

PENTUCKET REGIONAL MIDDLE SCHOOL

Student Handbook 2021-2022



WEST NEWBURY~MERRIMAC~GROVELAND

Central Administration

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Middle School Administration

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I. INTRODUCTION

A. Message to Students

August 18, 2021

Greetings PRMS Students and Families!

I hope everyone has had a wonderful summer; it's hard to believe that the start of school is only a couple of weeks away! I am so excited to start my second year here at the middle school; unlike last year, we will have our full student body present on the first day, and I truly cannot wait for what will be a wonderful year. We have some great things planned, and August 30 cannot come soon enough.

We have been hard at work here this summer preparing for a great school year--teachers have been participating in workshops and book groups, our administrative assistants have been working diligently to make sure everything is set to go for the school year, and our custodians have been cleaning tirelessly to prepare the building for the start of school. Staff returns to work next Wednesday, and we cannot wait for the students to return on August 30.

As a reminder, we will host an orientation for grade 7 students next Thursday, August 26 from 7:30-11:10 a.m. This is a great opportunity for students to meet their teachers and get to know their schedules and the building. Students should come prepared with a backpack, paper, and writing utensils, and they may bring water and a snack. Buses will be available to transport students to and from orientation, so please check the district's main website for an updated list of the bus routes next week.

In addition to orientation next week, we will also be distributing Chromebooks to all incoming grade 7 and new students to the district on August 26 from 5-7 p.m. in the middle school cafeteria. Prior to the evening, please be on the lookout for additional information from the technology department, such as the user agreements and information about insurance.

We are looking for volunteers to help out with our PTO and school council. These two groups are critical to the success of our school. The PTO provides an avenue for staff and community members to work together to enrich the educational experience for all of our students. At the middle school, we currently have one fundraiser planned for the upcoming school year. This is our annual pie fundraiser and will run from September 27-October 18, with a delivery date the week of Thanksgiving. If you are interested in helping out with this fundraiser or would like to be a member of the PTO, please let me know. We appreciate your support in any capacity.

Our school council comprises community members, family members, school staff, and students. The purpose of this group is to examine the school culture and to create a school improvement plan that reflects the district's vision, as well as the needs of the school. This group meets monthly to discuss progress towards these goals, while developing strategies to continue to move the school forward. If you are interested in being a member of this group, please let me know.

Back to school night is scheduled for Monday, September 13 from 6:00-8:00 p.m. This is a great opportunity for you to meet our amazing teachers, go through your child's schedule, and gain insight into the expectations outlined in each class.

Enclosed in this envelope you will find a health information form that must be returned if there are any changes. Please write the changes directly on the form and return it to the school nurse by September 10.

You will also find information with your student's computer login information. This is new login information and will replace the one that students used in elementary school.

If you have any questions, please do not hesitate to reach out. I am looking forward to seeing all of the students at the start of the year.

Warm regards,

Terrence Conant
PRMS Principal
tconant@prsd.org

B. Parent Information

Middle school is a time of change and growth for your student. The workloads and social adjustments are greater here than at the elementary level. At the beginning of each school year, parents frequently ask questions about what they can do to support their child during the middle school years. Middle school can be challenging at times, but there are several simple things that will help students achieve success and feel supported. Parents, please take time to:

Talk with your child about their school day and ask specific questions about what they did (don't take "nothing" for an answer!). If you know your child has a project or long-term assignment coming up, get involved. The same goes for community service, sports, and music — any extracurricular activities.

With your child, read and review the information that PRMS and the district provides regarding overall excellence and success. Be familiar with your student's schedule, student handbook, and district policies.

Heavy use of technology, electronic devices, and social media are part of today's adolescent's daily life. Help them be responsible, respectful, and safe. Requiring access to all social media and email accounts, implementing a technology curfew, and requiring that smartphones, tablets, and laptops be used in public places (i.e. not in their bedrooms) is a good place to start. Family safety options are also available through most wireless carriers.

Volunteer at school. Both your child and the school will benefit from your involvement and help. Becoming a member of the PRMS's Parent Teacher Organization (PTO) gives parents the opportunity to make a positive impact on our school's community and culture. PTO meetings are typically held once a month, and are encouraged, but not mandatory. Watch for information on PTO events!

Register for **Infinite Campus** as soon as possible. This online communication system allows parents and students to communicate with teachers and other staff members. Infinite Campus enables teachers to create news and calendar events and post class assignments/grades that are viewable for registered users – watch for information on registration.

C. Equal Opportunity: Notification of Anti-Discrimination

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

Inquiries regarding compliance with the above should be directed to: Dr. Bartholomew, Superintendent of Schools.

D. Notification of Homeless Coordinator

In accordance with the No Child Left Behind Act, the Pentucket Regional School District has named Mr. Brent Conway as the Homeless Coordinator for the school district. Mr. Conway can be reached at 22 Main Street, West Newbury, MA 01985 or by telephone at 978-363-2280.

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F. Middle School- Daily Schedules
Standard Schedule

Attendance	7:25 – 7:35
Period 1	7:35 – 8:30
Period 2	8:32 – 9:24
Period 3	9:26 – 10:18
Period 4	10:20 – 11:12
Period 5 Gr7 Lunch 11:14 – 11:38 Gr8 Lunch 12:04 – 12:29	11:14 – 12:29
Period 6	12:31 – 1:23
Period 7	1:25 – 2:15

90-minute Early Release Schedule

Attendance	7:25 – 7:35
Period 1	7:35 – 8:10
Period 2	8:15 – 8:50
Period 3	8:55 – 9:30
Period 4	9:35 – 10:10
Period 5 Gr7 Lunch 10:10 – 10:34 Gr8 Lunch 10:59 – 11:23	10:15 – 11:23
Period 6	11:28 – 12:05
Period 7	12:08 – 12:45

Half-day Schedule (3 HR Early Release – no lunches served)

Attendance	7:25 – 7:35
Period 1	7:35-8:02
Period 2	8:06-8:32
Period 3	8:36-9:03
Period 4	9:07-9:35
Period 5	9:39-10:07
Period 6	10:11-10:39
Period 7	10:42-11:10

2Hr Delayed Opening

Period1/Attendance	9:35 – 10:05
Period 2	10:10-10:40
Period 3	10:45-11:15
Period 4 Gr7 Lunch 11:15-11:39 Gr8 Lunch 12:07-12:31	11:20-12:32
Period 5	12:36-1:06
Period 6	1:11-1:41
Period 7	1:46-2:15

G. Building Hours

Students are permitted to enter the school building at 7:10 a.m. and report to the cafeteria until 7:25 a.m. Parents and students have access to the building until 7:00 p.m. Monday through Friday. Should the doors be locked, please ring the bell by pressing the button located to the right of the front doors. Parents must accompany students into the building after hours.

H. Emergency Response Plans

Safety/evacuation drills are necessary by law and are conducted for the safety of the student body. Strict observance of the administrator's and teacher's instructions must be expected of all. Avoid talking and move quickly. Anyone who deliberately pulls a fire alarm without cause will be subject to firm disciplinary action including suspension, expulsion and/or legal prosecution.

