
WORLD LANGUAGES	10 credits
WELLNESS	10 credits
Computer Applications	2.5 credits in Microsoft Applications, Web Page Design, Programming, C.A.D, Digital Film, Music Production, VHS or other computer based course
Fine & Performing Arts	5 credits in visual art, theatre, music
MCAS	Competency Determination in ELA, Math, and Biology or other science
COMMUNITY SERVICE	40 hours, minimum of 10 hours per year
TOTAL CREDITS FOR GRADUATION	105 CREDITS

C. HOMEWORK POLICY

Homework shall be assigned on a regular basis as a fundamental part of the teaching-learning program at Pentucket High School. It is an extension of activities begun in school by the student under the guidance of his/her teachers and continued at home. Homework is assigned to accomplish the following: stimulate initiative, responsibility, and self-direction; provide practice and application of principles discovered; enrich school experiences, and develop permanent leisure interests in learning. The amount of time required to complete homework will vary with each individual student in light of the fact that there are a number of significant factors that will impact on the time needed to complete assignments (competence in study skills, attitude and interest, aims and needs, etc.). Moreover, students will vary in skill and motivation from one unit of work to another; and the amount of time spent on homework will vary from one project to another and will increase as the student develops competence in and a desire for knowledge. Generally speaking, however, the time necessary to complete homework should fall somewhere between 1 1/2 and 3 hours per night. If assigned before a weekend, the homework should be a normal assignment for one night. Finally, it needs to be emphasized that homework should be viewed as a cooperative effort between home and school and that there are specific responsibilities that fall on the teacher, parent, student, and principal in order to ensure a successful homework policy. These specific responsibilities can be described as follows:

By Teachers:

- assign homework that is meaningful and useful to the individual
- encourage initiative in the student's approach to his/her assignment
- foster continuing interest in learning
- maintain a record of homework and keep parents informed through progress reports

By Parents:

- provide a suitable place for study
- help the student develop systematic home study habits
- stress that time must be planned for completing long-term assignments
- show an interest in the work being done
- make possible experiences that would add interest to learning

By Students:

- understand and record the directions
- follow a schedule and keep materials in order, pass in on time neat, accurate and meaningful products • avoid procrastination for this

will result in an excessive amount of time needed on a given night for completing assignments •

By Principal:

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- monitor teacher compliance with the homework policy
- encourage teachers to review, critique, or correct homework
- work with department heads of the various academic disciplines so that communication and coordination among teachers takes place and efforts are made to prevent major assignments being due at the same time.

D. GRADING POLICY

1. Every student needs to be fully aware of what criteria a teacher will be using in assigning grades. Each teacher has a **written** grading policy, and this policy must be reviewed with students.
2. Pentucket High School report cards also require teachers to assess and allocate a “number grade” with regard to the student’s conduct and effort in each class.
3. The following terminology for student report cards has been approved for use:

A High honor grade; outstanding work

B Honor grade; good work

C Average grade; satisfactory work

D Passing grade; but not satisfactory work

F Failing grade; no credit allowed

I Incomplete

4. The terminology for both conduct and effort is as follows:

1 Excellent

2 Satisfactory

3 Improvement needed

4 Unsatisfactory

5. Numerical or percentage equivalents for letter grades are sometimes difficult to apply in certain subject areas. However, the following guide may be helpful when numerical equivalents are to be used:

A+ 96.5 – 100 C 72.5

A 92.5 C- 69.5

A- 89.5 D+ 66.5

B+ 86.5 D 62.5

B 82.5 D- 59.5

B- 79.5 F Below 59.5

C+ 76.5

E. ACADEMIC INTEGRITY

Honesty is perhaps the most important virtue with respect to a student's academic work. Students' integrity and credibility are based on this honesty which is one of the foundations of this school community. Pentucket Regional High School students are expected to understand that dishonesty on exams, papers and homework is a form of fraud and a very serious matter. Students are expected to avoid all forms of cheating including practices which allow others to cheat from them. It is unfair to the students who earn their marks with hard work; it undermines the integrity of grades; it destroys trust between teachers and students; it is unacceptable.

Plagiarism Defined: Plagiarism is copying or adopting literary, musical or artistic composition, a computer program, any electronically retrieved data, or the work of another and presenting it as one's own original composition or work. The following types of papers violate this policy on academic integrity.

1. Papers on which the student has received assistance other than incidental criticism from any other person.
2. Stories, the plots of which are taken from stories in books, magazines, television or film.
3. Articles of whatever nature in which thought or information or structure is derived without statement of indebtedness from books, magazines, lectures or any other sources.
4. Papers containing quoted material/other's words without the use of quotation marks and footnotes.
5. Papers not actually written by the person submitting it.

When you borrow from any source, the extent and nature of the borrowing must be fully and explicitly states to avoid the charge of dishonesty. The indebtedness may consist of:

1. Actual words: Quotation marks must be used in the paper and the person or book quoted must be mentioned either in the text or in a footnote.
2. Summary of substance (the paraphrase): The fact and amount of indebtedness must be made clear by an introductory sentence or by a footnote.
3. Guiding suggestion: If the student's part consists only in development, credit must be given for the guiding ideas. **Cheating Defined:**

the Willful giving or receiving of an unfair, dishonest, or unscrupulous advantage in schoolwork over other students

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Level 1 Offense: (may include but is not limited to the following)

- *Collaborating on an assignment that was to be done individually
- *Talking or gesturing during an assessment
- *Passing on assessment information to students in their own or another class who have not yet taken the assessment
- *Copying homework assignments from another student
- *Exceeding time limit on time assessment with teacher consent
- *Plagiarizing a few phrases, ideas, or lines even though most of the work is original
- *Using electronic devices to translate language

Level 2 Offense: (may include but is not limited to the following)

- *Turning in a prewritten assignment when the assignment was to be done in class
- *Copying or using unauthorized information during an assessment - notes, books, crib sheets, etc.
- *Altering or ruining another student's work
- *Plagiarizing multiple paragraphs-much of the work does not belong to the student
- *Having a parent or other person write or complete an assignment and claiming it as the student's own work

Level 3 Offense: (may include but is not limited to the following)

- *Stealing a test or any other assessment in electronic, paper or other form
- *Stealing an answer key
- *Stealing a teacher's edition of the text
- *Changing a grade on an assessment, progress report or report card
- *Second and/or subsequent violations of the Academic Integrity Policy

CONSEQUENCES

Level 1 Offense:

- *"0" credit for the assignment
- *Teacher notifies the parent and the administration
- *Conduct grade of "4" for the quarter when the offence occurred
- *Written apology to the teacher

Level 2 Offense:

- *"0" credit for the assignment
- *Teacher notifies the parent and the administration
- *Conduct grade of "4" for the quarter when the offence occurred
- *1 day suspension from school
- *Notification of coaches/activities advisor

Level 3 Offense:

- *"0" credit for the assignment
- *Teacher notifies the parent and the administration
- *Conduct grade of "4" for the quarter when the offence occurred
- *1-3 day suspension from school
- *National Honor Society Faculty Council Notified
- *Loss of positions or title of leadership in school sport, club, or elected office for one calendar year.
- *Possible alternative course placement

The school administration reserves the right to impose appropriate disciplinary consequences for violations of this provision, taking into account the seriousness of the violation and prior disciplinary action against the student. (portions of this section represent ideas from Wellesley and Langley High Schools)

F. HONOR ROLL

The honor roll gives recognition to those students who have obtained a high standard of achievement and who have exhibited satisfactory conduct

and effort. Subjects meeting every day will be figured in the honor roll, although failures in any subject will make a person ineligible for honors.

The honor roll will be determined at the end of each marking period according to the following criteria:

1. For high honors, an average of 3.6 to 4.0 on the basis of all subjects that meet every day. Students may not achieve high honors if they 19

receive more than one "B".

2. For honors, an average of 3.0 to 3.5 on the basis of all subjects is required. Students may not achieve honors if they receive more than one "C".

3. The numerical equivalents are: A=4.0, B=3.0, C=2.0, D=1.0

4. No student may make the honor roll if they receive:

a. a failing grade in any subject

b. a grade of D in any subject

C. a grade of 4 in effort in any subject.

D. a grade of 3 in conduct in any subject

G. ACADEMIC ELIGIBILITY

In order to participate in any extracurricular activity, such as a club, theatrical group, musical group, or athletic team a student must have passed 25 credits in the previous marking period. (To calculate eligibility credit for each quarter students will be given 5 credits for each course passed, as long as that course meets every day in the quarter. 2.5 credits will be given for courses that meet every other day.) At the end of each marking period a list of ineligible students will be created. For 10th, 11th and 12th grade students to be eligible for the first quarter of the fall semester they must have passed 25 credits in the previous school year. All freshmen are eligible at the start of the school year. The M.I.A.A. academic eligibility requirement is a minimum of 20 credits. Due to extenuating circumstances, as determined by the principal and approved by the superintendent, a student may be eligible if they meet the minimum M.I.A.A. standard.

H. HONOR SOCIETY

The National Honor Society operates by a charter approved by the National Association of Secondary School Principals. Criteria for selecting members are detailed in the National Honor Society Handbook and include scholarship, citizenship, leadership, service and character.

Pentucket Regional High School National Honor Society Selection Criteria

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community. The purpose of the Pentucket Regional Wowitan Chapter of the NHS is to recognize outstanding scholarship, to promote service in helping others, to foster leadership, and to develop character among all members. **Qualified Sophomores and Juniors are eligible for selection to the Pentucket Chapter of the National Honor Society. The National Honor Society recognizes students that display outstanding Character, Scholarship, Leadership, and Service.**

Selection Process

Scholarship

Juniors and seniors who are full time students at Pentucket Regional High School and have a **minimum** weighted cumulative grade point average (GPA) of 3.6 will be notified of their eligibility for candidacy to the Wowitan Chapter of the National Honor Society. All eligible candidates will be given the opportunity to apply for membership, but eligibility does not guarantee acceptance. This is an honor bestowed upon candidates who show outstanding character, service to the Pentucket community and leadership as determined by the NHS faculty council.

Eligible candidates will need to complete the application packet, including teacher/coach evaluation and submit an essay discussing a recent community service activity and why community service has been an important part of their lives. The applications will then be evaluated by the faculty council. Candidates will earn points for each of the three remaining criteria of service, character and leadership. A minimum score to qualify is given with each criterion.

Service

Candidates must document community service hours within the Pentucket community from the beginning of their freshman year to the time of application to NHS. The amount of hours dedicated to community service will earn the candidate points. **A total minimum score of 2 is necessary to be considered.**

1	Evidence of service is limited: Less than 20 service hours to the school or community
2	Evidence of service is acceptable: A minimum of twenty recorded Community Service hours for Sophomores
3	Evidence of service is exceptional: A minimum of thirty recorded Community Service hours for Juniors

Character

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

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A candidate must have no recorded incidents of cheating or intentional dishonesty. A candidate must have a clean conduct record for the year of application. The candidate must be respected by his/her Peers and the Faculty. He/She must display ethical behavior in and out of the classroom. Candidates must receive three evaluations from teachers, coaches, and/or employers. The evaluators should have knowledge of the candidate's service and leadership capabilities. The evaluators should give a detailed description about the candidate's character and examples of what s/he has observed. The rating scale will be "Never" (1) to "All the time" (5). The individual will be rated by their teacher/coach of each activity in the areas of character, service to the group, leadership and involvement. **To be accepted for membership, the candidate must attain an overall average of 4 in each area.** Candidates who receive a score of 1 will not be accepted.

Leadership

Each candidate will be asked to provide evidence of participation in at least three of the following activities – Sports, Clubs, Drama, Academic Teams, The Arts, Music, Employment, Student Government, Event Organization

Each Candidate must display leadership (dependability, responsibility, trustworthiness) in one or more of the above activities

Each Candidate must display leadership in the classroom

Candidates will earn a leadership score using the following rubric. A score is given for each leadership position listed on the application, and the scores are added together to obtain a total score. **A total minimum score of 4 is necessary to be considered.**

1	Observable student involvement does not indicate leadership initiative.
2	Has not served in leadership role but demonstrates cooperation with leadership figures in roles such as team sports, classroom, places of employment, other school or community activities
3	Has served in a major role in promoting/organizing a school or community activity (i.e. Blood Drive) or has served in a supervisor role in a paid employment position which can be verified by the employer.
4	Holds office in club, class or activity or Captain (Co-captain) of sports team(s) or Committee chairperson of major social event (i.e. Spring Fling) and regularly demonstrates leadership or has served as manager in a paid employment position that can be verified by the employer.

Membership Requirements

Students who meet the initial qualifications will be provided with an application. The application includes an essay requirement which asks applicants to highlight an example of Leadership. The completed applications will be reviewed by a faculty council that makes the final determination on membership.

Each candidate upon acceptance will be required to perform and document 20 hours of community service within the Pentucket community during each year of membership. This is in addition to the hours documented as part of the application.

Members will be required to maintain the code of ethics, which is the cornerstone of their acceptance, along with a GPA of 3.6 or better at all times.

Members must become involved by active service in all chapter projects. Attendance at 4 meetings per year and participation in all fundraisers is required. If a member fails to participate in one of these events they will be placed on probation.

Dismissal

Members will be dismissed if they are found to have broken school policy, have knowingly been involved in civil offenses, have not maintained a GPA of 3.5 or better or have not completed and documented their community service with the NHS advisor by the appropriate deadline. Members may be placed in probation only once during their membership. Any action that would result in a second probationary period will result in dismissal.

Members will be notified in writing of their dismissal and will have a right to a hearing with the NHS faculty council. The faculty council determines whether or not dismissal is warranted and members are notified in writing of the decision.

World Language Honor Societies selection criteria:

World Language Honor Societies selection criteria:

1. Membership is restricted to juniors and seniors who have an overall minimum GPA of 3.0 in addition to a 3.6 GPA in their world language courses and go on to complete all five levels of a world language at Pentucket. Students must have completed a minimum of two years of the same language and must be currently enrolled in the third or fourth high school year of German, Latin, or Spanish. Transfer students must have completed at least two quarters at PRHS before they become eligible.
2. When nominating students, teachers will take into account character, leadership, participation in world language activities and community service projects as well as scholarship in the world language.
3. Students remain members of the world language honor society as long as they are students at PRHS, however, student membership may be revoked for reasons of failure to maintain a high scholastic average, failure to continue the study of the world language, or for behavior inappropriate to an honor society, specifically, and world language grades may not fall below a B. The Pentucket Academic Integrity policy applies to every world language society.

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I. RANK IN CLASS

Pentucket has adopted a weighted system for determining rank in class. A weighting system helps to recognize those students who regularly take a heavy schedule of the more difficult courses. For the Class of 2021 and future classes, class rank will be determined by calculating the weighted grade point average for all subjects.

J. STUDENT ATTENDANCE POLICY

MC ATTENDANCE

REMOTE LEARNING

The Pentucket Regional School District mandates that during the COVID-19 Pandemic, all remote learners, whether they be Hybrid or fully remote, shall virtually check-in at the start of the school day. Parents and students should refer to their school website and/or classroom syllabus in regards to how attendance will be taken. It is essential that schoolwork is completed in a timely manner everyday as this, often, will be a mechanism by which attendance is taken. In addition, all remote learners must actively participate and engage in online learning to be considered in attendance.

In the case of synchronous online learning, students must be present both visually and audibly. Students must visually be present on screen. If, for some reason, the remote student is unable to log into the remote activity, the parent/guardian or student will notify the teacher as soon as possible (up to a maximum of 24 hours) that their home was having technical issues.

PRSD STUDENT ATTENDANCE POLICY (JE)

Absence and Tardy Information:

Arrangements should be made with the classroom teacher to clarify when and how work needs to be completed. It is the responsibility of the student to make up class work missed during any absence. Failure to complete work will negatively impact a student's grade.

Students arriving late to school at the elementary school and the middle school must report to the main office with a parent and be signed in. A child is considered late for school if he or she is not in the classroom and ready to begin the school day by the stated start time for each of our schools.

An excused absence/tardy includes:

Documented illness or injury

Bereavement/family funeral

Major religious observances

Extraordinary family circumstances (excused at the discretion of the principal)

Legal/Court requirements

An unexcused absence/tardy is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional

Truancy

Family vacations

Undocumented absences

Non-emergency family situations

Subsequent absences may result in the child being referred to the court system for neglect (51A) or as a Child Requiring Assistance (CRA).

