



GEORGETOWN HIGH SCHOOL

Student Handbook

School Year 2021-2022

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Principal:	Jeff Carovillano
Assistant Principal:	Guy Prescott
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Georgetown High School Student Handbook

The purpose of this handbook is to help students and their parents become familiar with Georgetown High School. Items which may be of concern to everyone are listed in the Table of Contents. The Handbook is distributed to each student electronically through their personal electronic devices. Students who wish to receive a hard copy may request one at the Main Office. Students and parents are urged to keep these handbooks and refer to them frequently.

Please read the handbook carefully. It is our expectation that all students and their parents/guardian will be familiar with the contents. Not knowing the information contained herein shall not constitute an excuse for any of the expectations. You are responsible for this information.

If you cannot find something in the handbook, please contact the Main Office with your questions at [978-352-5790](tel:978-352-5790).

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Georgetown High School Values...

- Academic Excellence
- Skillful application of knowledge
- Community Involvement
- Cooperative and Independent Learning
- Awareness of Diversity
- Respect, Responsibility, Honesty and Integrity

Georgetown High School Believes In...

- High academic expectations
- Designing and delivering curriculum, instruction, and assessment based on students' individual needs and learning styles
- Using technology as a learning tool
- Promoting students' physical, social and emotional well-being
- Creating and maintaining a safe supportive environment
- Graduating life-long learners and responsible citizens with respect for diversity

21st Century Expectations for Student Learning

Academic

The successful students will be ...

- Skilled communicators with a deep understanding of concepts able to use effective literacy and reasoning skills to convey complex ideas, construct viable arguments, and effective solutions.
- Critical and creative thinkers who strategically apply reading, analysis synthesis, and reason while working cooperatively and independently.
- Able to solve problems and communicate arguments by integrating and evaluating information presented in diverse media formats, including visually, quantitatively, and orally.

Civic

- Georgetown High School students will be responsible, involved and contributing members of their school and community.

Social

- Georgetown High School students will be reflective thinkers who appreciate divergent cultures and diverse experiences and perspectives as contributing members of their school and community.

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General Information

Anti-Discrimination Law

In accordance with GENERAL LAWS CHAPTER 76, SECTION 5, as amended:

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 public school on account of race, color, sex, gender identity, sexual orientation, religion, national origin, and/or disability.

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

Student Records

I. Inspection of Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

II. Rights of Non-Custodial Parents

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who do not have physical custody of their children. The Georgetown Public School district is in compliance with these regulations and while we encourage parents to be involved and informed about their children's education, we must protect the rights and safety of all parties. For more information, please contact the school's guidance office.

III. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfers or enrolls.

IV. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the building Principal. The building principal will render a written decision on such a request within one week.

V. Destruction of Student Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

The above is only a summary of some of the more significant provisions of the federal (the Family Educational Rights and Privacy Act) and state regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be obtained from the principal's office or the Department of Elementary and Secondary Education. These are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their

responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that the student may be individually identified. The applicable regulations may be found at 603 CMR 23.00.

Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Georgetown Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Georgetown Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Georgetown Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

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

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

If you do not want Georgetown Public Schools to disclose directory information from your child's education records without your prior written consent, please notify the principal in writing. Please specify the agencies, purposes and/or information you do not want released. Georgetown Public Schools has designated the following information as directory information:

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

Equal Opportunity

It is the policy of the Georgetown School District not to discriminate on the basis of sex, sexual orientation, gender identity, race, religion, national origin or disability in its education program, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, and Section 504 of the

Federal Rehabilitation Act of 1973. Inquiries regarding compliance with the above should be directed to the Superintendent of Schools.

CORI Information

Information regarding the CORI (Criminal Offender Record Information) and its purpose:

- CORI's are required for all volunteers who will be or have the potential to be unsupervised with children.
- CORI's are valid for three years for all three schools. If you would like to continue to volunteer, you must complete and pass a CORI every three years. Your confidential information is held in a secure environment in the superintendent's office should you ever want to know your expiration date or to check your status.
- A CORI form and photo identification issued by a government agency is required to run a CORI check. Government issued photo identification can be either a driver's license or passport. IF you do not have either of those, please call the superintendent's office for other types of identification to be used.

***Please note that during the months of August-October and April-May due to high volume of CORI's being requested, the CORI board can take up to 3 weeks to complete verification of CORI applications. Please come in during non-peak times to ensure that you are approved prior to your child's field trips or classroom volunteering. Thank you!**

HEALTH AND SAFETY INFORMATION

The Georgetown School District is committed to providing school environments which promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. The Health and Wellness Advisory Council has developed a wellness policy which provides guidelines to achieve these goals. This policy has been approved by the School Committee and is available on the district website.

Immunizations

No student currently attending GHS will be permitted to attend class without proof that all required immunizations are up to date. Exceptions to the immunization requirements must be based upon medical or religious reasons, and must be accompanied by the appropriate documentation.

Students entering Georgetown High School through transfer from another school or relocating to Georgetown will also be required to present a physician's certificate attesting to immunization as specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interest of the child; or that immunization or vaccination is contrary to the religious beliefs of the student or parent.

School Nurse/Injury Protocol

The school nurse arranges for visual, auditory and postural screening. The nurse also gives first aid. The nurse is not permitted to give any medication without written parental consent and under the written directive of the student's personal physician. No one but the school nurse, and those listed in the medical administration plan acting within the above restriction, may give any medication to any student. Students may receive acetaminophen without a doctor's order if the parent checks and signs the appropriate area on the school emergency form. All other medications, including Ibuprofen, antacids, lozenges, and cough syrup may be given with a doctor's order only.

Students must obtain a pass from a classroom teacher before going to the nurse's office. If the nurse is not available, students should report to the main office.

Any and all injuries that occur while students are in school should be reported *immediately* to the adult in charge of the activity and should be reported to the school nurse as soon as possible and or injuries incurred outside of school that may affect school performance such as a concussion.

Dispensing Medications

All medications must be in a labeled pharmacy or manufacturer container. A parent, guardian, or their designee shall deliver all medications to the school nurse. No more than a 30 day supply of the medication shall be stored at the school. Any medication taken in school must be left in the nurse's office and will be kept there. The sole exception to this policy is for students who require immediate access to medication for which a doctor's note is on file in the nurse's office. A signed note must accompany all medications and be presented to the nurse. The parent or guardian may retrieve medications from the school at any time. The parent or guardian will be notified of all unused, discontinued, or outdated medications and asked to retrieve such medication from the school. All medications not picked up by the parent or guardian at the end of the school year will be destroyed by the school nurse. Students found in possession of medication without prior approval from the school nurse shall be considered to be in violation of the Drug/Alcohol Policy (see p. 22).

Physical Examinations

Every student will be examined once in each school year for screening in sight or hearing and for other physical problems as provided in the law. A record of the results will be kept by the school nurse.

All students in grade 10 must have a physical examination sometime during the school year. It is preferred that these exams be given by the family physician, however the school nurse can help the family with a referral if need be. Physical examinations are required *yearly* for athletic team participation and for other special circumstances.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

School Safety

The building is locked throughout the school day. The main entrance is the only entrance and exit at all times. The use of side doors is expressly forbidden during the school day and is considered "out of bounds". The school is monitored by cameras inside and out, for the protection of the student body and staff. Parents should contact the main office with any family emergencies.

Drop off and Pick up Procedures

You cannot enter school grounds during bus drop off and pickups (7:00 a.m.-7:30 a.m.) and (2:00 p.m.-2:30 p.m.). You may drop your child off at the Perley school, and they can take the cut through pathway. When picking up your child, you need to make a plan to pick up off school grounds, e.g. public library.

Family Emergencies

Parents should contact the main office with any family emergency.

Physical Restraints of a Student

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Georgetown School District. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint – Physically confining a student alone in a room or limited space without access to school staff. The use of “time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

Chemical restraint – the administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

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, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. 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.

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

SOURCE: MASC

LEGAL REF.: 603 CMR 46.00
M.G.L. 71:37G

Adopted on: April 10, 2008

If you have any questions or concerns, please contact the main office, 978/352-5790.

ACADEMIC POLICIES/INFORMATION

Graduation Requirements

A total of 115 credits must be earned as well as 40 hours of community service. Of this credit total, 85 credits must be earned in the following “Core Curriculum” areas:

English	20 credits	Must include successful completion of English I, II, III, and IV
Mathematics	20 credits	
Wellness/PE	5 credits	Wellness 9,10 & PE 11,12
Science	15 credits	
Social Studies	20 credits	Must include successful completion of World History II, and United States History I and II
Business and Computer Technology	5 credits	Creativity, Innovation, and Introduction Internet Research Skills Personal Financial Literacy I & II

- High school students are required to be enrolled in the equivalent of seven courses.
- Course credit values are based on one credit for each period that the course meets each week.

Community Service

All students are required to complete 40 hours of community service as a requisite for graduation. Students are expected to complete 10 hours per year starting in grade nine. Details of the program are discussed in depth at the ninth grade orientation each August. Students may bank up to 10 hours per year towards the next year’s requirement. The paperwork for any community service hours completed over the summer must be submitted by the second Friday in September. Students who submit paperwork after the deadline will earn half credit. Similarly, paperwork for hours completed during the school year must be submitted by the deadline in early June in order to earn full credit. Additional information regarding this requirement can be found in the Guidance Office.

Academic Eligibility for Extracurricular Activities

In order to participate in an extra-curricular program, which requires two (2) or more days of commitment per quarter, a student must have a minimum average of 70 and not be failing more than one (1) subject. Grades from the most recent report card are applicable in determining eligibility. (Except first quarter eligibility is determined by final grades in the past school year.)

Obligations

Students who have outstanding school obligations will not be allowed the use of school equipment or uniforms (excluding course textbooks) until said obligations are met.

Academic Integrity

We believe academic integrity is a foundation of a truly successful educational experience. Therefore, students and their parents/guardians should understand that all school work must be unquestionably the work of the student. Any plagiarism, copying, or cheating will result in the loss of credit for that assignment, and notification of the incident to the administration, department head and parents. Any further instances within the same class could result in a lowering of the final grade by one whole letter. Decisions to lower the final grade will be made through discussions between the teacher and the administration. Single instances that are deemed serious enough might result in both the loss of credit for the assignment and the lowering of the final grade.

Academic Study

As a result of the time and learning requirements outlined in The Massachusetts Educational Reform Act of 1993, students are expected to take a full load of classes. Georgetown High School is committed to this policy. As a result, students, parents and counselors will work together to fill any free periods in a student's schedule. Only students with scheduling limitations will be allowed to have an academic directed study period. Students are expected to bring assignments and materials with them, and conduct themselves in an appropriate manner.

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

All incompletes must be made up within 10 school days unless prior arrangements have been made with the main office.

Honor Roll Requirements

High Honors: All A's with no grade lower than an A-.

Honors: All A's and B's with no grade lower than a B.

Georgetown High School Weighted Rank-in-Class System

Rank-in-Class will be calculated using a weighted grade value system. Exact class rank will be published at the end of the junior year and quarters 1-3 of the senior year.

The following table lists the total weighted grade points for the four levels of classes offered at Georgetown High School. These are the grade points that will be used to calculate class ranks. Final ranking will be determined by GPA's that will be calculated out to the hundredths place.

	AP Classes	Honor Classes	College Prep Classes	Standard Classes
A+	5.83	5.33	4.83	4.33
A	5.50	5.00	4.50	4.00
A-	5.17	4.67	4.17	3.67
B+	4.83	4.33	3.83	3.33
B	4.50	4.00	3.50	3.00
B-	4.17	3.67	3.17	2.67
C+	3.83	3.33	2.83	2.33
C	3.50	3.00	2.50	2.00
C-	3.17	2.67	2.17	1.67
D+	2.83	2.33	1.83	1.33
D	2.50	2.00	1.50	1.00
D-	2.17	1.67	1.17	.67

Individual courses within the Business, English, Foreign Language, Mathematics, Science and Social Studies departments are assigned to levels based on the difficulty of the subject content and the academic competitiveness of the students enrolled.

Advanced Placement- Greatest degree of difficulty/college level

Honors - Most difficult / very demanding

College Prep - Difficult / demanding

Standard- Least difficult / less demanding

Advanced Placement: These courses allow qualified students the opportunity to participate in college level work while still in high school and to potentially obtain college credit on the basis of performance on the very rigorous Advanced Placement examination. All AP courses require extensive summer work that will be assessed at the beginning of the school year.

Honors: This is a challenging course level and is designed for those students who have displayed above average skills and achievement in the subject matter. There is an intensive and in-depth treatment of subject matter. Instructional pace is accelerated and these courses call for a very high degree of student motivation. Course requirements include a major research project, formal oral presentations and in most subjects, frequent substantive critical written responses to material studied. In addition, courses at this level encourage original, analytical, and independent thought. The academic environment in class is competitive and participatory.

College Prep: These courses are difficult and cover much of the same curriculum content that honors courses do, but are less rigorous than honors courses and are appropriate for students whose skills and past achievement are within mid-range levels. These courses also require analytical and critical thinking skills and a significant degree of responsibility in the form of classroom participation, written homework assignments, problem solving tasks, projects, and assigned readings.

Standard: These classes are more general in nature and tend to be smaller and more individualized, given student needs. The instructional pace is somewhat slower, but the curriculum incorporates much of the same informational content as college prep courses.