II. ACADEMICS POLICY & GUIDELINES

A. Academic Integrity

Plagiarism is defined as taking or imitating the ideas, thoughts, or language of another and representing them as one's original work. It is imperative that all work submitted by a student be representative of his/her own ideas, and thoughts written in his/her own words.

Cheating is deliberately giving or receiving improper assistance on assignments or tests. **Examples of cheating include but are not limited to:**

- Copying another student's homework, papers, projects, or ideas
- Using unauthorized books, calculators, notebooks, "cheat sheets," or other resources during assessments
- Using electronic resources (smartphones, tablets, etc.) to access information during assessments
- Copying or allowing another student to copy answers during a test, quiz, or exam.

Therefore, plagiarism and cheating are strictly prohibited in all work pertaining to school. Consequences for plagiarizing and/or cheating are as follows:

- No credit for the assignment for the student(s) who copied/cheated/plagiarized
- No credit for the student(s) who allowed work to be copied or assisted in cheating
- Teacher notifies parent(s)/guardian(s)
- For any incident/multiple incidents students may be subject to more disciplinary action, up to and including suspension
- If the ideas, thoughts or language from another source must be used in the work being done, it is the student's responsibility to quote, footnote, and/ or annotate the information appropriately.

B. Academic Achievement

At the close of each quarter an honor roll is published in the local newspapers. This honor roll gives recognition to those students who have obtained a high standard of achievement and who have exhibited exemplary effort. We would like you to be aware of the following standards: High Honors status requires an A or A- in all courses. Honors status requires a B- or better in all courses. Note: Courses that use *Pass or Fail* as grading criteria effects honor roll status.

C. Report Cards

Report cards are distributed to all students four times during the school year. The target date for distribution is one week following the close of each marking period (see school calendar).

D. Homework

Middle school students typically receive one to two hours of homework per night. Students are responsible for obtaining and completing missed work after an absence.

III. ELECTRONIC DEVICE POLICY

The School Committee recognizes the need for students to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment. Our Digital Use Policy is for all users of the Pentucket Regional School District network, including staff, students and guest network users. This policy (IJNDB-R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS) is based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. PRSD provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance our students' ability to live and work in the 21st century. Online communication constitutes any use of network resources, etc. PRSD electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the (IJNDB) DIGITAL USE POLICY and this policy (IJNDB-R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS) are put in place to accommodate for the many educational and global changes to date. The following is a statement of rules and guidelines for the empowered use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the

PRSD community (students and staff) will be held accountable. The intent of this policy is to ensure that students utilize digital and technological access in a responsible manner consistent with the purpose of providing these services.

- PRSD uses dynamic content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. PRSD realizes this fact and takes every effort to monitor online activity.
- PRSD believes that the benefits to students from access to information resources and the opportunity for collaboration available through the Internet exceed any potential disadvantages.
- Users (staff, students and guests) who use the computer network must abide by the terms of PRSD Policy IJNDB DIGITAL USE POLICY, PRSD Policy IJNDBA SOCIAL NETWORKING POLICY, as well as this policy IJNDB - R DIGITAL USE POLICY RULES & REGULATIONS FOR PENTUCKET REGIONAL SCHOOL DISTRICT (PRSD) STAFF, STUDENTS, AND GUEST NETWORK USERS. Any user who violates these policies will be subject to a disciplinary action in accordance with the district's Code of Conduct.
- The use of the network must be consistent with, and directly related to, the educational objectives of PRSD.

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

Extended Safety K-5. In accordance with Internet search guidelines, teachers of students in grades K-5 will provide access to Internet resources as appropriate for the age of the child. Password Protection. Passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal, or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the Network Administrator or the Technology Director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

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

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

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

Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in online applications. Students are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting. District-owned Network and Computing Equipment. Users of the PRSD network and computing equipment will:

- Access only email distribution lists with prior permission and only for appropriate educational use.
- Refrain from mass messaging or mass email distribution without prior permission from their school administrator.
- Seek, access or download only materials that are relevant to assignments or coursework.
- Use the computer network only for schoolwork. Chat rooms and games will only be used for educationally appropriate schoolwork as directed by teachers.
- Access only programs and applications appropriate for schoolwork and will not override any firewall/web filtering established on the network.
- Be responsible for maintaining a 100% working computer with only the applications installed by the district.
- Keep your data and the district's data safe by keeping passwords private, logging out, and not altering data or installing unauthorized software or games.

PRSD assumes no responsibility for:

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

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

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

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

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

TERMS of AGREEMENT

Pentucket Regional School District reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, or dismissal (staff) for violations of this policy. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Pentucket Regional Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

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

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

ADOPTION: May 19,2020

IV. SECONDARY LEVEL CODE OF CONDUCT

Pentucket Regional School District Secondary Code of Conduct Responsibility Agreement and Discipline Procedures

A. DISCIPLINE/CODE OF CONDUCT

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

In addition, parents/guardians are asked to review the "Pentucket Regional School District- Secondary Code of Conduct & Responsibility Agreement" with their student(s). This has been designed to clarify our expectations and prevent problems from occurring.

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

EXPECTED BEHAVIOR - CODE OF CONDUCT AND RESPONSIBILITY AGREEMENT

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

CODE OF CONDUCT

The Pentucket Regional Secondary School Code of Conduct reflects the Core Values of our school. In order to uphold these values and reinforce our school-wide goal of creating a safe and respectful learning environment, the following consequences may be utilized. (Please note that this is

not a comprehensive list, nor is it necessarily in order of implementation. School personnel support each student experiencing difficulty with these expectations or the school rules on an individual case. Consequences for more serious behavioral/disciplinary issues will be determined on an individual basis.)

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

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

EXPECTED BEHAVIOR BY LOCATION & SITUATION

General

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

Audience in Assembly Behavior

- Arrive and fill all the auditorium seats from front to back
- Listen! Behave properly and be courteous to other members of the audience and the performers or speakers.
- Remember that the only acceptable response is appropriate expected applause.

Cafeteria/Lunch

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

Cell phones and electronic devices

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

Social Interactions - Preventing bullying

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

- Be kind to each other.
- Do not use words that would cause a classmate to feel sad, upset, or ashamed.
- Keep your hands to yourself. Do not hit, kick, punch, pinch, or touch another student. Never touch another student in a way that might hurt them.
- Consider other people’s feelings at all times before you speak. Try your best not to hurt others’ feelings.
- Do not say or do anything to threaten another student.
- Do not do or say anything that would make another student scared.
- Do not tease, taunt, mock, embarrass, or humiliate your classmates.
- If you are being bullied, tell an adult right away.

- If you know another student is being bullied, tell your teacher, principal, parents, or another adult right away.
- Review and follow our anti-bullying policy
- If you bully another student, you will be disciplined, up to and including a long-term suspension from school.

