

ROCKPORT HIGH SCHOOL



STUDENT HANDBOOK
2021 - 2022

ROCKPORT HIGH SCHOOL STUDENT HANDBOOK

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PART I: INTRODUCTION & GENERAL INFORMATION

WELCOME FROM THE PRINCIPAL

Dear Students and Parents/Guardians,

On behalf of the staff of Rockport High School, I welcome you to the 2021-2022 school year. It is an honor and privilege to work in partnership with families and the community to provide a safe, supported and academically challenging environment for all students.

My hope, as your principal, is that we create and sustain an environment that fosters intense curiosity, openness to new ideas, and a willingness to question oneself and others. We seek to engage every student in a process of shared inquiry and work to create meaningful experiences for our students within every subject area. A vital part of this process lies in the unique partnership between the Rockport Public Schools and our community. We ask that students and parents join us as active partners, and that you be particularly mindful of the relationship between good attendance and academic achievement.

This handbook is provided to help students and parents understand many of the expectations and policies required to run a safe and efficient school in which curiosity can flourish. Though it is not the intent of the handbook to cover all the situations a student may encounter while attending school, I urge parents and students to become familiar with all relevant guidelines. If you have questions or are unsure of anything, please feel free to contact the appropriate staff member or office directly.

Best wishes for a wonderful year!
Amy Rose, Principal

STATEMENT OF CORE VALUES, BELIEFS, AND EXPECTATIONS

Rockport High School, in partnership with families and the community, provides a safe environment that fosters integrity, respect, and success. We promote intellectual curiosity and pride in achievement. We challenge all students to pursue academic excellence, develop interpersonal skills, and value civic responsibility. Students learn 21st Century skills in order to fully participate in a diverse and ever - changing world.

The Children of Rockport Schools will:

1. Think critically and creatively
2. Communicate effectively
3. Respect self and others
4. Serve society responsibly

NON-DISCRIMINATION POLICY

The Rockport Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age, immigration status, pregnancy or pregnancy related condition. The Rockport Public Schools is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age or disability. In addition, the District provides equal access to all designated youth groups.

Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

ROCKPORT FACULTY, STAFF, SUPERINTENDENT AND SCHOOL COMMITTEE INVOLVEMENT

Rockport High School Management Council:

Under Massachusetts Education Reform legislation, each school shall establish a School Management Council whose purpose shall be to advise the Principal on a range of issues relating to school improvement including matters of policy, budget, staff development, discipline, safety, extra-curricular activities, etc. In addition the School Management Council shall issue a school improvement plan for review and approval each year.

Rockport High School has an active and viable School Management Council consisting of parents, teachers, students and community members. Meetings are held monthly and are open to the public.

Parent Teacher Organization K-12:

Rockport PTO K-12 holds its meetings on a regular basis. These meetings are open to parents of children in grades K-12. Four class liaisons are elected by the PTO to work with the High School and meet with the Principal on a quarterly basis. Their aims are:

1. To promote school-related activities throughout the community.
2. To provide a forum for co-operative planning of events which are of mutual benefit to students, parents and teachers.
3. To facilitate communications between the school and parents so that an ongoing dialogue exists between the school and parents which includes parental concerns, and ideas.
4. To serve on high school committees as needed.

Rockport Parents Advisory Committee:

The Rockport Parents Advisory Committee provides education to parents and the broader community on Special Education issues and services. We encourage parent leadership and parent-school partnerships as we work towards the understanding of respect, support, and appropriate education for all children in our community.

School Committee Meetings:

School Committee meetings are held the first and third Wednesday of each month at 7:00 p.m. during the first semester and on the second and fourth Wednesdays of each month during the second semester. The schedule of school committee meetings is found in our School Calendar at the front of this document. Please consult "Goings On" in the newspaper for specifics.

Parent/Teacher Conferences:

Parent/teacher conferences may be requested at any time during the school year. Parents may contact teachers directly to arrange appointments by email or by leaving a message for the teacher at 978-546-1234. Additionally, parents may contact the Guidance Office at 978-546-1234 as an additional resource. Finally, the Principal and Dean of Students are available to help to facilitate discussions or to solve problems as they arise.

Individual Administrative Meetings:

Meetings with the School Principal or Dean of Students may be arranged by calling the High School office at 978-546-1234.

QUESTIONS AND WHERE TO FIND THE ANSWERS

Rockport High School welcomes communication with parents and guardians. Use the list below as a guide to find the person most able to help you with your specific questions or needs.

- **I have a question about my child's grades, schedule or attendance.** Please use your Aspen account to access Aspen where all of these records are available. To get more information about Aspen, please contact Connie Lucido. If you are not able to find answers to your questions there, please contact Julia Quirk for attendance, the guidance department for scheduling, or the subject area teacher for grades by email (firstinitiallastname@rpk12.org - for example arose@rpk12.org) or call the main office at 978-546-1234 and leave a message.
- **I need to get a message to/contact my child.** Please contact the main office at 978-546-1234. If it is an emergency we will call your child from class to speak with you immediately. Otherwise we will give them the message at the end of class. Please do not contact your child on their personal cell phone during school hours as they are not allowed during class time.
- **I have changed my address/phone number.** Please contact the main office at 978-546-1234 so that we will be able to keep in contact with you.
- **I would like a meeting with the Principal.** Please make sure that you have first addressed your question or concern with the relevant staff member and Dean of Students. If your question or concern remains unresolved please contact the main office at 978-546-1234 to schedule an appointment with Ms. Rose, the high school Principal.
- **I would like a copy of my child's transcripts.** Please contact the guidance office at 978-546-1234.
- **I would like to find out about Special Education Services.** Please contact the Special Education Team Chairperson 6-12, Stuart Noiseux, snoiseux@rpk12.org or 978-546-1234.
- **I would like to find out about college and career preparedness and school counseling services.** Please contact a member of the guidance team via email or by phone at 978-546-1234.
- **I would like to appeal a disciplinary decision made by the Dean of Students.** Please make sure you have first addressed your concerns with the Dean. If you still wish to appeal the decision to call the main office at 978-546-1234 to set up an appointment with Ms. Rose. (See [Page 51](#))
- **I have a question about the curriculum in one of my child's classes.** Contact the Curriculum Leader for that specific department.
 - English Rebecca Mackay-Smith (rmackaysmith@rpk12.org)
 - Math Eric Vendt and Jodi Goodhue (evendt@rpk12.org jgoodhue@rpk12.org)
 - Science Eric Sabo (esabo@rpk12.org)
 - Social Studies Scott Larsen (slarsen@rpk12.org)
 - Guidance Ruth Price (rprice@rpk12.org)
 - World Language Lil Duffy (lduffy@rpk12.org)
- **I would like to find out about the PSAT, SAT, and/or ACT.** Please contact the guidance department via email or phone at 978-546-1234.
- **I would like to find out about MCAS prep.** Please contact a Curriculum Leader or Ms. Ann-Marie Luster at aluster@rpk12.org or 978-546-1234.

***SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday
A 7:35-8:27 (52)	C 7:35-8:47 (72)	A 7:35-8:47 (72)	A 7:35-8:27 (52)	A 7:35-8:27 (52)
B 8:29-9:39 (70)	B 8:49-9:39 (50)	D 8:49-9:39 (50)	B 8:29-9:19 (50)	D 8:29-9:19 (50)
C 9:41-10:31 (50)	ASSEMBLY 9:41-10:01 (20) D 10:03-10:53 (50)	C 9:41-10:31 (50)	D 9:21-10:31 (70)	B 9:21-10:11 (50)
E 10:33-11:23 (50)	E 10:55-11:45 (50)	E 10:33-11:23 (50)	C 10:33-11:23 (50)	E 10:13-11:23 (70)
U BLOCK 11:25-12:26	U BLOCK 11:47-12:58	U BLOCK 11:25-12:26	U BLOCK 11:25-12:58	U BLOCK 11:25-12:26
F 12:28-1:18 (50)	F 1:00-2:10 (70)	G 12:28-1:18 (50)	G 1:00-2:10 (70)	G 12:28-1:18 (50)
G 1:20-2:10 (50)		F 1:20-2:10 (50)		F 1:20-2:10 (50)
DAILY LUNCH SCHEDULE:				
M, W, TH, FRI:		TUES:		
11:25-11:55 (1st)		11:47-12:17 (1st)		
11:56-12:26 (2nd)		12:28-12:58 (2nd)		

***ACTIVITY CALENDAR**

Please see the up-to-date activity calendar on our website: www.rpk12.org

PART II: ACADEMIC POLICIES AND EXPECTATIONS

GRADUATION REQUIREMENTS

To graduate from Rockport High School, a student must successfully fulfill academic and civic requirements.

Academic Requirements: A student must earn passing grades in the following required courses.

Subject Area	Credit Total for Subject Area	Number of Years in Subject Area	Requirements / Electives
English	20	4 years	4 required classes
Social Studies	20	4 years	3 required classes (World History, U.S. History I and II) 1 year elective
Math	20	4 years	3 required classes (Algebra, Geometry, Algebra II) 1 year elective
Science	15	3 years	Courses must include 3 lab sciences
World Languages (Class of 2021)	10	2 years	2 courses in a single language
Fine Arts	5	1 year	
Technology	2.5	1 semester	
PE / Health	7.5	4 years	
Electives	Approximately 15 - 20		

Course Load:

All students will be expected to carry seven 5-credit subjects or their equivalent each year including wellness/health. Students under Chapter 766, P.L. 94-142 will be addressed individually regarding their course load. It is urged that students broaden their experiences by taking elective courses in all subject areas.

MCAS Requirements: Students must earn passing scores in STE, Math and ELA.

Civic Requirements: A student must complete 50 hours of community service.

Community Service:

Each student is required to complete a minimum total of 50 supervised hours during their four years of high school. Community service is a requirement for graduation. Guidelines for the number of hours that should be earned each year are as follows: Grade 9- 15 hours, Grade 10- 15 hours, Grade 11- 10 hours and Grade 12- 10 hours.

Please note, the total number of hours required have been modified due to COVID-19.

<i>Class of 2022</i>	<i>32.5 hours</i>	<i>Class of 2023</i>	<i>27.5</i>
<i>Class of 2024</i>	<i>35 hours</i>	<i>Class of 2024</i>	<i>50</i>

Community Service hours must be documented and handed in on the community service form which is available [on the High School website](#), in the High School office or from Class Advisors. An adult who is a representative of the agency for whom the service was performed must sign these hours. Students are encouraged to earn hours beyond the required number as they will become important in the college application process. All paperwork submitted by the student is kept on file in the main office and is available to the student for future reference.

Eligible Community Service Hours:

Community service projects must be completed within a non-profit, community or civic organization. A list of some eligible Community Service opportunities are posted on the High School Website and is updated on a regular basis. Examples of past community service projects include: hospital volunteering, serving at the Open Door, cleaning beaches, tutoring elementary school children, cleaning the school grounds, recycling at Transfer Station, Walk for Hunger, assisting with PTO and Educational Foundation fundraisers, working in the school offices, serving on local boards and committees such as Youth Commission, Beautification Committee, Halibut Point Park Association, and Recycling Committee. If a student wishes to choose a Community Service project that is not listed on the school website, they *MUST* receive prior approval from the Community Service Coordinator. Community Service may not be completed during school hours without prior written permission from school administration. Any questions with regard to this may be answered by calling the Community Service Coordinator at [978-546-1234](tel:978-546-1234).

Community Service Activity Participation Eligibility:

Sophomores:

- Students must have completed, documented and handed-in at least 15 community service hours, one week prior to the beginning of Spirit Week, in order to be eligible to participate.

Juniors:

- Students must have completed, documented and handed-in at least 30 community service hours, one week prior to the beginning of Spirit Week, in order to be eligible to participate.

Seniors:

- Students must have completed, documented and handed in at least 40 community service hours, one week prior to the beginning of Spirit Week, in order to be eligible to participate.
- Students must have completed, documented and handed in at least 50 community service hours prior to April 1, 2022 in order to be eligible for scholarships and to receive a diploma and to take part in the graduation ceremonies.
- Students and parents will be notified in a timely manner if graduation would be affected by incomplete community service hours.

Parents and students may communicate directly with the Community Service Coordinator by calling [978-546-1234](tel:978-546-1234).

GRADING

Letter Grades	100 Point Value	4 Point Numerical Equivalents
A+	100-98	4.0
A	97-93	3.9
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D	69-65	1.2
F	64-0	0.0

CLASSROOM EXPECTATIONS:

Homework:

The faculty and administration of Rockport High School believe that homework is an essential component of a successful program for learning. The faculty and administration at RHS consider homework to be an integral part of the student's academic experience.

Homework is expected to be completed in the evening assigned. No late homework will be accepted, unless arrangements are made with the classroom teacher in advance.

Effective homework assignments should:

- Strengthen basic skills
- Develop initiative, responsibility and self-direction
- Build independent study skills
- Teach budgeting of study time

The following guidelines are designed to provide a framework for all members of the school community.

Family Expectations:

- Help students to establish a regular routine for learning at home such as a regular study space and time.
- Monitor and evaluate outside activities to be sure that the student has sufficient study time.
- Ask that time be used for reading or reviewing notes when no specific homework is assigned.
- Provide individualized support.
- Monitor student progress using Aspen.

Student Expectations:

- Ask for clarification if the assignment is not clearly understood.

- Record all homework and long term assignments and due dates.
- Complete and submit homework on the assigned date and promptly make up work when absent.
- Arrange a proper study area at home and organize time to complete assigned homework.
- Establish a study schedule free from distraction.

Teacher Expectations:

- Clearly explain homework assignments.
- Establish a procedure for students to get information regarding assignments when absent from school.
- Provide students with timely feedback on homework.
- Submit homework grades in Aspen in a timely manner.
- Inform parents in a timely manner if a student does not meet responsibility to complete homework.

GRADING EXPECTATIONS

Late Work Policy:

- Students will be penalized when submitting late summative assessments including research papers, essays and projects. Details regarding penalties can be found in teacher rubrics and expectations.

Incompletes:

- A grade of incomplete may be issued to a student if tests, assignments and learning activities are missed with the permission of the Dean.
- All incompletes must be made up within a predetermined time frame.
- If the incomplete is not made up within that time, an appropriate letter grade will be issued.

Grade Reporting:

Report Cards:

- Report Cards will be provided quarterly.
- Students will receive, with their letter grade each quarter, an indication of their level of effort for the quarter – excellent, good, fair or poor. (See Effort Rubric in [Appendix B](#), Page 71.)