Academic Advancement

The following is a list of credits that must be earned to move into each grade level:

Sophomore	27.5
Junior	55
Senior	80

Report Cards

Report cards are issued four times a year, at intervals of approximately 10 weeks.

PlusPortal – Parent & Student Web Portals

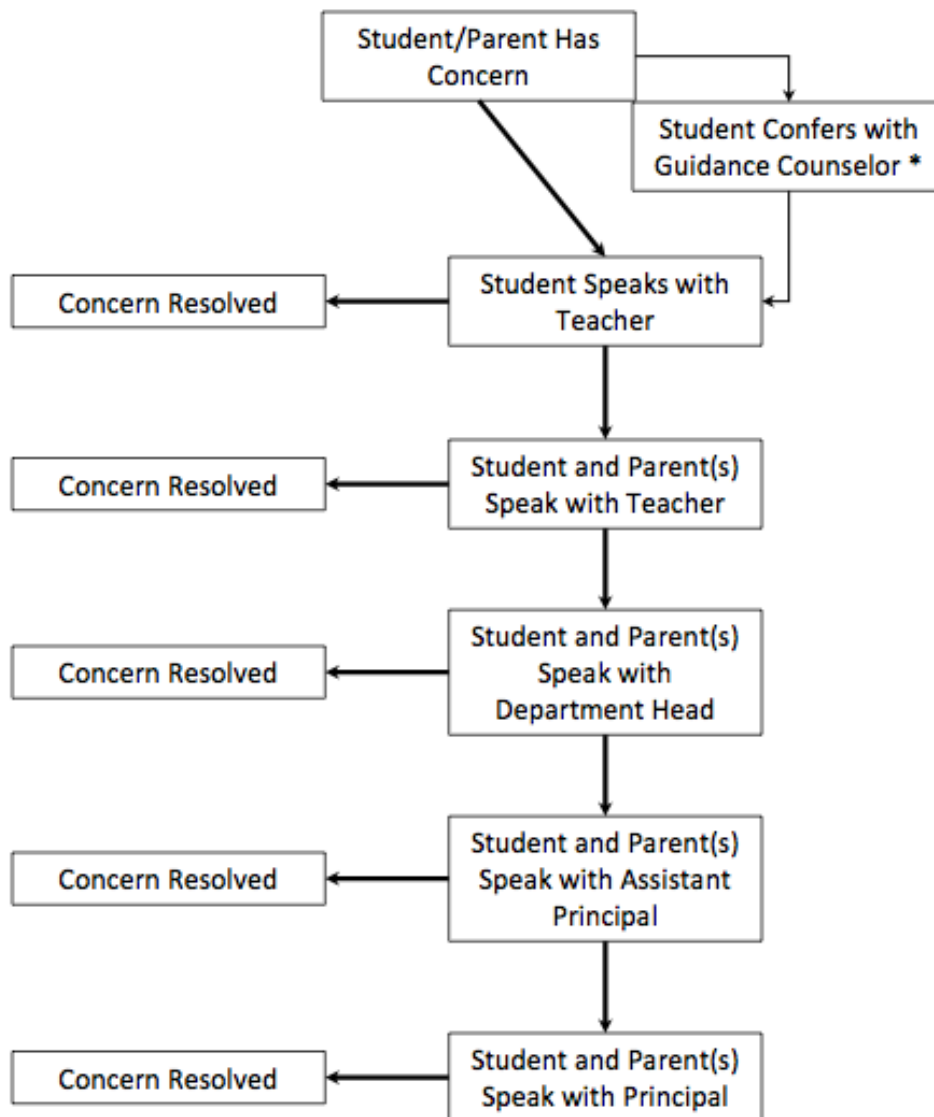
For decades, K-12 educators have known that parental involvement is one of the most powerful drivers of student achievement and school performance. What has changed significantly in the world of K-12 education, however, is that new web-based technologies have made it possible for schools to increase parental involvement in ways that were simply impossible before – using cost-effective technology solutions that have broad, sweeping impact across all subject areas, all grade levels, and at all performance levels – truly transforming the learning community.

In an effort to meet these needs and enhance the learning experience of our students, Georgetown Middle High School has committed to using the Rediker's PlusPortal as its interactive web portal that enables the school administrators & teachers to instantly share data and engage with parents and students in a secure environment.

Each teacher has a dedicated area for their classes on this site. They are continually populating and updating their web sites including a grade report for their students. These reports are updated at a minimum, every two weeks. The following link will provide you complete instructions on how to activate your PlusPortal account and begin using it. <https://www.plusportals.com/GMHS>. If you have any difficulties creating or with your account, please contact the Georgetown Middle High School main office.

Georgetown Middle/High School

Student Concern Protocol



* Guidance counselor is available to support the student through the process

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DISCIPLINARY POLICIES

All students are expected to behave appropriately at all times both in and outside the classroom. This includes showing respect for others in the school. Failure to show respect by word or deed will cause a student to be subject to discipline which may include sanctions assigned by classroom teachers, the Main Office, or both. It is not unreasonable for both staff members and students to expect a safe and pleasant environment in which to work and study. Students have a responsibility to respect the school environment and to keep lockers and hallways clean and free from vandalism.

Disciplinary Actions

Classroom/Teacher Detentions

Students who are assigned detention by a classroom teacher, or who are otherwise asked to report after school must do so. Twenty-four hour notice is required. Failure to attend an assigned teacher detention will result in an office detention *in addition to* whatever penalty the teacher may choose to apply.

Main Office Detentions

Students who are assigned detention by main office administrators must attend the detention at the assigned time. A 24 hour notice will be given for any detentions. Afternoon detention begins at 2:20 p.m. and runs until 3:00 p.m. Detentions will be quiet periods of study. Students are encouraged to bring study materials to detention. Failure to attend an assigned main office detention will result in the doubling of the office detention time. If the student fails to attend detention twice in a row, one day of in-school suspension will be assigned.

Social Probation

Part of the educational experience at Georgetown High School is the attendance at, and participation in, extracurricular activities. If a student acts inappropriately, disrupts the event, or is removed from ANY extracurricular activity; his/her attendance at future school sponsored co-curricular activities will be limited. Social probation is not meant to limit a student's involvement within the school; instead, it is a tool which will be used to stress the importance of proper decorum while in public forums. Each and every student is a representative of Georgetown High School and the community, therefore, any improper behavior reflects poorly on a great number of people. Depending on the severity of the incident, social probation will be handed out in three lengths: two weeks, two months, or the remainder of the year. These consequences are listed in order of incidents, from the first to the third. The administration reserves the right to alter these lengths based upon the severity of the incident.

In-School Suspension

Prior to the imposition of an In-School Suspension (ISS), students will be provided with oral notice of the violation of school rules for which they are subject to ISS and an opportunity to respond thereto. Parents will also be contacted and provided with the opportunity to meet with the principal or principal's designee prior to the imposition of an ISS. If an ISS is imposed, written notice shall be provided to the parents. Students shall have the right to appeal any ISS which will result in more than ten (10) days of ISS in a given year to the Superintendent of Schools within seven (7) calendar days of the ISS.

Students who are assigned ISS will report to the ISS room at 7:30 a.m. and stay until 2:15 p.m. Students will be required to work on academic work they have in their possession, work sent to the room by their teachers, or work assigned by the ISS coordinator. No cell phone or electronic devices may be used during ISS unless assigned for academic use. Proper behavior is required while in the ISS room, and all students assigned to ISS will have to sign a behavioral contract that clearly spells out expectations for the day and consequences for failing to meet them. Failure to meet the guidelines established within the contract may lead to another day of ISS. During the course of the day, in addition to the assigned work, students must also meet with a guidance counselor or the school's social worker to discuss the incident. Failure to attend school (truant) to avoid ISS, will result in the accumulation of an additional day of ISS. Parents refusing to send student will be involved in the truant report. Any student removed from ISS will be subject to external suspension. Any student who is assigned to ISS may not attend/participate in any school related extracurricular events until his/her return to regular classes.

Out-of-School Suspension

Prior to the imposition of an out-of-school suspension, the principal shall consider alternatives to the student's exclusion from school.

Students who have been assigned out-of-school suspension by the administration may not be on the school campus at any time day or night, unless specifically allowed by a member of the administration. They may not participate in any school-related activities. Students suspended from school for less than ten (10) consecutive school days shall be provided with the opportunity to make academic progress while suspended. Students suspended from school for more than ten (10) consecutive school days shall be provided with educational services with the School's Education Services Plan as necessary for the student to make academic progress and to accumulate course credits during any period of suspension or exclusion from school in excess of ten (10) consecutive school days. **A re-entry meeting is required for all out-of-school suspensions.**

Cutting Class without Leaving Campus

State law requires all students of legal school age to attend all assigned classes. Penalties for failure to attend class can be imposed by the classroom teacher, the administration or both.

First offense

Three Office Detentions

Second offense and all subsequent offenses

Possible Suspension

Out of Bounds

Any student who is found in an area they are not authorized to be in will be deemed out of bounds, and immediately assigned to ISS.

Prejudicial Behavior/Harassment

The Georgetown School Committee, administration, teachers and staff abhor and reject racial, sexual and religious prejudice in any form. Actions reflecting such prejudice will not be tolerated in Georgetown classrooms and schools.

Remarks, threats or other forms of harassment by any student toward other students or staff, including, but not limited to, violence, harassment, and verbal abuse directed against gay or lesbian students and those perceived to be gay or lesbian or on the basis of a student's gender identity or membership in a protected class may result in suspension and a formal parent conference. Any student or staff member who is the subject of such prejudicial behavior is urged to contact the school administration, school nurse, guidance counselor, or other appropriate staff member.

Searches

As stated in the United States Supreme Court's decision in *T.L.O. vs. New Jersey* (1985), students and their personal belongings may be searched by the school administration if they are suspected to be in violation of school policies or criminal statutes.

In addition, every staff member or designee of the Georgetown Public Schools may conduct a search of the physical plant of the school, and every part thereof including students' lockers. The physical plant, including, but not limited to, desks, lockers, lab stations, and cafeteria tables are the property of the Georgetown Public Schools and are subject to search at any time with or without suspicion or cause.

When authorized school personnel have reasonable suspicion to believe that a student has control of a contraband item in his/her possession in a locker or vehicle a search may be conducted. Sweep type searches may be conducted by police. Sweeps may also be ordered by authorized school personnel as an additional way to keep our school drug free. Such sweep searches may include the use of specially trained dogs (Canine Sweeps).

Skip Days

So called "skip days" are not sanctioned by the school administration and are considered truancy. Parents are urged to assist the administration by ensuring that their student attends school every day.

Suspension Offenses

The following is a representative list of offenses that may lead to suspension from school. Suspension offenses are not limited to just the behaviors described below. In addition, the administration has the discretion to assign detentions or in school suspension as alternatives to external suspension. The length of suspension will depend on the severity of the offense and previous discipline record. In addition, the student may be responsible for monetary restitution, depending upon the infraction.

Assault (on students or staff)	Offensive/Vulgar Language
Bullying	Out of Bounds
Cheating/Plagiarism	Possession of Alcohol, Drugs and Weapons
Cutting Class	Possession of Drug/Smoking Paraphernalia
Directed Profanity	Possession or Use of Fireworks
Disrespectful Behavior	Serious or Repeated Classroom Discipline Problems
Disruption of the Educational Process	Sexually Explicit Materials
Fighting	Smoking
Forgery	Theft
Gambling/Card Playing	Threatening a Student
Harassment	Threatening a Staff Member
Hazing	Vandalism
Inappropriate Behavior in ISS	Vaping
Insubordination	Violation of the Internet Acceptable Usage Policy
Intoxication	

In accordance with M.G.L. c.76, §21, students shall have the right to make academic progress during any period of disciplinary suspension.

Truancy

A student will be considered truant if he/she is absent without the approval of a parent or guardian, or if he/she is found off school grounds. Truancy will carry a punishment of a minimum of one day internal or external suspension.

Behavior at High School Dances/Contract for Guests

Georgetown High School is committed to providing safe, enjoyable venues for dances and other extracurricular events. Any Georgetown High School student who wishes to attend a dance must sign a dance contract, agreeing to the behavioral expectations that are spelled out in the contract. **Please see the dance contract at the end of this handbook.** Appropriate dancing is expected at Georgetown High School dances. Students who do not abide by that rule will be warned, and if it continues, will be sent home. The decision to remove a student will come from an administrator in consultation with the dance chaperons. Any student who is removed from a dance may face further disciplinary actions.

While dances and other events that are not open to the public are primarily meant for Georgetown High School students, a Georgetown student is allowed to "sponsor" a guest from another school for the annual Frolic and Prom. The guest must meet the following criteria to attend: 1) he/she must be a high school student 18 years or younger for the freshman/sophomore frolic and under 21 years old for the junior/senior prom; 2) a school official must sign a form stating he/she is a member of that school in good standing, 3) a copy of a photo ID must be sent in prior to the event. All of this information will be obtained through a "Permission to Attend" form that is available in the school office, or on the school's website. Guests of Georgetown High School students must follow the same guidelines for appropriate behavior set forth for Georgetown students. Georgetown students will be held responsible for their guest's behavior. Any inappropriate action by a guest will result in his/her Georgetown sponsor not being able to attend any other events. In addition, those actions will also end the Georgetown student's privilege of bringing guests to future events.