Online Social Interaction - Preventing Cyber-bullying

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

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

Care for School Property

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

Walkers (Where Applicable)

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

Bus Students

- Only authorized students may ride the bus.
- Obey the driver in all matters at all times.
- Be courteous to others while loading, riding, and leaving the bus.
- Arrive at the bus stop on time and wait for the bus on the curb or shoulder of the road.
- Cross highways and streets only in front of the bus. Move away from the front bumper of the bus approximately 6 -8 feet so the bus driver can observe your crossing. Do not run or dash into the street or road without looking both ways even though the bus driver has traffic stopped.
- Avoid trespassing on private property and being noisy.
- Board the bus in an orderly manner only after the bus has come to a full stop and the driver has opened the door.
- Take your seat promptly; and if you must stand, grasp a seat bar firmly.
- Remain seated until the bus comes to a full stop; then leave in an orderly fashion.
- Allow students who are standing to get off first once the bus has come to a full stop.
- Avoid actions that might distract the driver and result in an accident.
- Keep your voice low; be certain there is no shouting, whistling, rough-housing, pushing, fighting, or throwing of objects.
- Be certain not to extend your arms or any other parts of your body out of the bus windows. Never throw any objects from the bus.
- Ask the driver's permission before opening the windows.
- Help keep the bus clean and report any damage in the bus to the driver. Be certain not to eat or chew gum on the bus.
- Keep books and bundles out of the aisles and do not carry heavy objects on the bus that might cause injury to other students. If you carry small animals on the bus for school projects, you are responsible for their containment while going to and from school.
- Ride your assigned bus and do not ask the driver to make unauthorized stops unless written permission is received from your parent and agreement is reached between the Principal and the bus driver.
- Report any violation of these rules to the bus driver, or your teacher.

If I do not follow these rules and expectations, there will be consequences for my actions. Potential consequences will include but not be limited to:

- Loss of social privilege
- Telephone call to parent-guardian
- Meeting with the Principal or Assistant Principal
- Assigned seating on the bus or in the cafeteria

- Meeting between student, teacher, and parent(s)
- Meeting between parent(s), teacher, and Principal or Assistant Principal
- Written agreement by student(s) as facilitated by an administrator
- Attending in-school suspension

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

CONSEQUENCES

Classroom Management of Unexpected Behaviors

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

Referrals to the Principal's office

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

Guiding Rubric for Discipline/Conduct Referrals

The following is an illustration of possible outcomes for students found in violation of the Pentucket Regional School District's Secondary 7-12 Code of Conduct. The principal and/or assistant principal reviews each situation on a case by case basis, considering mitigating facts and circumstances and decisions are not bound by the following rubric. ***The majority of minor infractions and unexpected behaviors are addressed through effective, teacher/team initiated classroom-based tier-1 interventions.*** Student(s) are referred to the Principal/Assistant Principal for repeated minor infractions or for first offense significant infractions.

Basic Infraction and Range of consequences

Confirmed Behavior	Consequence up to:
Minor Verbal/Emotional Offense <ul style="list-style-type: none"> • Teasing/taunting • Negative/inappropriate gestures • Inappropriate language • False accusations/reporting • Profanity 	Loss of privileges, Conference with administration, notification to parent, and up to 2 days In School Suspension
Minor Physical Offense <ul style="list-style-type: none"> • Excessive horseplay • Invasion of Personal Space • Chronic hallway disruptions 	Loss of privileges, Conference with administration, notification to parent, and up to 3 days In School Suspension
Other Offense <ul style="list-style-type: none"> • Dress Code Violation • Disrespectful behavior toward staff • Phone/device is not off and away • Phone/device is a distraction • Skipping class • Out of bounds 	Loss of privileges, Conference with administration, notification to parent, and up to 3 days In School Suspension

Significant Infractions and Consequences

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

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

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

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

DETENTIONS

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

- (1) A teacher detention is given for unacceptable behavior within the classroom. This detention can last up until 30 minutes after school. The individual teacher will determine the procedure to follow for this kind of detention.
- (2) A school/office detention is given for disruptive behavior in common areas, on the playground, in the cafeteria, at assemblies, or other school areas outside of the regular classroom. School detention can also be assigned to students who have repeatedly created disturbances in classrooms. Students and parents will be given 24 hours' notice for both teacher and school detentions. In some cases, detentions will be assigned during a student's 20 minute lunch (not recess) and these detentions do not require 24 hours' advance notice. Teachers and administrators can assign one detention or multiple detentions for a single violation. A student's due process rights are not triggered by the imposition of detentions.

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

- habitual tardiness
- habitual classroom misbehavior

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

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

SUSPENSIONS

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

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

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

If a student is disrespectful, refuses to work on academics, or is insubordinate with administration during an assigned ISS day, the school may proceed to an Out of School Suspension.

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

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

- Defacing of lockers, walls, or other objects on school property, both inside and outside the building or grounds, by writing names, messages, or drawing on them or use of graffiti.
- Unauthorized leaving of school grounds.
- Assault (i.e. threatening assault, hitting, kicking, slapping, pushing) against fellow students or other members of the school community.
- Damaging, destroying, or stealing personal or school property or attempting to do so.
- Using or possessing vape products, tobacco products or e-cigarettes.
- Possessing combustible materials such as matches or lighters.
- Committing sexual, racial, or any form of harassment or intimidation or retaliation.
- Using abusive, vulgar or profane language.
- Making verbal or physical threats, empty or otherwise.
- Setting off false alarms.
- Defiant behavior towards any school personnel or policy.
- Insubordination with regard to reasonable requests and expectations
- Non-compliance with reasonable In School Suspension (ISS) expectations and guidelines may convert to an out of school suspension
- Discharging or attempting to discharge fire safety equipment.
- Fighting.
- Serious misbehavior on a field trip.
- Behavior that endangers others or substantially disrupts the educational process.
- Behavior that encourages another student to substantially disrupt the educational process.
- Possession of or use of firecrackers, fireworks or stink bombs.
- Persistent or excessive truancy and/or tardiness to class and class cutting.
- Habitual misbehavior that has not been resolved after the assignment of school detentions.

- Bullying, bullying participant, including bystander and/or retaliator.
- Cyber-bullying, cyber-bullying participant, including bystander and/or retaliator (remember, a single electronic communication (email, text, post, etc.) may constitute cyberbullying if it is sent to or may be viewed by more than one person).
- Harassment, harassment participant, including bystander and/or retaliator.
- Hazing, violence, extortion or the threat of hazing, violence or extortion directed towards another student or school personnel, including bystander and/or retaliator.
- Failure to report acts of bullying, cyber-bullying, or hazing, to adult at school.
- Assaulting educational personnel (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Being charged with a felony (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Possessing a dangerous weapon including but not limited to a knife or a gun (see M.G.L. c. 71, §37H in Appendix) (note: this behavior may result in an indefinite suspension or one longer than 90 days).
- Possession, use or distribution of alcohol.
- Possessing a controlled substance as defined in M.G.L. c. 94C including but not limited to illegal drugs and prescription medication (see M.G.L. c. 71, §37H in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).