Mid Term Reports:

- Mid Term Progress status is available via Aspen.
- This report will give the current status of the student in all classes. Parents can access this information through their parent portal in Aspen.

Aspen Reports:

- Aspen also allows parents and guardians to keep track of student's progress throughout the year. Aspen is updated periodically and provides useful information on upcoming assignments and student status. Visit the school website to find the link to Aspen to set up an account. If you have a specific concern about a class, Rockport High School encourages parents/guardians to email the teachers directly for the most accurate and up-to-date information on your student. Personal communications between parents, students and teachers can resolve problems and are strongly recommended by the administration.

PROMOTION POLICY

For promotion to the higher-level class, the following number of credits are required:

Homeroom Promotion	Required Credits for Promotion
Freshmen to Sophomore	Completion of 30 credits including core subjects and 15 hours of community service
Sophomore to Junior	Completion of 60 credits including core subjects and 30 hours of community service
Junior to Senior	Completion of 90 credits including core subjects and 40 hours of community service

If a student has not met academic requirements, summer school is available to help meet requirements for promotion to the next grade (see [Summer School](#) section for more detail, Page 13.)

WELLNESS CLASSES POLICY

Students who are enrolled in a Health/Wellness/Physical Education class may be exploring a unit regarding Human Growth and Development. Rockport Public School understands the importance of providing your child a comprehensive, age appropriate curriculum.

Massachusetts General Law Chapter 71, Section 32 A notes that parents be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues.

If parents object to their child participating in this unit, please submit requests or objections to the principal in advance of the unit instruction. Alternative assignments will be given while the unit is taught and the grade will not be affected. (See [Appendix F](#) for the full curriculum policy, Page 81.)

HONORS AND ADVANCED COURSES

Honors Courses:

Honors courses are offered to students in a variety of disciplines. Students may elect to pursue honors courses beginning in the freshman year. These courses require extensive reading, intensive application, more analytical reasoning, greater depth of knowledge and a strong individual commitment to academic obligations.

Admission to honors courses is determined through a combination of criteria including:

1. earning a B- or better in current honors class in order to continue in an honors course for the following year,
2. earning a minimum final grade of an A- in their current class if the student would like to move from one level to a higher level,
3. obtaining a recommendation and evaluation from the current teacher, and
4. a recommendation by their counselor.

Advanced Placement Courses: AP Courses are offered to students in Biology, Literature and Composition, U.S. History, European History, Physics, Calculus, Statistics, Spanish, French and Art. These courses are rigorous, college-level classes that give students an opportunity to gain the skills and experience colleges recognize. Students who elect to pursue AP level courses are required to follow the international curriculum and take the AP exam in May.

Admission to AP Courses is determined through a combination of criteria including:

1. earning a B average or better in the student's current course,
2. students may require a current teacher recommendation and evaluation, and
3. a recommendation by the student's counselor.

Course Selection Process:

All decisions will be re-evaluated at the end of the school year. If a student falls below the required grades, the student forfeits the right to be enrolled in an advanced level course.

In courses that are leveled, a student must receive a recommendation from their teacher for placement in an Honors or AP course. A student who is not recommended for an Honors or AP course may request an override of the teacher recommendation by completing the override process using the appropriate form (found on the guidance web site or available in the guidance office). Parents, students and teachers should engage in a conversation about the student's learning goals when considering an override of a teacher's recommendation.

Weighted Grades:

The system of weighted grades used at Rockport High School is consistent with that used by the Massachusetts State College system to evaluate student transcripts. The weighting system is as follows:

College Preparatory	Honors	Advanced Placement
4.0	4.2	4.5
3.7	3.9	4.2
3.3	3.5	3.8
3.0	3.2	3.5
2.7	2.9	3.2
2.3	2.5	2.8
2.0	2.2	2.5
1.7	1.9	2.2
1.0	1.2	1.5
0.0	0.0	0.0

Weighted grades are used only in the calculation of GPA for the purpose of college application. Weighted grades do not bear on honor roll status. Courses excluded from GPA in Class include: PE, Service Study, Independent Study, and Summer School.

Honor Roll:

- High Honors No grade below A-
- Honors No grade below B-
- Honorable Mention An overall 80% average with no individual grade below C

ALTERNATIVE COURSEWORK

Summer School:

Students who fail courses are expected to make up those courses in the summer immediately following that regular school year. Students must consult with their Guidance Counselor before enrolling in

summer school, as the Guidance Department must give prior approval of summer school courses. Summer school courses must meet RHS criteria.

The following are criteria regarding summer school and are strictly enforced:

1. Credit for summer school course work is granted only for courses previously taken and failed with a grade no lower than 55% during the regular school year.
2. Summer school grades are recorded on the transcript as Pass (P) or Fail (F) and are not counted toward overall GPA.

Students who wish to take summer school courses for the purpose of receiving credit toward their diploma requirements, but not in relation to courses that were previously failed should seek the advice of both the guidance office and the school Principal. All questions in regard to summer school matters should be directed to the Guidance Department. In all cases, the Principal will make the final determination.

Early Graduation:

Rockport High School strongly believes that four years of high school is appropriate for most students. Each of the four years add significantly to the maturing process and to the academic development of the individual. However, we recognize that graduating from high school early may best serve a limited number of students. Such students must satisfy all the graduation requirements. The student and parents/guardians must submit a written request for early graduation before the end of the sophomore year to the High School Principal. Upon receipt of the request the Principal will consult with the student's teachers, guidance counselor, and special education staff, if appropriate, and meet with the student and parents to determine a course of action.

In all cases of early graduation, students must have approval of their parents/guardians, the Principal, Guidance Counselor and appropriate faculty. Please see your student's Guidance Counselor for further details.

ACADEMIC HONESTY

Students who engage in cheating, plagiarism, or falsifying academic records lose the opportunity to demonstrate what they have learned, sacrifice personal integrity, and undermine the trust between students and faculty that forms the foundation of a supportive educational community. The following behaviors are examples of academic dishonesty:

Avoidance of Deadlines and/or Assessments:

While students may occasionally be absent from school for legitimate physical or mental health reasons, a pattern of absences on test days and/or when assignments are due may be considered a breach of academic honesty. Any student who intentionally misses a test, quiz, exam, or paper or project deadline for the sole purpose of avoiding a due date, extending preparation time, or obtaining information from other students will receive disciplinary consequences for academic dishonesty. Students are not to be late or absent from school or class in order to complete academic work. Students who use a note, pass, or other document containing a forged or altered signature in order to avoid a due date or deadline will be referred to administration. School administration will determine any appropriate consequences.

Cheating:

Cheating is defined as obtaining an unfair advantage in completing academic work. It may take a variety of forms, including but not limited to:

- unauthorized use of books, calculators, notebooks, or other resources during testing
- copying another student's homework, papers, projects, or ideas (also see plagiarism)
- giving another student your work to be copied or passed in as his or her own
- obtaining access to a quiz, test, exam, or other assessment device before scheduled administration
- relying on another student, parent, or other person for completion of assignments
- talking or gesturing to another student during a test, quiz, or exam. Any communication during testing can constitute cheating, regardless of the subject matter being discussed.
- use of cell phones or any other electronic devices during testing*
- copying another student's answers during a test, quiz, or exam or intentionally allowing another student to copy your answers during a test, quiz, or exam.
- accessing or attempting to gain access to computer files belonging to another individual

When a student is caught cheating where the student is expected to work on his or her own, the teacher will discuss the matter with the student and will sanction the student's behavior with a "0" grade. The teacher will notify administration, and the student's parents/guardians. School administration will determine any additional appropriate disciplinary consequences.