Tardy Consequences:

Work and/or instruction missed may be made up at recess/or after school.

After 5th tardy – letter home

After 10th tardy – conference with the parent and student

Subsequent tardies may result in the child being referred to the court

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system for neglect (51A) or as a Child Requiring Assistance (CRA).

Additional Actions:

Pentucket Regional School District expects parents [Note – All references to ‘parent’ mean parent(s) or guardian(s)] and students to make every reasonable effort to have their children attend school every day. The continuity of day-to-day instruction is a critical dynamic to the overall success of each student.

If a pattern of absences develops, the administration, along with the appropriate personnel from the Groveland, Merrimac, or West Newbury Police Department, will consider filing a Child Requiring Assistance complaint with the Essex County Court for truancy.

Family Vacations:

We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process in each subject area in ways that make-up work cannot reverse. Teachers are not required to provide work in advance of a family vacation.

Religious Observations:

Students may be granted excused absences when the school’s schedule conflicts with religious holidays. A student may be required to submit written notification simply stating that they are absent for religious observation, not requiring specific information regarding religious affiliation.. A student should not suffer adverse or prejudicial consequences from an excused absence, should be allowed a reasonable opportunity to make up school work missed during the absence, and will not be subject to penalty scholastically or to attendance records due to absences incurred due to religious observances. A sincere attempt will be made to avoid assemblies, assessments, and special school events on religious holidays.

Makeup Work

For general, excused absences, it is the responsibility of the student to make up all missed assignments, tests or quizzes. The student will have as many days missed in order to make up the work. For example, if a student is absent for two (2) days, the student will have two (2) days to make up the required work.

If a student is out of school due to illness, the parent may request work assignments through the teacher. The parent will be responsible for retrieving this material at the close of the school day in the Office and will be responsible for overseeing their son’s/daughter’s completion of the assignment. If a student is to be absent for an extended period of time due to illness, (fourteen or more consecutive days), the family may be eligible to receive some tutorial services. If you believe your child will have an extended absence, please contact the principal’s office.

Extracurricular Participation

Participation in an after-school or evening event will not be allowed for students with an unexcused absence on the day of the event.

Attendance Policy – If a student has...

Five (5) or more consecutive days absent, parents must obtain a doctor’s note and submit it to the school.

Seven (7) absences (excused or unexcused), a letter of warning will be issued to parents reminding them of the school's attendance policy, and that they will be contacted to schedule a meeting should absences approach 10 days.

Ten (10) absences (excused or unexcused), a parent conference will be scheduled to discuss the attendance policy and to develop a proactive attendance plan.

Fifteen (15) absences (in disregard of the personal attendance plan), an attendance hearing will be held with the parents, administrators, and School Resource Officer.

Subsequent absences beyond the fifteen (15) absences (in disregard of the personal attendance plan) may result in a 51A (Neglect) or CRA (Child Requiring Assistance) being filed at the discretion of the principal.

Twenty-five (25) absences or more could result in retention.

Legal Ref: MGL Chapter 76, Sections 1, 2, 3, 4, 16, 16A, and 20
 Previous Adoption: November 15, 2011
 New Adoption: May 7, 2019
 COVID POLICY ADOPTION: October 6, 2020

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The Pentucket Regional Schools require a high level of participation in engaged learning. Regular class attendance enables students to benefit from classroom discussions, instruction, presentations and interactive activities. These shared academic experiences are integral to the learning process and cannot be recreated or replicated.

Massachusetts law requires compulsory attendance for all students. Chapter 76, section 1 of the Mass General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen partial day sessions in any six month period. The school must uphold the law.

Absence and Tardy Information:

Arrangements should be made with the classroom teacher to clarify when and how work needs to be completed. It is the responsibility of the student to make up for class work missed during any absence. Failure to complete work will negatively impact a student's grade.

Students arriving late to school at the elementary school and the middle school must report to the main office with a parent and be signed in. A child is considered late for school if he or she is not in the classroom and ready to begin the school day by the stated start time for each of our schools.

An excused absence/tardy includes:

- Documented illness or injury
- Bereavement/family funeral
- Major religious observances
- Extraordinary family circumstances (excused at the discretion of the principal)
- Legal/Court requirements

An unexcused absence/tardy is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations
- Subsequent absences may result in the child being referred to the court system for neglect (51A) or as a Child Requiring Assistance (CRA).

Tardy Consequences:

- Work and/or instruction missed may be made up at recess/or after school.
- After 5th tardy – letter home
- After 10th tardy – conference with the parent and student
- Subsequent tardies may result in the child being referred to the court system for neglect (51A) or as a Child Requiring Assistance (CRA).

Additional Actions:

Pentucket Regional School District expects parents [Note – All references to 'parent' mean parent(s) or guardian(s)] and students to make every reasonable effort to have their children attend school every day. The continuity of day-to-day instruction is a critical

dynamic to the overall success of each student.

If a pattern of absences develops, the administration, along with the appropriate personnel from the Groveland, Merrimac, or West Newbury Police Department, will consider filing a Child Requiring Assistance complaint with the Essex County Court for truancy.

Family Vacations:

We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process in each subject area in ways that make-up work cannot reverse. Teachers are not required to provide work in advance of a family vacation.

Religious Observations:

Students may be granted excused absences when the school's schedule conflicts with religious holidays. A student may be required to submit written notification simply stating that they are absent for religious observation, not requiring specific information regarding religious affiliation. A student should not suffer adverse or prejudicial consequences from an excused absence, should be allowed a reasonable opportunity to make up school work missed during the absence, and will not be subject to penalty scholastically or to attendance records due to absences incurred due to religious observances. A sincere attempt will be made to avoid assemblies, assessments, and special school events on religious holidays.

Makeup Work

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Extracurricular Participation

Participation in an after-school or evening event will not be allowed for students with an unexcused absence on the day of the event. **Attendance Policy – If a student has...**

- Five (5) or more consecutive days absent, parents must obtain a doctor's note and submit it to the school.
- Seven (7) absences (excused or unexcused), a letter of warning will be issued to parents reminding them of the school's attendance policy, and that they will be contacted to schedule a meeting should absences approach 10 days.
- Ten (10) absences (excused or unexcused), a parent conference will be scheduled to discuss the attendance policy and to develop a proactive attendance plan.
- Fifteen (15) absences (in disregard of the personal attendance plan), an attendance hearing will be held with the parents, administrators, and School Resource Officer.
- Subsequent absences beyond the fifteen (15) absences (in disregard of the personal attendance plan) may result in a 51A (Neglect) or CRA (Child Requiring Assistance) being filed at the discretion of the principal.
- Twenty-five (25) absences or more could result in retention.

Legal Ref: MGL Chapter 76, Sections 1, 2, 3, 4, 16, 16A, and 20

Previous Adoption: November 15, 2011

New Adoption: May 7, 2019

K. MAKE-UP WORK

Students will be allowed to make up work that they have missed, unless the absence is unexcused (i.e., truancy, class cutting). It is the responsibility of the student to make arrangements with his/her teachers concerning make-up work immediately upon return to school.

L. VACATION/PROLONGED ILLNESS/SUSPENSION

Parents must meet with the Principal or Assistant Principal at least one week prior to a vacation that will cause a student to miss school. This conference will provide the completion of a "contract" that is designed to ensure that all obligations for make-up work are fulfilled. No make-up work will be allowed unless it falls under the auspices of this contract. It is hoped that these provisions will limit the academic loss that will

obviously occur because of these absences.

In the event of prolonged illness or an absence that occurs at the end of term and causes a student to miss a major exam or other course requirement, a grade of "incomplete" may be given. To make up the incomplete grade, the student must complete the missing work within two weeks of the close of the marking period. Failure to do so will result in a failing grade in the classes involved unless exceptions are granted by the administration.

Students suspended out of school will be given work to make up either before or after they return.

M. GRADUATION CEREMONIES

The School Committee expects that all students will meet the requirements to graduate from Pentucket Regional High School, and receive a diploma. It, therefore, directs the principal to grant such a diploma within the framework of these guidelines: 1. All students who have successfully completed the graduation requirements as outlined in the Pentucket High School Program of Students, and in compliance with Massachusetts General Laws. 2. All students who are actively attending Pentucket Regional High School at the time of graduation. CROSS REF: PRHS Handbook, Section 2 Academic Policy Guidelines, Section B. Graduation Requirements. PREVIOUSLY ADOPTED: January 19, 2010 NEW ADOPTION: May 19, 2020

The graduation ceremony is a commencement ceremony marking the end of a student's high school career and a representation of the fulfillment of all local and state graduation requirements. Only students who have completed all of these requirements (see section II, part B) will be allowed to participate in the graduation ceremony. Students who have not completed all of the requirements will not participate in the ceremony. A student who completes the remainder of their required courses after the end of their 12th grade year will be granted their diploma once all of these requirements have been completed.

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III. Student Services

A. GUIDANCE SERVICES

Counselors are concerned with each student's social, emotional and intellectual growth. To this end, they want to establish a relationship with each one of their students that will result in a better understanding of themselves.

Counselors will schedule regular counseling sessions to orient new students to the high school, to register for new classes and to create post-secondary plans. In addition, the department has an open door policy regarding students who need help dealing with any personal problems they may encounter. It is most important that all students seek the advice and support offered to them by the Guidance Department.

Your counselor is there to help you in any way possible. Take advantage of the opportunity.

B. SPECIAL EDUCATION: INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) A student may be referred for an evaluation by a parent or any person in a care giving or professional position who is concerned with the student's development. Students 18 years of age may also refer to themselves. Upon the consent of the parent, or student who is 18 years of age or older, the school will arrange for the evaluation of the student by a team of specialists in the area related to the disability. A TEAM meeting is held to determine if the student is eligible to receive special education services. If the student is determined to be eligible the TEAM will develop an Individualized Education Program (IEP) and special education services are implemented. Any Pentucket School District student who has not graduated from high school is entitled to this process until his/her 22nd birthday.

A student who is not determined to be eligible for special education services under the IDEA may be eligible to receive necessary accommodations pursuant to Section 504 of the Rehabilitation Act.

C. PENTUCKET REGIONAL SCHOOL DISTRICT SECTION 504 PROCEDURE It is the practice of the Pentucket Regional School District to provide a free and appropriate public education to each handicapped student within its jurisdiction. Handicapped person means any person who has a physical or mental impairment, which substantially limits one or more major life activities. Section 504 also protects students who have a record of mental or physical impairment that substantially limits one or more major life activities.

It is the intent of the Pentucket Regional School District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational accommodations.

The process rights of handicapped students and their parents under Section 504 will be enforced at the building level by the Director of Student Services, Dr. Michael Jarvis. He can be reached at (978) 363-2280.

D. LANGUAGE ACCESS IMPLEMENTATION PLAN

Purpose

Pentucket Regional School District is committed to providing meaningful access to individuals with limited English proficiency (LEP) via the delivery of language services and resources. Pentucket Regional School District Language Access Implementation Plan helps manage the roles and responsibilities of staff members with respect to overcoming barriers for individuals with limited English proficiency (LEP). This document outlines how Pentucket Regional School District defines language assistance tasks, deadlines and priorities, assigned responsibilities, and the allocation of resources necessary to meet or exceed compliance with language access requirements.

Language Access Procedures specify for staff members the steps to follow to provide language services, gather data, and deliver services to LEP individuals. These procedures are published in handbooks, on District and school websites, and in school offices.

Procedure

Primary Contact Person for LEO Services – Mr. Brent Conway – 978-363-2280 – bconway@prsd.org
Assistant Superintendent

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Pentucket Regional School District takes reasonable steps to ensure meaningful access to programs and activities by LEP persons. A balance of the following four factors are used in the District's assessment:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program; 2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the program to people's lives; and, 4. The resources available to the District and costs.

The intent is to find a balance that ensures meaningful access by LEP persons to critical series while not imposing undue burdens.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP". These individuals may be entitled to language assistance with respect to a particular type of service.

An individual's primary language will be identified and documented utilizing one or more of the following methods:

1. Self-identification by the LEP individual or identification by a companion
2. Use of "I Speak" Language Identification Cards

Interpretation refers to the process of orally rendering communication from one language into another, while translation refers to the same process in written language. Interpretation involves the immediate communication of meaning from one language (the source language) into another (the target language). From the standpoint of the user, a successful interpretation is one that faithfully and accurately conveys the meaning of the source language orally, reflecting the style, register, and cultural context of the source message, without omissions, additions or embellishments on the part of the interpreter. An interpreter conveys meaning orally, while a translator conveys meaning from written text to written text. As a result, interpretation requires skills different from those needed for translation.

Vital documents are translated into the non-English language of each regularly encountered LEP group eligible to be served or likely to be affected by the program or activity. A document will be considered vital if it contains information that is critical for obtaining federal services and/or benefits, or is required by law. Vital documents include, for example: applications, consent and complaint forms; notices of rights and disciplinary action; notices advising LEP persons of the availability of free language assistance; written tests that do not assess English language competency, but rather competency for a particular license, job, or skill for which English competency is not required; and letters or notices that require a response. Non-vital information includes documents that are not critical to access such benefits and services. Advertisements of federal agency tours and copies of testimony presented to Congress that are available for information purposes would be considered non-vital information.

Vital documents must be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger

documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.

Though meaningful access to a program requires an awareness of the program's existence, it would be impossible, from a practical and cost-based perspective, to translate every piece of outreach material into every language. Title VI does not require it. Nevertheless, because in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access, Pentucket Regional School District will continually assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

Feedback

Pentucket Regional School District is committed to continuous improvement and welcomes feedback from LEP individuals. Individuals may submit feedback to School Principals, the Superintendent of schools or directly to the Director of Supplemental and Intensive Services. In this way, Pentucket Regional School District supports a feedback process that is transparent and accessible to LEP persons. Any LEP individual is welcome to provide feedback to communicate his or her comments or suggestions regarding the failure to provide language access or any other agency criticism. All feedback will be forwarded to the Director of Supplemental and Intensive Services for purposes of maintaining a record of feedback received and any resolution based on LEP individual's comments or suggestions.

E. RECORDS REGULATIONS

Student records are protected by State and Federal laws and regulations. The Family Educational Rights and Privacy Act (FERPA) as well as state laws in Chapter 71 of the Massachusetts General Laws and accompanying regulations address parents' and students' rights of confidentiality, inspection and amendment of student records. For a student aged 14-17 or in the ninth grade or above, these rights shall be exercised concurrently by the student and his/her parent. If the student is 18 he/she alone shall exercise these rights, although the parent may continue to exercise them until expressly limited by the student in writing.

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The student record shall consist of the transcript and the temporary record. The transcripts shall contain records that constitute a minimum amount of data and shall be limited to the name, address and phone number of the student and the parent/guardian, the student's birth date, course titles, grades, grade level completed and year completed. The temporary record shall consist of all the information not in the transcript of importance to the educational process. In accordance with state regulations, the transcript shall be maintained by the school department and may only be destroyed sixty years following his/her graduation, transfer or withdrawal from the school system. The temporary record shall be destroyed five years after the student graduates, transfers or withdrawals from the school system.

Access

The eligible student and his/her parent, or either one as applicable, shall have access to the student record and may have copies of any information in the record. Authorized school personnel shall have access to the student records. In general, no information in a student record shall be disseminated without the specific, informed written consent of the eligible student or the parent. A log shall be kept to record the dissemination of any information in the student record.

Amendment

The eligible student and his/her parent, or either one, shall have the right to add information or other relevant material to the record. They shall have the right to request deletion or amendment of any information in the record, with the principal or his/her designee required to make a decision which may be appealed first to the superintendent and then to the school committee.

For this purpose "Parent" shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother or guardian. A non-custodial parent may access their child's information by making a written request for such information, then school officials will provide it to the non-custodial parent. The process by which a parent is deemed eligible is outlined in M.G.L. c.71, sec.34H and 603 CMR 23.07(5).

Student Records (JRA) Pentucket Regional School District abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to and confidentiality of student records.

As permitted by these laws, the Pentucket School Committee has designated selected student records to be "directory information." For preschool and elementary school students, the following records have been designated as directory information:

- Name
- Grade
- Classroom assignment
- Individual and group photographs
- Cable broadcasts/videos of typical school events, programs, and projects.

For middle and high school students, the following records have been designated as directory information:

- Name
- Address
- Individual and group photographs

- Cable broadcasts/videos of typical school events, programs, and projects
- Graduating class
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- Honors and awards

Pentucket Regional School District will release the designated directory information to third parties and governmental agencies as required by law without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually by a date designated by the principal.