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

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

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

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

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

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

PROCEDURES

Suspension Terminology:

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

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

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

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

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

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

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

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

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

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

Appeal of Long-Term Suspension (more than 10 days): If a student receiving a long-term suspension (more than 10 school days for a single infraction or for more than ten 10 school days cumulatively for multiple disciplinary offenses in any school year) wishes to appeal that decision to the Superintendent, he/she must do so in writing no later than 5 calendar days following the effective date of the suspension. The student or parent/guardian may request an extension of up to 7 calendar days to submit this request for an appeal. The Superintendent or designee shall hold a hearing within 3 school days of receiving the student's request for an appeal. The student or parent/guardian may request an extension of up to 7 calendar days for this hearing to be held. The Superintendent or designee must include the parent/guardian in this hearing, or else must show a good faith effort to include him/her. At the hearing, the student has the same rights afforded him/her at the principal's meeting prior to issuing the long-term suspension. The Superintendent or designee will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The Superintendent will issue a written decision within 5 calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter.

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

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

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

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

EXPULSIONS AND INDEFINITE SUSPENSIONS

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

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

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

A student facing expulsion procedures has the following procedural rights:

1. Written notice in the student's/home's primary language that a hearing will be held to determine whether or not to impose an expulsion. Notice shall include the following:
 - a) The date/time/place of the hearing;
 - b) A description of the nature of the allegation and the evidence supporting the allegation against the student;
 - c) A list of witnesses who will appear on behalf of the school
 - d) A summary of the procedures to be followed and the rights afforded to the student at the hearing;
 - e) Notice of the right to an Alternate Education Plan if the student has an Individualized Education Plan;
 - f) The telephone number of the Principal
2. The right to be represented by a lawyer or advocate (at the student's expense);
3. Adequate time to prepare for the hearing;
4. Access to documented evidence prior to the hearing;
5. The right to request that witnesses attend the hearing, and to question them (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation);
6. The right to have the hearing transcribed;
7. The right to have the hearing translated into the student's or his parents' or guardians' primary language and;
8. A reasonably prompt written decision including specific grounds for the decision, the process for appeal, and the right of the student to access alternative educational services.

Expulsion Terminology:

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

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

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

Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or school sponsored events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns to school.

Discipline of Students with Disabilities

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

In general, students with disabilities may be excluded from their programs, just as any other student can be, for up to ten (10) school days per year. However, when an eligible student is excluded from his/her program for more than ten school days in the school year, the student's Special Education Team must develop a functional behavioral assessment plan. In many instances, the student's IEP or 504 Team also may be required to determine whether the student's behavior was a manifestation of his/her disability. If the Team determines the behavior was not related to a manifestation of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a manifestation of the disability, the student generally may not be excluded from the current educational placement (except as otherwise provided under state or federal law) unless the parent(s) and District otherwise agree or by court order. In the event, a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 school days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others. When a parent disagrees with the Team's "manifestation determination" or with a decision regarding placement, the parent has the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from accessing the Special Education Procedural Manual located in the office of each building.

B. Due Process

Respect is at the heart of Pentucket Regional Schools, respect for yourself, respect for the staff, and respect for your school. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. It is the policy of the Pentucket Regional Schools to ensure fair and effective disciplinary practices. Accordingly, rules and regulations will be administered fairly and consistently to all students. The disciplinary practices of the Pentucket Regional Schools are administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) or for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

C. Eligibility to Participate in School Activities and Events

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Pentucket Regional Middle School and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, after-school academic help, awards, scholarships and honorary positions at Pentucket Regional Middle School is limited to students who are currently enrolled in and attending Pentucket in good standing. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

V. HEALTH & WELLNESS

A. Physical Education/Wellness

All students are expected to change clothing before and after physical education class in order to promote better hygiene for the student and the school population. If the student refuses to change clothing, that student will receive an unprepared grade for that day. Students are allowed one unprepared before their grade is affected. Students can make up to two unprepared classes by staying after school with the physical education teacher and participate in a physical activity.

If a student is unable to participate in physical education due to a short term illness or injury (up to 3 days of physical education classes), the student may be excused from the physical education class if a written note from the parent/guardian is given to the nurse or the physical education teacher.

If a student is unable to participate in physical education due to a long term illness or injury (more than 3 days of physical education classes), a written request from the student's doctor must be given either to the nurse or physical education teacher. Once a doctor's note is provided, the school nurse, physical education teacher and the student's guidance counselor will discuss an alternative plan for the student. A student will not be excused from physical education due to a sporting event or tryout.

B. School Counselors

The school counselors at Pentucket Regional Middle School are dedicated to the success and well-being of every student in our school. In partnership with educators, parents/guardians, students, and the community, the counselors provide a comprehensive program to meet each student's needs. The professional counseling staff promotes the academic, career, and personal/social development of its students, encourages creative exploration, and assists students in finding personal meaning and success in a changing world.

C. School Nurse

The school nurse is available during regular school hours. The school nurse's primary functions are to: respond to injuries and illnesses that occur during school hours; plan for and provide care for students with medical needs; ensure all students are in compliance with state immunization laws; maintain up-to-date medical records on every student; and conduct state mandated vision, hearing, BMI, and postural screenings.

Massachusetts state regulation 105 CMR 220.500 requires the following items. Failure to comply with any of these regulations may result in a student being excluded from school.

All students entering 7th grade are required to present proof of immunization against measles, mumps, rubella, polio, hepatitis B, varicella, diphtheria, pertussis, and tetanus, unless a religious or physician-certified medical exemption is on file. A second varicella dose (or physician-certified history of the disease) and Tdap booster are required for entry into 7th grade. Meningitis, HPV, and influenza immunizations are recommended but not required.

A physical exam documented by a physician within the past 12 months is required for entry into 7th grade, for any student transferring in, and for any 8th grade student playing school sponsored sports. This must be on file in the student's health record.

The school nurse is required to conduct vision, hearing, BMI and SBIRT (Screening, Brief Intervention, and Referral to Treatment) screenings on all 7th graders. Postural screenings are conducted on all students in 7th and 8th grade. A parent/guardian may opt out of these screenings by sending a request in writing to the school nurse. The parent/ guardian will be notified if a screening indicates a medical referral.

Parents/guardians will be expected to update or verify the student's emergency contact information and health information annually at the beginning of each school year. Parents/guardians are welcome and encouraged to stop by or call the health office with any questions or concerns.

D. Medication Policy

Students are not permitted to carry any medication at school, including over-the-counter medications. The only exceptions to this are epinephrine auto-injectors, inhalers, diabetes medications, and enzymes, which students are allowed to carry per Massachusetts state regulation 05 CMR 210.006. The school's substance abuse policy prohibits students from carrying their own medication in school. All medication must be kept in the health office.

If a medication is needed at school, it must be brought in by an adult to the school nurse in the original prescription container. For both prescription and over the counter medications, a doctor's order and parent/guardian authorization must be provided in writing to the school nurse. Parents/guardians will coordinate with the school nurse regarding medications required during school sponsored overnight trips.

Absences: Parents are encouraged to call the Middle School main office at (978) 363-2957, or email prmsattendance@prsd.org, in the event of their child's absence. If a call is not received from a parent before 9:00am, our staff will try to contact parents to verify a student's absence.