*Students who have any unapproved electronic devices present during testing will receive a zero grade on the assessment. The mere presence of these devices will be sufficient to invoke this penalty.

Plagiarism/Academic Dishonesty:

Presenting another person's words or ideas without giving credit is considered plagiarism, whether or not you express those ideas in your own words or directly quote the source. Examples of plagiarism include but are not limited to the following:

- Direct copying of text from a book, article, electronic resource, or another individual's work without attribution or presenting ideas from a book, article, electronic resource, or another individual as your own, or including these ideas in your work without giving proper credit,
- presenting ideas from a book, article, electronic resource, or another individual as your own, or including these ideas in your work without giving proper credit
- use of a unique term or concept from a book, article, electronic resource, or another individual's work without giving proper credit
- use of false data or citations
- submission of a project or paper for more than one class without approval of both teachers

When a teacher suspects plagiarism, the teacher, in consultation with a colleague, will ask the student to explain the origin of the work. The teacher, on some occasions, may contact the parents to seek their understanding and support on the issue.

If there is a determination that some degree of inappropriate support or outright plagiarism has occurred in the creation of a paper, an appropriate academic penalty will be levied. The teacher will notify administration, and the student's parents/guardians. School administration will determine any additional appropriate consequences.

PART III: STUDENT SUPPORT SERVICES

BULLYING PREVENTION

Rockport High School is committed to providing a safe, positive, and productive learning environment for *all*—and to discourage any behavior that interferes with that goal. Accordingly, Rockport High School complies with the Rockport Public Schools Policy regarding Bullying Prevention and Intervention summarized below.

Definition -Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyber-bullying in a public educational institute: “Bullying” means the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of an unwelcome written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage the target’s property; student or employee, (ii) places the target in reasonable fear of harm to oneself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

The behavior must interfere with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities, or privileges: (a) that are being offered through the school district; or during any education program or activity; or while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or “Cyber-bullying” means, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include (i) knowing impersonation of another person as the author of posted content or messages, if the creator or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or persons.

Cyber-bullying may occur through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute. As used in this Section, “electronic communication” also means any communication through an electronic device including, but not limited to a telephone, cellular phone, computer or pager.

“Aggressor” is a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.

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

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Rockport Public Schools.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Rockport Public Schools if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school.

The following procedures are based on the requirements of M.G.L. c. 71, § 37O. In addition to the requirements of M.G.L. c. 71, § 37O, where the alleged conduct is on the basis of race, color, national origin, age, gender, gender identity or expression, sexual orientation, disability or religion, the district should also consider whether the conduct constitutes a hostile environment based on those protected classes, consistent with its Discrimination and Harassment Grievance Procedures.

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member will be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the Principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

Reporting by Staff - A staff member will report immediately to the principal or designee when they witness or become aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others - The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to a report of bullying or retaliation.

Safety - Before fully investigating the allegations of bullying or retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

In determining the steps necessary to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents, the Principal or designee shall consider that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

The Principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation

Investigation - Upon receipt of a report or complaint that would, if true, constitute bullying, cyber-bullying, or retaliation, the Principal will promptly commence an investigation. In investigating any such complaint, the Principal or designee will interview students, staff, and any witnesses to the alleged conduct. To the extent practicable and consistent with the Principal’s obligation to act promptly and to thoroughly investigate and address the matter, the Principal or designee will maintain confidentiality during the investigative process and shall not disclose unnecessary or confidential information to interview subjects. During any such interviews, the Principal will inform the target, aggressor, and all witnesses that retaliatory treatment of any individual for reporting or lack of cooperation with an investigation of bullying will result in disciplinary action may include possible

suspension or expulsion from school.

Interviews may be conducted by the Principal or designee, other staff members as determined by the Principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given the student's obligation to investigate and address the matter, the Principal or designee will maintain confidentiality during the investigative process.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for bullying investigations. If necessary, the Principal or designee will consult with legal counsel about the investigation.

At any point after receipt of a report of bullying or retaliation, including after an investigation, the principal shall notify the Rockport Police Department and School Resource Officer if the Principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor. Notice shall be consistent with the requirements of 603 CMR 49.00 and established agreements with the local law enforcement agency. The Principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

Determinations - The Principal will make a determination based upon all the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal will determine what remedial action may be required, if any, and determine what responsive actions and/or disciplinary action is necessary. The Principal's findings and determinations shall be documented in writing on the Incident Reporting Form.

If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

Notice of Investigative Findings - Upon determining that bullying or retaliation has occurred, the Principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the Principal shall not be precluded from notifying the parents of a target or aggressor prior to completion of the principal's investigation. This communication will be done in the primary language of the home.

In notifying the parents of a target or aggressor of an investigation or the Principal's findings thereon, the Principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The Principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target's parent(s) about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The notice to the parents or guardians of the victim shall include information about the Massachusetts Department of Elementary and Secondary Education (“DESE”) problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. The parents of the victim should be provided the following contact information: Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906, Telephone: 781-338-3700; TTY: N.E.T. Relay: 1-800-439-2370.

Taking Disciplinary Action - If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school’s or district’s code of conduct. Possible consequences to serious incidents of bullying include possible suspension and expulsion from school. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

SUPPORT SERVICES AND CONFIDENTIALITY

Pursuant to state and federal Student Records laws and regulations, every effort will be made to maintain the confidentiality of discussions between staff and students. However, if a staff member has reason to believe that a student is in a potentially life threatening situation and/or may cause harm to oneself or others, the staff member - through the building Principal - will use their best judgment in releasing this information to the parents.

COMPUTER FACILITIES

The purpose of the technology is to enhance the learning process. In order to have access to a student network account, a signed student usage form, a Rockport Public Schools-Internet Access Policy, and a signed Acceptable Use Policy is required. Computer course work, assignments, and research papers may be worked on in the computer resource area of the library with a pass from the assigning subject teacher. The Foster Computer Lab (room C155) and the PC Lab are available for teachers to sign up for classes, subject to availability. Students should not be in the Foster’s Lab, Mac Lab, or the Library Lab without adult supervision. Any student who uses school computers for non-academic purposes or without consent may lose the privilege to use the school technology.

Students are permitted to use their personal laptops or tablets in class with teacher permission. With this freedom, students will need to practice responsible use, and not use these devices during times when it is not allowed. Students need to take care to secure their belongings when not in use, as Rockport Public Schools are not responsible for lost or stolen items. We encourage all students to get a lock (provided by the school) for their lockers so that they have a secure place to store their belongings. Students who use their personal electronic devices for non-academic purposes and/or without permission will be subject to the school discipline policy up to and including losing the privilege of using them at school.

Students should note that these services and resources are not the same as a private home Internet and e-mail accounts and therefore all actions including information stored, accessed, viewed, written, or

actions performed are logged, and accessible by the Administration. These actions are also legally discoverable and could be subpoenaed by a court of law. Therefore, the Rockport Public Schools has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the Rockport Public Schools. Students should have no expectation of privacy.

The Rockport Public Schools has adopted a series of Acceptable Use Guidelines for computer and Internet use. All students are expected to adhere to these guidelines.