Georgetown Middle/High School Procedural Guidelines
Procedures for Suspension of Students with Disabilities
(Suspensions Exceeding 10 Consecutive School Days)
(Suspensions Presenting a Pattern Exceeding 10 Cumulative Days)

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. When a suspension constitutes a change in placement of a student with disabilities, GMHS personnel, the parent, and other relevant members of the Team, as determined by the parent and GMHS, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability, or was the direct result of GMHS's failure to implement the IEP—"a Manifestation Determination".
3. If GMHS personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that GMHS must still offer:
 - Services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - As appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. The Principal, or designee, schedules a Manifestation Determination meeting within 10 days of 10th suspension.
5. A manifestation meeting is convened if the suspension reaches 10 days (or earlier) or there is a series of suspensions that are shorter than 10 consecutive days, but constitute a pattern.
6. The student cannot be suspended for any days beyond the 10 day limit until a manifestation meeting has been held. The manifestation meeting must be held prior to the suspension.
7. The manifestation meeting is scheduled and includes the Special Education Liaison, School Psychologist, Principal, Assistant Principal, or designee, the parent, and other relevant members of the Team, as determined by the parent and GMHS. A school staff member who can represent the general education curriculum must attend the meeting.
8. Parents are invited to the manifestation meeting, but if the parent is unable to attend, the meeting must be held and a determination made without the parent if waiting affects the mandated time requirements. The parent is informed of the decision on the day of the meeting and provided with a copy of the Procedural Safeguards.
9. During the meeting, the special education representative presents all relevant information in the student's special education file, including the IEP, and any teacher observations. The team also considers information from the parents or student, if 18 years old, and determines whether there is a relationship between the student's disability and the student's behavior.
10. The Team is directed to consider the information provided and answer two questions: was the behavior caused by or did it have a direct and substantial relationship to the disability; or was the behavior a direct result of GMHS's failure to implement the IEP?
11. If the answer to either question is 'yes', the behavior IS a manifestation of the disability the student must be returned to the original placement unless the parent and GMHS agree otherwise or a hearing officer orders a new placement. The exception to this statement occurs when the student is placed in an Interim Alternative Educational Setting as described below.
12. If GMHS personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a Functional Behavioral Assessment, as indicated, and/or develops a Behavioral Intervention Plan if it has not already done so.

13. If a Behavioral Intervention Plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior.

14. If the Team has determined that the behavior was the result of GMHS's failure to implement the IEP, the portion of the IEP in contention is reviewed and implemented immediately. The IEP may be revised or the student may receive compensatory services as indicated.

15. If the Team determines that the behavior IS NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that GMHS must still offer:

- services, such as tutoring, to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
- as appropriate, a Functional Behavioral Assessment or Behavioral Intervention services and modifications to an existing behavior plan are made as indicated and implemented, to address the behavior so that it does not recur.

16. The school administrator notifies the parents of that decision on the date of the meeting and provides them with the written notice of Procedural Safeguards. No disciplinary action is taken until the parent has been informed.

17. If the parent chooses to appeal or GMHS requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and GMHS agree otherwise.

Interim Alternative Educational Setting.

Regardless of the manifestation determination, GMHS may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days, if:

- The behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
- A Hearing Officer orders the alternative placement after GMHS provides evidence that the student is "substantially likely" to injure him/herself or others.

In either case, the Interim Alternative Education Setting enables the student to continue receiving the content of the general curriculum. The student also continues receiving services identified on the IEP, and is provided services to address the problem behavior. A continuum of Alternative Educational Settings are provided within GMHS or purchased through the local collaborative(s), or a local public or private school providing an appropriate program.

- Out-of-district programs require the completion of an application and contract between GMHS and provider. By signing the contract and accepting the student, the provider agrees to provide access to IEP services and instruction in accordance with curriculum standards aligned to the student's previous placement.
- In GMHS settings which may be used include resource rooms, building-based support programs, in-school suspension programs, and/or 1:1 support/instructional staff or tutors. The regular education program is provided under the supervision of an appropriately certified teacher. Special education is provided directly through a consultation model supervised by a special education teacher who provides modified materials as indicated and ensures the provision of accommodations. Related services are also provided within the alternative setting as required by the IEP.

Protections for children not determined eligible for special education and related services.

1. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under § 300.530, the evaluation must be conducted in an expedited manner.
2. Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
3. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the school and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of §§ 300.530 through 300.536 and section 612(a)(1)(A) of the Act.

STUDENT GUIDELINES, RESPONSIBILITIES & PROCEDURES

Library/Media Center

1. The library media center will be open:

Monday - Thursday	7:00 a.m. - 3:15 p.m.
Friday	7:00 a.m. - 3:00 p.m.
2. Reference books (encyclopedias, atlases, etc.) and materials that are placed on temporary reserve for a class may not be removed from the library/media center at any time without the specific consent of library/media personnel. For some reference and reserve books, overnight borrowing may be arranged.
3. The remainder of the collection (including all but the current issue of magazines) may circulate for a period of 3 weeks and may be renewed. There are no strict limits on the number of books or magazines that may be borrowed at one time.
4. iPads can be checked out from the Library/Media Center for use during the school day. If the student receives an assignment that is app dependent, which can only be done on the iPad, the iPad may be checked out overnight and brought back the next day.
5. Students and staff are reminded to be fair to other members of the Georgetown Middle High School community and return materials on time. There are no fines for overdue books, but, ordinarily, while a student has material overdue, no further materials may be checked out. Lost or damaged books must be replaced.
6. During the school day, all students, not in the library/media center with a class, must have a pass to the library/media center from their subject teacher providing there is room.
7. During lunch, students may sign in to use the library/media center if there is room and if the student is using library/media resources appropriately. In addition, once signed into the library for lunch, students must stay in the library.
8. Quiet conversations are permitted in the library/media center.
9. Food and beverages are not permitted in the library/media center.
10. All equipment and materials must be handled with respect and care. If a student does not know how to use a piece of equipment, assistance should be requested.
11. Failure to follow the behavioral expectations of the media center will result in the following:

First Offense	Loss of use for that day
Second Offense	Loss of use for two weeks, unless accompanied by a teacher
Third Offense	Loss of use for the remainder of the year, unless accompanied by a teacher

Georgetown Middle High School Cafeteria

Breakfast

Breakfast is served daily from 7:00 a.m. to 7:30 a.m. for \$1.60. Students may purchase meals with cash or using funds they may have on account. Each day we offer a variety of menu items that include egg and cheese English muffin sandwiches, ham, sausage, or bacon, egg and cheese breakfast sandwiches, French toast sticks, fruit smoothies, fruit and yogurt parfaits, cereal, bagels, and toast. All breakfasts include a choice of milk and fruit. Breakfast is a great way to start the day!

Lunch

Lunch at GMHS is \$3.00. All 5 food groups are represented at each meal: fruit, vegetable, grain, protein and dairy (fluid milk). In addition to our main menu item for the day, students can choose from a number of alternates including breaded chicken sandwiches, chicken Caesar wraps, peanut butter and jelly sandwiches, deli sandwiches, and assorted salads. Each meal comes with a fresh fruit and vegetable bar which students can use to customize their salads, add fruits and vegetables to their hot meal or create a small side salad to go with their meals.

Snacks

Students can purchase snacks and beverages a la carte with cash or their account funds. Snacks and beverages range from \$0.50 to \$1.75.

Payment

Students are expected to present payment at the point of purchase. They may use either cash or any funds that may be on their accounts. Parents can add to student accounts by visiting the Georgetown Public School website, clicking on the Quick Links link and continuing onto the online payment option. For complete information on the district's policy on charging school meals, please visit the food service website at the address listed below. Parents can check student account balances by calling 978-352-5777 ext. 106 or emailing Traci Brousseau at brousseaut@georgetown.k12.ma.us.

Free and Reduced Price Meals

Applications for free or reduced price meals can be found on the food services website listed below or by contacting the food services office. If you have any questions about free or reduced price meals, please contact Sean Riley, Food Service Director at 978-352-5777 ext. 105 or at rileys@georgetown.k12.ma.us.

For more information about the school meals program, including updates from the kitchens and menus, please visit our website at <https://sites.google.com/site/foodservicegss/home>.

Class Dues

Each class establishes its own class dues. Students are encouraged to pay class dues for all four years. The class, a duly authorized organization, has the right to require that all dues be paid before a student takes part in any class activities.

National Honor Society

What is the National Honor Society?

The National Honor Society is first and foremost a service organization. The Georgetown High School chapter is actively involved in several projects of service to the school and community. All members have the responsibility to contribute time and efforts toward these projects.

Induction into the National Honor Society is an honor bestowed upon a student by the faculty in recognition of that student having reached high standards and achievement in academics, service, leadership and character. To be elected by the faculty council, students must display the highest standards in all four categories.

Eligibility

The Helen L. Davis Chapter of The National Honor Society has four standards for admission in which each candidate must demonstrate proficiency.

These standards are scholarship, leadership, service and character. For entry into NHS, students must achieve a minimum simple GPA of 3.25 AND receive a score of 65 total points from the categories of leadership, service and character, (15 points minimum/ 30 points maximum in each individual category) as reviewed by a faculty council made up of five anonymous members of the GHS faculty. Specific information regarding this will be given to each candidate that is invited to apply to NHS.

A student with a minimum simple GPA of 3.25 or higher will be invited to apply for acceptance into the National Honor Society.

Students should expect their invitation in the fall of their junior or senior year, after first term grades have been calculated.

Election Procedure

The election procedure begins immediately following the first progress report, when eligible students receive an invitation to apply for admission to the Society. Induction will occur after the close of the first marking period.

Once it is determined that a student has met the minimum scholastic requirement, a formal application process begins in which students are invited to submit applications on which they may cite evidence supporting their application. These applications will be returned to the National Honor Society advisor. Information is requested from faculty members who are directly familiar with a student and feel comfortable enough to make cogent comments on his or her fitness for election. After appropriate information has been collected, students who have applied are considered for election by a five member faculty council which is appointed by the principal, and which has received training in the proper election procedures. Three positive votes are required for selection. Students who have not been chosen receive feedback from the National Honor Society advisor concerning both their strengths and their weaknesses as perceived by the faculty council.

Although the principal has the power to overrule the decision of the faculty council, this is very unusual and is done so only after the presentation of clear and convincing evidence that an injustice has been done.

Books and Equipment

Each student is responsible for the condition of all materials, textbooks and equipment issued to them by the school. Any school property issued to a student that is lost or damaged must be paid for before a replacement is issued. Replacement costs may be obtained from the teacher, department chair, team leader, or administration. Participation in senior week activities, including graduation, will be restricted if there are any outstanding obligations that are due to the school.

Emergency/Fire Drills & Evacuations

Quiet and order are to be maintained by all students during evacuation drills. The first students to leave the building should hold the doors open until other students have left the building. All students must remain with their teachers and stay as far as possible from the building. In an effort to ensure that all students are safe and accounted for, attendance will be taken by teachers when the class has reassembled outside. For evacuation purposes, each room has been designated a specific area in a parking lot. Students should familiarize themselves with the evacuation plans that are posted by the door of each classroom. If the drill/alarm occurs between classes, students must evacuate the building to the nearest designated parking lot. Students then must report to the teacher from the prior block for attendance. If the prior teacher is in another designated parking lot, they must then notify the leader of the parking lot that they are currently in. Students must remain well clear of any and all fire apparatus and hydrants.

Safety Equipment

Fire extinguishers, alarm boxes, fire blankets and safety showers are located throughout the building. This equipment is to be used only in an emergency. Students are not to be in any laboratory area or shop without a teacher present. Vandalism of any safety equipment is a serious out-of-school suspension offense accompanied by monetary restitution.

Field Trip Regulations

Field trips are considered an extension of our school's curriculum, therefore, when on field trips, students are expected to follow all school rules. All students are expected to attend educational field trips. When Georgetown students are on a field trip, they represent the community of Georgetown. All regular guidelines and consequences for behavior apply, both on the bus and on the site. Students on overnight field trips who do not follow the guidelines will be sent home at parents' expense. Students who are not in good standing due to frequent disciplinary infractions may be denied the opportunity to attend field trips. **Any financial burdens due to the loss of privilege to attend (i.e. non-refundable deposits/payments) will be the responsibility of the student.**

Hallway Passes

Students are expected to attend their classes and not to be in the hallways during class time. Any student who is in the hallways during class must have a corridor pass signed by a teacher or other staff member.

Locker Guidelines

Students are assigned lockers. Lockers may not be changed without approval from the administration. Students should not write on or deface lockers, and lockers must be kept closed and locked at all times. All lockers have locks set into their doors. The combinations to these locks will be given only to the students who are issued the locker. Any change of locker assignment will lead to disciplinary actions.

Student lockers are the property of the school and can be opened and searched at any time by staff. Students should not have an expectation of privacy in the contents of their lockers. Lockers are loaned to students and should be kept locked at all times to avoid theft of books or personal items. If a student brings something of value to school, she/he should bring it to the office for storage. Students will clean lockers periodically.

Outside Employment

Students who accept outside employment must do so only with the understanding that employment should not interfere with school obligations. Students should be aware of hours and time they are legally allowed to work. Students who are 14 to 18 years of age and are residents of Georgetown may secure work permits from the main office.