Pentucket Regional School District also discloses all student records without the consent of the parent/eligible student to officials of other schools in which a student seeks or intends to enroll. To the extent required by applicable law, the Pentucket Regional School District will provide parents/eligible students with an annual notice of their general rights relative to student records. The Superintendent will determine the content and method of such notice.

LEGAL REF.: Family Educational and Privacy Rights Act (FERPA): 20 U.S.C. § 1232ga, 34 CFR § 99

Massachusetts Student Records Regulations: 603 C1VIR 23.00, et seq.

Student Records Access for Non-Custodial Parents: General Laws, Chapter 71, §34H

Adopted: September 1, 2009

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If you do not wish the school district to release directory information to third parties as above, please provide the principal with written notice by September 15th

Collection of Pupil Information Policy (JBR)

Pentucket Regional School District will abide by the Protection of Pupil Rights Amendment (PPR), 20 U.S.C. section 1232h, which affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

All surveys that will be administered in the Pentucket Regional Schools must have written approval from the Superintendent prior to administration of the survey, regardless of the persons or agency administering the survey or collecting the information.

The Superintendent must receive a copy of, approve, all *parental notices, from Principals or other administrators, pertaining to specific school PPRA notifications of surveys prior to their distribution to parents.

Regulations

In support of its policy to abide by the Protection of Pupil Rights Amendment Act (PPRA), the Pentucket Regional School Committee has developed the following regulations after consultation with parents and school personnel. It is the Pentucket Regional School District Administrators responsibility to comply with and enact the policy and these regulations.

The Pentucket Regional Schools will afford parents (and students who are 18 years old or are emancipated minors under State Law) their rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams by adhering to the following:

Written parental consent will be obtained before students take a survey that concerns one or more of the following restricted areas ("protected information survey"):

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals or others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parent

8. Income, other than as required by law to determine program eligibility

Notice and an opportunity to opt a student out will be provided for:

1. Any non-protected information survey
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents will be provided with the opportunity to inspect, upon request and before administration or use,

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
3. Instructional material used as part of the education curriculum

The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Principals (and other administrators) are responsible for implementing these regulations and making arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

*Principals will directly notify, such as through US mail or email, parents to provide them with a schedule of activities requiring parental notice and consent of opt-out for the upcoming school year. This notification to parents will occur at the beginning of the school year if the

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Principal/Administrator has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification and the opportunity to consent or opt-out.

Adopted: November 15, 2011

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION (IHAMA)

In accordance with General Laws Chapter 71, Section 32A, the Pentucket Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues. At the beginning of each school year, or at least thirty (30) days prior to a program, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation. Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may: 1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment. 2. Inspect and review program instructional materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year. Cross Ref: Department of Elementary and Secondary Education, PRSD Policy JBR-E Legal Ref: M.G.L. 71:28 Adopted: December 7, 2010 New Adoption: November 5, 2019

F. STUDENTS IN CRISIS

When an administrator determines that a child is in crisis, he or she will contact the parent/guardian. The child will be dismissed to the parent/guardian. The administrator may request that the student be given an emergency risk assessment to determine whether or not the child is a danger to himself or to others before allowing the student back into school. The administrator may also request written confirmation from a professional evaluator that the student is not a danger to the health and safety of him/herself and/or others. In situations where a student has been deemed a "student in crisis" for whom a professional evaluation has been requested, prior to the student's return to school the school will schedule a meeting with the parent/ guardian, student and appropriate high school personnel. This procedure is established to promote a safe and orderly learning environment

G. COURSE SELECTION PROCESS

A course selection book is distributed to every student in the winter. It includes a description of every course to be offered in the next academic year. Students are encouraged to discuss their options with parents, teachers and guidance counselors and ultimately to make their choices on the course selection sheets provided. Students who do not return their selection sheets before the deadline will be assigned courses by their counselor.

There is no way to build a schedule that satisfies every student's wants. No one should expect it to do so. We shall endeavor to provide excellent courses for all students' needs.

H. CHANGES IN COURSE SELECTION

The school's primary objective is to provide quality teaching, a well-balanced curriculum, and an atmosphere of excellence that challenges the students to achieve success. If a student finds a course beyond comprehension, we shall attempt to place the student in a class that is in the same subject area but a more appropriate level for the student. All changes involved in adjusting goals and matching course level to ability will be made by the counselor during the first week of each semester. After that, any changes must be approved by the administration.

I. SUMMER SCHOOL

The school district shall make available summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available. The focus of the program will be remedial work. To attend summer school, students must have the approval of their

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classroom and/or special subject teachers. Students at all instructional levels may attend approved summer schools for remedial, enrichment, or make-up purposes. Credit towards graduation requirements may be granted to high school students in line with regulations of the School District. All summer programs will be subject to annual approval by the School Committee. SOURCE: MASC LEGAL REF.: M.G.L. 71:28 ADOPTION: February 4, 2020

A student who fails a course with a cumulative average of 50% or more, has the opportunity to attend summer school at one of the area high schools including our own summer school at Pentucket. If the course failed at Pentucket is successfully passed in an approved summer school setting, credit will be given toward graduation at Pentucket High School. See your guidance counselor for further information.

Special Note: Students must receive prior written approval from the Pentucket HS Administration before any courses may be taken during summer session.

J. HOMEBOUND INSTRUCTION

If, because of illness or some physical disability, a student will be out of school for more than fourteen days, Pentucket can provide students with home/hospital tutoring services. Students will be required to submit documentation from the student's doctor indicating that the student is unable to attend school in order to receive this service. Home/Hospital tutoring will then be set up through the guidance office.

K. WORKING PERMITS

Any person between the ages of 14 and 17 years of age, who accepts regular employment with a business establishment after school, on weekends, or in the summer, is required by law to have a Working Permit. This can be obtained from the office secretary.

L. ACADEMIC PROGRESS REPORTS

The Pentucket Regional School Committee recognizes the schools' obligation to give periodic reports of a student's progress and grades. The Pentucket Regional School Committee further recognizes that these reports are a vital form of communication between the schools and parents and are an integral part of school and family communication and engagement. The School Committee also believes that all progress reports must be based upon information that is accurately and honestly reported while maintaining the proper maintenance of confidentiality. Each school will report a pupil's progress to the student and to his/her parent or guardian. The report will be clear, concise and accurate, and will provide a basis for understanding among teachers, parents, and students for the benefit of the individual pupil. The Committee directs the administration to develop a Report Card system with a process for providing families with progress updates in between formal Report Card issuance. Report cards may be in paper form and/or by electronic means in accordance with this policy. Progress updates, commonly referred to as progress reports, may be in paper form and/or by electronic means or a communication expectation protocol. Report Cards will be issued on a standardized schedule throughout the year. This schedule may vary by grades (ie. Elementary, Middle School, High School). A report depicting the student's progress

will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel. In addition to the periodic reports, parents will be notified when a student's performance requires special notification. This will be addressed in communication and progress report protocols developed by the administration. Special Education Progress Reports, while separate from the Report Card system, will be issued in accordance with laws pertaining to IEPs and special education regulations. Major changes in the reporting system shall be preceded by a cooperative collaboration and evaluation that involves teachers, principals, parents, and the Superintendent. CROSS REF: PRSD Policy KBD ADOPTED: May 19, 2020

Student grades are entered into the PRSD approved Infinite Campus system throughout each marking period. Grades will be updated every two weeks at a minimum. Parents or students looking for a progress update should check Infinite Campus and if there are any questions regarding progress reach out to their teacher for more information.

M. INSTRUCTIONAL SUPPORT TEAM (I.S.T.)

The IST is a site-based education initiative whereby teachers meet regularly to provide a problem-solving process designed to assist students who are at risk of failing. IST is formulated on the premise of a collaborative sharing of expertise and strategies when a student needs assistance. The IST also meets federal and state mandates as a pre-referral process for special education.

N. PEER MEDIATION

Peer Mediation is a school-based process in which students involved in a conflict seek help from other students not involved in the dispute. The peer mediators have been trained to help the parties come to an agreement on resolving their conflict. See the guidance department for more information about Peer Mediation.

O. PEER TUTORING

Peer tutoring is offered to all students in need of extra academic support after school. Tutoring sessions last approximately one hour after school per week. Students who are interested in being peer tutors or receiving services from peer tutors should see their guidance counselor.

P. HEALTH SERVICES

If a student becomes ill in school, he/she should get a pass from his/her teacher to report to the nurse. Students must not leave the building because of 31

illness without authorization. If the nurse is not in, students are to report to the office.

Administration of Medications

School policy regarding medication states that all medication to be taken by students during the school day must be accompanied by the approved form (Physician's Request for Administration of Medicine in School), which is to be completed by both the physician and the parent/guardian before any medication can be administered in school. This includes both prescription and non-prescription medications. The Pentucket School District's substance abuse policy prohibits students from carrying their own medication in school, except that students who are permitted under M.G.L. c.71 sec.54 (relative to students with asthma, cystic fibrosis or diabetes) may be able to carry and administer certain medications consistent with that law.

Q. VOTER REGISTRATION

Any student eighteen years or older may register to vote. The form may be obtained in the guidance office.

R. REPORTING SEXUAL ABUSE AND OTHER CRIMINAL CONDUCT

General Laws Chapter 119, Section 51A, makes administrators, teachers, school nurses, guidance counselors and other school staff members mandated reporters for purposes of reporting child abuse and neglect to the Department of Children and Families (DCF). Under M.G.L. c. 119, Section 51A, a school staff member who has reasonable cause to believe that a student under the age of 18 years is suffering physical, sexual, or emotional abuse, or neglect, by a parent, guardian, school staff member, or other caretaker, must immediately report the abuse or neglect either directly to the DCF or to the person designated by the school to accept those reports, who, in turn, must promptly report the abuse to the DCF.

IV. Student Code of Conduct

Pentucket Regional School District Secondary Code of Expectations, Responsibility, Agreement and Procedures

A. Student Expectations:

The school-wide and classroom rules of Pentucket Regional School District Middle and High Schools are intended to promote respect and safety. Teachers develop their classroom rules and review those expectations during the first few days of school.

In addition, parents/guardians are asked to review the "Pentucket Regional School District- Secondary Code of Conduct &

Responsibility Agreement” with their student(s). This has been designed to clarify our expectations and prevent problems from occurring.

Please note that the “Code of Responsibility Agreement” is an outline of our expectations. However, school personnel treats each student experiencing difficulty with the stated expectations on an individual basis. In some situations, discipline issues may be referred to the principal’s office.

EXPECTED BEHAVIOR - CODE OF RESPONSIBILITY AGREEMENT

The purpose of the Code of Conduct is to clarify our expectations so that Pentucket Regional Middle and High Schools continue to be a safe and welcoming place to learn. We ask that you review the following examples of expected behavior for our secondary 7-12 students.

CODE OF Responsibility

The Pentucket Regional Secondary School Code of Responsibility reflects the Core Values of our school. In order to uphold these values and reinforce our school-wide goal of creating a safe and respectful learning environment, the following consequences may be utilized. (Please note that this is not a comprehensive list, nor is it necessarily in order of implementation. School personnel support each student experiencing difficulty with these expectations or the school rules on an individual case. Consequences for more serious behavioral/disciplinary issues will be determined on an individual basis.)

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As a member of the Pentucket Regional Secondary Campus School community, I understand the Code of Responsibility Agreement. I agree to demonstrate behaviors that reflect these values and expectations throughout the school, on the bus, and at school activities.

The following “Code of Responsibility” is designed to clarify the behavioral expectations for all students. As part of our ongoing goal to provide a safe and supportive learning environment, as well as prevent any bullying, we ask that you review this with your child. Your signature on the annually updated “Student Verification Form” (in Infinite Campus) indicates that you have discussed the “Code of Responsibility” with your child(ren).

EXPECTED BEHAVIOR BY LOCATION & SITUATION

General

- Be considerate and helpful to each other.
 - Respect your property and that of others.
 - Keep your school clean. Keep your things in order; pick up your area every day.
 - Obey all school rules; and by your good example, influence the behavior of others.
 - Be certain you do not take things that do not belong to you. Be certain you do not sell things at school. ●
- PRMS - all student phones/devices are to be kept off and away at all times, including lunch.
- PRMS - there are no hats and/or hoods allowed to be worn in the building during the day.
 - PRHS - responsible use of phones is allowed, the technology policy applies at all times.
-
- Walk quietly everywhere in the building.
 - Keep our buildings and grounds clean.
 - Use polite language at all times.
 - If the weather is bad, wait quietly and behave properly in your designated area.
 - Pick up papers and throw them in the trash container.

Audience in Assembly Behavior

- Arrive and fill all the auditorium seats from front to back
- Listen! Behave properly and be courteous to other members of the audience and the performers or speakers. ●

Remember that the only acceptable response is appropriate expected applause.

Cafeteria/Lunch

- Wait quietly in the lunch line.
- Leave your area clean and neat
- Be certain not to throw food or take food belonging to others.
- Talk quietly with your table partners.
- Walk to your table and trash areas.
- Show respect to the lunch monitors and cafeteria employees.
- Wait to be dismissed by lunch monitors
- Use polite language.

Cell phones and electronic devices

- At the middle school cell phones and texting devices should be off and away when in school at all times, including lunches (phones may be used before and after school).
- At the high school cell phones are allowed in the hallways and cafe, and with teacher permission Teacher discretion for academic use in the classroom
- At no time should a cell phone be a distraction
- The district network and device policy can be found in the handbook under section VII C.

Social Interactions - Preventing bullying

You can help prevent bullying from happening if you follow this code of behavior.

- Be kind to each other.
- Do not use words that would cause a classmate to feel sad, upset, or ashamed.

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- Keep your hands to yourself. Do not hit, kick, punch, pinch, or touch another student. Never touch another student in a way that might hurt them.
- Consider other people's feelings at all times before you speak. Try your best not to hurt others' feelings. • Do not say or do anything to threaten another student.
- Do not do or say anything that would make another student scared.
- Do not tease, taunt, mock, embarrass, or humiliate your classmates.
- If you are being bullied, tell an adult right away.
- If you know another student is being bullied, tell your teacher, principal, parents, or another adult right away. • Review and follow the anti-bullying policy found in the handbook under section I K.
- If you bully another student, you will be disciplined, up to and including a long-term suspension from school.

Online Social Interaction - Preventing Cyber-bullying

You can help prevent cyberbullying from happening if you follow this code of behavior.

- Do not write anything in an email, text, tweet, post, or in any other electronic forum that you would not say out loud for everyone to hear. Remember, these written messages are out of your control once you send or post them, and they may continue to exist long after you have deleted your copy.
- Follow the rules above under "bullying" and apply them to electronic communications.
- Remember that only one text, tweet, email, post, etc. may be cyber-bullying. We encourage parents and students to read the Pentucket Regional School District Anti-Bullying Policy together to ensure that they both understand the various definitions of cyber-bullying.
- Do not create, use or post with anonymous names and accounts, and/or pretend or post as someone else. • Do not photograph or video anyone at school without teacher instruction and all parties consent • If you are being cyber-bullied, tell an adult right away.
- If you know another student is being cyber-bullied, tell your teacher, principal, parents, or another adult right away.
- Review and follow our anti-bullying policy.
- If you engage in cyber-bullying, you will be disciplined, up to and including long-term suspension from school.

Care for School Property

- Take care of your property and that of others.
 - Return all items you find to the office.
 - Be certain that you do not mar or deface property.
 - Notify teachers, supervisors, or the Principal when you see someone destroying or defacing property. ●
- Do not write on walls or on any surface of the building.

Walkers (Where Applicable)

- Walk only on sidewalks. Be certain not to walk in streets or on private property.
- Look both ways before you cross the street.

Bus Students

- Only authorized students may ride the bus.
- Obey the driver in all matters at all times.
- Be courteous to others while loading, riding, and leaving the bus.
- Arrive at the bus stop on time and wait for the bus on the curb or shoulder of the road.
- Cross highways and streets only in front of the bus. Move away from the front bumper of the bus approximately 6-8 feet so the bus driver can observe your crossing. Do not run or dash into the street or road without looking both ways even though the bus driver has traffic stopped.
- Avoid trespassing on private property and being noisy.
- Board the bus in an orderly manner only after the bus has come to a full stop and the driver has opened the door.
- Take your seat promptly; and if you must stand, grasp a seat bar firmly.
- Remain seated until the bus comes to a full stop; then leave in an orderly fashion.
- Allow students who are standing to get off first once the bus has come to a full stop.