Rockport Public Schools Acceptable Use Guidelines

To revoke implied consent to have your child appear in school publications and media, submit the Publicity Consent Revocation Form to your child's school.

Student Appropriate Use Policy of Information Technology Resources

Services Provided to Students:

- The Rockport Public Schools ("District") provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the local authority.
- Students have file storage space on District servers.
- Students have access to online collaboration tools and online file storage via rpk12s.org (Live@edu)
- Students have access to online course resources.

In accordance with law, the District filters Internet content to prevent access to pornography and material that is otherwise inappropriate for minors. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources, which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking. Internet usage is logged and monitored for use consistent with the educational mission of the RPS.

Each member of the Rockport Public Schools community is expected to adhere to policies for appropriate use.

Students of the Rockport Public Schools shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the District is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the Rockport Public Schools community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the mission of the Rockport Public Schools. Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.
- Devices not owned and managed by the District may not be connected to the District network without specific permission. Devices that disrupt the educational process or operation of the

Rockport Public Schools are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.

- Students or guests may use the “RPS-BYOD” wireless network unless otherwise instructed. Please note, any device deemed as directly or indirectly disrupting the educational processes of the school or students may be held and searched until such time that the disruption is discovered, understood, and resolved.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people’s work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of the faculty and the parents of all students involved.

Respect and protect the privacy of yourself and others.

- Only use the network account assigned to you and do not give your RPS network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet; do not distribute private information about yourself, or others, without your teachers or parents’ knowledge and approval.
- Be authentic; do not pretend to be someone else online. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the District network or hardware.
- Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation: Violation of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

Privacy: The use of school IT resources varies greatly from personal home use. All actions including, but not limited to, information stored, accessed, viewed or written are logged and accessible by the Administration. The Rockport Public Schools has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the

district. RMHS students should have no expectation or guarantee of privacy when using the school's IT resources whether their use takes place during or outside school hours.

GUIDANCE CENTER

Counselors:

	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Tara Vavruska - Guidance Counselor	A - L	A - H	A - L	A - L
Ruth Price - Guidance Coordinator	M - Z	I - Z	M - Z	M - Z

The guidance office provides academic management and support to assist students in making realistic, suitable choices concerning their personal growth and development. Emphasis is on educational, vocational and personal areas. Ample opportunity is provided to each student to discuss any questions with their counselor. Group and individual tests of learning ability and academic aptitude, academic achievement, interest and personality traits and characteristics are reviewed/considered by the Guidance Office in order to develop objective data about each student's skills and ability. This information is combined with other data to form a more complete picture of each student, to help develop the best possible plan for success in high school and beyond.

Appointments: Students can schedule a time with their guidance counselor by contacting Cindy Rich in the guidance office. Counselors are available for after-school/evening meetings per request. Parents/guardians should contact their student's counselor to arrange a convenient time.

College Information: PSAT/SAT and ACT test dates are posted on the RHS website and in the Guidance Office. This information is also available through www.collegeboard.com or ACT.org

Schedule Changes: Student schedule changes must be done through the Guidance Office. Changes will only be allowed in specific cases involving class conflicts, academic placement, a need for a prerequisite, safety or Chapter 766 mandate. Each schedule change will be evaluated on an individual basis. The administration upon the recommendation of guidance will determine final placement. Before making any schedule change, the counselor will investigate and understand the impact of that change on graduation or college admission requirements. A schedule change is not final until it is formally recorded and appears on the student's schedule

HEALTH SERVICES

Rockport High School has a full-time school nurse, whose office is on the second floor of the school building as well as a full-time nurse that is shared with the elementary school.

Mission Statement

The Registered Nurses of our School Health Services Department provides a safe and nurturing environment for all children to maximize learning and the pursuit of health, knowledge, and achievement in the Rockport Public Schools. Your professional school nurses are dedicated to promoting and supporting healthy children and families in our school and community.

COMMUNICATION

- Parents are asked to inform the school nurse if a child has been sick or injured.
- If your child needs to leave school for any type of health emergency or medical appointment, a note must be obtained from the medical provider, must include a signature and state that the child has received medical/dental/psychiatric services and may safely return to school.
- Upon registration and annually, parents complete a Student Medical Information Form, indicating important names, addresses, and phone numbers, to be used if there is an emergency or illness with your child. Please make sure that the contact information remains current throughout the school year. The health office relies on this information to contact parents in the event of illness or emergency.
- If your child is under medical care for a condition or is currently taking medication that may affect him or her throughout the day or if your child should arrive at school with an immobilizing injury requiring a splint or cast, please contact the school nurse.

GUIDELINES FOR SCHOOL ATTENDANCE

If a student has had any of the following symptoms during the previous 24 hours, the student should stay home:

- Vomiting/diarrhea: a student must be symptom free for 24 hours before returning to school.
- Fever 100.0° or above: student must be fever-free without analgesics for 24 hours.
- Strep Throat, Conjunctivitis, Impetigo or other contagious diseases: student must have 24 hours of medication before returning to school.
- Nits/head lice: student must have them removed before returning to school. The parent and child must check in with the nurse before going to class. We have information and resources to help you.
- Skin condition with open lesions: student should remain home until the issue is diagnosed and/or resolved.
- Cold symptoms and respiratory illness: students must be fever free for 24 hours. Students with copious amounts of nasal drainage or persistent coughing associated with additional symptoms should stay home until fever free and symptoms improve enough to attend academics. If cold and cough symptoms are persistent and associated with a fever the child should see a physician.
- Chickenpox: a student must stay at home until all lesions are scabbed over, 7 days from the last eruption.
- Fifth disease: All cases should be referred to the school nurse.
- No proof of immunization: student should not attend school unless he or she is in possession of certified medical waivers.

Parents whose children have any of the above conditions should contact the school nurse so that we may take measures to decrease the spread of illness in the classroom and ease the student's transition back to school.

MEDICATION IN SCHOOL

- The administration of medication in schools is subject to the provisions of 105 C.M.R. § 210.006.
- The school nurse may dispense certain over the counter medications as part of the "Standing Orders" signed per Dr. Stockman, the school physician, if the parent/guardian has signed

permission for the nurse to do so as noted on the Emergency Information Health Form. This form will be provided to each student on the first day of school.

- The only two medications that students are allowed to carry in school are Epi-Pens and inhalers, provided the nurse has doctor's orders and parental permission forms updated each year.
- Any prescription medication to be dispensed from the Health Office must be in a container with a pharmacy label that includes the student's name, drug's name, dosage, and time and duration of administration.
- Any over-the-counter (OTC) medication, which is not part of the Standing Orders signed by Dr. Stockman, requires the labeled medication provided to the Health Office.
- Doctors' orders and parental/guardian permission forms are required for all medication, with the exception of the Standing Orders.

The full Health Services Statement is in [Appendix C](#), Page 74. Updated COVID-19 procedures and protocols can be found on the district website.

LIBRARY

The Library is located on the first floor of the school building and is staffed by a full-time librarian. It is designated as a quiet area within the school where purposeful activity such as reading, research and quiet study can take place. The Library is shared with the middle school and due respect should be given to all persons and materials. Failure to comply with library guidelines may result in detention assigned by the librarian, referral to administration, or loss of library privileges. Electronic devices may be used in the library only with the consent of the librarian or teacher in charge. With the exception of water, no food or drink is allowed in the library. Specific guidelines are posted.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The federal McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;
4. If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;
5. A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;
6. A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact the Coordinator for the Homeless, at (978) 374-5773 or on the following website: <http://www.doe.mass.edu/mv/>.