Parking

There will be senior parking available at Georgetown High School. If there are more requests than there are spaces, a lottery will be conducted. Students must: possess a valid driver's license, be in good academic standing and all outstanding school obligations must be met in order to be eligible for the lottery. The parking space is a *privilege*, and students who violate the school regulations will have that *privilege* rescinded. A few examples of violations that may lead to the removal of the parking privilege are: dangerous driving, inappropriate behavior in an automobile, truancy, etc. Students parking without approval from the school administration will be disciplined. All seniors intending to park on school property must fill out a request form in the main office, show proof of a valid driver's license (not learner's permit), obtain a parking permit, and display the permit when parked on school property. In addition, any senior who is issued a parking pass must pay a \$75 fee for that parking spot. Any violators of this policy may be towed at their own expense. Any abuse of this system will result in the loss of parking privileges. Failure to return the permit at the end of the year will result in a student obligation. By applying for and accepting permission to park a vehicle at Georgetown High School, the student acknowledges and agrees that the vehicle is subject to search by school officials when reasonable suspicion exists that banned materials or substances may be present.

Please note that Massachusetts law prohibits the unnecessary idling of motor vehicles on school property. Violators may be subject to a fine. M.G.L. c. 90, §16A.

School Bus Regulations

Georgetown provides bus transportation for those who qualify under the guidelines established by the state. All school behavior rules apply while students are on a school bus. Students are to ride their assigned bus. Students are to obey the instructions of the school bus driver. School bus behavior rules are based on common sense and courtesy and have been created to ensure the proper conduct and safety of all who ride the bus. Violations of school bus behavior rules may result in the loss of bus riding privileges, detention or suspension.

School Visitors

Only students who intend to enroll at Georgetown High School are permitted to visit classes. Prior to any visit, permission must be gained from the administration. Any visitor entering Georgetown High School must sign in at the front door.

Seatbelts and Safety Equipment

Seatbelts are required of all drivers who park on school property. Any student who is contacted for a seatbelt violation will be given a verbal warning. If the problem still persists, a student may lose the privilege of parking on campus. Due to the fact that helmets and other safety equipment designed for bicycles, skateboards and other non-motorized modes of transportation have been proven to both save lives and prevent serious injuries, Georgetown High School would like to encourage all of its students to wear proper safety equipment while on school property.

Student Use of Public Telephones

All office telephones are reserved for business purposes. Students will not be called out of class to use the telephone. Only in an emergency situation will a message be delivered to a student. Students may use the office phones before or after school for emergency purposes with permission from the main office staff.

Proper Attire

The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

No clothing will be allowed which advertises or promotes drugs, tobacco, alcohol or which contains an obscene message or a message which distracts or disrupts the educational process. Shorts and skirts must be of an appropriate length which means no shorter than mid-thigh, and undergarments must not be visible. Students who violate this policy will be asked to change their clothes or face disciplinary actions. Halter and tank tops are not proper school attire. No bare midsections.

The wearing of hats in class is at the discretion of each teacher. Hats and/or hoods are not allowed when entering the building, in the office or auditorium. Sunglasses may not be worn inside of the building, unless accompanied by a doctor's note that is filed with the school nurse. Items worn which are considered dangerous by staff/administration must be removed.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Student Use of Electronic Devices

The use of mobile electronic devices during school hours is as follows:

Students may only use cell phones or other electronic devices in class if it is approved by the classroom teacher for educational purposes. Each teacher has the right to allow the use of mobile electronic devices during instructional time. In addition, cell phones and other mobile electronic devices may be used by students during lunch within the cafeteria and designated cafeteria area. Students are allowed to use these devices in a responsible manner that is in agreement with our Georgetown Public Schools Technology Acceptable Use Policy. Personal use of mobile electronic devices beyond these areas is not allowed, as it is considered disruptive. The use of electronic devices is expressly prohibited in the locker rooms at all times. The intent of this policy is to allow students to use their devices while they are coming to school, during lunch, after school, and during the specified teacher approved times.

Students who utilize cell phones or other mobile electronic devices, in classes without permission, or in a manner that is disruptive will have their device taken and held, either with the teacher or the Assistant Principal's office for the remainder of the day and will receive disciplinary consequences. Video and camera cell phone use is not permitted at any time without prior approval of an administrator. To minimize disruption during instructional time, the use of mobile electronic devices without teacher/staff permission is not allowed. Failure to abide by this policy will result in the following.

- | | | |
|---------------------------|------------------------------|--|
| 1. First Offense: | Teacher/Staff Warning: | Student will be asked to put item away. |
| 2. Second Offense: | Teacher/Classroom Detention: | Student item will be confiscated and returned to the student at the end of the day by the teacher. One classroom detention is assigned. |
| 3. Third Offense: | Administrative Detention: | Student item will be confiscated and sent to the office to be returned to the student at the end of the day. One office detention is assigned. Parents Notified. |
| 4. Fourth Offense: | Administrative Suspension: | Student item will be confiscated and returned to the parent only. At the Principal's discretion, one day of In-School Suspension. |

Subsequence Offenses: Repeated violations will result in further student discipline, including loss of technology privileges, suspension from school, and parent/guardian conferences.

Other Specific School Rules

The following rules are specifically in effect:

Failure to adhere to these rules will result in disciplinary action.

1. Students who exhibit excessive public displays of affection on school property or on school busses or at any school sponsored event will be referred to the assistant principal's office. What constitutes "excessive" will be determined by the staff member observing the incident and the assistant principal.
2. When attending physical education classes, students are required to change into gym clothes and sneakers.
3. Students are fully responsible for textbooks, which must be properly covered. Students must pay for damaged or lost books.
4. **Food and beverages are not to be taken out of the cafeteria.** Students are responsible for keeping the cafeteria clean and orderly. Any open beverage or food containers other than water bottles outside of the cafeteria or in lockers will be confiscated.
5. Students are to enter school immediately and are not to loiter in the neighborhood. Please respect the rights of our neighbors.
6. No students are allowed to enter the faculty room without authorization.
7. Card-playing is not allowed in school.
8. No gum chewing.
9. Students are not to be in the halls/classrooms until 7:25 a.m. They are not to be in the building after 2:45 p.m. unless under the supervision of a staff member.
10. Fireworks are not allowed in school.
11. Skateboards and rollerblades are not to be brought to school or used on school property at any time. Bicycles are not allowed in the school building.
12. Students may not sell any items that have not been expressly approved through the student organization fundraising policy.

ATTENDANCE

Excused/Unexcused Absences

Attendance in school is the most important factor that contributes to a student's success. The expectation of Georgetown High School and the Commonwealth of Massachusetts is that students will attend all of their classes on school days, unless there is a recognizable reason for that absence. To address absences from school Chapters 76 of the General Laws of Massachusetts allow the following reasons to excuse an absence:

1. Illness of the student
2. Court appearance
3. Death or serious illness in the family
4. Family emergency
5. Religious observance
6. School sponsored event
7. Suspension

Due to state law, parents/guardians do not have the option of keeping a student out of school other than the reasons listed above. While a parent/guardian may approve of the absence, the administration will use the state guidelines to make the final determination as to whether or not the absence is excused. Some examples of unexcused absences include but are not limited to:

1. Car problems
2. Missed bus
3. Oversleeping
4. "Skip Days"
5. Working

If a student has four or more excused absences throughout the semester, professional documentation may be required by administration in order for the absence to be excused.

If a student does not attend school on Friday and has a co-curricular event (games, rehearsals, plays, concerts, dances, etc.) on Saturday and /or Sunday, he or she may not participate in the co-curricular event.

Notification of Unexcused Absences

When a student has missed two (2) or more periods for five (5) school days or has missed five (5) or more school days in the school year due to unexcused absences, the parents will be notified and provided with the opportunity to meet with the principal, or principal's designee, to develop an action plan to address the student's school attendance.

Procedure for Reporting Absences

A parent/guardian must call the school on the day of the absence, stating the reason for the absence. In addition, when the student returns to school after an absence, a signed parent note must be turned into the office. The note should reiterate the reason for the absence. The repetition of both a phone call and a note will ensure that the student's record correctly reflects his/her true attendance history. Absence notes will not be accepted after one week from the return to school. If a student's absence is not excused by a phone call and a note, he/she will be considered truant.

Absence and Participation in Extracurricular Activities

Any student who is absent from school may not participate in co-curricular activities for that day. The General Laws of Massachusetts require that any student who enters the school after the half-way point of the school day be counted as absent. Therefore, any student who arrives at school after 11:00 a.m. will be counted as absent, and will not be eligible for co-curricular activities. This time designation is not affected by the excused/unexcused status of the student.

Absence from Physical Education Classes

Any student who cannot participate in physical education due to illness must bring a signed note to the nurse for his/her signature and then give it to the physical education teacher before class. No student may be excused from physical education for more than five days without a doctor's note.

Anticipated Absences

Absences that are foreseen and meet the state guidelines for excused absences i.e. illnesses, operations, deaths in the family, are eligible for pre-assigned work. In general, a twenty-four hour notice must be provided to obtain these assignments.

Excessive Absences or Attendance Issues

If a student is absent for seven days due to an illness, the return to school must be accompanied by a doctor's note. A court appearance will be excused only by a note from the clerk of courts or other court officer written on appropriate letterhead.

It is not the intention of this policy to punish students who must be absent for reasons which are beyond their control or to encourage students to be absent unnecessarily. The policy intends to encourage attendance at school, which the entire educational community values most highly.

Family Vacations

For obvious reasons, our school strongly discourages the taking of family vacations while classes are in session. They are highly disruptive to the educational process and often result in very poor grades for students who are taken from classes for extended periods of time during the school year.

Should parents choose to keep a student out of school for reasons other than illness or extenuating family circumstances, the principal must be notified well in advance, and the teacher(s) will provide the normal range of assistance upon the student's return to school. However, it is the students' responsibility to identify and make up missed work. **NO ADVANCED ASSIGNMENTS WILL BE PROVIDED TO STUDENTS.** The school and the individual teacher(s) will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns.

Make Up Work Due to Student Absence

If the absence was excused, students have the same amount of time to make-up work as they were absent. (Example - Absent Monday, back on Tuesday, work is due by Wednesday. Absent Monday and Tuesday, back on Wednesday, work due by Friday.) Teacher discretion may also be used for larger or more difficult assignments. In cases of truancy or unexcused absences, teachers may also exercise their right to disallow the make-up of any work. These reasonable teacher-imposed penalties may include the awarding of a zero on tests and quizzes or homework assignments. These policies will be published in advance by teachers so students will be aware of the consequences of poor attendance well in advance of their imposition. **It is the responsibility of the student to contact teachers for make-up work.**

Tardy to School

Students must come to school on time and prepared to learn. Students who are not seated in their classroom by 7:30 a.m. are tardy and must sign in at the office. Tardy notes must be brought to the office no later than 24 hours after the tardy has occurred or the consequences earned will be given out to the student. Students who arrive to class after the 7:30 a.m. bell without an office pass will be sent to the office to obtain a tardy pass. Any student who enters the building after 8:00 a.m. must have a note or a phone call from a parent/guardian to ensure the tardiness is not the result of truancy. Any student who intentionally avoids signing in at the office will be given a day of **in school suspension**. Excusable reasons for tardies will follow the same guidelines for excusable absences; as listed below:

1. Illness of the student
2. Court appearance
3. Death or serious illness in the family
4. Family emergency
5. Religious observance

6. School sponsored event
7. Suspension

If a student has four or more excused tardies throughout the semester, professional documentation may be required by administration in order for the tardy to be excused.

Due to the fact that everyone experiences unforeseen incidents that could lead to a late arrival at school, the first three unexcused tardies of each semester will not lead to consequences. Upon the fourth unexcused tardy in a semester, the consequences stated below will come into effect.

Students who incur an unexcused tardy beyond the three allotted tardies per quarters

1. Fourth and Fifth Unexcused Tardy - One Detention third and fourth
Sixth and Seventh Unexcused Tardy - Two Detentions fifth
Eighth and all subsequent Unexcused Tardies - One Day of In-School Suspension
2. And will NOT be eligible to **participate in or attend** any co-curricular event (practices, games, rehearsals, plays, concerts, dances etc.) for that day.
3. Excessive tardies may result in the loss of parking privileges without refund.

If student tardies result in the student missing two or more classes for five or more days over the school year, the principal, or principal's designee will meet with the student and parents to develop an action plan to address the student's school attendance. It is the responsibility of the student who misses work due to tardiness to school to make arrangements for work missed within 24 hours of his/her return. A grade of zero may be given to any student failing to do so.

Dismissals

The reasons for excusing dismissals will follow the same guidelines that are set forth for absences. Any student who is going to be dismissed must turn in a note to the office the morning of the dismissal. The note must be signed by a parent/guardian, and must state the time and the specific reason for the dismissal. Any dismissals that do not meet the guidelines that are set forth by the state regulations will result in an unexcused absence. Dismissals via a phone call can only be accepted for emergency situations. All dismissals due to illness must go through the school nurse.

If a student has four or more excused dismissals throughout the semester, professional documentation may be required by administration in order for the dismissal to be excused.

Any student who gets dismissed before 11:00 a.m. and does not return to school will be counted as absent, and will not be eligible for that day's co-curricular events. In addition, dismissals that do not meet the criteria for excused absences will not be excused, resulting in the loss of participation in co-curricular events for that day. Any dismissals due to illness also preclude the student's participation in co-curricular activities.

College Visits

College visits for juniors and seniors are expected however we encourage visits to be done during school vacations and weekends. The Guidance Office also advertises many local college fairs that our students can attend after school and in the evenings. Despite this, we realize that some students may need to visit colleges during the school day. If this is the case the following procedure must be followed:

Seniors are allotted 3 excused college visits per year.

Juniors are allotted 2 excused college visits per year.