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- Avoid actions that might distract the driver and result in an accident.
- Keep your voice low; be certain there is no shouting, whistling, rough-housing, pushing, fighting, or throwing of objects.
- Be certain not to extend your arms or any other parts of your body out of the bus windows and never throw any objects out of the windows.
- Ask the driver's permission before opening the windows.
- Help keep the bus clean and report any damage in the bus to the driver.
- Be certain not to eat or chew gum on the bus.
- Keep books and bundles out of the aisles and do not carry heavy objects on the bus that might cause injury to other students. If you carry small animals on the bus for school projects, you are responsible for their containment while going to and from school.
- Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parent and agreement is reached between the Principal and the bus driver.
- Report any violation of these rules to the bus driver, or your teacher.

If the rules are not adhered to, there will be consequences. Potential consequences will include but not be limited to:

- Loss of social privilege
- Telephone call to parent-guardian
- Meeting with the Principal or Assistant Principal
- Assigned seating on the bus or in the cafeteria
- Meeting between student, teacher, and parent(s)
- Meeting between parent(s), teacher, and Principal or Assistant Principal

- Written agreement by student(s) as facilitated by an administrator
- Attending in-school suspension

As noted in the discipline section, the use of verbal and/or written threats and/or gestures and bullying are against the core values of the school and will result in serious consequences. The Principal or Assistant Principal is responsible for determining the appropriate consequence of such instances.

Classroom Management of Unexpected Behaviors

The majority of minor code of conduct violations are handled in the classroom through regular reinforcement of the expected behaviors listed above. When there is repeated violation of the code of conduct, and classroom tier-1 interventions have not proven to mitigate the unexpected behaviors, the teacher may refer the student or students to the Principal/Assistant Principal for remediation.

Referrals to the Principal's office

Any fighting, physical contact, unwanted touching, or bullying automatically warrant the principal or assistant principal's intervention for any child involved. Teachers may choose to send students to the principal's office for other issues when normal classroom discipline procedures (**Tier-1 Supports**) such as reminders, have not been effective and when the safety or learning of other students is in jeopardy. If the administrator is not available at the time the child is sent but a discussion is warranted, an appointment will be scheduled as soon as possible. In some cases, a child may visit with a school counselor in addition to speaking with the principal/assistant principal or in lieu of a visit with the principal/assistant principal.

Guiding Rubric for Discipline/Conduct Referrals

The following is an illustration of possible outcomes for students found in violation of the Pentucket Regional School District's Secondary 7-12 Code of Conduct. The principal and/or assistant principal reviews each situation on a case by case basis, considering mitigating facts and circumstances and decisions are not bound by the following rubric. ***The majority of minor***

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Infractions and unexpected behaviors are addressed through effective, teacher/team initiated classroom-based tier-1 interventions. Student(s) are referred to the Principal/Assistant Principal for repeated minor infractions or for first offence significant infractions.

Low Level Infraction and Consequences			
Confirmed Behavior	Minor Verbal/Emotional Offense <ul style="list-style-type: none"> • Teasing/taunting • Negative gestures • Inappropriate language • False Accusations • Profanity 	Minor Physical Offense <ul style="list-style-type: none"> • Excessive horseplay • Invasion of Personal Space • Chronic running in the halls 	Other Offense <ul style="list-style-type: none"> • Disrespectful behavior toward staff • Phone is not off and away • Phone is a distraction • Dress Code Violation • Skipping class
Consequence	Loss of privilege, Conference with administration, notification to parent, and up to 2 days In School Suspension	Loss of privilege, Conference with administration, notification to parent, and up to 3 days In School Suspension	Loss of privilege, Conference with administration, notification to parent, and up to 3 days In School Suspension

Significant Infractions and Consequences

Confirmed Behavior	Severe Offense	Severe Physical Offense	Other Severe Offenses
	<ul style="list-style-type: none"> • Inciting aggression • Written or Verbal Harassment • Making Threats • Verbal retaliation • Vulgar Language • Flagrant disrespect to staff • Profanity with staff • Insubordination 	<ul style="list-style-type: none"> • Persistent physical aggression • Fighting • Physical aggression with intent to harm • Assault 	<ul style="list-style-type: none"> • Vandalism • Plagiarism • Bullying/Cyberbullying • significant, inappropriate use of technology • Possession and/or use of banned substances, including vapes/e-cigarettes • weapon
Consequence	Loss of privileges, notification to parent, and up to 3 days Out of School Suspension	Loss of privileges, notification to parent, and up to 5 days Out of School Suspension	Loss of privileges, notification to parent, and up to long-term suspension

Attached in the Appendix to this Handbook are the text of M.G.L. c. 71, sections 37H, 37H1/2, and 37H3/4, as well as the relevant text of 603 CMR 53.00. This text should be consulted for specific details about a student's rights and the various applicable procedures.

The following are disciplinary consequences that may follow from inappropriate behavior in specific contexts. The types of consequences listed are not intended to be all-inclusive. All levels of discipline are available as consequences for any type of misconduct along with interventions for support.

The level of discipline imposed for any particular instance of misconduct is left to the discretion of teachers and administrators. Teachers and administrators may consider the severity of the conduct, the disciplinary record of the student, the nature of the conduct, the reaction of the student, and other factors in imposing discipline.

DETENTIONS

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Keeping a student after school is sometimes a necessary consequence for inappropriate actions. There are two kinds of detention: teacher and school/office;

(1) A teacher detention is given for unacceptable behavior within the classroom. This detention can last up until 30 minutes after school. The individual teacher will determine the procedure to follow for this kind of detention.

(2) A school/office detention is given for disruptive behavior in common areas, on the playground, in the cafeteria, at assemblies, or other school areas outside of the regular classroom. School detention can also be assigned to students who have repeatedly created disturbances in classrooms. Students and parents will be given 24 hours' notice for both teacher and school detentions. In some cases, detentions will be assigned during a student's 20 minute lunch (not recess) and these detentions do not require 24 hours' advance notice. Teachers and administrators can assign one detention or multiple detentions for a single violation. A student's due process rights are not triggered by the imposition of detentions.

Parents will be responsible for arranging pick-up from the scheduled detention if it is served on a day without late bus transportation. The following are only examples of behaviors that may result in a student being assigned a detention (this list is not intended to include all behaviors that may result in detention):

- habitual tardiness
- habitual classroom misbehavior
- throwing items (including ice or snow)

- possession or use of phone/device during school hours without teacher approval
- failure to report after school for a teacher detention
- use of profanity and/or obscene language or gestures
- disruptive behavior in and around the school
- unauthorized use of a cell phone in the school building

Students have no appeal rights with respect to detentions other than those described in this section below:

SUSPENSIONS

In-School Suspension is a temporary full day or half day exclusion from the activities of the regular classroom when deemed appropriate by the administrator. School work is obtained for the student and the student completes his or her daily assignment in the main office. All completed assignments are handed back to the respective teachers for grading.

A student who receives an in-school suspension for a disciplinary offense is entitled to the following process:

1. The Principal or designee shall inform the student of the disciplinary offense charged and the basis for the charge.
2. The student shall be permitted an opportunity to explain the circumstances surrounding the alleged incident.
3. If the Principal or designee determines that the infractions occurred, the Principal or designee shall inform the student of the length of the in-school suspension (not to exceed 10 days).
4. On the same day as the in-school suspension decision, the Principal or designee shall make reasonable efforts to notify the parent/guardian orally of the offense, the reasons for his/her conclusion, and the length of the in-school suspension.
5. The Principal or designee shall also invite the parent/guardian to a meeting to discuss the incident and the student as soon as possible.
6. The Principal or designee shall send written notice of the in-school suspension to the student and parent/guardian on the day the suspension is issued.
7. There is no appeal for a short term suspension.

Out of School Suspension is a temporary exclusion from the activities of the regular classroom, accompanied by a temporary exclusion from school when deemed appropriate by the administrator. Under *Goss vs. Lopez*, 419 U.S. 565 (1975), students facing a suspension of ten days or less have interests in their education that qualify them for procedural protections against the unjust deprivation of those interests under the Due Process Clause of the United States Constitution. Students facing a suspension of greater than 10 days have enhanced procedural rights. Massachusetts law authorizes the suspension/removal from school for a maximum of 90 days, with the exception of conduct covered by M.G.L. c. 71, §§ 37H and 37H1/2.

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The following are only examples of behaviors that may result in a student being suspended. This list is not intended to include all behaviors that can result in in-school suspension, out-of-school suspension, long-term suspension, short-term suspension or, where noted, indefinite suspension:

- Possession, use or distribution of alcohol.
- Defacing lockers, walls, or other objects on school property, both inside and outside the building or grounds, by writing names, messages, or drawing on them or use of graffiti.
- Unauthorized leaving of school grounds.
- Assault (i.e. threatening assault, hitting, kicking, slapping, pushing) against fellow students or other members of the school community.
- Damaging, destroying, or stealing personal or school property or attempting to do so.
- Using or possessing vape products, tobacco products or e-cigarettes.
- Possessing combustible materials such as matches or lighters.
- Committing sexual, racial, or any form of harassment or intimidation or retaliation.
- Using abusive, vulgar or profane language.
- Making verbal or physical threats, empty or otherwise.
- Setting off false alarms.
- Defiant behavior towards any school personnel or policy.
- Insubordination with regard to reasonable requests and expectations
- Discharging or attempting to discharge fire safety equipment.
- Fighting.

- Serious misbehavior on a field trip.
- Behavior that endangers others or substantially disrupts the educational process.
- Behavior that encourages another student to substantially disrupt the educational process.
- Possession of or use of firecrackers, fireworks or stink bombs.
- Persistent or excessive truancy and/or tardiness to class and class cutting.
- Habitual misbehavior that has not been resolved after the assignment of school detentions.
- Bullying, bullying participant, including bystander and/or retaliator.
- Cyber-bullying, cyber-bullying participant, including bystander and/or retaliator (remember, a single electronic communication (email, text, post, etc.) may constitute cyberbullying if it is sent to or may be viewed by more than one person).
- Harassment, harassment participant, including bystander and/or retaliator.
- Hazing, violence, extortion or the threat of hazing, violence or extortion directed towards another student or school personnel, including bystander and/or retaliator.
- Failure to report acts of bullying, cyber-bullying, or hazing, to adults at school.
- Assaulting educational personnel (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Being charged with a felony (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Possessing a dangerous weapon including but not limited to a knife or a gun (see M.G.L. c. 71, §37H in Appendix) (note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Possessing a controlled substance as defined in M.G.L. c. 94C including but not limited to illegal drugs and prescription medication (see M.G.L. c. 71, §37H in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).

In addition to any of these infractions, any breaches of Federal law, Massachusetts State law, or bylaws of the the respective town of each school (Groveland, Merrimack, and West Newbury), may be handled in cooperation with the local police department and may result in suspension or expulsion where authorized by law (see M.G.L. c. 71, §37H1/2 in Appendix).

Consistent with its Memorandum of Understanding, the Pentucket Regional School District, the West Newbury, Merrimack, and Groveland Police Departments, and the Essex County District Attorney's Office agree to coordinate their response to violent, delinquent, or criminal acts by students and to alcohol and other drug use, which occur on school premises or at school-related events.

Alternatives to Suspension under 37H ¾ (603 CMR 53.05)

Principals should be judicious in determining whether suspension is the appropriate consequence for §37H¾ offenses. More importantly, research has shown that suspending students from school for non-violent offenses, and particularly suspending them repeatedly, has limited effectiveness in improving their behavior and performance, and causes the students to fall behind academically. School leaders in Massachusetts and across the U.S. have found that by improving school climate through positive behavioral interventions, supports, and strategies, including restorative practices and conflict resolution, they not only reduce suspensions but also promote greater school safety, discipline, and academic success.

For these reasons, the statute directs principals to exercise their discretion, consider ways to re-engage the student, and "avoid using long-term suspension from a school as a consequence until alternatives have been tried." For example, exclusion from extracurricular activities or attendance at a school-sponsored event instead of removal from the classroom or school may have a greater impact on changing a student's behavior. Exclusion from such extracurricular activities is not considered suspension because participation is a privilege.

The Department encourages schools and districts to adopt evidence-based strategies and programs to address the behavioral and social-emotional issues that give rise to student misconduct. The Department is building a resource bank of school practices and models that can improve school climate and reduce student misconduct and the perceived need to remove students from the school or classroom.

PROCEDURES

Suspension Terminology:

Short Term Suspension is a suspension of ten days or less that takes place, the school owes a student: notice, explanation and a meeting/hearing.

Notice of the charge is that the principal or designee shall provide written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place.

The student shall meet with the principal or designee regarding the alleged offense. The principal or designee shall make a good faith effort to include the student's parent/guardian in this meeting. The parent/guardian, if present, shall have an opportunity to discuss the student's conduct and to offer additional information or mitigating facts.

Explanation of the evidence: At the meeting, the student shall be told the basis of the accusation, the nature of the disciplinary offense, and any other pertinent information. The student, and his/her parent/guardian if present, shall have the opportunity to present additional information and to offer mitigating facts. However, the student will not have the opportunity to secure counsel, to confront and cross-examine witnesses or to call his/her own witness to verify his/her version of the incident. The Principal or designee, in his/her sole discretion, may permit the student to question his/her accuser or present his/her own witnesses.

Written determination is the principal or designee issuing a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, and a date of return to school, and the opportunity to make up assignments and other needed school work.

Appeal of Short-Term Suspensions (10 days or less): If the suspension was imposed by the Assistant Principal, the student may appeal the suspension in writing to the Principal. The appeal must be made within one (1) school day of the student's receipt of the notice of the suspension. An appeal of a suspension does not stay the discipline, but may result in the expunging of a student's record. There is no right of appeal beyond the Principal. Additionally, there is no right of appeal if the Principal, rather than the Assistant Principal, imposes the suspension.

Applicability to Students with Disabilities: This provision shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law.

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Long Term Suspension is a suspension of more than ten days (cumulatively within a school year or consecutively) and up to ninety days have the right to a more formal process.

These rights include the following in addition to those described for short-term suspensions:

- to review the student's own record and any documents on which the principal may rely, in making his/her decision regarding suspension;
- to be represented by counsel (at the student's expense);
- to present the student's own explanation of the alleged incident;
- to produce witnesses on his/her own behalf;
- to cross-examine witnesses presented by the school or district;
- to request a recording of the meeting;
- notice of the student's opportunities to make academic progress during suspension, with information about the school's education service plan; and
- notice of the right to appeal the suspension, with instructions about the process for doing so.

Appeal of Long-Term Suspension (more than 10 days): If a student receiving a long-term suspension (more than 10 school days for a single infraction or for more than ten 10 school days cumulatively for multiple disciplinary offenses in any school year) wishes to

appeal that decision to the Superintendent, he/she must do so in writing no later than 5 calendar days following the effective date of the suspension. The student or parent/guardian may request an extension of up to 7 calendar days to submit this request for an appeal. The Superintendent or designee shall hold a hearing within 3 school days of receiving the student's request for an appeal. The student or parent/guardian may request an extension of up to 7 calendar days for this hearing to be held. The Superintendent or designee must include the parent/guardian in this hearing, or else must show a good faith effort to include him/her. At the hearing, the student has the same rights afforded him/her at the principal's meeting prior to issuing the long-term suspension. The Superintendent or designee will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The Superintendent will issue a written decision within 5 calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter. Emergency removal.

Emergency removal of a student is within the Principal's authority when, in his/her judgment, the student's continued presence poses a danger to persons or property and there is no adequate alternative to alleviate that danger. However, the Principal or designee shall do the following:

- Make adequate provisions for the student's safety and transportation before removing him/her from school on an emergency basis.
- Make immediate reasonable efforts to orally notify the student and parent/guardian of the emergency removal and the reason for it.
- Provide written notice to the student and parent/guardian.
- Provide an opportunity for a hearing before the principal, with the parent/guardian in attendance, within two school days of the emergency removal (unless the parties agree to an extension of time).
- Render a decision orally on the same day as the hearing, and a written notice of the hearing no later than the following school day.

Students serving suspensions (other than an in-school suspension) are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in or attend any activities throughout the entire period. Students who do not fulfill outstanding disciplinary obligations by the last day of school will be resumed at the start of the next school year. A student serving a suspension will be required to complete these obligations at the beginning of the next school year. If a school-sponsored activity begins prior to the start of the school year, that time will be included as part of the suspension.