E. Student Pregnancy Policy

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave. The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician. Title IX: 20 U.S.C. 1681; 34 CFR 106.40(b)

VI. GENERAL INFORMATION

A. Early Dismissal

It may become necessary for you to be dismissed from school because of illness (or other reasons), and if this should occur, the school will attempt to contact your parent or guardian with contact information on file. It is therefore very important that up-to-date medical and contact information is provided at the beginning of the school year, and is updated during the year with any changes.

When it is necessary to be dismissed early for a doctor's appointment or for other personal reasons, you must bring a note from your parent or guardian stating the time and reason for early dismissal. You may only be dismissed with the written permission of your parent or guardian or once your parent or guardian signs you out in the office.

B. Caring for School Materials

Students will be required to pay for lost, destroyed, or damaged books and equipment. Students will often come into contact with other specialized school equipment (computers, tech. ed. equipment, and musical instruments). All of this equipment is expensive and educationally important. We expect that all equipment will be treated with the appropriate respect and care. Equipment (including lockers) that is purposefully damaged, lost, or stolen is the responsibility of the student assigned said equipment. Damages will be assessed accordingly.

C. Field Trips

During the year teachers will consider field trip opportunities that complement their curriculum and promote healthy peer interactions outside the traditional classroom setting. Permission slips will be used to notify parents of any planned trips and associated costs, and the Code of Conduct applies at all times. Students demonstrating repeated Code of Conduct violations may lose eligibility to attend a field trip. Students and parents will be notified prior to the planned trip if a student will not be permitted to attend a particular field trip, and what the alternative academic activity will be that day. The district field trip policy applies to all field trips.

Grade 8 Trip to Washington DC/Williamsburg, VA

Eligibility - as this trip experience involves travel destinations and overnight accommodations, there is an increased level of trust and responsibility required above and beyond that of a typical school day. The trip to Washington DC/Williamsburg, VA is not mandatory. As this is a school-sponsored trip, all students are to follow the Code of Conduct and consistently demonstrate appropriate behavior and interactions with teachers, staff members, fellow students, and any person with whom they may interact at all times. In order to participate in a school-sponsored field trip, a student must consistently demonstrate behavior that meets reasonable standards during the school year up to the date of the field trip. A failure to meet reasonable standards of behavior during the field trip would pose a risk to the health, safety, and welfare of the student, other students, and/or staff participating in the field trip. Therefore, any student who, in the judgment of the administration, fails to consistently demonstrate such behavior will not be permitted to attend the field trip. Parents/guardians will be notified if a student is unable to go on the field trip, and alternate arrangements for in-school instruction/activities will be provided for all students who do not attend the field trip. Parents are encouraged to review the published cancellation and refund policies of the tour company as the school does not assume any responsibility or liability for refunds.

D. Book Bags/ Backpacks

Students are not to carry book bags during the course of the day. They may be used to carry books to and from school. Book bags are to be emptied in the morning and only those books necessary for classes prior to the next locker break are to be in their possession together with their notebooks. This provides for a situation in which students will not be carrying more than two or three books at a time.

E. Lockers

PRMS does provide lockers to students for the purpose of storing their materials. The same guidelines that apply to student lockers will apply to student desks, physical education lockers, or any other property of the PRMS.

Student lockers are the sole property of the school and are for the convenience of students and are not their property. Students are issued a locker that is secured with a combination lock. A student's combination should not be shared with anyone, and PRMS teachers and staff assume no responsibility or liability for any locker contents.

Students are hereby notified that school administration maintains the right to inspect and/or exercise their right to access and search lockers without the consent of the student. Such searches will be based upon reasonable suspicion that a student is in possession of items that are

prohibited by school rules, or that are disruptive to the educational process.

F. Hall Passes

Students must obtain written permission (corridor/hallway pass) from a teacher/staff member to leave the classroom or cafeteria.

In addition, each student is expected to sign their name legibly and the time they are leaving in a designated notebook either in the classroom or cafeteria. No student should be in the corridor (other than changing classes or going to lunch) without a teacher or staff member's signed corridor pass.. Students who arrive late to class should have a signed pass from a teacher.

Tardy passes will not be issued by the office.

Students are expected to be on time for class. It should be noted that chronic requests to leave the class may result in a parent notification and/or meeting request, and further intervention.

G. Use of the Office Phone

No student is called out of class to answer the telephone unless it is an emergency. Students may not use school phones to call for school/homework, but can use the school phone to notify parents of staying after school or transportation issues.

H. Breakfast/Lunch/Snacks

Breakfast items (hot/cold) are available between 7:30 a.m. and 9:00 a.m. Students are strongly encouraged to pick up breakfast items upon entering the building so as to not miss any valuable instruction time. The cost of lunch is \$3.25 and is either paid daily when you get your lunch or if you prefer, prepaid online. You may also choose to bring your lunch from home and purchase milk in the cafeteria. Caffeine drinks (Red Bull, Monster, coffee, etc.) are not nutritious or healthy snacks that support learning – students are not allowed to have them at school. The daily menu consists of a choice between a hot lunch, a sandwich and salad bar. A-La-Carte items are available to enhance your lunch selections.

A free or reduced lunch program is available to any student who qualifies. Forms will be distributed early in the school year. These forms should be filled out completely and returned ASAP. Any additional information your parent or guardian may need can be obtained by calling the Middle School office during normal school hours.

Students are not permitted to leave class to buy food from the vending machine or cafeteria. Although, at a teacher's/team's discretion students may arrive to class with a school appropriate snack.

I. Cafeteria

Students are expected to get their lunch in an orderly manner/when their table is called. No cutting/permitting cutting is allowed.

Once you get your lunch, you are allowed to sit at the table of your choice, although, once you are seated you may not get up to change tables, or for any other reason than to throw your trash away. Saving seats is not permitted.

If you need to use the restroom, permission from a staff member is required.

With prior permission from a teacher, you may eat your lunch in their classroom if they are present, but you must first sign out with a staff member in the cafeteria.

J. Dress Code

Any form of dress, which is considered contrary to good hygiene, or which is distractive or disruptive in appearance, or which is detrimental to the purpose or conduct of the school is not allowed.

Students must remove hats, including visors, hoods, bandanas, or other head coverings upon entering the building. When in the building, hats of any kind should be placed in the student's locker. If a student has a hat in their possession, it is assumed by the administration that the hat is being worn during the day and the hat may be confiscated by an administrator. Metal chains or any other potentially dangerous accessories may not be worn in the building. Any clothing, jewelry promoting behavior that is harmful is prohibited, such as, but not limited to, shirts displaying drug, alcohol, or tobacco products in their use. Also, shoes or appropriate footwear must be worn at all times.

Violation of the above shall be handled immediately through the cooperation of the student, his/her parents, and the school administration. PRMS's Code of Conduct will apply to those who violate the dress code.

The administration reserves the right to determine the appropriateness of clothing within the guidelines provided. Exceptions may be made by administration for religious or medical reasons.

K. School Dances

Dances are offered at the middle school several times a year. Our dances start promptly at 7:00 p.m. and run until 9:00 p.m. The cost is typically \$5.00.