College visit forms can be obtained at the main office and must be signed by an administrator. They must be filled out two days in advance of the visit and a copy must be returned back to the main office upon your return with a signature from a college representative to have the absence excused.

Appeals

Any and all appeals to the penalties imposed by the attendance policy will be heard by the principal or his designee and must be filed within one (1) week of the appealed absence or the assignment of a penalty.

SCHOOL POLICIES

Hazing

The laws of the Commonwealth of Massachusetts prohibit hazing. The Department of Education requires that every school (other than elementary schools) in the Commonwealth alert students and parents to the legislation by presenting a copy of the law. In compliance with that regulation, the law is printed in its entirety below.

In accordance with Massachusetts General Laws Chapter 269, as amended:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment in a house of correction for not more than one hundred (100) days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, 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 and 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, drug or other substance, or any other brutal treatment of forced physical activity which is likely to adversely affect such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril of himself or others, report such crime to an appropriate law enforcement officer 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 (\$1000).

Section 19. 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 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said section 17 and 18 shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections 17 and 18.

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 report.

Bullying

At Georgetown High School, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration. This handbook policy is published in conjunction with the School Committee JICFB Policy Prohibiting Bullying.

Definitions

Bullying: Bullying is the repeated use by one or more students or by a member of a 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, of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at the victim that i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim 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: Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer or 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 shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) 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 (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include 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: A hostile environment 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 the student's education.

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

Authority of the School Administration

Bullying can occur in many places. Bullying which occurs away from school can nevertheless have a serious impact on a student's ability to engage in the educational process. Therefore, students are prohibited from engaging in any bullying conduct:

- On school grounds or any place adjacent to school grounds;
- At the bus stop or on school buses or any other school vehicle;
- At any school-sponsored, or school-related activities, functions or programs;
- Through use of any school-based technology including but not limited to school computers or the school's internet connection;
- At a location, activity, function or program that is not school related, or through student owned technology, including home computers and cell phones, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

In addition, individuals may not retaliate against any person who reports bullying, provides information during an investigation of bullying, or is a witness or has reliable information about bullying.

Reporting Bullying

Students who are victims of bullying, who witness bullying activity, or who are retaliated against for reporting bullying, should report the incident to the principal. Students may also report to a teacher or guidance counselor, or other trusted adult in the building, who will in turn report the incident to the principal. A school staff person who witnesses, is informed of, or becomes aware of bullying shall immediately notify the principal or principal's designee.

A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Consequences of Bullying and Retaliation

Students who engage in bullying will be subject to discipline by the principal. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including, but not limited to, one or more of the following:

- Verbal warning;
- Written warning;
- Reprimand;
- Detention;
- Short-term or long-term suspension

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, as defined above, but nevertheless is inappropriate for the school environment.

The Georgetown Public Schools' Bullying Prevention and Intervention Plan is accessible on the district's website and is available in the high school main office.

The Georgetown Public Schools are committed to providing an environment for staff and students in which they feel comfortable and safe. To that end, the following section will define both harassment and sexual harassment, describe the process of reporting these offenses and list the consequences of committing these actions.

Harassment

In general, harassment includes insults, name-calling, off color jokes, threats, comments, innuendoes, notes, a display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability.

What one person may consider acceptable behavior may be reasonably viewed as harassment by another person. Therefore, individuals should consider how their words or actions might reasonably be viewed by other individuals. It is also important to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment

All persons within the school community are expected to behave in a manner that provides an environment safe from sexual harassment. Sexual Harassment is defined according to Chapter 151C s. 1(e) of the Mass. General Laws as:

"any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits privileges or placement services or a basis for evaluation of academic achievement or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment."

As such, sexual harassment can be viewed as unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or success as a student.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

By definition, sexual harassment is not limited to prohibited conduct by a male toward a female, by supervisory employee toward a non-supervisory employee, by a student toward a student, by a student toward a staff member, or by a staff member toward a student. The following are considerations to be looked at, but are not limited to:

- a. Both males and females may be the victim of sexual harassment;
- b. The harasser does not have to be the victim's supervisor. He/she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a co-worker, a fellow student or in some circumstances a non-employee (i.e. volunteers);
- c. The victim may be the same or opposite sex as the harasser;
- d. The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts of humor of the sexual harassment of an employee may create an intimidating, hostile or offensive working or educational environment for another employee or may unreasonably interfere with an individual's work or educational performance; and
- e. Sexual harassment is not always a physical act. It can occur through the spoken word as well. Sexual harassment can include inappropriate jokes and sexual innuendo. It can also include the exposure of an individual to inappropriate photographs or literature.

District Coordinators:

Federal regulations require that the district appoint Title IX and Section 504 Coordinators to oversee compliance activities within the district. The Title IX and Section 504 Coordinators are responsible to ensure that all procedures are followed, documentation is available, and that the investigation is done in an acceptable manner to all parties and clarify any concerns raised by those in the school community. The persons listed below are who should be contacted with any questions regarding compliance activities within the Georgetown School District:

Title IX Coordinator
Suzanne Sutherland
51 North Street
Georgetown, MA
978-352-5777

Section 504 Coordinator
Julia Robinson
11 Winter Street
Georgetown, MA
978-352-5790

Reporting Procedure

A person who wishes to report an incident of harassment or discrimination has two avenues in which she/he can proceed with their complaint. The formal and informal procedures are both described below.

Informal Complaint Procedure

An informal complaint may be filed by a student, employee, administrator and/or applicant who believes that his/her rights as outlined in the harassment policy have been violated. It is suggested that a complaint of harassment be made within 30 days of the alleged harassing behavior. Please note that a complaint can be filed up to 180 days from the time of the alleged incident.

The complainant should report his/her concerns to a reporting officer who could be the building Principal, Guidance Counselor, Title IX Coordinator, Section 504 Coordinator, or the Superintendent. These options have been made available to ensure that the complainant can report to a person of either gender. At that point, the reporting officer will fill out the complaint form that is included in this policy. An investigation will be carried out by the principal or relevant coordinator to see if the complaint is founded. At this point, the principal will attempt to end the harassing behavior if the complaint is founded and implement immediate intervention activities. It will also be decided if any disciplinary action will be taken against the alleged harasser. If the harassing behavior continues from this point, the procedure will continue to the formal procedure and may result in further disciplinary action. The principal shall inform the person who is being accused before the start of any investigation; in the case that the alleged harasser is a student the parents will be informed.

Formal Complaint Procedure

A formal complaint may be filed by a student, employee, administrator and/or applicant who believes that his/her rights as outlined in the sexual harassment/harassment policy have been violated. It is suggested that a complaint be filed within 30 days of the alleged harassing behavior. Please note that a complaint can be filed within 180 days from the time of the alleged incident.

A. The complainant should report his/her concerns to a reporting officer who could be the building Principal, Guidance Counselor, Coordinator or the Superintendent. If the initial report is made to any staff member, that staff member shall report the concerns to the Principal, Guidance Counselor or Superintendent. These options have been made available to ensure that the complainant can report to a person of either gender. The complainant should fill out the included form giving as full a description of the incident as possible. If the complainant wishes to make the referral in a verbal manner, the reporting officer will fill out the complaint form.

B. The building Principal or Coordinator will receive all information and act as the investigating officer within the building and an investigation shall be conducted by that person, unless the Superintendent is the investigating officer and he/she will conduct the investigation. If the Superintendent is the accused harasser, the Coordinator shall be the investigating officer. Prior to the start of the investigation, the investigating officer will notify the person who is being accused. If the person being accused is a student, the parents of the student will be notified as well. Any member of the school community who is being investigated is entitled to representation by parents, union representatives, or legal counsel during any part of the investigation.

C. The investigation will be completed within a 15 school day period of the filing of the complaint. Such an investigation may include, but may not be limited to:

1. Interviews with the complainant.
2. Interviews with the alleged harasser.
3. Interviews with other employees or students as needed.
4. A review of pertinent records.
5. A notification to the Department of Social Services, if appropriate.

D. Within the 15 school day period, the investigating officer will determine whether the complaint is founded.

1. If the complaint is founded, the Principal or Superintendent will confront the accused harasser with the findings of the investigation and will inform the individual of what penalties will be enforced. The Principal or Superintendent will also inform the complainant of the findings. All records of the investigation will be kept on file within the school and are the property of the Georgetown Public Schools. The complainant and the alleged harasser,

or their agents, are entitled to review records of the investigation. If one of the parties wishes to review these records, they need to contact the relevant Coordinator; the records will be made available within 10 calendar days of the time of the request. In cases that involve abuse or criminal action the Georgetown Police Department will be contacted in case further action is taken by either of the parties involved and the Department of Social Services will be contacted. If the complaint is founded and the accused harasser wishes to appeal the finding, he/she has 15 days in which to do this.

2. If the complaint is not founded, the investigating officer will report his findings to the complainant and accused violator, and will review the investigation. If the complainant or the accused harasser is not satisfied with the findings of the investigating officer, an appeal for further investigation can be made with the superintendent. If the superintendent is the investigating officer, the appeal would go to the chairperson of the school committee. This appeal should take place within fifteen (15) days of the finalization of the investigating officer's report.

E. The investigating officer shall keep the Superintendent as well as the relevant Coordinator informed throughout investigations and finalize his/her report with written description of the investigation, its conclusions and the action taken if any.

F. All complaints and subsequent proceedings should, to the greatest extent possible, be held in confidence by all persons directly or indirectly involved with them.

Penalties for Harassment

Any student found to be in violation of the student code of conduct in regards to sexual or other forms of discriminatory harassment will be dealt with in accordance with the student code of conduct. The code of conduct indicates the following penalties:

For Middle/High School students, the penalties may include any of the following or any combination of the following depending on the severity of the infraction:

- A. Consultation with the administration
- B. Suspension from school with a parent conference required before returning.
- C. Referral to outside agencies

For students at the elementary school level, the penalties may include any of the following or any combination of the following:

- A. Consultation with the administration/to include a discipline
- B. After school detentions
- C. In school suspension/with parent conference required
- D. Out of school suspension/with parent conference required

Any staff person found to be in violation of the sexual harassment policy shall be dealt with according to district policy which could include any of the following or any combination of the following:

- A. Consultation with the administration
- B. Letter of written warning put into their personnel file
- C. Referral to the Superintendent for further action up to and including termination and/or referral for prosecution consistent with state and federal laws.

Any retaliation by students or staff to the complainant or those who were involved with the investigation shall be dealt with as a separate matter and may result in additional disciplinary action.

Approved by Georgetown School Committee 6/8/95

Sample Harassment Complaint Form can be found at the end of this handbook.

GEORGETOWN SCHOOL DISTRICT DRUG AND ALCOHOL POLICY

Philosophy

The goal of this policy is to send an unequivocal message to all that Georgetown Middle/High School will not tolerate drugs and alcohol in our Middle/High School, on school grounds or at school sponsored events. Our position is intended as well to deliver a positive message of reassurance to the vast majority of students who are focused on their education; that the Georgetown community and law enforcement officials are deeply committed to providing a safe learning environment, free from drugs and alcohol.

Teachers and administrators, working together with students, parents and the community in a coordinated, proactive manner, can minimize the presence of drugs and alcohol within our middle/high school. Our policy appropriately balances students' constitutional rights with the school's commitment to provide a drug and alcohol free educational setting.

This policy stipulates responsibilities for all members of the school community. School staff shares the responsibility for maintaining discipline and presenting themselves as positive role models. All staff members are additionally mandated by law to report any alcohol or drug activity. Students have the responsibility to conduct themselves in a manner that is in the best interest of our school.

Behavioral problems are to be reported and handled promptly for the benefit of all. If staff, parents/guardians, and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavioral problems in our school will be minimized and an optimal educational environment will prevail.

Policy

Pursuant to Massachusetts General Laws Chapter 71, Section 37H:

Possession, use or sale of all illegal drugs and drug paraphernalia, abuse of prescribed medications, or the possession, use or sale of alcoholic beverages on school property or during a school function, whether on or off school grounds, will not be tolerated. Possession, sale or use of unlawful drugs is a crime. Students and parents should be aware of the possibility that arrests and/or filing of criminal charges can result in addition to any school administrative action.

In accordance with M.G.L. c.71, Section 37H, the principal has and may exercise the authority to expel any student determined to be in possession of a controlled substance in school. Appeals of any decision to expel must be made by the student within ten (10) calendar days of the student's receipt of written notice of expulsion. Any such appeal must be signed by the student and parent(s)/guardian(s) and delivered to the Office of the Superintendent within the appeal period.

Professional development programs will be provided to enhance staff awareness of substance abuse within our school, community and society. These programs will include relevant information on scientific and medical findings, as well as laws relating to substance abuse and penalties for violation of such laws.

Procedural Guidelines

In enforcing the Drug and Alcohol Policy, consideration will be given not only to education and rehabilitation, but to the safety of the Georgetown community, which is always paramount.

Adopted by the Georgetown School Committee on 4/12/2001

Massachusetts General Laws: Alcohol/Drugs/Weapons Expulsion

Massachusetts General Laws Chapter 71, Section 37H

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

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

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

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

(D) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(E) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(F) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(G) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Chapter 71, Section 37H½

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within

three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his 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 suspension.

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five 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 decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Chapter 71, Section 37H3/4

a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall

also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Chapter 76, Section 21

Any student who is suspended from school in accordance with M.G.L. c.71, Section 37H or 37H1/2 shall have the right to make academic progress and to obtain academic credit during the period of disciplinary exclusion. Student's excluded from school for more than ten (10) consecutive school days shall have the right to services available through the School's Educational Services Plan during the student's disciplinary exclusion.