Applicability of Suspension Policy to Students with Disabilities shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law.

EXPULSIONS AND INDEFINITE SUSPENSIONS

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Expulsion/ Indefinite Suspension is a permanent removal from school. Indefinite suspension is a removal from school for an indefinite period. These consequences may be imposed for a narrow range of conduct, as defined in M.G.L. c. 71, sections H and H1/2. This law provides the Principal the authority to expel a student who is found on school premises or at a school-sponsored event, including athletic games and field trips, possessing a dangerous weapon, or possessing a controlled substance, or who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games and field trips.

Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found in the Appendices to this Handbook. M.G.L., c. 71.

Section 37H1/2 provides the Principal the authority to indefinitely suspend a student who is charged criminally with a felony and to expel a student who is convicted or admits guilt in court with respect to a felony or felony delinquency. Expulsion and indefinite suspension proceedings pursuant to this section shall be in accordance with the statutory language, which may be found in the Appendices to this Handbook.

A student facing expulsion procedures has the following procedural rights:

1. Written notice in the student's/home's primary language that a hearing will be held to determine whether or not to impose an expulsion. Notice shall include the following:

- a) The date/time/place of the hearing;
- b) A description of the nature of the allegation and the evidence supporting the allegation against the student; c) A list of witnesses who will appear on behalf of the school
- d) A summary of the procedures to be followed and the rights afforded to the student at the hearing; e) Notice of the right to an Alternate Education Plan if the student has an Individualized Education Plan; f) The telephone number of the Principal;

2. The right to be represented by a lawyer or advocate (at the student's expense);

3. Adequate time to prepare for the hearing;

4. Access to documented evidence prior to the hearing;

5. The right to request that witnesses attend the hearing, and to question them (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation);

6. The right to have the hearing transcribed;

7. The right to have the hearing translated into the student's or his parents' or guardians' primary language and; 8. A reasonably prompt written decision including specific grounds for the decision, the process for appeal, and the right of the student to access alternative educational services.

Expulsion Terminology:

A student may appeal an indefinite suspension imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days following the effective date of the suspension.

Appeal of Expulsion. A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days of the receipt of the written decision of the Principal to expel. A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H (possession of dangerous weapon, controlled substances, assault of staff, etc.) in writing to the Superintendent within ten (10) days of the receipt of the written decision of the Principal to expel.

Applicability of Expulsion Policy to Students with Disabilities. To the extent that the application of the foregoing policy to students with disabilities conflicts with state or federal laws, such law(s) shall prevail. Academic Progress of Suspended/Expelled Students. Any student who is serving a suspension or expulsion shall have the opportunity to receive education services and make academic progress during the period of removal. Pentucket Regional School District will establish and publish an education service plan specifying alternative educational services which will be made available.

Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or school sponsored

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events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns to school.

Discipline of Students with Disabilities

Students with disabilities are afforded certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below. For students who are eligible for special education, the Individualized Education Plan (IEP) must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability.

In general, students with disabilities may be excluded from their programs, just as any other student can be, for up to ten (10) school days per year. However, when an eligible student is excluded from his/her program for more than ten school days in the school year, the student's Special Education Team must develop a functional behavioral assessment plan. In many instances, the student's IEP or 504 Team also may be required to determine whether the student's behavior was a manifestation of his/her disability. If the Team

determines the behavior was not related to a manifestation of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a manifestation of the disability, the student generally may not be excluded from the current educational placement (except as otherwise provided under state or federal law) unless the parent(s) and District otherwise agree or by court order.

In the event, a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 school days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent disagrees with the Team's "manifestation determination" or with a decision regarding placement, the parent has the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from accessing the Special Education Procedural Manual located in the office of each building.

LONG-TERM SUSPENSION PROCEDURES:

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process

FELONY COMPLAINT OR CONVICTION:

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such a student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in 42

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

- c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
- d. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The

superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:

The School-Wide Educational Services Plan for each school is found on the district website. Written copies are available at the Superintendent's Office located at 22 West Main Street, West Newbury, MA

Notwithstanding any general or special law to the contrary:

1. 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, or a controlled substance may be subject to expulsion from school by the Principal.

2. Any student who assaults another individual on school grounds or at school sponsored or school related events, including athletic games may be subject to expulsion from school by the Principal.

3. Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel the student. 4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

5. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for the admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. Note: the original provision set forth in the Education Reform Law required the Principal to notify the School Committee in writing if he/she decided to suspend rather than expel the student. This was amended in December of 1993. That requirement no longer exists. SOURCE: MASC (Reviewed and approved May 9, 2017) LEGAL REFS: M.G.L. 71:37H; 71:37H 1/2 Previous Adoption: August 14, 2007 New Adoption: February 26,

B. MEMORANDUM OF UNDERSTANDING

There is an interagency Memorandum of Understanding between the Pentucket School District, the Police Departments of Groveland, Merrimac and West Newbury, the Essex County District Attorney's Office, the Department of Children and Families, the Department of Youth Services and the Haverhill and Newburyport Juvenile Court Probation Services. This document recognizes the formal working relationships agreed upon by the participating agencies to provide a safe and violence free educational setting.

Cases involving possession or use of illegal substances or weapons, the use of force, vandalism, hazing, civil rights violations, theft, threats of assault, bomb threats and false fire alarms, criminal harassment, bullying, sexual assault or inappropriate sexual behavior, selling or distribution of controlled substances and students under the influence of alcohol, inhalants or other drugs will be reported to the police.

C. RE-ENTRY AFTER SUSPENSION FROM SCHOOL

Whenever a student is suspended **out of school**, a conference with the student, parent, and Principal or Assistant Principal will take place before the student returns to regular classes. Any student under suspension, unless placed in the In-School Suspension Program is not allowed on school grounds or in school buildings unless accompanied by his/her parent or guardian. Students under suspension will lose their privileges of participation in extracurricular activities (i.e., sports, dances, club activities, etc.) **from the moment they are suspended from school until the time they return for classes.**

D. DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. The following additional requirements apply to the discipline of students with disabilities:

- (1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs. (2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (4) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals(BSEA) authorizing a change in the student's placement. (see exceptions at subparagraph (5) below) The Student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral

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assessment.

- (5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days under the IDEA. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

E. SUSPENSION OF STUDENTS ON 504 PLANS

School officials may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination hearing. See further description of manifestation determination.

F. HAZING POLICY

In accordance with Massachusetts General Laws(reference JICFA-E legal definitions of Hazing below), the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the

activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal, including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension.

Any student who participates in the hazing of another student or other person may be suspended from school and law enforcement may be notified.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

SOURCE: MASC

LEGAL REF: M.G.L. 269:17, 18, 19

CROSS REF: JICFA-E

Previous Adoption: March 2, 2010

New Adoption: July 23, 2019

MASSACHUSETTS HAZING LAW

Massachusetts General Law Chapter 269, Sections 17-19 makes it a crime to participate in organized hazing and provides for a punishment of a fine, imprisonment or both.

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 by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

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 practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college 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 the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, 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 a report.

SOURCE: MASC

LEGAL REF.: M.G.L. 269:17, 18, 19

In accordance with the laws of the State of Massachusetts, Pentucket Regional High School does not condone hazing in any activity associated with the school, including athletics, academics and co-curricular clubs and organizations.

1. Hazing Policy

a. Policy Rationale

Pentucket Regional High School is first and foremost an educational institution. Its hazing prevention policies and response procedures for hazing incidents must grow from and embody its educational mission.

Membership in extracurricular activities, clubs, and interscholastic athletics can increase leadership and service potential, recreational, intellectual, and artistic opportunities, and otherwise contribute positively to personal and social development. When membership is linked with involvement in hazing activities, the safety of students is endangered and the educational purpose of the endeavor is compromised. Pentucket Regional High School has therefore adopted a policy of zero tolerance for hazing as defined in the Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19. This law is duplicated in the Pentucket Student Handbook.

Section 17: Definition:

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

Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this section. [Added by St. 1985, c.536. Amended by St. 1987, c.665.]

Section 18: Reporting

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger of peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a 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]

Section 19: Notification

This section of the Massachusetts General Laws requires this hazing law to be issued to all students and to all members of clubs, teams and organizations. Organizers and participants of hazing shall be disciplined in accordance with the measures set forth in the student handbook "Student Discipline Code."

S.19 (abridged) Each institution of secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen, provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams organizations.

b. Policy Statement and Definition

In accordance with the laws of the State of Massachusetts, Pentucket Regional High School does not condone hazing in any activity associated with the school, including athletics, academics, and co-curricular clubs and organizations.

"Hazing" is defined in M.G.L. c.269, sec.17 which has been included in this handbook. Hazing occurs regardless of the consent or willingness of a victim to participate in the activity. Hazing may occur on or off the school's campus. The school discourages activities of clubs and teams that are not sanctioned by the school and is not responsible for incidents that might arise from participation in non-school sanctioned events. However, this does not prevent the school from imposing this policy and holding students accountable if events of hazing occur at non-school sanctioned events.

It is the policy of Pentucket Regional High School that no student or adult shall participate in or be members of any secret fraternity,

sorority or secret organization that is in any degree related to the school or to a school activity. No student or adult organization or any person associated with any organization sanctioned or authorized by the School Committee shall engage or participate in hazing.

Examples

The following list is intended as a ***guideline only*** as to some of the activities that will be considered hazing at Pentucket Regional High School.

- * Any physical brutality directed at a student such as whipping, beating, paddling, striking, restraining, touching, piercing, tattooing, shaving or placing of a harmful substance on a student.
- * Any type of physical activity that subjects a student to an unreasonable risk of harm or adversely affects the student's mental health or safety. Such activities would include "dares", forced calisthenics, riding on the hood of a car, or "cramming" people into unusual places (car, closet, shower, lockers, etc.).
- * Any type of activity involving the consumption of food, liquid, alcohol, drugs or any other substance which can subject a student to unreasonable risk or harm or adversely affect the student's mental or physical health or safety.
- * Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame, humiliation or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Such activities would include, but not be limited to, psychological abuse, simulated sexual acts, harassment, being tied up, taped, or confined in a small space.
- * Any activity that induces, causes, or requires someone to perform a duty or task that involves a violation of the state or federal penal code. (Such examples would include, but not be limited to, shoplifting, driving recklessly, kidnapping, nudity in public places, and stealing.)
- * Any other activity the administration deems detrimental to the mental and/or physical health of a student regardless of his/her consent.

It should also be noted that there are a wide array of activities in which student members of clubs, organizations and athletic teams can engage that positively nurture camaraderie and team building, develop unity, connectedness, and a sense of belonging and promote the development of self-esteem. Examples of such activities may include:

- * Participating in team or club fund-raising activities
- * Doing community service projects
- * Arranging and performing clinics for youth programs
- * Participating in benefit programs and exhibitions
- * Arranging supervised pasta or pizza parties
- * Promoting your activity over the school's public address system
- * Wearing the "colors" of your sport, or sponsoring appropriate team/activity dress-up days.
- * Modeling "Good Character, Sportsmanship, Tolerance" as a goal of your group.
- * As a group, attending school sponsored events such as dances, athletic events, plays, concerts, art shows, science fair, banquets, honor society inductions, etc. which display your group's interest in school-wide activities.

Non-School Sanctioned Events:

Because it is not always clear to students which activities are unacceptable and constitute hazing, student leaders and members of such groups are strongly encouraged to consult their parents, advisors, coaches, teachers, administration, or other officials responsible for the activity in advance of the planned event. It is not recommended that these activities conflict or interfere with a student's pursuit of academics. (Ex: After-practice pasta parties or sleepovers are discouraged on school nights.)

c. Reporting Hazing Activities

Police will be notified of any hazing acts that may violate criminal law. If there is evidence of sexual or indecent assault and battery as defined by Massachusetts General Law, Chapter 265, Section 13H, the incident should be reported to legal authorities as mandated under Chapter 269, Section 18 of the Massachusetts General Laws.

Any person may report hazing directly to any school official, the principal, and/or superintendent of schools.

Students should responsibly report hazing incidents to a parent, teacher, administrator, coach, advisor, guidance counselor, local police, or other responsible adult. These reports should include time, place, people involved, and as much specific information as possible about the hazing event as to facilitate an investigation.

Any such person who receives a report of, observes, or has other knowledge of conduct that may constitute hazing shall inform the building Principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or activity participation (i.e. clubs, athletics, band, etc.).

d. Consequences.

If a student is found to have organized or actively participated in the hazing of another student, through admission of guilt or through investigation by school officials or law enforcement officials, that student will immediately forfeit membership in all academic clubs, extracurricular groups, and athletic teams for a period of ninety (90) school days. The student will face school suspension for a period of up to five school days for minor involvement and five to ten days for organizing and participating. Counseling, community service and/or enrollment in diversionary programs may also be assigned at the discretion of the school administration, police, or courts. If an investigation of a hazing incident is not completed within the scope of a sport season, club duration, or activity period, persons found guilty of hazing will forfeit participation in that sport, club, or activity the next year and/or extracurricular activities for the current year at the discretion of the administration, including, but not limited to dances, plays, concerts, athletic events, senior week activities, proms, and graduation. Any student found guilty of hazing will relinquish all leadership positions such as class officer, sport captain, student council representative, etc., for the remainder of the academic year.

If the hazing incident involved enough members of the club, activity, or athletic team as participants, and there is concern for the safety of the students, the administration can cancel the club, activity, or athletic team for any period of time up to one year. If the hazing involved any type of sexual assault or indecent assault and battery as defined in Chapter 265, Section 13H of the Massachusetts General Laws, the student will be suspended and may be subject to expulsion hearings which could result in either exclusion and/or expulsion from school.

e. Reprisal

In accordance with the school district's harassment policy, the school district will discipline or take appropriate action against any student, teacher, coach, advisor, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

f. Dissemination of Policy

Reference to this policy will appear in both the school's student handbook and teacher handbook. Prior to participation in any school club, organization, or athletic team, the student must sign and date an Activity Participation Form that includes information about hazing referencing this policy.

References:

M.G.L. CH 265, Section 13H
M.G.L. CH 269, Sections 17, 18, 19
Pentucket Regional High School Harassment Policy
Pentucket Regional High School Student Handbook
Pentucket Regional High School Teacher Handbook

g. APPENDIX

THE HAZING TEST *

The following questions are intended to help student leaders to think about issues of hazing when planning activities for their organizations.

1. Would you have any reservations describing the activity to your parents, a teacher, or a school administrator?
2. Would you object to the activity being photographed for the school newspaper or local TV news?

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3. Is there a risk of injury or a question of safety?

4. Is this a team or group activity in which members are encouraged or expected to attend and where minors are consuming alcohol? 5.

Will current members refuse to participate with the new members?

6. Does the activity risk emotional or physical abuse?

G. WEAPONS

Students are not permitted to bring weapons on school grounds. Violations of this provision may result in suspension or permanent expulsion from school under the student discipline code. Students should also be aware that having a weapon in the school building or on school grounds is a crime and that criminal penalties may also be imposed by law enforcement authorities.

MGL 269 s10 (as amended by Chapter 150 of the Acts of 1987). Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than a year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. In compliance with the Federal Gun-Free Schools Act, any student who brings a firearm on school grounds is subject to a minimum one-year suspension from school.

Pentucket Regional School District prohibits the possession of firearms (loaded or unloaded) or other dangerous weapons on school grounds or at school events. This prohibition is consistent with the mandates of **M.G.L. c.269, 10(j)**.

1. The definition of firearms, or other dangerous weapons includes but is not limited to:

Firearms (as defined by **M.G.L.c.269, 10(j)**)

- Knives
- Clubs or bats
- Brass knuckles
- Any other object whose purpose would be to inflict physical damage to a person or to property.

2. The presence of firearms or other dangerous weapons on school grounds shall be immediately reported to the building principal. Principals shall report all violations of this policy and **M.G.L. c. 269, 10(j)** to the Superintendent of Schools and to the Groveland, West Newbury, and Merrimac Police Departments. Failure of school district employees or law enforcement officials to report violations could result in prosecution under **M.G.L. c. 269, 10(j)**.

3. Employees of the Pentucket Regional School District in violation of this policy shall be subject to serious disciplinary consequences, up to and including dismissal. Students in violation of this policy may be suspended or expelled by administrators authorized to take such action in accordance with the provisions of **M.G.L. c. 71, 37H** (see policy Student Conduct) and consistent with the **Gun Free Schools Act, 20 U.S.C. 8921**.