NUTRITION SERVICES

The School Lunch program is an integral part of the Rockport Public School System. We strive to meet the needs of all the students and staff, both nutritiously and socially, by serving a nutritious breakfast and lunch of high quality in a cheerful, pleasant and welcoming atmosphere. It is our role to encourage everyone to eat breakfast and lunch that conforms to the dietary guidelines for healthy Americans while recognizing the individual preferences of each person who participates in our program. Menus are created monthly and reflect the students' tastes by offering the choices most popular to students. All lunches include an assortment of vegetables and fruit. A variety of milk (skim, low-fat and fat free chocolate milk) is offered with each meal.

A variety of à la carte items, which meet the nutritional guidelines developed by Massachusetts Action for Healthy Kids (also known as the "A-List") are available during lunch service.

Breakfast and lunch are offered to all students each full day of school. Menus are planned in accordance with the State and Federal Standards for National School Lunch and Breakfast Programs. Monthly menus are posted on the Rockport Public Schools website, on School Facebook pages, in each school office, and each cafeteria. We strive to adhere to our printed menu, but unforeseen circumstances may require us to make last minute changes.

- All food purchased at or brought to school must be eaten in designated areas.
- A complete breakfast is available daily.
- School lunch for the 2021-2022 will be free of charge to all students through a Federal grant. In the future the lunch price changes will be updated on the website.. All lunches include a variety of fruit, vegetables and milk. Students must take a minimum of 3 of the 5 components offered (one of which must be a fruit and/or vegetable) in order for it to be counted as a "reimbursable meal". Students not taking a "reimbursable meal" will be charged a la carte prices.
- Students who are eligible for reduced or free meals must take a full, reimbursable meal otherwise à la carte prices will be charged.
- Families are encouraged to prepay for meals by the week, month or year as payment is expected at the time of meal service. Payments may be made daily in the cafeteria. Prepayment ensures that your child is purchasing a healthy and nutritious meal each day. "Low Balance" and "Negative Balance" notices will be mailed or emailed to parents on a regular basis. In the event that the Food Service Director is unable to collect outstanding funds, the account will be turned over to the Superintendent of Schools and further action will be taken.
- Sendmoneytoschool.com is a service that allows families to deposit funds, track purchases, and impose spending limits on their student's lunch account. You may monitor your child's account free of charge without utilizing the payment option.
- Free and Reduced-price lunch applications are available on www.mylunchapp.com, on the school's website, in the Superintendent's and/or Food Service Director's office. In the event your family has a financial need please apply and be assured that each application is kept strictly confidential.
- Accommodations will be made for students with food allergies when a note from their

a medical provider is on file in the nurse's office.

- Students are expected to conduct themselves in a courteous and orderly manner. The nutritional services staff has the authority to enforce all school rules and regulations. Use of the cafeteria facilities, including the purchase of food is a privilege. The Rockport Public Schools Nutrition staff is a dedicated and vital part of our educational team.
- Stealing will not be tolerated. Students found stealing will lose all cafeteria privileges and may face disciplinary action.
- The sale of competitive foods, by outside groups and/or fundraising groups, during the school day is not allowed.

Please contact the Director of Food Services, Deborah Nokes, with any questions or concerns at 978-546-1243.

SCHOOL PSYCHOLOGIST

The services of a school psychologist are available at Rockport High School. The school psychologist can be contacted by calling 978-546-1234.

SPECIAL EDUCATION/SECTION 504

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Department of Student Services for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)' consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504.

Additionally, the Rockport Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The Rockport Public Schools is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

PART IV: GENERAL POLICIES & PROCEDURES

AUTOMOBILE PRIVILEGES

Any student who has a car parked on school property must complete a parking registration form and show a valid driver's license and registration. Student vehicles must park in the assigned student parking area to the north of the building. The student parking area is located in the lot next to the cafeteria and auditorium at the side of the lot closest to the playing fields. Students are not permitted in the parking area or to use or be in cars during school hours unless granted permission. Violations or abuses will be referred to a Dean of Students for appropriate disciplinary action.

Seniors have priority for parking spaces. Violation of this parking policy may result in loss of privileges, ticket or towing at the student's/owner's expense.

For the safety of staff and students, these policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

BULLETIN BOARD USE

Students wishing to place notices, solicitations or any other material on any bulletin board or space in the school building must first obtain the approval of the Principal or Dean of Students.

DISAGREEMENTS BETWEEN STUDENTS

Students who have encountered social problems with other students should contact the guidance or administrative offices. Parents of these students may contact the guidance office or administrative office. Other students who are involved and/or the parents of those students will be contacted to help to address the matter. The Principal, Dean of Students, Guidance Counselor or School Psychologist may become involved in the situation to help to resolve the issues.

DRESS

Rockport High School believes that dress should show respect for self, others, and the educational mission of the school. Clothing should not distract from the educational experiences at school. While respecting self-expression, we believe it is necessary to set clear standards in order to ensure safety and fairness for all students. We expect students to be in dress code at all times. The following guidelines are provided in order to guide each family in making appropriate decisions that support a safe and productive learning environment.

The RHS dress code reflects the core values and beliefs of the school and the community and applies to all students. We expect all students to dress in a manner, which reflects the seriousness of our educational endeavors at RHS. If the student's choice of dress is deemed to be out of compliance, the Dean of Students will discreetly and respectfully make efforts to remedy the situation. The school

expects every student to dress in a manner that does not impede the educational process but allows diversity of taste, fashion and individual preference.

Footwear must be worn at all times for health and safety reasons, both in the building and on school grounds.

- Any form of dress or hairstyle, which endangers the health and safety, will not be allowed.
- Clothing with inappropriate or offensive language, expressions, symbols, or advertisements, which are disruptive to the learning environment, is prohibited.
- Hats, hoods, and sunglasses are not to be worn inside the building unless articles are worn for religious or medical reasons. Exceptions to this policy include special occasions such as Spirit Week or other announced events.
- Clothing that reveals excessive skin (ex: midriff, torso, low-slung pants that reveal undergarments, strapless or spaghetti strap tops, etc.) is not permitted. All shirts must meet a students' pants, skirt, or shorts.
- Clothing should be size appropriate and worn properly.
- Any clothing, which is sheer or see-through, is not allowed.
- Shorts, skirts, or any similar article of clothing must be no shorter than mid-thigh.

If it is determined that a student is inappropriately dressed, the student will be asked to resolve the problem, or will be asked to change or sent home to change by the Dean of Students. The Dean will also notify the parent. Continual refusal to comply will likely result in a parent conference and may result in disciplinary action.

ELECTRONIC DEVICES

Students may use cell phones in hallways and common areas between classes. Cell phone use during class is not allowed. Students may not make phone calls in public areas and must go to the main office or guidance office. Students may use their personal electronic devices while in the cafeteria as long as such use does not violate other rules of behavior (disruption, bullying, harassment, etc.). The Technology Acceptable Use Agreement is in effect at all times.

Students who are found to be using personal electronic devices in an area other than the approved areas (cafeteria, hallways and common areas) unless teacher authorized will have their device confiscated for the remainder of the day and receive detention and/or suspension depending on the nature and frequency of the violation.