Corporal Punishment Regulations

Chapter 71, Section 37G

(a) The power of the school committee or of any teacher or any other employer or agent of the school committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil.

(b) The provisions of this section shall not preclude any member of the school committee or any teacher or any employee or agent of the school committee from using such reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the principal shall file a detailed report of such with the school committee. Added by St. 1972. C.107, s.1; amended by St.1982. c.303.

GEORGETOWN SCHOOL DISTRICT TOBACCO/VAPING PRODUCTS POLICY

Purpose

The School Committee of the Georgetown School District is dedicated to providing a healthful, comfortable and productive environment for students, staff and citizens. The School Committee believes that education has a central role in the establishment of patterns of behavior related to good health and therefore will take measures to help students and school personnel resist tobacco use. Curricula related to tobacco use prevention will be developed and implemented in all academic levels. The School Committee is also concerned about the health of its employees and recognizes the importance of role modeling for students during formative years. Therefore, the School Committee will promote non-smoking amongst staff and students.

Policy

The Education Reform Act of 1993 requires all public schools to become smoke-free. Pursuant to Chapter 71, Section 37H of the Massachusetts General Laws, the Georgetown Public School District has implemented a Tobacco/Vaping Products Policy effective September 7, 1993. This policy prohibits the use or possession of any tobacco/vaping products within the school buildings, the school facilities or on the school grounds or on school buses, or at any school-sponsored event, by any individual, including school personnel. In addition, tobacco/vaping products, nicotine delivery devices and related paraphernalia (lighters, matches, vaporizers, electronic cigarettes, etc.) are prohibited and will be seized if found in possession by a student.

Implementation

When students violate the Tobacco/Vaping Products Policy of the Georgetown Public School District, the following procedures and regulations will be implemented:

Possession:

Possession of tobacco products, a vaporization (Vape) device, electronic cigarette/cigar paraphernalia (including empty cartridges/containers), and alternative smoking devices or possession of vaporization electronic cigarette/cigar liquids (nicotine, oil, juice, etc.).

Two Day In-School Suspension:

There will be immediate confiscation of the tobacco/vaping product; a phone call to the parents/guardians of the student with a member of the building administration and a two day in-school suspension imposed. A tobacco/vaping educational component must be completed during the suspension. The police department will be notified if the offender is a minor.

Use:

If a student is found to be using or had used a tobacco or vaping product.

Four Day Suspension (two days out and two days in-house):

There will be immediate confiscation of the tobacco/vaping product, a phone call to the parents/guardians of the student who is caught using tobacco, a vaporization (Vape) electronic cigarette/cigar, paraphernalia, and alternative smoking devices or use of vaporization electronic cigarette/cigar liquids (nicotine, oil, juice, etc.). A four-day suspension will be issued. A tobacco/vaping educational component must be completed during the suspension. The police department will be notified if the offender is a minor.

Sale or Distribution:

Ten Day Out-of-School Suspension:

There will be an immediate confiscation of the tobacco/vaping product, a personal meeting with the parents/guardians and a building administrator for the distribution of vaporization (Vape) and electronic cigarettes/cigars, or any tobacco product. A 10 day out-of-school suspension will be imposed. A tobacco-vaping educational component must be completed during the suspension. The police department will be notified if the offender is a minor.

****At every level multiple offenses will result in further disciplinary action****

Diversiónary Programs

Georgetown High School has three separate diversionary programs to assist students with making healthy decisions. These programs may be modified or revamped in the event students want to learn about the unhealthy use of "other harmful substances" that appear in our community. The three diversionary programs are as follows:

Alcohol Diversionary Program

The Georgetown High School Alcohol Diversion Program is open to all students who would like to learn more about unhealthy use of alcohol and/or to just stop using illegal alcohol. The program also offers certain eligible high school offenders an alternative to a lengthy out-of-school suspension; in most cases it reduces the length of a suspension and provides a weekly educational program about the harmful effects of drinking alcohol. Diversion allows the student the opportunity to participate in a supervised education program, weekly check-ins, meetings with a wide range of helpful professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.), off campus interaction with an alcohol support group, as well as weekly related videos, articles, and/or other resources. The program seeks to treat students, not as criminals, but as students in need of counseling, encouragement, one-on-one connection with adults within the school, and/or a targeted educational program about the harmful effects of alcohol so they may make better choices. The specific activities in the Georgetown High School Alcohol Diversion program are always evolving as new resources emerge. Periodically, some of the weekly assignments are revised to better meet our students' interests and needs.

Marijuana Diversionary Program

The Georgetown High School Marijuana Diversion Program is open to all students who would like to learn more about unhealthy use of marijuana and/or to just stop using illegal pot. The program also offers certain eligible high school offenders an alternative to a lengthy out-of-school suspension; in most cases it reduces the length of a suspension and provides a weekly educational program about the harmful effects of smoking marijuana. Diversion allows the student the opportunity to participate in a supervised education program, weekly check-ins, meetings with a wide range of helpful professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.), off campus interaction with an alcohol/drug support group, as well as weekly related videos, articles, and/or other resources. The program seeks to treat students, not as criminals, but as students in need of counseling, encouragement, one-on-one connection with adults within the school, and/or a targeted educational program about the harmful effects of smoking marijuana so they may make better choices. The specific activities of the Georgetown High School Marijuana Diversionary Program are always evolving as new activities emerge. Periodically, some of the weekly assignments are revised to better meet our students' interests and needs.

Vaping Diversionary Program

The Georgetown High School Vaping Diversion Program is open to all students who would like to learn more about unhealthy vaping and/or to just stop vaping. The program also offers certain eligible high school offenders an alternative to a lengthy out-of-school suspension; in most cases it reduces the length of a suspension and provides a weekly educational program about the harmful effects of vaping. Diversion allows the student the opportunity to participate in a supervised education program, weekly check-ins, meetings with a wide range of helpful professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.) as well as weekly related videos, articles, and/or other resources. The program seeks to treat students, not as criminals, but as students in need of counseling, encouragement, one-on-one connection with adults within the school, and/or a targeted educational program about the harmful effects of vaping so they may make better choices. The specific activities in the Georgetown High School Vaping Diversion program are always evolving as new resources emerge. Periodically, some of the weekly assignments are revised to better meet our students' interests and needs.

School Personnel

Any violation of the policy by staff shall be referred to the appropriate supervisor. First-time offenders shall receive a verbal warning. Second and third offenders will receive written warnings by the appropriate supervisor with a copy being placed in their personnel file. Further violations may result in referral of the employee to the Superintendent of Schools for further disciplinary actions.

Visitors

Visitors who violate the Tobacco/Vaping Products Policy will be asked to cease the use of the tobacco/vaping product(s) or leave the premises.

OTHER

Student Fundraising Activities

School organizations may not solicit funds door-to-door without the Superintendent's approval.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. A fund-raising activity approved by the Superintendent or designee.
4. Proposals to raise funds for charitable purposes or for the benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building principal and Superintendent.

No money collections of any kind may be held in the schools without the specific consent of the Committee.

School Cancellations

The Superintendent of Schools has the authority to close school temporarily whenever conditions exist which may endanger the health and/or safety of the pupils. During stormy or extremely cold weather, parents are urged to exercise their own judgment in sending their children to school.

When a decision has been made to cancel school, the Superintendent or her designee will notify parents via automated telephone message before 6:00 a.m. The announcement will also be posted on radio station WBZ-Boston (1030 AM on the radio dial) and WHDH-Boston (850 AM on the radio dial) and television stations Channel 4, Channel 5 and Channel 7. In addition, school closure or delay information will appear on Georgetown Community Television, Channel 9 on Comcast, and Channel 42 on Verizon.

Parental Notification Relative to Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Georgetown 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, 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 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 curricula change 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 instruction 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. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

Parent Right to Know Teacher Qualifications

Districts that receive Title I, Part A funds are required to notify the parents of students attending any school that receives funds under Title I, Part A that a parent may request, and the district will provide the parent on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher(s), including, at a minimum the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency license or waiver through which the state qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Homework Policy

The Committee understands the importance of homework as a co-curricular necessity. However, while the Committee supports summer reading lists across all age groups, additional summer homework will only be assigned to students enrolled in Advance Placement (AP) courses. Homework given over school vacations during the school year shall provide ample time before and/or after the vacation period so students have the opportunity to complete such assignments outside of school vacations. Projects are also deemed covered under this policy. Homework assignments shall be reasonable and necessary with an age appropriate time commitment.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not to be used as a form of punishment under any circumstances.

GEORGETOWN SCHOOLS INTERNET ACCEPTABLE USE AGREEMENT

The Georgetown School System provides, as a service to schools, a wide area network that includes access to the Internet. It is required that network users within the district conform to the standards of the Georgetown Schools Acceptable Use Policy.

This document is given to all student and staff users of the Internet in the Georgetown Schools. Students must sign it and obtain a parent or guardian's signature before they are allowed to access the Internet. Staff also must sign the agreement. Please read this document carefully before signing the sheet at the end of the handbook.

Internet access is available to students and teachers in the Georgetown School District. We believe the Internet offers vast, diverse and unique resources to both students and staff.

The Internet is an electronic network connecting computers all over the world. It provides students and staff with a world-wide array of information and news. Staff is also provided with the use of electronic mail. Access to the resources of the Internet is provided to help improve learning and teaching. Use of the Internet for non-educational purposes is not permitted. On a global network it is impossible to control all materials and a persistent user may discover controversial information. The Georgetown school system believes that the benefits of Internet access to educators and students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. The continued availability of the Internet for a user in the school district relies upon the proper conduct of that user. Guidelines are provided here so that staff and students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet.

Guidelines for Use of the Internet and Georgetown's Internal Network

1. Internet access is a privilege, not a right. Failure to comply with the Acceptable Use Policy may result in suspension or termination of user privileges and other disciplinary actions consistent with the Georgetown School Department's disciplinary policies. In addition, if a violation of the Acceptable Use Policy constitutes a violation of the law, criminal prosecution may result.
2. The use of school computers must be consistent with the educational objectives of the Georgetown School Department. Accessing or transmitting materials that are obscene or sexually explicit is prohibited. Prejudicial behavior and harassment are unacceptable.
3. All messages created, sent or retrieved over the Internet are property of the Georgetown School Department. Electronic mail transmissions and/or other use of electronic resources by students and employees are also the property of the Georgetown School Department and shall not be considered confidential. Copies of all information created, sent or retrieved may be stored on the Georgetown School Department's backup files. While the Georgetown School Department does not plan to review files on a regular basis, the Georgetown School Department reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business and purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
4. All files stored on the Georgetown school servers are considered property of the Georgetown School System and are not considered confidential.
5. The Georgetown School Department assumes no responsibility for any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
6. The Georgetown School Department is not responsible for any cost, liability or damages caused by a user's violation of the Acceptable Use Policy.
7. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material and spreading computer viruses.

8. Users shall abide by the rules of network etiquette. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of the network.
9. For their own safety, users must not reveal any personal addresses or phone numbers.
10. All communications and information accessible via the Internet should be assumed to be private property and subject to copyright protection. Use of these sources must be credited appropriately as with the use of any copyrighted material. In some cases, authors' written permission may need to be obtained before materials may be used.
11. Students may not subscribe to "list serves" or "newsgroups" without prior permission of the system administrator.
12. Attempts to gain unauthorized access to system programs or computer equipment are prohibited.
13. Any unauthorized attempt to harm, modify or destroy data of another user is prohibited.
14. Administrators will determine what constitutes inappropriate use of the Internet.
15. Students specifically are not allowed to (unless directed by a teacher or administrator):
 - A) attempt to tamper with the Georgetown school network or individual computers within the network or any other computer network accessed via the Internet;
 - B) use any form of email on the Georgetown network;
 - C) download any type of game or software;
 - D) download any music or video;
 - E) participate in any form of chat room, web log, gaming site, or instant messaging;
 - F) log on to or use a network account other than their own; or
 - G) use the Internet to conduct commercial or political activities.
16. Students may not use the school network or school computers to bully or harass another individual.

The scope of the Internet does not permit this document from enumerating ALL its possible misuses. It is expected that users will exercise judgment and immediately remove themselves from inappropriate sites.

Consequences of Inappropriate Use of the Network

Depending upon the severity and/or frequency of the inappropriate behavior, consequences will include loss of computer privileges, detention, or possibly suspension.

Approved by Georgetown School Committee on 6/9/04

EXTRA CURRICULAR AND INTERSCHOLASTIC PROGRAMS

School Philosophy on Participation

Participation by students in programs beyond the school day is an integral part of the total Georgetown High School experience. We highly recommend and encourage involvement in our extra curricular program. Please keep in mind that participation in extracurricular activities including interscholastic athletics is a privilege and shall be subject to GHS eligibility requirements as well as the approval of the principal.

Athletic User Fees

All user fees must be paid, when registering to try-out for any team. Students who have not paid their user fees will not be able to practice or participate. Extenuating circumstances may arise which may necessitate a payment plan or fee reduction. Payment plans or fee reductions must be approved by both the Athletic Director and the district's Business Manager, and must be concluded by May 31st. Generally speaking, reductions and payment plans will be based on the federal guidelines for free and reduced school lunch. Please contact the Director of Athletics for more information. Please note that there is a family maximum per school year set at \$1750. The family maximum does NOT apply to cooperative teams that are hosted by another school. Payments for all user fees must be made with a check or money order, no cash payments will be accepted. All sports fees must be paid before the first game of each season, or the student-athlete should be on a payment plan. An athlete will not receive a uniform or be allowed to play until this has been rectified. If there is an unpaid balance from the previous season, the athlete will not be allowed to tryout until the balance is paid.