4. This policy is in effect at ALL times for all school and non-school functions and applies to individuals present in the school buildings on school grounds, on school transportation vehicles, and at school sponsored events. (**Pentucket**)

CROSS REF.: JIC

LEGAL REF.: Chapter 71, Section 37H

Previous Adoption: April 5, 2011

New Adoption: July 23, 2019

H. SUBSTANCE ABUSE POLICY

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes and paraphernalia; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, vaporizers, vaporizer liquid, or drugs as well as any related paraphernalia on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, during school, or while on a field trip or school overnight trip, domestic or foreign, regardless of that state or country's laws, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE. (**Pentucket**)

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 71:2A; 71:96; 272:40A

CROSS REF.: IHAMB, Teaching About Alcohol, Tobacco and Drugs
GBEC, Drug Free Workplace Policy

Previous Adoption: July 19, 2016

New Adoption: June 18, 2019

1. Introduction

Role of school

Substance use and abuse is one of society's most pervasive problems and it increasingly affects children and adolescents. Any pattern of use affects each user's community, family, peer relationships, and academic performance.

We believe the entire community including the individual, his or her family, peers, and the school is responsible for addressing this. Only by working together can we create a safe and positive learning environment for our students.

Pentucket's goal is to intervene early in a student's use or suspected use of substances in an effort to stop the progression of a potentially harmful set of behaviors. We have established a course of action involving members of the teaching staff, counseling department, and administration, whose primary goal is to maintain a positive and safe learning environment.

Voluntary admission of a substance abuse problem

The school will strongly support any student who comes forth to voluntarily seek help for a substance abuse problem. The program coordinator will assist the student in formulating an appropriate treatment program, arrange for access to community resources when necessary, and provide support and information for Parents/guardians.

While it should be noted that no disciplinary action will be taken in the case of a student asking for help in overcoming a substance problem, the standard policies and procedures outlined will be followed for any substance use following this admission. A student may not voluntarily admit to use as a means to circumvent the disciplinary procedures. An admission and request for assistance must **precede** a disciplinary investigation.

Role of parents

Pentucket expects that Parents/guardians want to know of the school's concern and, furthermore, expects the cooperation of the family in overcoming a suspected problem. Therefore, when school personnel suspect that a problem with substance use exists for a student, it is the school's policy to notify Parents/guardians of this concern.

When needed, a member of the staff will also make recommendations to the student and his or her family to formulate an appropriate treatment program and to provide support and information for Parents/guardians.

In all cases, Parents/guardians will be fully apprised of the situation throughout the intervention and disciplinary process. The school will assure that the principles of due process are observed at every stage.

II Policies

Items included in these policies

The table below defines the items included in this policy.

Item	Definition
Illegal Drugs	Any controlled substance not legally obtained, and prescribed drugs not being used in the prescribed dosage or for the prescribed purpose, including drugs prescribed legally, but for someone other than the student. The term further refers to other substances (e.g. mail-order stimulants or pills, nitrous oxide, glue) that are used for something other than their intended purpose.
Paraphernalia	Paraphernalia associated with substance abuse (e.g. tobacco rolling papers, rolling machines, pipes, "roach" clips) will be viewed by as evidence of a student's intention to use illegal drugs and will be dealt with as a suspected substance use problem
Prescription and Non-Prescription Medications	To ensure the safe use of medication by students, ALL medication is to be kept in the Health Center and dispensed under a nurse's direction. Students are not to have prescription or non prescription medication such as No-Doz, Nyquil, diet pills, laxatives, or any products

	containing Ephedra or Creatine in their personal possession.
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	Possession, use, or distribution of such medications by a student is viewed as a serious health and safety concern by the school.
Household cleaning solutions	The misuse of common household cleaning solutions or air fresheners creates a clear and present danger to the health and safety of students. Therefore, in accordance with our substance policies, any student found to be misusing such items will be in violation of our substance abuse policies.

Prohibited actions at school

The following actions are strictly prohibited and will result in disciplinary action:

- Students use illegal drugs, narcotics, and/or alcohol on school property, on school buses, at school bus stops, and/or at school-sponsored or school-related functions.
- Student possession of illegal drugs, narcotics, alcohol and/or drug paraphernalia on school property, on school buses, at school bus stops, or at school-sponsored or school-related functions.
- Being under the influence of illegal drugs, narcotics, and/or alcohol on school property, on school buses, at school bus stops, or at school-sponsored or school-related functions.
- Student sale, distribution, or attempted sale or distribution of illegal drugs, narcotics, and/or alcohol on school property, on school buses, at school bus stops, or at school sponsored or school- related functions.

Knowingly being in the presence of illegal substances

A student who is present where he/she knows illegal substances are being used will be deemed at risk for substance use. Therefore, a student caught knowingly in the presence of substance use will be referred to the principal or vice-principal and the situation may be treated as a first offense.

Possession, sale, or distribution of illegal substances and police involvement

Students found in possession of, selling or distributing illegal drugs, narcotics, or drug paraphernalia while on school property, on a school bus, or while attending school-sponsored or school-sanctioned functions will be reported to the police.

Suspicion of substance use or abuse

In cases where there is suspicion, but no irrefutable evidence of drug or alcohol use, the school reserves the right to take certain actions on behalf of the suspected student(s). Such actions may include any or all of the following: intervention by faculty members known to be close to the student(s), interview by a counselor, participation in a counseling program, etc.

Response to substance use or abuse outside of school

Pentucket reserves the right to discipline students for drug or alcohol-related actions or offenses, which are committed by the student during non-school time, on property other than school property, and/or at functions or events which are neither sponsored by, nor related to, the Pentucket School District. This right will be exercised where the health, safety, or morals of the other students or employees of the Pentucket could be jeopardized by the student's presence in the Pentucket School District.

III. Procedures

Investigation process

When a student is believed to have violated the district's substance abuse policy, the following events will occur.

Stage	What happens
1	The student will be referred to the Principal or the Assistant Principal.
2	The administrator may contact the school nurse concerning the case. If the nurse or other medical professional determines that physical symptoms may be present after speaking with the student and evaluating the symptoms, the nurse or other medical professional will make recommendations to the referring administrator.
3	The Principal or Assistant Principal will, if reasonably possible, notify the student's parent(s) or legal guardian(s).
4	The Principal or Assistant principal will inform the student, in the presence of his/her parent(s) or legal guardian(s) if reasonably possible, of the conduct prohibited in which the Principal or assistant Principal believes the student has engaged.
5	The student will have the opportunity to respond to the Principal or Assistant Principal.
6	After considering the evidence, if the Principal or Assistant Principal believes a violation has occurred, the Principal or Assistant Principal will suspend the student. The length of the suspension will be based on a number of factors, including whether this is a first offense. The offense will be reported to local police authorities.

7	Following the meeting with the Principal or Assistant Principal, the student will be released from school, and as a general rule, will be released only into the care and custody of his/her parent(s) or legal guardian(s) or other responsible adults designated by the student's parent(s) or legal guardian(s).
8	The student will serve his or her suspension or other consequences as determined by the Principal or Assistant Principal.

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9	Prior to the student's return to school, and as a condition of his/her return to school, the parent(s) and/or legal guardian(s) and the student must meet with the Principal or Assistant Principal and/or other staff for the purpose of determining a specific plan of intervention and/or support services.
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Parental involvement: Should the parent(s) or legal guardian(s) fail to cooperate with the school authorities at any point in this process, the school authorities may find it necessary to pursue a CHINS or a care and protection action.

Consequences for violating policy

Any student determined to be in violation of Pentucket's substance abuse policy will be required to take the following steps. Offense status remains in effect for 12 months from the date of the infraction.

1. The student will serve an in-house suspension for 1-10 consecutive school days.

During this time, the student

- will not be able to participate in the regular day-to-day routine, including classes, athletics or other extra-curricular activities.

Note: At the discretion of the Principal or Assistant Principal, a student may be suspended from athletic and other student activities for up to 45 school days. The factors used to determine this will include whether this is a first time or repeat offense and whether there is an agreed upon parental/student treatment plan.

- will be assigned community service at the school.
- will be required to make up missed class work in a structured study hall. Any sleeping or outright refusal to work throughout the day will result in make-up of that day by extension of the suspension period.

2. During the in-house suspension, the student may volunteer for a work detail. This could involve cleaning, grounds maintenance, or other work around the school community. Work details are voluntary. No student will be mandated to do a work detail.

3. Upon the student's return from suspension, he/she will be required to complete an interview with a Pentucket school counselor. The purpose of this initial interview will be to determine the level of potential involvement with substances and to provide the family with recommendations as to any further need for intervention.

IF the initial assessment...	THEN the student will be ...
Does not indicate substance dependence	Monitored by school personnel as needed.
<ul style="list-style-type: none"> • Indicates substance dependence • Indicates behavior that is a high risk 	Referred to a substance abuse counselor for additional assessment and follow up.

Repeat offenses

The policy and process listed above apply to all violations of this policy.

If a student violates this policy more than once, the school may also require the student and parents to agree to a treatment plan. The school may also monitor the student for up to 18 months to ensure that this plan is successful.

IV. Additional information for athletes

MIAA Chemical Health Rule: Alcohol, Tobacco, Drugs

During the season of practices or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage

containing alcohol, any tobacco product, marijuana, steroid, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her physician.

The MIAA Rule will be in effect during the school day and at all extra-curricular and school sponsored activities. School is considered to be any location where a school sponsored activity is taking place. The prescribed penalties, listed below, will commence for the "out-of-school" student-athlete at the start of his/her athletic season.

In season athletes

The Minimum Penalties are:

- First Violation: When the Principal or Assistant Principal confirms, following an opportunity for the student to be heard, that a violation 52

occurred, the student shall lose eligibility for the next 2 consecutive interscholastic events, or 2 weeks of a season in which the student is a participant whichever encompasses the greater number of contests. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

- Second and Subsequent Violations: The student shall lose eligibility for the next 12 consecutive athletic events or 12 consecutive weeks, whichever encompasses the greater number of contests in which the student is a participant.

Out of season athletes

For out-of-season athletes, Pentucket School District will use its own policy as described above.

I. SMOKING/VAPING

No smoking or vaping is permitted on school property or on properties adjacent to school grounds before, during or after school (including on the way to boarding the bus). Students will be suspended for violation of this rule. No use of tobacco products or vaping is permitted at any school function.

J. Staying After School (Disciplinary Reasons):

Students may be retained after school for minor infractions of the school rules. Any time a student is detained after school for disciplinary reasons parents will be notified a day in advance when and why their child is being detained. Detentions of this nature will be held after school on Tuesday, Wednesday, or Thursday when late bus transportation is available. Detentions on Monday and Friday are subject to parent teacher/office approval.

V. Student Activities

****Students must be in school the day of/or before a school event to be able to participate***

A. ORGANIZATIONS AND ACTIVITIES

Advantages and privileges of the Pentucket Regional School District include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such schools which restrict students' participation on the basis of race, color, sex, gender identity, religion, disability, sexual orientation or national origin. It should be noted that **603 CMR 26.06(1)** does not prohibit School Committees from allowing the use of school premises by independent groups with restrictive membership.

No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, religion, disability, sexual orientation or national origin of the student except as provided in **603 CMR 26.06(7)**.

PRSD shall provide a fair distribution of athletic expenditures in accordance with Title IX. Each school within such a system shall provide equal opportunities for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audiovisual aids.

In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.

In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), schools that have interscholastic and/or intramural activities shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each and the anticipated student participation in the activity by number and sex.

A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of **603 CMR 26.06(8)** are satisfied.

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Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.

Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex or any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extracurricular activities cannot be permitted.

LEGAL REF.: M.G.L. 71:47 603 CMR 26.06

Previous Adoption: None

New Adoption: July 23, 2019

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal, along with the school council shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student. Refer to district hazing policy (JICFA) for more specific information.

Student Organizations - Middle and High Schools:

In addition to the above requirements, all clubs or organizations at the middle school and high school level will relate to the subject matter covered by the curriculum or organizations that are driven by student interest. The Principal is responsible for determining

that the purpose of a student organization is related to the curriculum or has sufficient student interest to justify having such an organization. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the Superintendent (or designee) for review of the Principal's decision.

SOURCE: MASC

LEGAL REF.: 603 CMR 26.00

Previous Adoption: None

New Adoption: July 23, 2019

Pentucket Regional High School provides a wide variety of organizations and activities to provide an outlet and opportunity for the diverse talents and interests of the student body. Activities may be added as students indicate a serious interest in new ideas. All activities and clubs are faculty sponsored. Some of the activities and organizations that have been available are:

Art Club	Math Team	SADD
Mallet Ensemble	Pentucket Profile	North Shore Science League
G.A.P.P.	Peer Leaders	Gay Straight Alliance

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German Club	Spanish Club	Latin Club
Photography Club	Student Council	Thespian Club
Alternative Energy Club	Renaissance Club	Junior Firefighters
Literary Magazine	Percussion Ensemble	Yearbook
Jazz Band	Jazz Ensemble	Yoga Club

B. ORGANIZATION FINANCES

All class and club funds are handled in one central account under the supervision of an Administrator. Early in the fall, he/she will meet with all treasurers to establish uniform accounting procedures. All treasurers are expected to maintain accurate records of all financial transactions for the organization.

Student funds may be raised to finance the activities of authorized student organizations which have been approved by the School Committee. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent, however, are not considered part of the towns' appropriated school budget. The funds shall be managed in accordance with sound business practices, which include accepted budgetary and accounting practices.

In compliance with **Massachusetts General Law Chapter 71, Section 47**, the School Committee:

1. Authorizes the Principals to accept money for authorized student activity organizations, which currently exist, or as from time to time may be revised.
 - Funds collected shall be deposited with the District Treasurer no less than weekly for random collections or the next business day for specific event collections.
2. Authorizes the District Treasurer to establish and maintain a Student Activity Agency Account(s). The interests that is earned on such accounts shall be retained in the Agency Account. An annual internal audit will be conducted by the Pentucket Regional School District Business Office staff in accordance with Department of Education guidelines. Account interest may be used for the following purposes:
 - To cover the cost of periodic outside audits of the accounts;
 - To purchase supplies related to the maintaining of the account;
 - To cover the cost of a student attending a class, field trip, or school function when students are charged for

such but unable to afford the expense, as determined by the principal;

- To purchase refreshments for parent/student activities and for volunteers who have helped to support student programs.

* In certain circumstances requiring funds in excess of the amount allowed, short term (one month or less) increases may be granted by the Superintendent or Business Manager.

Graduating Class Funds:

Monies for classes that have graduated cannot be kept in the student activity accounts. Class accounts shall remain active for 120 days after graduation to allow time for outstanding bills to be received and paid. No monies can be deposited into the class account after graduation. After the 120 day waiting period, any monies remaining must be transferred to a separate account established by class officers or the monies shall be transferred to the high school donation account.

Should the class wish to retain monies in its account after graduation, it is recommended that during the senior year, the class officers select three members whose names shall be placed on the account when it is closed out by the school and monies are transferred to the class' post graduate account outside of the District's control. The post-graduation account should be set up so that two or three names shall be required for withdrawal. Once the class monies are transferred to the new class account, the School Committee fiduciary responsibility for such monies shall cease.

When class accounts are turned over to the selected class officers after graduation, the class may not use the District's tax-exempt number since the funds are no longer under the control of the School Committee.

Procedures:

- Requires that should the fund balance exceed the allowed amounts, the Principal charged with the oversight of said fund shall institute procedures to bring the fund into compliance through expenditures to benefit the students of said fund as allowed.
- Directs Principals to provide the Treasurer with a bond in amount agreeable to the Treasurer.

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SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts.

Previous Adoption: May 19, 2015

New Adoption: July 23, 2019

C. DANCES

Different classes or organizations take turns in sponsoring dances. The dances fall into two categories, informal and formal. Students must observe these and other regulations according to the type of dance. At dances and other social functions students may not leave and return. There will be no admittance after 8:30 PM and students must bring their ID cards. **School dances are for Pentucket High School students only, students are only permitted to bring guests to the Senior/Junior Prom, Winter Ball and the Spring Fling. Guests to these functions must complete a permission form before tickets can be purchased.** School officials reserve the right to deny admission to any non-student guest attending dances. The permission form may be picked up in the main office. All guests must be either attending high school or be under 21 years old. Students must be present in school the day of the dance in order to participate. Students are responsible for informing their non-student guests of school rules and expectations for behavior. All non-student guests shall abide by the code of conduct set for in this handbook.