- 1st offense-Device confiscated for the remainder of the day.
- 2nd offense-Device confiscated for the day and student will receive two office detentions.
- 3rd offense-Device confiscated for the remainder of the day and students will receive Saturday detention. Parental notification.

Subsequent offenses in classroom, presentation, or academic venue – Device confiscated for the remainder of the day. Students may receive 1 day In-School suspension. Parental notification. At the discretion of the administration chronic offenders may lose the privilege to possess electronic devices in school.

Rockport High School is not responsible for lost or stolen smartphones while confiscated.

EMERGENCY PROCEDURES

Enhanced Lockdown - ALICE

PURPOSE OF ACTION: To protect students, faculty and staff from an internal or an external threat which may cause personal injury or harm to persons in the facility. Drills will be conducted bi-annually in coordination with Rockport Police Department and Town Agencies.

In the event the event of an enhanced lockdown the following procedures should be followed:

- Alert
- Lockdown
- Inform
- Counter
- Evaluate

Stay Put Response Procedures

PURPOSE OF ACTION: To clear the hallways / school grounds in an effort to protect students, faculty and staff.

In the event that a “stay put” drill is initiated the following procedures should be followed:

- Students and staff will be removed from the hallways into the nearest classroom.
- Students will be advised that this is not an emergency, but there is a situation that requires students and staff to stay in a classroom.
- Students and staff should continue normal activity until notified by the office.

Building Evacuation Drills

Building evacuation drills are scheduled for the purpose of rehearsing for an emergency. It is important that all students concentrate on the procedure used during the drill in case a real fire/emergency ever occurs. A building evacuation plan is posted in each classroom. Students should take the responsibility of knowing the pattern for each room in which they have a class and the location of school exits.

The basic rules for a building evacuation are:

1. Form a single line to leave the room.
2. Do not run or attempt to change place in line.
3. Do not talk. It is essential that students listen to directions in the event of an emergency.
4. Go to the athletic field adjacent to the tennis courts and line up by U Block.
5. Remain quiet and with the U Block while the teacher takes attendance.
6. Remain in line until the signal is given to return.

EMPLOYMENT PERMITS

Students wishing to obtain a working permit must be at least fourteen years of age and must have been examined by a physician within the year unless the student is sixteen years of age or older. Students meeting these requirements may obtain the working permit by requesting one from the High School Office.

EXAMS

Semester exams are administered twice a year. Specific guidelines are issued prior to each exam period. If exams are canceled due to snow, the canceled exams will be given the day school resumes.

Senior Final Exam Exemption Policy This policy is intended to provide incentive to second semester seniors to maintain good attendance while working to achieve high academic success. Seniors with a course average of 90% may be exempt from taking the final exam in that course if they have five or fewer unexcused absences. Excused absences do not count against students as it relates to this exemption policy. This policy is applicable for final exams at the end of the school year, not at the end of the first semester.

Students who exceed five unexcused absences or who do not maintain a 90% or better will take their final exams according to the exam schedule which will be released each spring. Students are required to take their final exams unless notified by their teachers that they are exempt based on the criteria listed above.

FUND RAISING

All fundraising activities must receive prior approval of the school administration.

GRADUATION

- Each senior must participate in all scheduled graduation rehearsals and attend any mandatory senior student/parent information presentations. Failure to attend any of the above activities without prior permission from the Principal will result in the student not being allowed to participate in subsequent activities. Permission is granted for extreme emergencies (ex: illness). Work, routine doctor's appointments, etc. are not acceptable excuses. Seniors are still officially in attendance and as such are required to attend all scheduled activities. The Principal must be notified as soon as possible of any potential attendance problems.
- Any senior who cannot meet all academic graduation requirements or financial obligations will not be allowed to participate in Senior Week activities and/or Graduation, and must resolve the requirements and/or financial obligations before receiving a diploma.
- Any student who attends a rehearsal, or any other Senior Week activity under the influence or in possession of liquor or drugs to activities will be excluded from the activity. Parents will be notified, the normal disciplinary routine will be followed, and diplomas will be withheld for presentation at a later date. The student will not be permitted to participate in any further graduation ceremonies.

GUESTS OF STUDENTS AT SCHOOL FUNCTIONS

Students may be granted permission to bring one guest to a school function by submitting the form provided in the main office to the Dean of Students which states the name of the guest, his or her school and place of residence and which states the students understanding and agreement that the guest will abide by all school rules. If the guest does not abide by all school regulations, the host student is accountable for the penalties identified in this handbook. This form must be received two days prior to the function. The Dean of Students has the right to deny permission.

HAZING

In accordance with the laws of the state of Massachusetts, Rockport High School does not condone hazing as defined above in any activity associated with the school, including athletics. Participation in any hazing activity will result in suspension from the team for an indefinite period of time.

Chapter 269 of the General Laws provides as follows:

Hazing Section 17 Whoever is a primary organizer or participant in the crime of hazing as defined herein shall be punished by a fine of one thousand dollars or imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

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

Section 18 Whoever knows that another person is the victim of hazing, as defined in section seventeen, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to oneself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars (\$500).

Section 19 Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen and shall sign an acknowledgement stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public and private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education certifying that such institution has complied with the provisions of this section and also certifying that a said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report.

LOCKERS AND LOCKS

Lockers are assigned to students during the school year. School personnel may inspect lockers at any time when such an inspection is deemed necessary for health, safety or organizational reasons as determined by the Principal or designee. For security reasons, a student may put a school issued lock on their locker. Locks are available, free, upon request in the main office. No personal locks shall be permitted and will be removed.

Per School Committee Policy, lockers are subject to search at the discretion of the Rockport Public Schools. For specific guidelines, please see the “[Search and Seizure](#)” policy on Page 32.

LOST AND FOUND

Students looking for lost items should check with the Main Office. Lost or stolen textbooks or school issued equipment must be reported to the teacher or advisor immediately.

PUBLIC DISPLAYS OF AFFECTION

Physical contact of a personal nature should be kept to a minimum. Public displays of affection are not appropriate for school and are discouraged.

RECYCLING

As part of our core value to serve society responsibly, it is expected that all students will follow established procedures for waste disposal in accordance with the district's mandatory recycling policy.

SCHOOL SAFETY AND SECURITY SCHOOL HOURS

In order to ensure the safety and security of students and adults in the building and to monitor who enters the facility during school hours, all doors are locked and a doorbell system is in place. There is a buzzer located to the right of the front door. All visitors must come to the High School office to check in and receive a visitor's pass.

SEARCH AND SEIZURE

The Rockport School Committee recognizes that School Administrators are under an obligation to ensure that reasonable safety, discipline and good order be maintained by and for all students at all times. It also recognizes, however, that students have certain constitutional rights. It is to balance the sometimes conflicting needs of school officials to insure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

Search of Student Lockers and Desks

1. Lockers and desks are the property of the Rockport Public Schools. The Rockport Public Schools maintain control of all locks affixed to lockers. No other locks are permitted and such locks will be removed by the school administration.
2. Students shall not have any expectation of privacy in school lockers and desks and should be aware that school lockers and desks may be searched at any time by school officials.
3. It is prohibited to store any illegal items/substances or items/substances in violation of any school rule or Federal, State or Local law in a locker or desk.
4. Items/substances prohibited from being in lockers include but are not limited to: guns/knives/weapons (real or fake), drugs or alcohol, fireworks/explosives, fire/smoke/odor producing products, and any other evidence of a school rule or legal violation.
5. Students should be aware that, at the discretion of a school administrator, a student's locker or desk may be searched at any time and prohibited items/substances will be seized.