Interscholastic Sports 2020 - 2021 (may change due to covid-19 pandemic):

FALL:	Cheering:	(FEE: \$375)
	Cross County	(FEE: \$375)
	Field Hockey	(FEE: \$425)
	Football	(FEE: \$475)
	Boys Soccer	(FEE: \$425)
	Girls Soccer	(FEE: \$425)
	Golf	(FEE: \$475)
	Volleyball	(FEE: User funded)
WINTER:	Boys Basketball	(FEE: \$475)
	Girls Basketball	(FEE: \$475)
	Wrestling	(FEE: \$425)
	Boys Middle School Basketball	(FEE: \$375)
	Girls Middle School Basketball	(FEE: \$375)
SPRING:	Baseball	(FEE: \$425)
	Softball	(FEE: \$425)
	Boys Lacrosse	(FEE: \$425)
	Girls Lacrosse	(FEE: \$425)
CO-OP:	Boys Ice Hockey	(FEE: Set by Pentucket)
	Girls Ice Hockey	(FEE: Set by MASCO)
	Co-ed Track	(FEE: Set by Essex Technical High School)

Please note the following regarding CO-OP teams:

Georgetown High School attempts to provide as many opportunities for participation as possible through the use of co-operative teams. Co-operative teams are approved by the state every 2 years, and are not intended to create competitive advantages. Student-athletes must be considered eligible by both the host school and visiting school's eligibility standards (academic, disciplinary, etc.) and must follow the host school's user fee policy. User fees paid when Georgetown is the visiting co-op do not apply to the family cap. Student-athletes must provide their own transportation to all practices and games.

Co-Op Teams for 2020 - 2021 (may change due to covid-19 pandemic):

Fall:

Girls Volleyball (Triton Host - Georgetown/Pentucket Visitors)
Field Hockey (Georgetown Host - Essex Tech visitors)

Winter:

Girls Ice Hockey (Masconomet Host - multiple schools are Visitors)
Boys Ice Hockey (Pentucket Host - Georgetown Visitors)
Co-ed Swim (Triton Host - Georgetown/Newburyport Visitor)
Co-ed Indoor Track (Triton Host - Georgetown Visitor)
Wrestling (Georgetown Host - Ipswich Visitor)

Spring:

Co-ed Outdoor Track (Triton Visitor - Georgetown, Essex Tech Host)

* All other sports we are the host. Clark school is a visitor and can participate based on availability.

ATHLETIC POLICIES

Tryouts

All students who meet the MIAA eligibility requirements, pass a physical examination, and are members in good standing at Georgetown High School are welcome and encouraged to try out for a team. In addition, **the following tryout policies shall apply:**

High School Teams

- Students in grade 9 may try out for freshmen sports, Grades 9-11 for junior varsity sports, and grades 9-12 for varsity sports.
- If space is available, middle school athletes can try out for the following sports based on the waiver process:
- 8th grade only: Freshman Football, JV Boys and Girls Soccer, Freshman Basketball, Wrestling, JV Baseball, JV Softball and JV Lacrosse.
- 7th & 8th Grade: Freshman Field Hockey, Boys and Girls Cross Country, golf skiing and volleyball. (if no middle school levels are offered)

Waiver Process

Middle school students wishing to play on a high school team where an opening has been determined must complete and submit a middle school waiver application with the Director of Athletics. The Director of Athletics will present waivers to the Cape Ann League and the MIAA for approval. Students that meet all requirements may choose to try out voluntarily. Middle school players cannot make a team ahead of a high school player. In sports where cuts are

made, athletes risk being cut after the tryout period. Students are then encouraged to join a non-cut sport if one is available. While participating as a member of a team, the student is expected to adhere to all rules and requirements outlined in the athletic handbook.

School Attendance

Student athletes must be in school for the entire day in order to be eligible to participate. It is each coach's responsibility to check the daily attendance. Those students serving a school suspension are ineligible to participate until they return to their regular classes. Failure to abide by the attendance requirement may result in suspension or possible contest forfeiture. Tardiness, early dismissal, emergencies and/or unusual situations will be handled through the Athletic Director.

1. A student is absent if s/he arrives after 11:00 a.m.
2. A student is absent if s/he is dismissed before 11:00 a.m. and does not return.
3. Academic excuses are permitted as approved by the assistant principal in advance.
4. Students who are dismissed due to illness will not be permitted to practice or play on that day.

Students who incur an unexcused tardy, beyond the three allotted tardies per semester, will NOT be eligible to participate in any co-curricular event (practices, games, rehearsals, plays, concerts, dances etc.) for that day.

If a student does not attend school on Friday and has a co-curricular event (practices, games, rehearsals, plays, concerts, dances, etc.) on Saturday and/or Sunday, he or she may not participate in the co-curricular event.

If a student is absent unexcused the day before a vacation he or she will be ineligible for the entire vacation. If a student is excused by a reason listed in the handbook, he or she is eligible starting on the Monday of the vacation pending review by the assistant principal.

It is the philosophy of the athletic department that academics come first and a student may, at times, need to receive additional academic help after school. This would necessitate missing some practice and/or game involvement. There would be no penalty in these cases as long as a note from the teacher is provided to the coach.

Vacation Policy

During school vacation weeks, the Cape Ann League schedules games for junior varsity, varsity and occasionally Freshmen Sports. Athletes that are playing on a team that plays over the vacation week should be aware of these guidelines.

- If a student-athlete is going on an educational, school sponsored trip, there is no penalty regarding his/her status or playing time on the team. Trips to Europe, Washington, D.C., class trip would be such examples. However, a coach may decide to limit a player's time or change their positioning based upon the player's readiness to perform. These are viewed as strategic decisions and not penalties for going away. For example, if a student is away for a week, returning to the starting lineup without sufficient practice time could be detrimental to the player or team.
- A student cannot be suspended for more than one game if he/she misses a game(s) during school vacation for a family vacation.

Disciplinary Actions

While we believe that all athletes are committed to following the rules of the athletic department, situations may occur that require disciplinary action. The following procedures will be used in these circumstances after the athlete has had the opportunity to meet with the coach, athletic director and/or principal.

Suspension from a Team

A student may be suspended from a team temporarily (games and/or practices) by the coach, athletic director and/or principal. Causes for suspension include, but are not limited to: suspension from school; unsatisfactory grades; personal misconduct; unexcused absences from meetings, practices or games; unsportsmanlike conduct; violations of school or athletic department rules.

Removal from a Team

A student may be removed from a team by the coach, athletic director and/or principal. Removal from a team by the coach will result only after a consultation with the athletic director and/or principal. Causes for removal include, but are not limited to: repeated violations of the code of conduct and discipline; repeated violations of athletic policies; personal conduct which warrants such actions before, during or after school hours; verbal or physical attack on any team member, opponent, fan, coach or official; repeated acts of unsportsmanlike conduct; not participating while able in athletic events.

Grievance Procedure

The grievance procedure at Georgetown High School has five levels: teacher/coach, department head/athletic director, dean of students, principal, and superintendent. Within the first four levels, any student/parent who has a concern arise with a staff member may appeal that decision to the next highest level. If a student or parent breaks the chain of command, he/she will be sent to the appropriate lower level. All emails sent to the athletic department or above are public domain and can be shared with coaches and/or athletes.

- The grievance procedure is as follows:
- The student/parent contacts the teacher/coach about the concerns.
- The student/parent may then appeal that decision to the department head/athletic director.
- The student/parent may then appeal that decision to the dean of students.
- The student/parent may then appeal that decision to the principal.
- The final appeal can then be made with the superintendent.

If the issue arises at a level beyond step 1, then the appeal process continues from that step up to step 5.

Fundraising

The Georgetown School Committee has policies that govern fundraising in the school and all requests to raise funds must comply with policies JJE, Student Fundraising Activities, JP, Student Gifts and Solicitations and KHA, Public Solicitation in the Schools. Specific information of these policies is available on the district website at www.georgetown.k12.ma.us.

All athletic sponsored fundraising must be approved by the principal in advance of the event. Fundraising activity sheets must be filled out and returned to the front office. No fundraising may take place without approval in advance. As per policy, some fundraising activities may require approval from the School Committee and/or the Superintendent of Schools.

Transportation

Georgetown will provide bus transportation, to and from the event, of all scheduled away contests. Players are expected to travel to and from games with the team. If a student has an extenuating circumstance (academic, religious, or physical) and must be transported to the event in private transportation, s/he must fill out the *Parent Permission Form for Travel* and turn it into the coach in advance. No transportation will be provided for practice or cooperative sports practice.

Bus Rules:

1. There is NO eating on the buses at all for any reason. No exceptions will be made.
2. There are to be NO cleats to be worn on the buses.
3. There should be nothing blocking the emergency exit or piled on the floor.
4. No students should be jumping out the back door of the bus unless in an emergency situation.
5. Students should be respectful to drivers and other students. Same rules apply on the bus as in school.
6. Everyone needs to remain seated at all times including the coaches.
7. Distracting the driver by yelling, screaming, or foul language is not allowed.

Georgetown High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA), the organization that determines the rules and regulations governing athletics in the Commonwealth of Massachusetts. The MIAA student eligibility requirements for participation in high school athletics are quite involved. The MIAA regulations have been condensed considerably in an attempt to highlight the most important rules and regulations. If you have any questions, or need further clarification please contact the athletic director.

Physical Exams

All students must pass a physical examination within 13 months of athletic participation. A sports physical terminates 395 days subsequent to administering and must be renewed immediately should an athlete be "in season" to maintain eligibility. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner. A report from the attending physician must be filed with the student's records by the school nurse before a student is allowed to participate in any tryout, practice or contest.

PENALTY: A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.

Chemical Health/Alcohol/Drugs/Tobacco

Student and Coach Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

From the earliest fall practice date, to the conclusion of the academic

year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum Penalties:

First violation: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. 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 part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 60% of the season.

If 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 part of an event will be dropped when calculating the 40% of the season. **Penalties shall be cumulative for 12 months from the day before the date of the first violation.** 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.

Transfer Students

A student who transfers from any school to an MIAA member school is ineligible to participate in any interscholastic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one year period immediately preceding the transfer. A waiver request is available for transfer students with special circumstances. Varsity participation is defined as any appearance as a competitor in a varsity interschool game, match or meet other than a scrimmage. The equivalent will be judged by the MIAA executive staff on the basis of the quality of non-school sport program participation. The parent of all transfer students who intend to participate in athletics should contact the athletic director immediately upon considering a transfer to Georgetown High School.

Bona Fide Team Members

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.

Any student who violates this standard is ineligible for the next two contests or two weeks, whichever is greater, immediately upon confirmation of the violation. In addition, the rules also state that, "Any student who violates this standard becomes ineligible for the MIAA tournament(s) in that sport for that season."

Age Limits

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her nineteenth birthday occurs on or after September 1 of that year. For grade nine competitions, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year.

Hazing

The laws of the Commonwealth of Massachusetts prohibit hazing. The Department of Education requires that every school (other than elementary schools) in the Commonwealth alert students and parents to the legislation by presenting a copy of the law. In compliance with that regulation, the law is printed in its entirety below.

In accordance with Massachusetts General Laws Chapter 269, as amended:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment in a house of correction for not more than one hundred (100) days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, 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 and 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, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril of himself or others, report such crime to an appropriate law enforcement officer 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 (\$1000.00).

Section 19. 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 17 and 18.

An officer of each such group or organization, and each individual receiving a copy of said section 17 and 18 shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections 17 and 18.

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 report.

Time Allowed for Participation

A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons, i.e. eligible during only four consecutive academic years after first entering grade 9.

Only One School Sport per Season is Permitted

A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. ***For the purposes of this rule only***, a student-athlete officially becomes a member of his/her team for the sport season on the date of that school's first regular season contest in that sport.

Captain's Practice

Georgetown High School in no way condones any form of "Captain's Practice." The term usually means the team's captain will organize and conduct out-of-season practice for the sport without adult supervision. The MIAA does not in any way sanction, encourage, or condone "Captain's Practice" in any sport. Depending on the member schools' involvement, these "practices" may be a clear violation of the rule defining season limitations.

Letter Qualifications

Varsity letters will be awarded to players on the varsity that have appeared in 50% of all varsity halves, quarters, or periods. In order to receive a letter, an athlete must be academically eligible at the end of the season. Any athlete removed from the team for disciplinary reasons will not be eligible for a letter. Seniors who do not meet the playing requirement will also receive a varsity letter. The director of athletics will have discretion with regard to unusual circumstances. Coaches will determine if the player has qualified for a letter under the 50% rule. The first varsity letter earned will receive a Chantelle Royal G letter and pin representing the sport in which the letter was earned. Each additional letter earned will receive a pin representing the sport. All participants in all levels that finish the year in good standing will receive a certificate of participation. Cooperative team letters are determined by the host team criteria.