Informal Hours: 7:00 PM to 10:00 PM

Dress: Students attending dances are expected to dress neatly and be well groomed

Semi-Formal and Formal Hours: 7:00 PM to 11:00 PM

Dress: Semi-Formal: Boys - jacket and tie; Girls -

Dressy dresses

Formal: Boys & Girls - appropriate formal evening attire

NOTE: No limousines are permitted for Semi-Formal Dances

D. STUDENT COUNCIL/CLASS OFFICERS

The position of class officer or student council representative is an integral part of the educational process and of student life. Students must be eligible academically to run for office and must have good attendance and discipline records. High standards of academic achievement, behavior, attendance, discipline, and positive leadership both in school and in the community must be maintained while in an elected position. Any student who does not maintain these high standards may be removed from office.

VI. Athletics

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities may be offered as an outgrowth of class instruction in physical education.

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The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well-being of students and staff members who participate in these activities.

LEGAL REFS.: M.G.L. 71:47; 71:54A 603 CMR 26.06

CROSS REFS.: AC, Nondiscrimination (and subcodes), High School Student Handbook Section VI Athletics, Subsection B - A Summary of Athletic Policy, 1. Eligibility Requirements.

Previous Adoption: None

New Adoption: June 4, 2019

Home-educated students with School Committee approved educational programs may participate in all extra-curricular and athletic activities providing existing standards, as defined in our Student Handbook and Discipline Code, and, as applicable, MIAA conditions for interscholastic competition are met.

Previous Adoption: None

New Adoption: June 4, 2019

Every Pentucket student is urged to participate in the athletic program, either as player, manager, special assistant or spectator. The Pentucket

Regional High School Athletic Director is Dan Thornton. He can be reached at (978) 363-5507 ext. 306.

The following sports are currently offered at Pentucket:

FALL: Cross Country, Field Hockey, Football, Cheering, Soccer, Volleyball and Golf

WINTER: Basketball, Wrestling, Ice Hockey, Indoor Track

SPRING: Softball, Outdoor Track, Baseball, Lacrosse and Tennis

The following sports are offered on a Cooperative Basis if available through other school districts:

WINTER: Girls Ice Hockey, Swimming

The number of teams (Freshman, Junior Varsity, Varsity) is dependent on enrollment

Athletic Communication Procedure

At the beginning of each school year all coaches, physical education teachers, guidance counselors and principals shall be given a list of all in District offerings as well as any cooperative athletic offerings. The list shall include coach's contact information.

Physical Education teachers shall provide the list to students during the first week of classes with a spoken review including how to sign up for a particular offering. Said talk shall emphasize any new offerings for that particular year.

Procedure for Requesting Additional Offerings

Should an individual or group wish to advocate for an additional offering the following procedure must be adhered to:

1. The Athletic Director must be contacted as the first point of inquiry.
2. The proposed addition must not upset the balance of equality of offerings as stated in 34 CFR 106.41
3. The School Committee shall be the final authority on whether the proposed addition is accepted

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4. The proposed addition, if accepted, shall be delayed, if necessary, pending approval of a budget in which the new addition is included. The budget prepared for the new offering shall include the coaches' stipend, any necessary equipment and materials, uniform cost, and travel cost.
5. The new coach shall be hired based upon the current District hiring procedure which includes an advertised posting and interview by the Athletic Director with final approval by the High School Principal and Superintendent. Any stipend shall be consistent with other District offerings and shall be included in the Pentucket Association of Teachers Contract.
6. The new addition shall have a fee attached using the same structure as already existing offerings

A. STUDENT-ATHLETE CODE

The ideals, attitudes and goals of the Pentucket Athletic Program are as follows:

1. **ACADEMICS...THIS IS YOUR FIRST PRIORITY!!** Strive for scholarship, be a positive influence in each of your classes, be cooperative with classmates and teachers! Athletes should not return to the academic wing of the building after games or practices.
2. **Sportsmanship** is to be practiced at all times. The Pentucket Athlete directly represents the community, school and coaching staff. Proper conduct is expected at all times. Unsportsmanlike conduct will be treated under the rules of the sport, the MIAA rules as they apply to taunting and un-sportsman like behaviors, and the expectations as identified by the coach.
3. **Respect:** The Pentucket athlete must exhibit respect for him/herself, teammates, opponents, officials and coaches. Team and School pride should always be first in importance.
4. **Class:** is an attitude. Strive for self-control, be a good loser and winner; have respect for your opponents, their school and fans. Strive to be a role model for younger athletes and be willing to sacrifice for the betterment of the team.
5. **Physical Condition:**

A. Practice healthy personal hygiene at all times. Proper conditioning, rest, diet and exercise should be the goals of every athlete as you strive for peak levels of performance.

B. A strong mind is as important as a strong body. Keep a positive focus on academic work and make proper decisions to maintain a healthy mental perspective.

C. **DRUGS, ALCOHOL AND TOBACCO** will not be tolerated. MIAA Rule 62.1 prohibits the use or possession of alcoholic beverages, drugs and tobacco products. This rule is enforced year round, in season and out of season. **First Violation:** When the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season. **Second and subsequent violations:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. Use of drugs or alcohol at school events will result in suspension from school and ineligibility to participate in extracurricular activities for 45 school days and loss of leadership positions.

6. **Practice Attendance** is mandatory. Practices will not interfere with after school academic support or make-up and **will not begin before 2:45 PM**. Employment should not interfere with practices, games or training rules. In fairness to teammates and in cut sports, other candidates, vacations are not recognized excuses for absence and should not be planned in season. Athletes who have unexcused absences can expect to lose playing time, be suspended and / or dismissed from the team. In general, an athlete who misses consecutive days of practice should expect to

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make up the missed practice time before returning for competition (games). Example: If an athlete misses five (5) consecutive days of school due to illness or vacation, they should expect to practice for a week before playing in games. Cases will be monitored by coaches.

7. **Officials** should always be treated with respect by players, coaches, parents and fans.

8. **Locker Room Behavior:** should be calm, team oriented and positive at all times.

9. **Equipment and Uniforms** are issued directly to the student athlete who assumes responsibility for their care. All exchanges must have the approval of the Equipment Manager. Athletes are financially responsible for loss or damage to uniforms and equipment issued to them.

10. **Travel Décor and Dress** should meet the reasonable standards of appearance established by the coach.

11. **Vandalism, Profanity, and Stealing:** will not be tolerated (see other sections of this handbook for further policies).

12. **Coaches** establish strategies, team rules and guidelines. Athletes should appreciate that they have the best interests of the team in mind. Athletes who join the athletic program agree to work under the direction of their coach. To ensure fairness and affordability any Pentucket coach wishing to establish an off-season camp must receive prior approval of the Superintendent and Athletic Director and have said camp administered under the District's Community and Adult Education Program.

Athletes are expected to comply with these standards and other sport-specific rules established by the team or coach. Failure to do so could result in diminished playing time, suspension or ultimately dismissal from the team.

B. A SUMMARY OF ATHLETIC POLICY

1. ELIGIBILITY REQUIREMENTS

- a. Students must have passed a minimum of 25 credits of academic work in the previous marking period (for winter or spring season eligibility) or year (for fall season eligibility). This is the equivalent of 5 major subjects. The M.I.A.A. academic eligibility requirement is a minimum of 20 credits. Due to extenuating circumstances, as determined by the principal and approved by the superintendent, a student may be eligible if they meet the minimum M.I.A.A. standard.
- b. All athletes must have proof of a current physical examination within 13 months, on file with the school nurse to practice or play. A sport physical terminates 395 days subsequent to administering and must be renewed immediately to maintain eligibility. Violations will result in a student being suspended for the number of contests in which he/she participated without a proper physical.
- c. All athletes must submit signed Parental Permission, Insurance and Assumption of risk forms. Athletes must have proof of insurance in order to participate.
- d. Athletes must return signed Hazing Law and Taunting Policy forms. (see Hazing Policy)
- e. No athlete may participate in more than four consecutive years of High School athletics after once entering the ninth grade (MIAA).
- f. No athlete can be 19 years old before September 1st and participate in High School athletics. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided the 16th birthday occurs on or after September 1st of that year.
- g. Students must be present in school by 7:35 to be eligible to practice or play (see page 55 under VII General Information, E. After School Activities). Athletes who are dismissed are not allowed to return for practice or games, exceptions include students who are dismissed for doctor, dentist, court, etc appointments. If you are dismissed due to illness you may not return for practice or games.
- h. **Bona Fide Player Rule (MIAA)** All players must be "bona fide members" of their team as defined by the MISS standard. No player may miss a school practice or game to participate on a non-school team. Minimum penalties are imposed by the MIAA as: being ineligible for postseason tournament play and ineligible for two games or two weeks whichever is greater. Coaches may choose not to select or dismiss players who violate this rule.
- i. Any student spectator who is ejected from a game will be ineligible for the next contest if they are on a team (see taunting policy). 59
- j. Any student who is academically ineligible on the first day of a season (try-outs) will be ineligible for the entire season. Exceptions must have the approval of the coach, athletic director and principal.

ATHLETIC USER FEES

Partial funding for athletic teams is incorporated in the school budget, however, the Pentucket Regional School Committee, due to the extreme financial pressures and its desire to retain all teams possible, has reluctantly approved User Fees. User Fees are per season per student. User fee rates are published on the website prior to each season. All athletes must pay their User Fee prior to the first game of the season in which the student intends to participate. This fee is nonrefundable unless the student is injured or becomes academically ineligible (academic eligibility is described in the student handbook). It then will be prorated on the length of the student's participation. The fee is absolutely non-refundable if the student quits the team. The User Fee is refunded if the student is "cut" from the squad. Payment of the User Fee does not insure playing time. The Superintendent or designee shall establish a method of identifying and providing scholarship aid for students who cannot afford to pay the full fee. Minimum contribution to the user fee will be required of all athletes. Participation in the athletic program is a privilege and may be suspended for disciplinary violations.

Previous Adoption:

New Adoption: July 23, 2019

The fee will be collected in the main office prior to the first practice date, to be determined by the Athletic Department. Please note that players

will not be issued a uniform until payment has been made (or acceptable arrangements for payment made with the Athletic Director). All payments must be made by midseason. Student athletes will not be allowed to participate in any practices or games until payment is made.

Boys Hockey \$425.00

Varsity/Junior Varsity Football \$200.00

Varsity team sports \$175.00

Junior Varsity team sports \$225.00

Freshman team sports \$100.00

Cross Country and Track \$100.00

Cheerleading \$150.00

Family Cap = \$750.00

Cooperative team athletic fees are determined by the host District and will be applied to the Family Cap

User fees will not be refunded under the following circumstances:

1. The student-athlete is dismissed from the team due to disciplinary actions.
2. The student-athlete quits the team.
3. The student-athlete is academically ineligible.

Athletic User Fees will be refunded if an athlete becomes injured before half of the season is over in a particular sport and cannot participate for the remainder of the season.

2. NOTICE OF ATHLETIC INJURY RISK

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- a. Participation in athletics is inherently dangerous. Although we provide a professional staff and quality equipment and facilities, injuries can and do take place. All students participate in athletics voluntarily with the permission of their parents or guardians. Along with this participation the students and their parents accept the inherent risks to which students expose themselves.
- b. Insurance: All athletes are required to have personal insurance. Athletic insurance is provided to cover costs after personal coverage has been used.
- c. All injuries must be reported to the coach and athletic trainer who will fill out accident forms. When a doctor determines that a student is unable to participate due to injury, then the student must obtain that doctor's permission to once again participate in athletics. When the athletic trainer determines that a student is unable to participate due to injury, then the student must obtain permission from the athletic trainer to once again participate in athletics.
- d. Transportation: All athletic participants must ride in school provided transportation. Students may not drive without prior permission from their parents, coach, athletic director and principal.
- e. No member of an athletic team will be given permission to use the whirlpool bath or other rehabilitative equipment unless the therapy has been prescribed by a physician, physical therapist, or the athletic trainer. Any student using rehabilitative equipment must do so under the direct supervision of the trainer, coach or adult supervisor.
- f. SUPERVISION: Students are not to use the gyms, weight room or trainer's room unless supervised by a Pentucket staff member. Athletes

should not be in the locker rooms unless preparing for games or practice and not unless a coach or staff member is in the area.

3. EQUIPMENT, UNIFORMS AND LOCKERS

- a. Lockers and locks can be requested from the physical education teachers for use by interscholastic athletics. It is the responsibility of the athlete to secure their valuables. Students are responsible for maintaining their lockers and should clean them out on the last day of the season.
- b. Equipment: Students are responsible for all equipment issued to them. All equipment and uniforms are to be returned to the equipment manager at the equipment room across from the Hardy Gymnasium (big gym). Lost equipment must be paid for at replacement cost before the last day of the season or team banquet/awards program. The Equipment Room is normally open daily at 2:30 or by arrangement with the Equipment Manager.
- c. Athletes will not be issued athletic equipment, be allowed to participate in any sport, or receive banquet or award recognition if he/she owes athletic equipment.
- d. Athletes wearing glasses must have a note from an eye specialist on file with the school nurse certifying that the glasses are made of safety glass materials.
- e. Please do not bring food or soda into the gyms.

4. END OF SEASON ACTIVITIES

- a. The PAA (Pentucket Athletic Association) provides awards and jackets to varsity teams having end of year banquets. Money is raised to pay for these through the sale of seasonal program booklets, concessions and soda machine sales. Athletes are encouraged to have their parents join this worthwhile organization that meets just once a month during the school year.
- b. Recipients of post-season awards are selected at the discretion of the coaching staff. All recipients must be members in good standing at the time of the banquet to receive recognition.

5. CAPTAINS

- a. Captains are either selected by their teammates, appointed by the coach or a combination of each.

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- b. Captains are held to a higher standard of leadership, responsibility and sportsmanship. Captains are expected to lead by example. Failure to comply with these expectations could result in the loss of captaincy.
- c. Captain's parents traditionally organize and assist in planning the end of season team banquets.
- d. In accordance with MIAA policies, Captain's practices in the pre-season are not condoned or sanctioned by the school and school facilities are not made available for them.

6 TAUNTING POLICY

- a. **Taunting** includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters. Examples of taunting include, but are not limited to: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation of physical response, and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another and standing over/straddling a tackled or fallen player.

b. In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from the contest/day of competition. In addition, the offender shall be subject to existing M.I.A.A. Expulsion Rules. A warning shall be given to both teams by game officials prior to the contest.

c. At all M.I.A.A. contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection. All M.I.A.A. endorsed rulebooks give officials/umpires/judges authority to penalize what is generally considered taunting. The purpose of the M.I.A.A. 's action is to be more specific in the definition, more emphatic in the penalty of disqualification, and more uniform in the application of the definition and enforcement from sport to sport. Pentucket, as a member of the M.I.A.A., expects that students and athletes will abide by the aforementioned taunting policy. The application of the policy for an ejected student or athlete will be:

1. For students: No further attendance at any other athletic contests for one month.

2. For athletes: All athletes are subject to the above student policy. In addition, per M.I.A.A. policy, the athlete will be ineligible for the next scheduled contest.

7. MIAA CHEMICAL HEALTH RULE

1. A student athlete (or candidate) shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance. This policy included products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

2. This rule represents only a minimum standard upon which schools may develop more stringent requirements (Pentucket enforces this 12 months a year). The MIAA statewide minimum standard is not to render "guilt by association," e.g. many student athletes might be present at a party where only a few violate this standard.

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

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

5. Second and subsequent violations: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that

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sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

6. If a violation occurs at a school activity, or on school grounds the student will also be subject to school policy regarding use and possession of drugs or alcohol.

8. DISCIPLINE / PROCEDURES

1. All athletes are subject to all school policies and procedures regarding academics, behaviors and attendance.

2. Coaches will establish appropriate team rules and set standards for behaviors, attitude, playing status, attendance and code of conduct printed in this handbook.
3. Disciplining athletes can range from limiting playing time to dismissal from the team depending on the offense and circumstance. Normally players will be suspended from their team before being dismissed. The athletic department feels strongly that the player coach relationship is important and that athletes can benefit from membership on a team. However, there are certain offenses that will result in immediate dismissal from the team upon confirmation by the principal. They are: a. Hazing as described in the hazing policy see student handbook section IV F b. Un-aggravated assault on an opponent, official, coach, teammate or spectator. c. Possession or use of drugs and alcohol at a team practice or game. d. Flagrant unsportsmanlike conduct.
4. APPEAL PROCEDURE for athletic disciplinary action: a. Parent and athlete conference with coach and athletic director b. Parent and athlete conference with principal c. Parent and athlete conference with principal and superintendent.
5. Communication & Concerns - Athletics can get emotional and conflicts, no doubt, will arise. A simple protocol is expected and must be followed when conflicts come about:
 1. Student/Coach meets.
 2. Athlete/Parent/Coach meets.
 3. Athlete/Parent/Coach/AD meets.