1. As dances are a school sponsored activity, all school rules will apply.
2. Students will be admitted to the dance during the first half hour only, after which students may be denied access.
3. Students who are tardy to school or absent from school on the day of the dance may not attend the dance.
4. Parents/guardians are expected to pick students up promptly at 9:00 p.m. Failure to adhere to this expectation may result in loss of subsequent dances for the student.
5. School dress code attire is expected of all students attending our dances.
6. Students may not leave campus for any reason unless picked up by a parent/guardian.
7. Inappropriate or provocative dancing will not be tolerated. This may result in loss of subsequent dances for students.
8. Dances are only open to students of Pentucket Regional Middle School.
9. All phones/devices must be off and away during dances.
10. These rules also apply to the 8th grade class night dance.

L. Staying After School/ Late Bus

Teachers are available for extra help/ make-up on Tuesdays, Wednesdays, and Thursdays. Contact your teacher to arrange an extra help session.

Students must be involved in a school sponsored activity to stay after school. Students are not allowed to stay after school to socialize.

Late busses will be provided on Tuesdays, Wednesdays, and Thursdays. Late Bus Dismissal is at 3:25 p.m. Staying after school and riding the late bus is considered a privilege and as such students may lose this privilege at the discretion of the administration. School Administration strongly recommends that students notify parents of any plans to stay after school ahead of time.

At no time are students who stay after school allowed to leave the school grounds and return in order to take the late bus home. It is expected that all students who stay after school remain in a supervised area until the late bus departs campus.

M. Athletics (this section is consistent with the high school handbook)

Every Pentucket student is urged to participate in the athletic program, either as player, manager, special assistant or spectator. The Pentucket Regional High School Athletic Director is Dan Thornton. He can be reached at (978) 363-5507 ext. 306.

The following sports are currently offered at Pentucket:

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

WINTER: Basketball, Wrestling, Boys Ice Hockey, Indoor Track

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

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

FALL: Girls Volleyball (Pentucket has started a volleyball program - both will run concurrently this school year)

WINTER: Girls Ice Hockey, Swimming

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

Athletic Communication Procedure

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

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

Procedure for Requesting Additional Offerings

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

1. The Athletic Director must be contacted as the first point of inquiry.
2. The proposed addition must not upset the balance of equality of offerings as stated in 34 CFR 106.41
3. The School Committee shall be the final authority on whether the proposed addition is accepted
4. The proposed addition, if accepted, shall be delayed, if necessary, pending approval of a budget in which the new addition is included. The budget prepared for the new offering shall include the coaches' stipend, any necessary equipment and materials, uniform cost, and travel cost.
5. The new coach shall be hired based upon the current District hiring procedure which includes an advertised posting and interview by the Athletic Director with final approval by the High School Principal and Superintendent. Any stipend shall be consistent with other District offerings and shall be included in the Pentucket Association of Teachers Contract.

6. The new addition shall have a fee attached using the same structure as already existing offerings

A. STUDENT-ATHLETE CODE

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

1. **ACADEMICS...THIS IS YOUR FIRST PRIORITY!!** Strive for scholarship, be a positive influence in each of your classes, be cooperative with classmates and teachers! Athletes should not return to the academic wing of the building after games or practices.
2. **Sportsmanship** is to be practiced at all times. The Pentucket Athlete directly represents the community, school and coaching staff. Proper conduct is expected at all times. Unsportsmanlike conduct will be treated under the rules of the sport, the MIAA rules as they apply to taunting and un-sportsman like behaviors, and the expectations as identified by the coach.
3. **Respect:** The Pentucket athlete must exhibit respect for him/herself, teammates, opponents, officials and coaches. Team and School pride should always be first in importance.
4. **Class:** is an attitude. Strive for self-control, be a good loser and winner; have respect for your opponents, their school and fans. Strive to be a role model for younger athletes and be willing to sacrifice for the betterment of the team.
5. **Physical Condition:**
 - A. Practice healthy personal hygiene at all times. Proper conditioning, rest, diet and exercise should be the goals of every athlete as you strive for peak levels of performance.
 - B. A strong mind is as important as a strong body. Keep a positive focus on academic work and make proper decisions to maintain a healthy mental perspective.
- C. **DRUGS, ALCOHOL AND TOBACCO** will not be tolerated. MIAA Rule 62.1 prohibits the use or possession of alcoholic beverages, drugs and tobacco products. This rule is enforced year round, in season and out of season. **First Violation:** When the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season. **Second and subsequent violations:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. Use of drugs or alcohol at school events will result in suspension from school and ineligibility to participate in extracurricular activities for 45 school days and loss of leadership positions.

6. **Practice Attendance** is mandatory. Practices will not interfere with after school academic support or make-up and **will not begin before 2:45 PM**. Employment should not interfere with practices, games or training rules. In fairness to teammates and in cut sports, other candidates, vacations are not recognized excuses for absence and should not be planned in season. Athletes who have unexcused absences can expect to lose playing time, be suspended and / or dismissed from the team. In general, an athlete who misses consecutive days of practice should expect to make up the missed practice time before returning for competition (games). Example: If an athlete misses five (5) consecutive days of school due to illness or vacation, they should expect to practice for a week before playing in games. Cases will be monitored by coaches.

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

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

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

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

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

12. **Coaches** establish strategies, team rules and guidelines. Athletes should appreciate that they have the best interests of the team in mind.

Athletes who join the athletic program agree to work under the direction of their coach. To ensure fairness and affordability any Pentucket coach wishing to establish

an off-season camp must receive prior approval of the Superintendent and Athletic Director and have said camp administered under the District's Community and Adult Education Program.

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

B. A SUMMARY OF ATHLETIC POLICY

1. ELIGIBILITY REQUIREMENTS

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

ATHLETIC USER FEES

It is the policy of the Pentucket Regional School Committee to charge an athletic user fee each season for a participant who becomes a member of a Pentucket or approved Cooperative team. The fee will be collected in the main office prior to the first practice date, to be determined by the Athletic Department. Please note that players will not be issued a uniform until payment has been made (or acceptable arrangements for payment made with the Athletic Director). All payments must be made by midseason. Student athletes will not be allowed to participate in any practices or games until payment is made.

Fall	Winter	Spring
Freshmen Soccer \$150	Freshman Basketball \$350	Freshman Baseball \$100
JV/V Soccer \$225	JV/V Basketball \$425	JV/V Baseball \$175
Freshmen Field Hockey \$150	Boys Ice Hockey \$425	JV/V Softball \$175
JV/V Field Hockey \$225	Wrestling \$175	Tennis \$175
Cross Country \$150	Indoor Track \$180	Track \$100
Football \$250	Girl Co-op Hockey \$425	Lacrosse \$175
Cheering \$150	Swimming Co-op \$450	
Golf \$225	Skiing Co-op \$300	
Volleyball \$225		

Family Cap = \$750

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

User fees will not be refunded under the following circumstances:

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

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

2. NOTICE OF ATHLETIC INJURY RISK

- a. Participation in athletics is inherently dangerous. Although we provide a professional staff and quality equipment and facilities, injuries can and do take place. All students participate in athletics voluntarily with the permission of their parents or guardians. Along with this participation the students and their parents accept the inherent risks to which students expose themselves.
- b. Insurance: All athletes are required to have personal insurance. Athletic insurance is provided to cover costs after personal coverage has been used.
- c. All injuries must be reported to the coach and athletic trainer who will fill out accident forms. When a doctor determines that a student is unable to participate due to injury, then the student must obtain that doctor's permission to once again participate in athletics. When the athletic trainer determines that a student is unable to participate due to injury, then the student must obtain permission from the athletic trainer to once again participate in athletics.