ATHLETIC DEPARTMENT HIRING AND REVIEW PROCESS

Part I - Varsity Coaches

1. Vacancy is declared.
2. Position is posted internally and externally on MIAA website, SchoolSpring, for at least two weeks.
3. Ad Hoc search committee is formed with athletic director, two student athletes, two parents, two coaches and one community member (teacher, parent not involved with sport, booster, etc.)
4. Applications are reviewed by the athletic director and unqualified candidates are removed. Qualified applicants are presented to the search committee to schedule interviews.
5. First round of interviews is completed. Candidates are narrowed down for the second round or finalists are chosen.
6. Two finalists are sent to principal.
7. One finalist is sent to the superintendent.

Part II – Subvarsity Coaches

1. Vacancy is declared.
2. Position is posted internally and externally on MIAA website, SchoolSpring, for at least two weeks.
3. Applications are reviewed by athletic director and varsity coach, and unqualified candidates are removed.
5. First round of interviews is completed. Candidates are narrowed down for the second round or finalist(s) are chosen.
6. One to two finalists are sent to the principal.
7. One finalist is sent to the superintendent.

Part III – Annual Review

At the end of each season, coaches complete a preliminary evaluation of their subvarsity coaches, and then all coaches are evaluated by the athletic director in the following categories: administration of coaching position, skills, relationships, performance, and self-improvement. They also set goals for the following year. Starting in Spring of 2016, a parental and athlete feedback form will also be used to help inform the athletic director and coach to set goals.

MANAGING THE CARE OF STUDENTS WITH ATHLETIC CONCUSSIONS

The recognition and treatment of athletes who have suffered a concussion has become a national priority. An increasing number of studies have revealed that concussions, not properly treated, can result in permanent physical and cognitive deficits.

Recovery from a concussion requires limitation of physical activity, especially sports activity, and physical education activities. In significantly symptomatic students, mental activity should also be limited to allow the brain time to heal. In light of this information, Georgetown Public Schools seeks to provide a safe return to activity for all students after a concussion and has developed the following policy.

Training Program

- A. The following persons annually shall complete one of the head injury safety training programs approved by the Department as found on the Department's website:
 1. Coaches;
 2. Certified athletic trainers;
 3. Trainers;
 4. Volunteers;
 5. School and team physicians;
 6. School nurses;
 7. Athletic directors;
 8. Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer;
 9. Parents of a student who participates in an extracurricular athletic activity; and
 10. Students who participate in an extracurricular athletic activity.
- B. The required training applies to one school year and must be repeated for every subsequent year.
- C. Georgetown Public Schools will maintain a record of completion of annual training for all persons specified by 105 CMR 201.007(A) through:
 1. a certification of completion for any department approved online course; or
 2. a signed acknowledgement that the individual has read and understands department approved written material required by 105 CMR 201.008 (A)(1).
- D. Game officials shall complete one of the training programs approved by the department as specified on the department's website annually and shall provide independent verification of completion of the training requirement to schools or school districts upon request.

Participation Requirements for Students and Parents

Pre-participation Requirements.

1. Each year, Georgetown Public Schools shall provide current department approved training, written materials or a list and internet links for department approved online courses to all student who plan to participate in extracurricular activities and their parents in advance of the student's participation.
2. All students who plan to participate in extracurricular athletic activities and their parents shall satisfy the following pre-participation requirements:
 - a. Each year, before the student begins practice or competition, the student and the parents shall: complete current department approved training regarding head injuries and concussions in extracurricular athletic activities and provide the school with a signed acknowledgement that they have read and understand department approved written materials.
 - b. Before the start of every sport season, the student and the parent shall complete and submit a pre-participation form (included as part of the registration), signed by both, which provides a comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history, and any history of co-existent concussive injuries.
 - c. Before the start of a student's first sport of the year, he/she has the option to complete a baseline concussion test. The school department has chosen to use the Student Assessment of Concussion (SAC) test.

Ongoing Requirements

If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete the Report of Head Injury Form, and submit it to the coach, athletic trainer or school nurse.

Exclusion from Play/Re-entry Process to School

- A. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
- B. The student shall not return to practice or competition unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.
- C. The coach/athletic trainer shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach/athletic trainer also must provide this information to the parent in writing, whether paper or electronic format, by the end of the next business day.
- D. The coach/athletic trainer shall communicate, by the end of the next business day, with the athletic director and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.
- E. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated re-entry plan for return to full academic and extracurricular athletic activities.
 1. The re-entry plan shall be developed with input from the following, as appropriate:
 - a. the student's teachers,
 - b. the student's guidance counselor,
 - c. school nurse,
 - d. athletic trainer,
 - e. parent,
 - f. IEP team,

- g. in consultation with the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
2. The written re-entry plan for students, parents and school personnel shall include, but not be limited to, the following:
 - a. Physical and cognitive rest as appropriate;
 - b. Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
 - c. Estimated time intervals for resumption of activities;
 - d. Frequency of assessments, as appropriate, by the school nurse, primary care physician, certified athletic trainer, and school physician until full return to classroom activities and extracurricular athletic activities are authorized; and
 - e. A plan for communication and coordination between and among school personnel and between the school, the parent, and the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
3. The student must be completely symptom free and medically cleared as defined in 105 CMR 201.011 in order to begin graduated re-entry to extracurricular athletic activities.

Medical Clearance and Authorization to Return to Play

Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the athletic trainer, a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (Medical Clearance and Authorization Form), or appropriate doctor's note, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

A. Only the following individuals may authorize a student to return to play:

1. A duly licensed physician;
2. A duly licensed certified athletic trainer in consultation with a licensed physician;
3. A duly licensed nurse practitioner in consultation with a licensed physician or;
4. A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

For more information please see the Georgetown High School's website for the complete Athletic Handbook. The Athletic Handbook supersedes the Student/Parent Handbook should there be a question of accuracy pertaining to Athletics.

http://www.edline.net/files/_f1D4A_/3c1a685a8a7c07d33745a49013852ec4/athletic_handbook_2012_13.pdf

CONTRACTS AND FORMS

Student Dance Contract

This contract states the rules that must be followed at all school sponsored dances/semi-formals/proms/banquets and the consequences related to non-compliance. By signing your name to the Georgetown High School Sign-Off Sheet at the end of the handbook you are stating that you comprehend and will abide by the following rules; and it is understood that if you break a rule, you will be subject to the consequences listed below.

Rules and Consequences

1. Students must be in compliance with the attendance policy the day of the dance or they will not be admitted.
2. Students are expected to wear the appropriate attire for the occasion.
3. Consumption of alcohol or any controlled substance will not be allowed before or during the dance.

Consequence: Parents and police will be notified. A suspension will result after a due process hearing, in conjunction with this Handbook.

Consequence: MIAA rules will apply to members of athletic teams.

Consequence: No future attendance at dances or proms will be permitted.

4. Inappropriate language, gestures, and/or behaviors are unacceptable.

Consequence: Student will be removed from the dance and suspension may result.

5. Students must remain within the physical boundaries of the dance, once a student leaves the dance, he/she may not return.

Consequence: If student is found beyond the specific dance area he/she will be removed, and there will be no re-admittance for any reason.

6. Students must adhere to any specific rules for a particular dance.

Consequence: Failure to comply with rules will result in the student's removal from dance.

7. Dances are for Georgetown High School students. For non-students to attend dances, permission must be obtained in writing prior to the dance through the main office. Any GHS student who sponsors a guest will be held responsible for the behavior of that guest. One guest per GHS student.

Consequence: Any non-GHS guest and their host will be removed from the dance.

Sample Harassment Complaint Form

Name of Complainant:

Position (circle one): Student Teacher Secretary Custodial Other

Date of Complaint:

Name of the Alleged Harasser:

Date and Location of Incident(s):

Name(s) of Witnesses:

Evidence of Harassment (i.e. photos, letters, etc.) Attach and list items:

Other Pertinent Information:

Signature of Complainant / Date

Signature of Reporting Officer / Date

NOTICE OF REQUEST FOR PERMISSION

Permission to Use Electronic Recordings of your Child's Performance for Fundraising Events to Benefit Georgetown Public Schools

The Georgetown Middle-High School, Penn Brook Elementary School, and Perley Elementary School from time to time record concerts, plays, athletic events, and other activities involving students for broadcast on the Georgetown Cable Television Channel. These schools may offer to the community the ability to purchase CD or DVD copies of these performances, events, or activities as a means of raising funds to purchase items needed by these schools that cannot be purchased in traditional ways due to budget restrictions.

In accordance with federal and state laws and regulations as well as Georgetown School Committee policy JRA-R, we may release certain directory information such as your student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors, awards, and post high school plans without consent of the parent or student. We may do this however, only after giving you the parent reasonable time to inform us that you do not wish to have this information released.

For the purpose of this Request for Permission, we are planning only to release a copy of your child's performance or participation in a concert, play, athletic event, or other activity that was previously recorded and broadcast on the Georgetown Cable Television Channel. We may also release your child's name as one of the performers or participants, but no other directory information will be released. Again, this release will be in the form of a CD or DVD recording that will be made available to parents and the public for a cost, with the funds being used towards specific school needs that will be clearly outlined in the fundraising effort.

If you agree to allow the Georgetown Public Schools to release your child's information in the manner and for the purpose described above, you need do nothing more.

If you DO NOT wish to allow the Georgetown Public Schools to release your child's information in the manner and for the purpose described above, please return this form to your child's school.

Child's Name (Print) _____

Parent or Guardian Name (Print) _____

Parent or Guardian Signature _____

By signing and returning this sheet, I am stating that I do not wish to allow the performance or participation of the above named child(ren) in any performance, activity, or event to be released in the manner and for the purposes described in this letter.

GRIEVANCE PROCEDURE AND DISCLAIMER

Grievance Procedure

The grievance procedure at Georgetown High School has five levels: teacher/coach, department head/athletic director, dean of students, principal, and superintendent. **Within the first four levels**, any student/parent who has a concern arise with a staff member may appeal that decision to the next highest level.

The grievance procedure is as follows:

1. The student/parent contacts the teacher/coach about the concern.
2. The student/parent may then appeal that decision to the department head/athletic director.
3. The student/parent may then appeal that decision to the dean of students.
4. The student/parent may then appeal that decision to the principal.
5. The final appeal can then be made with the superintendent.

If the issue arises at a level beyond step 1, then the appeal process continues from that step up to step 5.

Disclaimer

The laws, school committee policies and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Georgetown High School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or school committee policy not written in this handbook. If a new law is passed, it supersedes current rules.

Please note that all guidelines, rules and responsibilities for our students, faculty and parents/guardians are in compliance with the policy manual created by the Georgetown School Committee. This policy manual is posted on the district's website for your review. Please do not hesitate to contact school administration if you have any questions or need further clarification regarding school policies.

Bell Schedule

<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>	<u>Day 6</u>	<u>Day 7</u>
A	A	A	A	A	A	B
46 min	46 min	46 min	46 min	46 min	46 min	46 min
B	B	B	B	B	C	C
43 min	43 min	43 min	43 min	43 min	43 min	43 min
C	C	C	C	D	D	D
43 min	43 min	43 min	43 min	43 min	43 min	43 min
D	D	D	E	E	E	E
43 min	43 min	43 min	43 min	43 min	43 min	43 min
G	F	E	D	C	B	A
90/30	90/30	90/30	90/30	90/30	90/30	90/30
E	E	F	F	F	F	F
43 min	43 min	43 min	43 min	43 min	43 min	43 min
F	G	G	G	G	G	G
43 min	43 min	43 min	43 min	43 min	43 min	43 min

High School Lunch 1 10:41 to 11:11 HS Block 5 11:15 to 12:41
 HS Block 5A 10:45 to 11:26 **HS Lunch 2 11:26 to 11:56**
 HS Block 5B 12:00 to 12:41
 MS Block 5 10:41 to 12:11 **MS Lunch 12:11 to 12:41**

GEORGETOWN HIGH SCHOOL SIGN OFF FORM

2020 - 2021 School Year

Website: www.gssapp.org/GeorgetownPublicSchools/gmhs/

STUDENT NAME: (print) _____ YOG: _____

CODE of discipline and student/parent handbook

_____ I have read the Student-Parent handbook located on the Georgetown Middle High school website. I understand the general rules and regulations regarding the behavioral and procedural expectations of the school. I understand that if I would like to receive a hard copy I can obtain one from the main office.

_____ I have read and understand the rules regarding the Student Dance Contract found within the Student-Parent handbook located on the district website.

STUDENT INTERNET POLICY/PERMISSION

_____ I acknowledge that I have read the Georgetown High School's Internet Acceptable Usage Policy found within the Student-Parent handbook located on the district website.

Student Hazing Law

_____ I acknowledge that I have read the Hazing Law (M.G.L. Chapter 269, sections 17-19) and the consequences associated with hazing found within the Student-Parent handbook located on the district website.

PRIVACY LAW

Under the PRIVACY LAW, pictures and/or names of children cannot be released to newspapers without parent/guardian approval. To prevent the inconveniences of requesting this permission each time a special program, event or school-related activity occurs which might result in the appearance of a newspaper article or photograph.

_____ I hereby give my permission for my child, a student at Georgetown High School, to have his/her name and photograph released for articles and our Web Site that report Georgetown High School activities.

If for any reason you do not wish your child to be photographed or videotaped for public viewing, please put this in writing to your child's principal or use the form found in the handbook located on the district's website. If we do not hear from you, we will assume you agree to allow your child to be photographed or videotaped during the 2018-2019 school year.

Student/Parent Signatures

Student: (signature) _____ Date: _____

Mother, Father or Guardian
(print): _____

(signature): _____