If, for some reason, a parent or athlete feels the situation is dire, a conference with Mr. Thornton will be arranged.

VII. General Information

A. School Attire Guidelines

Dress for Education, not for recreation.

The personal appearance of every person in our learning community is an important component of establishing a safe and respectful environment for optimal learning. As we are an educational institution, our guidelines will further our school's interest in the promotion of learning and the reduction of disciplinary problems.

Clothing should be:

- Appropriate for the workplace (not revealing)
- Void of obscene language or images, and/or illegal substances advertisements (alcoholic beverages/drugs).
- Footwear is required.

Reporting procedure for staff for violations:

Staff should notify the Main Office of any violations. Violation will be recorded and designated staff members will be notified. Students will report to that staff member's room.

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Consequences for violations of the policy:

First violation:

Students will be sent from the office to the designated staff member's room who will then provide the student with clean, alternative clothing. Parents will be notified via phone and students may wait for a change of clothes from home.

Second violation:

In addition to step one above, a student will be assigned detention and parents must come in for a meeting with the student's Guidance

Counselor. *Subsequent offenses will be handled on an individual basis.

B. Student Automobiles

1. Parking is a privilege which can be rescinded.
2. Parking fee is \$50.00 and is non-refundable.

3. Students driving cars to school must park in their assigned parking space.
4. During school hours, no student is to go to his/her car without permission from an administrator.
5. Student car registration applications can be obtained from the Assistant Principal's office. Priority is given first to seniors and next to school choice students and underclassmen.
6. Students who operate their vehicle recklessly, use their car for unauthorized trips off school grounds, allow unauthorized students transportation off school grounds, are chronically tardy, academically ineligible or violate the school discipline code may have their parking privileges suspended or revoked. Any student suspension may result in loss of parking privileges.
7. Students who park their car on campus without permission, or fail to display their parking tag will be subject to tickets, and or having their vehicle immobilized or towed.
8. All students driving or riding in cars on school grounds must wear their seatbelts.

C. DIGITAL USE POLICY

IJNDB - R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS

The School Committee recognizes the need for students to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment. Our Digital Use Policy is for all users of the Pentucket Regional School District network, including staff, students and guest network users.

This policy (IJNDB-R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS) is based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety.

These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. PRSD provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance our students' ability to live and work in the 21st century.

Online communication constitutes any use of network resources, etc. PRSD electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the (IJNDB) DIGITAL USE POLICY and this policy (IJNDB-R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS) are put in place to accommodate for the many educational and global changes to date.

The following is a statement of rules and guidelines for the empowered use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the PRSD community (students and staff) will be held accountable. The intent of this policy is to ensure that students utilize digital and technological access in a responsible manner

consistent with the purpose of providing these services.

- PRSD uses dynamic content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. PRSD realizes this fact and takes every effort to monitor online activity.

- PRSD believes that the benefits to students from access to information resources and the opportunity for collaboration available through the Internet exceed any potential disadvantages.

- Users (staff, students and guests) who use the computer network must abide by the terms of PRSD Policy IJNDB DIGITAL USE POLICY, PRSD Policy IJNDBA SOCIAL NETWORKING POLICY, as well as this policy IJNDB - R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS . Any user who violates these policies will be subject

to a disciplinary action in accordance with the district's Code of Conduct.

- The use of the network must be consistent with, and directly related to, the educational objectives of PRSD.

Student Safety. Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet).

Extended Safety K-5. In accordance with Internet search guidelines, teachers of students in grades K-5 will provide access to Internet resources as appropriate for the age of the child.

Password Protection. Passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal, or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the Network Administrator or the Technology Director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy. Students, staff and guests need to know that all files, including emails, texts, photos and videos stored on school computers and on cloud-based accounts (e.g. Google Drive) are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice, any and all usage of the computer network and Internet access, including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of "seven years."

Online Etiquette. Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation. Any participation in the behaviors listed above may result in both school and criminal consequences.

Messaging. Teachers may incorporate various forms of online collaboration for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with district technology policies: IJNDB DIGITAL USE POLICY; PRSD Policy IJNDBA SOCIAL NETWORKING POLICY; as well as this policy IJNDB - R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS.

Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in online applications. Students are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the

entire article to make sure it is appropriate for a school setting.

District-owned Network and Computing Equipment. Users of the PRSD network and computing equipment will:

- Access only email distribution lists with prior permission and only for appropriate educational use.
- Refrain from mass messaging or mass email distribution without prior permission from their school administrator.
- Seek, access or download only materials that are relevant to assignments or coursework.
- Use the computer network only for schoolwork. Chat rooms and games will only be used for educationally appropriate schoolwork as directed by teachers.
- Access only programs and applications appropriate for schoolwork and will

not override any firewall/web filtering established on the network.

- Be responsible for maintaining a 100% working computer with only the applications installed by the district.
- Keep your data and the district's data safe by keeping passwords private, logging out, and not altering data or installing unauthorized software or games.

PRSD assumes no responsibility for:

- Financial obligations arising out of unauthorized use of the system.
- Cost, liability or damages caused by a user's violation of these guidelines.
- Any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

If a user finds materials that are inappropriate or that make the user feel uncomfortable while using the PRSD network, the user should refrain from downloading/sharing that material and immediately report the discovery to her/his teacher or other staff member.

Plagiarism/Copyright/Licensing. Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Proxies. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement. Anyone who is found to participate in this type of action is subject to disciplinary action.

Illegal Activities. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

TERMS of AGREEMENT

Pentucket Regional School District reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, or dismissal (staff) for violations of this policy. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Pentucket Regional Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives

are not responsible for the actions of the users or the information they access.

CROSS REF: Children's Internet Protection Act (CIPA), PRHS, PRMS, PRSD Elementary School Handbooks

LEGAL REF: The US Copyright Law (Pub. L. No. 94-553, 90 Stat. 2541); US Computer Hacking Laws: The Computer Fraud and Abuse Act (CFAA); The Stored Communications Act (SCA); The Electronic Communications Privacy Act (ECPA); Computer Fraud & Abuse Act (CFAA) 18 U.S.C. § 1030)

ADOPTION: May 19,2020

D. Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be

reported immediately to the person in charge and to the school nurse.

E. Tardiness and After School Activities

In order to participate in any after school activity a student must be in school on time at 7:35AM. **Students are allowed two unexcused tardies per quarter.** If this occurs on a day when a student will be participating in an after school activity, he/she is allowed to participate, unless they are tardy after 8AM. In this case the student may not participate in after school activities. Third and subsequent unexcused tardies before 8AM will make the student ineligible to participate in after school activities. Students with excused tardiness to school will be allowed to participate in after school activities. Examples of excused tardiness may include: illness (with note from parent), appointments (doctor, dentist, court, with note from parent), bus was late to school, accident. Reasons for being tardy such as "waking up late", "running late", "stuck in traffic", "alarm clock did not work" will not be excused. Students who are dismissed from school may not return to participate in after school activities except when students have been dismissed for doctor, dentist, court, etc. appointments.

Students staying after school must be involved in a supervised activity. Students who stay after and are not involved in a supervised activity may be assigned to the detention room for supervision.

F. Student Insurance

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he will be given a claim form from the office. This form must be completed by his/her parents and presented to the doctor or hospital. The school assumes no liability either for the injury or the subsequent negotiations with the company.

G. Passes for Leaving School

Students are not permitted to leave the school grounds at any time during the school day without permission from the Principal or Assistant Principal. If a student must leave the building because of illness or any other emergency, he/she must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence.

H. School Cancellations

School cancellations will be broadcast over local media outlets, school social media and through PRSD home communication tools.

I. Lockers

At the start of each school year students are issued a locker for the storage of books and other school materials. Each student is issued his or her own locker and students are not permitted to share lockers. The school does not assume liability for lost or stolen items. If circumstances necessitate your bringing valuable items to school, you should make arrangements with the main office for safe-keeping. Any student found responsible for damage to a locker will be charged for the cost of repairs. This locker is the property of the Pentucket Regional High School and is not the private property of the student whose books and materials are kept there. To ensure the safety and security of the school any items placed in a student locker are subject to search by school officials at any time (this search may include the use of dogs trained in the detection of drugs). Students are responsible for the contents of the locker assigned to them at the start of the year. For the 2020-2021 school year PRHS will not issue student lockers.

J. Lost and Found

Students who find lost articles should bring them to the Main Office.

K. Study Hall

When students are not in scheduled classes, they are assigned to a study hall. Students may not leave the study hall without authorization. Students found roaming the hallways during study hall will be disciplined. All students must report to class on time with the books, notes, etc. that are needed to make proper use of the available study time.

L. Food/Beverage

NO food or beverage (other than water) is allowed in classrooms, or anywhere outside the Cafeteria or Media Center.

Pentucket Regional School District Allergy Sensitive Schools

What does this mean?

As a school community, we will work together to ensure the safety of all the children in our school. We are asking the entire community to assist in this effort to keep children with food allergies safe. The common areas around the school such as the library, gymnasium, music and art rooms and technology lab are Nut Sensitive Zones. A nut free table in the cafeteria will be offered to all students with allergies. Menu offerings are peanut and tree nut sensitive. All staff members here at school will share in the responsibility of keeping students safe.

How can I help?

You can help by talking with your student about food allergies and supporting the efforts taking place here in the school to make all students aware of our allergy sensitive policy. Some of our efforts include emphasizing the importance of regular hand washing throughout the school day

and not sharing or trading food with other students. We ask that you do not send in food for any class for special occasions or celebrations. All food brought into the school must be pre approved by the principal and nurse. You can also help by cutting down whenever possible on the peanut and nut products your student brings to school for lunch as is reasonable for your family.

What if I have further questions?

Please do not hesitate to call the school nurse with any questions you may have. We thank you for your support and look forward to a safe and healthy school year for all our students.

M. Excessive Displays of Public Affection

This is considered disruptive to the educational process. Those participating in such displays are subject to disciplinary measures.

N. REGULATIONS CONCERNING PHYSICAL RESTRAINT

JKAA - Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention; Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints; Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof. **(Duxbury)**

SOURCE: MASC

LEGAL REF.: M.G.L. 71:370; 603 CMR 46.00

Previous Adoption: Formerly JKA: January 19, 2016

New Adoption: August 20, 2019

O. SENIOR LATE ARRIVAL - EARLY DISMISSALS

Seniors have been extended the privilege of late arrival and early dismissal under certain guidelines.

1. Seniors not having first period classes will be permitted to arrive at school at the end of that period but prior to the start of the second period without being regarded tardy.
2. Seniors not having a last period class will be permitted to leave school grounds at the end of the sixth period. No loitering in the building is permitted.
3. To be eligible for consideration for 1 and 2 above, seniors must have a grade no lower than a "C" for all subjects in the previous marking period and receive parental permission. Failure to arrive at the required time will result in the revocation of the late arrival permission. Cutting class or truancy will be grounds for revocation of this privilege.
4. Seniors must sign in at the main office on late arrival and must sign out prior to early dismissal.

P. MEDIA CENTER

The Media Center is a service oriented facility with an organized collection of instructional and resource materials. Students are encouraged to make use of the many services and tools of learning that can be found there. The Media Center provides:

1. Materials to enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students it serves.
2. Materials to stimulate growth, knowledge, literary appreciation, aesthetic values, and ethical standards.

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3. A background of information to enable students to make intelligent judgments in their daily lives.
4. Materials on opposite sides of controversial issues so that students may develop, with the help of their teachers, the practices of critical reading and thinking.
5. Materials representative of the many religious, ethnic and cultural groups, which have contributed to our American Heritage.

The Media Center is open from 7:25 a.m. until 3:00 p.m. on Monday through Friday. Occasionally the center is reserved by teachers for certain classes and is closed to the general student body. Using the library media center requires consideration and cooperation to maintain a working atmosphere that benefits everyone. The library staff expects students

1. to be purposefully engaged in quiet research, reading or study that does not interfere with other students' ability to do the same.
2. to obey the school's acceptable use policy for computer use. E-mail, chat rooms and games are not appropriate. (see "Network and Internet Use

Policy")

3. to check the sign in the area to see when computers are reserved for a class and not to use them during those times. If you must surrender the computers to a class, do so without complaint.

4. to print only what is needed.

5. to clean up after yourselves, put materials back to the original shelf, discard scrap papers and push in chairs.

Q. GUESTS IN SCHOOL

Students are permitted to bring guests to school only with the advanced permission of the parents of all students involved and the Principal or Assistant Principal. An application form may be picked up in the main office. Guests are not permitted for the purpose of socializing with students.

R. COVID-19 Mask Policy

MASK REGULATIONS AND PROTOCOLS FOR STUDENTS, STAFF & ALL BUILDING PERSONNEL

The Pentucket Regional School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. Students may only remove their masks, when instructed to do so by a teacher or school administrator, during a designated "Mask Break" or when instructed to do so during lunch.

Face coverings can be disposable or reusable and will need to:

- fully cover the nose and mouth and secure under the chin,
- be made with at least 2 layers of breathable material,
- fit snugly but comfortably against the side of the face,
- and be secured with ties or ear loops.

Based on guidance from health authorities neck gaiters, open-chin triangle bandanas, and face- coverings containing valves, mesh material, or holes of any kind will not be considered appropriate face coverings. **In addition, per DESE guidance, face shields are not to be worn as a substitute for a face mask, unless a student or staff member meets the requirements for such as stated below, or has received prior approval of the Superintendent or her/his designee.** A student's face mask is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face coverings for individuals who arrive at a building, or board school transportation, without one.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the Superintendent (or her/his designee), the school nurse and the local Board of Health. Additionally, face shields or physical barriers will be considered only on a case by case basis.

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If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF: Commonwealth of Massachusetts, COVID-19 Order No. 31 - <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS: Center for Disease Control and Prevention - Considerations for Wearing Masks - <http://www.cdc.gov/coronavirus/2019-ncovprevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education - Reopening Guidelines - <http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts - Mask Up MA! - <https://www.mass.gov/news/mask-up-ma>

S. Visitors and Guest in School

MN VISITORS IN SCHOOLS AND BUILDINGS Due to the current COVID-19 pandemic, and in the interest of keeping the staff and students safe, and our buildings sanitized, PRSD School Committee prohibits parents/guardians, visitors, and volunteers from entering the school buildings, unless given permission from the district administrators and/or his/her designee. Furthermore, during this time of uncertainty, the PRSD School Committee recommends that all parent-teacher or parent-administrator conferences, and IEP or 504 meetings, or any other meeting between an outside visitor and school staff take place virtually, outside, or in a well-ventilated setting that provides privacy.

CROSS REF PRSD policy KI VISITORS TO THE SCHOOLS ADOPTED FOR COVID September 6, 2020

T. MQ PRSD POLICY PROHIBITING HATS/HOODS IN SCHOOL BUILDINGS

During the COVID-19 Pandemic, since, in the interest of public health and congruent with the Commonwealth of Massachusetts, COVID-19 Order No. 31, masks are mandatory for all staff and students (PRSD Policy M MASK POLICY), in order to provide a safe and secure environment for all school staff, students, and personnel it is mandated that all students must remove hats, including visors, hoods, bandanas, or other head coverings upon entering the building. When in the building, hats of any kind should be placed in the student's backpack. If a student has a hat in their possession, it is assumed by the school staff that the hat is being worn during the day and the hat may be confiscated by school staff. In addition, students must remove any nonprescription and prescription sunglasses (with the exception of transitional lenses) upon entering school buildings.

Exceptions in regards to headwear may be made by administration for religious or medical reasons.

Violation of the above shall be handled immediately through the cooperation of the student, his/her parents, and the school administration in consultation with District Policies regarding student discipline.

REF: PRSD Policy JIC STUDENT DISCIPLINE; PRSD Student Handbooks

LEGAL REF: Commonwealth of Massachusetts, COVID-19 Order No. 31 -