- d. Transportation: All athletic participants must ride in school provided transportation. Students may not drive without prior permission from their parents, coach, athletic director and principal.
- e. No member of an athletic team will be given permission to use the whirlpool bath or other rehabilitative equipment unless the therapy has been prescribed by a physician, physical therapist, or the athletic trainer. Any student using rehabilitative equipment must do so under the direct supervision of the trainer, coach or adult supervisor.
- f. SUPERVISION: Students are not to use the gyms, weight room or trainer's room unless supervised by a Pentucket staff member. Athletes should not be in the locker rooms unless preparing for games or practice and not unless a coach or staff member is in the area.

3. EQUIPMENT, UNIFORMS AND LOCKERS

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

4. END OF SEASON ACTIVITIES

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

5. CAPTAINS

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

6 TAUNTING POLICY

- a. **Taunting** includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters. Examples of taunting include, but are not limited to: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation of physical response, and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another and standing over/straddling a tackled or fallen player.
- b. In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from the contest/day of competition. In addition, the offender shall be subject to existing M.I.A.A. Expulsion Rules. A warning shall be given to both teams by game officials prior to the contest.
- c. At all M.I.A.A. contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection. All M.I.A.A. endorsed rulebooks give officials/umpires/judges authority to penalize what is generally considered taunting. The purpose of the M.I.A.A. 's action is to be more specific in the definition, more emphatic in the penalty of disqualification, and more uniform in the application of the definition and enforcement from sport to sport. Pentucket, as a member of the M.I.A.A., expects that students and athletes will abide by the aforementioned taunting policy. The application of the policy for an ejected student or athlete will be:
 - 1. For students: No further attendance at any other athletic contests for one month.
 - 2. For athletes: All athletes are subject to the above student policy. In addition, per M.I.A.A. policy, the athlete will be ineligible for the next scheduled contest.

7. MIAA CHEMICAL HEALTH RULE

- 1. A student athlete (or candidate) shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance. This policy included products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.
- 2. This rule represents only a minimum standard upon which schools may develop more stringent requirements (Pentucket enforces this 12 months a year). The MIAA statewide minimum standard is not to render "guilt by association," e.g. many student athletes might be present at a party where only a few violate this standard.

3. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics or otherwise, the penalty will not take effect until that student is able to participate again.
 4. **MINIMUM PENALTIES:** First Violation: When the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
 5. Second and subsequent violations: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.
 6. If a violation occurs at a school activity, or on school grounds the student will also be subject to school policy regarding use and possession of drugs or alcohol.
- 8. DISCIPLINE / PROCEDURES**
1. All athletes are subject to all school policies and procedures regarding academics, behavior and attendance.
 2. Coaches will establish appropriate team rules and set standards for behavior, attitude, playing status, attendance and code of conduct printed in this handbook.
 3. Disciplining athletes can range from limiting playing time to dismissal from the team depending on the offense and circumstance. Normally players will be suspended from their team before being dismissed. The athletic department feels strongly that the player coach relationship is important and that athletes can benefit from membership on a team. However, there are certain offenses that will result in immediate dismissal from the team upon confirmation by the principal. They are: a. Hazing as described in the hazing policy. b. Un-aggravated assault on an opponent, official, coach, teammate or spectator. c. Possession or use of drugs and alcohol at a team practice or game. d. Flagrant unsportsmanlike conduct.
 4. **APPEAL PROCEDURE** for athletic disciplinary action: a. Parent and athlete conference with coach and athletic director b. Parent and athlete conference with principal c. Parent and athlete conference with principal and superintendent.
 5. **Communication & Concerns** - Athletics can get emotional and conflicts, no doubt, will arise. A simple protocol is expected and must be followed when conflicts come about:
 1. Student/Coach meets.
 2. Athlete/Parent/Coach meets.
 3. Athlete/Parent/Coach/AD meets.
 If, for some reason, a parent or athlete feels the situation is dire, a conference with Mr. Thornton will be arranged.

VII. STATE REGULATIONS AND DISTRICT POLICIES

For any references to school committee district policy in this handbook, please cross reference with the policies published on the school district website www.prsd.org, as the school committee regularly makes adjustments and revisions to policies.

Section A: Foundations and Basic Commitments

Policy Code	Description
AA	School District Legal Status
AB	The People and Their School District
ABA	Communications Policy
AC	Nondiscrimination
ACA	Nondiscrimination on the Basis of Sex
ACAB	Harassment
ACAB-R	Grievance Procedure for Complaints of Sexual Harassment
ACE	Nondiscrimination on the Basis of Handicap
AD	Pentucket Regional School District Beliefs
ADC	Use of Tobacco Products on School Property
ADDA	Policy Background Checks
ADDA-R	C.O.R.I. Policy
ADF	Wellness Policy on Physical Activity and Nutrition
AE	Commitment to Accomplishment

Section B: School Board Governance and Operations

Policy Code	Description
BCA	School Committee Member Ethics
BE	School Committee Meetings
BEAA	Adjourned Meetings
BEC	Executive Sessions
BEDA	Notifications of School Committee Meetings
BEDB	Agenda Policy
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at School Committee Meetings
BEDI	School Committee Procedures During Summer Months
BEE	Special Procedures for Conducting Hearings
BG	School Committee Policy Development
BGB	School Committee Policy Adoption
BGC	Policy Revision and Review
BGD	School Committee Review of Regulations
BGE	Policy Dissemination
BGF	Suspension of Policies
BGG	Administration in Policy Absence
BHC	School Committee- Staff Communications
BHE	Use of Electronic Messaging by School Committee Members
BIA	New School Committee Member Orientation
BIBA	School Committee Member Conferences, Conventions, and Workshop
BID	School Committee Member Compensation and Expenses
BJ	School Committee Legislative Program
BK	School Committee Memberships

Section C: General School Administration

Policy Code	Description
CA	Administration Goals
CB	Office of the Superintendent
CBB	School Superintendent
CBC	Duties of the Superintendent of Schools
CBD	Superintendent's Contract
CBI	Evaluation of the Superintendent
CC	Administrative Organization Plan
CCB	Line and Staff Relationships
CEA	School Wellness Advisory Council
CF	School Building Administration
CH	Policy Implementation
CHA	Development of Procedures
CHB	School Committee Review of Procedures
CHC	Regulations Dissemination
CHCA	Approval of Handbooks and Directives
CHCA-E	Handbook Requirements
CHD	Administration in Policy Absence
CL	Administrative Reports
CM	School District Annual Report
CN	Assessment

Section D: Fiscal Management

Policy Code	Description
DA	Fiscal Management Goals/Priority Objectives
DB	Annual Budget
DBC	Budget Deadlines and Schedules
DBD	Budget Planning
DBG	Budget Adoption Procedures
DBJ	Budget Transfer Authority
DBR	Budget Apportionment of Expenses
DBS	Excess and Deficiency Expenditure (E and D) Policy
DD	Funding Proposals and Applications

DD-E	Donations
DDF	Student and Staff Fundraising Policy
DGA	Authorized Signatures
DI	Pentucket Investment Policy
DICA	Financial Reports to the School Committee
DIE	Audits
DJ	Purchasing
DJA	Purchasing Authority
DJAA	Contract Signatures
DJG	Vendor Relations
DK	Payment Procedures
DKC	Expense Reimbursements
DKF	Fixed Asset Policy
DO	Disposal of Books, Materials, or Equipment

Section E: Support Services

Policy Code	Description
EBAB	Pest Management Policy
EBCC	Threats of Violence
EBH	Use of School Facilities
EDC	Authorized Use of School-Owned Materials
EEA	Student Transportation
EEAA	Student Transportation Policy
EEAA-1	Transportation Policy
EEAE	School Bus Safety Program
EEAEA	Bus Driver Examination and Training
EEAEA-1	Bus Driver Examination and Training
EEAEC	Student Conduct on School Buses
EEAG	Student Transportation in Private Vehicle

Section F: Facilities Planning and Development

Policy Code	Description
FA	Facilities Development Goals
FA-E	Facilities Development Goals
FB	Facilities Planning
FBF	Naming School Department Facilities
FCB	Retirement of Facilities
FCM	Facilities Department Chemical Management Policy
FF	Naming New Facilities- MASC 2016
FFA	Memorials
FG	Community Use of School Facilities
FUP	Facilities Use Policy

Section G: Personnel

Policy Code	Description
GA	Personnel Goals
GBA	Equal Employment Opportunity
GBD	School Committee- Staff Communications
GBEB	Staff Conduct
GBEBC	Gifts to and Solicitations by Staff
GBEC	Alcohol/Drug-Free Workplace Policy
GBED	Tobacco Use on School Property by Staff Members
GBGB	Staff Personal Security and Safety
GBI	Staff Participation in Political Activities
GBK	Staff Complaints and Grievances
GCA	Professional Staff Positions
GCBA	Professional Staff Salary Guidelines
GCBC	Professional Staff Stipend Positions
GCCC	Professional Staff Family and Medical Leave
GCCC-R	Family and Medical Leave Act Regulations and Procedures
GCE	Professional Staff Recruiting/Postings of Vacancies
GCF	Professional Staff Hiring
GCG	Substitute Professional Staff Employment

GCG-E	Substitute Pay Rate
GCIA	Philosophy of Staff Development
GCRD	Tutoring For Pay
GDA	Support Staff Positions
GDB	Support Staff Contracts and Compensation Plans
GDBD	Support Staff and Fringe Benefits
GDCC	Support Staff and Medical Leave
GDE	Support Staff Recruiting/Posting of Vacancies
GDF	Support Staff Hiring
GDI	Support Staff Probation
GDJ	Support Staff Assignments and Transfers
GDO	Evaluation of Support Staff
GE	Nurses Policy
GM	Medication Administration Program Management
GV	Vehicle Use Policy

Section H: Negotiations

Policy Code	Description
HA	Negotiations Goals
HB	Negotiations Legal Status
HF	School Committee Negotiating Agents

Section I: Instruction

Policy Code	Description
IA	Instructional Goals
IB	Democratic Principles
IC/ICA	School Year/ School Calendar
IC/ICA-P	Central District Wide Calendar
ID	School Day
IGA	Curriculum Development
IGA-R	PRSD Curriculum Renewal Policy
IGB	Learning Support Services Programs
IGBE	Remedial Instruction
IGBH	Alternative Programs
IGD	Curriculum Adoption
IHAЕ	Physical Education
IHAM	Health Education
IHAMA	Parental Notification Relative to Sex Education
IHAM-R	Health Education Exemption Procedure
IHAMB	Teaching About Alcohol, Tobacco, Vaping and Drugs and new policy
IHB	Differentiated Instruction, Program, and Accommodations
IHBA	Program for Students with Disabilities
IHBB	Gifted and Talented Education
IHBD	Title I Supplement, not Supplant Policy & Procedures
IHBE	Bilingual Instruction
IHBEA	English Learner Education
IHBG	Home Schooling
IHBG-R	PRSD Home Schooling Procedures
IHCA	Summer School
IJ	Instructional Materials
IJ-R	Reconsideration of Instructional Resources
IJJ	Textbook Selection and Adoption
IJK	Supplementary Materials Selection and Adoption
IJL	Library Materials Selection and Adoption
IJL-R	Library Materials Selection and Adoption Procedures
IJNDB	Digital Use Policy
IJNDB-R	Digital Use Policy Rules & Regulations For the Pentucket Regional School District (PRSD) Staff, Student, and
	Guest Network Users
IJNDBA	Social Networking Policy
IJOA	Field Trips
IJOA-R	PRSD Administrative Procedures Corresponding to PRSD Field Trip Policy (IJOA)
IKAB	Notification to Parents about Student Progress
IKFA	Granting of a Diploma

IMDC	Religious Holidays
IMG	Animals in School

Section J: Students

[J Policies](#)

Section K: School-Community-Home Relations

Policy Code	Description
KA	School-Community Relations Goals
KA-P	School/Community Relations Goals
KBA	School/Parent Relations Goals
KBBA	Non-Custodial Parent Rights
KBD	Communications with Parents
KBE	Relations with Parent and Teacher Organizations
KCB	Community Involvement in Decision-Making
KCD	Public Gifts to the Schools
KDB	Public's Right to Know
KDC	Webpage
KDCB	District Website Policy
KDD	News Media Relations/News Releases
KDF	Use of E-Mail Lists
KE	Non-Personnel Public Complaints
KF	Community Use of School Facilities
KEB	Public Complaints about School Personnel
KEB-R	Public Complaints about School Personnel - Revised
KEC	Public Complaints about the Curriculum or Instructional Materials
KHA	Public Solicitations in the Schools
KHB	Advertising in the Schools
KI	Visitors to the Schools
KJA	Relations with Booster Organizations
KLK	Relations with Police Authorities

Section L: Education Agency Relations

Policy Code	Description
LA	Education Agency Relations Goals
LB	Relations with Other Schools and School Districts
LDA	Student Teaching, Internships, Research Partnerships

VIII. PRMS Student Handbook Acknowledgement

*Please complete the online acknowledgement no later than the end of the second full week of school. Please be aware that the information and procedures in the student handbook apply **at all times** including the absence of a signed Acknowledgement. Paper acknowledgment available upon request to the main office.*

[Acknowledgement of Handbook](#) and Interagency Memorandum of Understanding for Schools and Publications Release

Students and parents should be aware of the rules and regulations that govern Pentucket Regional Middle School. To ensure that all individuals are aware of these guidelines we ask that families review this handbook and include a memorandum of understanding together with their student and sign the appropriate space (you may print and return this page to your first period teacher if you don't have internet access).

Student Information

Grade: _____ Homeroom: _____

Student's Signature: _____

Parent's Signature: _____