Search of Students and Their Belongings

1. Search of a student will only be performed, and seizure of a student's belongings will only take place if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. Search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.

2. Search of a student or the student's belongings shall be conducted, when possible, with at least two adult school personnel present, one of whom shall be the Principal and/or designee. A female staff member shall be present when a female student is searched, and a male staff member shall be present when a male student is searched.
3. Search of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. When reasonably possible, search of a student's belongings not in the immediate possession of the student or of a student's automobile parked on school property will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official.
4. "Strip searches" of students come with a heightened degree of expectation of privacy and require a heightened degree of concern for school and student safety, therefore, no school administrator or teacher shall ever conduct a "strip search" of a student without the prior authorization of the superintendent of schools.
5. Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
6. Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.
7. Search of a student or their belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

Use of Breathalyzers at School or School Sponsored Events

Breathalyzers to detect the use of alcohol by individual students may be used at school or at school sponsored events whether on or off school property under the following conditions:

1. Upon admission to school dances, proms and other school sponsored events on or off the school property every student shall be subject to the following:
 - The rules and consequences in the school handbook.
 - Upon entrance a search of the student pocketbooks, book bags, athletic bags, or backpacks.
 - Upon entrance a breathalyzer test will be administered to detect the use of alcohol.
 - Upon entrance confiscation of water bottles or other beverage containers.
 - A requirement that coats and jackets be left at a table by the entrance door which will be monitored by event chaperones.
2. In addition a student shall be subject to a breathalyzer test in the event that a member of the

school personnel has reasonable suspicion to believe that a student is under the influence of alcohol at school or at school sponsored events whether on or off school property.

3. Breathalyzers shall be administered by school administrators.
4. Results of a breathalyzer test will be used as one component for determination of school based disciplinary consequences.
5. The results of the school administrator administered breathalyzer test are for school use only.
6. Breathalyzer instruments shall be maintained in the same manner as those maintained by the Rockport Police Department.

Use of Drug and Bomb Sniffing Dogs

1. Use of a drug-sniffing dog may be conducted under the following conditions:
 - a. The drug-sniffing dog employed for such purposes shall be a law enforcement dog trained for such purposes and the search shall be conducted by law enforcement personnel.
 - b. In the absence of a warrant granted by the appropriate authorities to the law enforcement agency(s) or the existence of exigent circumstances by the law enforcement agency(s), the determination to conduct the search shall be made solely by the school administration and not members of law enforcement.
 - c. The scope of the administration determined search shall be all school owned properties (including desks and lockers) and all public areas of the buildings. Additionally, students have no expectation of privacy in the exterior of vehicles parked on District property and a law enforcement canine may be employed for the detection of narcotics or other material at any time.
 - d. While belongings in the legitimate areas searched shall be subject to evaluation in this manner, no person shall be subject to evaluation in this manner.
 - e. If the evaluation by the drug-sniffing dog determines the possibility of the existence of drugs, that shall constitute the level of reasonable suspicion to allow the school administration to continue the search for the specific item(s). Such continuation shall be consistent with this policy.
2. Use of a bomb-sniffing dog may be conducted when it is so determined by law enforcement and the school administration that such a search is warranted for the safety of individuals and school property. The scope of the search shall be determined by the law enforcement agency and the school administration.

STUDENT RECORDS

The Rockport Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's and eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to educational records maintained by a school on a student in a manner such that he

or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of major parent and student rights regarding their student records:

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent, student, and authorized school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exception under state and federal law, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents may request that such directory information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the

record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records - It is the practice of the Rockport Public Schools to forward the student record of any student who seeks or intends to enroll, or already has enrolled in another public school district, if the disclosure is for purposes of the student's enrollment or transfer. The parent or eligible student has the right to receive a copy of the school record that is forwarded to the new school.

Non-Custodial Parents - Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to M.G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Third Party Access - Authorized school personnel to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Complaints - A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (781) 338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., § 1232h, requires the Rockport Public Schools to notify and obtain consent or allow a student to opt out of participating in certain

school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Rockport Public Schools will provide parents, within a reasonable period of time prior to the administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The Principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

TELEPHONE

Students may use the office phones to call parents. Secretaries, school nurses, and office staff may make phone calls to parents on behalf of students for dismissal due to illness or emergencies.

VALEDICTORIAN/SALUTATORIAN REQUIREMENTS

In order for a graduating senior to be considered for valedictorian or salutatorian status, the student must be enrolled on a full-time basis for their junior and senior years at Rockport High School. These students will be determined at the conclusion of the first semester of senior year.

VISITORS

Rockport High School welcomes the community to see first hand the learning experiences taking place. Students are required to obtain permission from the administration before bringing a guest to school. No visitors are allowed if prior arrangements have not been made. All visitors to the school must report to the office when they arrive and receive a badge. All student visitors are expected to follow the same rules as all other students. Prior arrangements to observe specific students or classrooms must be made with the principal at least 48 hours in advance of arriving at the building. Classroom observations are strongly discouraged during the first three weeks of school and during the month of June. Such observations will be subject to agreement to maintain confidentiality regarding students unless the observer has consent from the parents and/or eligible student to release such information.

School tours can be arranged by calling 978-546-1234 to schedule an appointment. Students from other schools who wish to visit Rockport High School (RHS) must first contact the Guidance Department in their own school. That guidance department must contact the RHS Guidance Office to give permission for the student to be out of school for the day. RHS Guidance will arrange the day for the visit and will make arrangements for a student at Rockport High to escort the visitor for the day. The visiting student should also bring a permission note from their parents on the day of the visit. Students from other schools who show up unannounced will not be allowed to visit the school and may not remain on school grounds.

PART V: STUDENT ACTIVITIES

CLUBS AND ORGANIZATIONS

Rockport High School offers a variety of athletic and co-curricular activities. All students are encouraged to participate as part of a well-rounded educational experience. Those who choose to participate in such organizations represent not only themselves, but also their school and community.

Additionally, the Rockport Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The District is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity. The administrators of the Rockport Public Schools, in their discretion, may deny or limit a student's access to co-curricular activities as a disciplinary sanction.

Co-Curricular Clubs and Organizations typically offered:

- | | |
|-----------------------------|---------------------------------------|
| • Art Club | • Science Club |
| • Chess Club | • National Art Honor Society |
| • College Bowl | • National Honor Society |
| • DECA | • Math Team |
| • Drama Club | • Peer Leaders |
| • Drama Productions | • Rockport Accepts Diversity (R.A.D.) |
| • Environmental Action Team | • Spanish Club |
| • Glee Club | • Student Advisory Council |
| • Yearbook | • Student Council |

Expectations for Co-Curricular

Participation:

- Students must be in good academic standing to participate in any co-curricular activity.
- Students who participate in co-curricular activities should follow all school policies and demonstrate appropriate behaviors. Any student involved in inappropriate behavior (including, but not limited to inappropriate use of technology, fighting, harassment, etc.) as well as any infraction of RHS or community policies may be suspended from any school activity at the discretion of a faculty committee.
- Students must attend school and be present no later than 7:35 a.m. the day of an activity in order to participate, unless there are unusual circumstances acknowledged in advance by the

Dean of Students. Any tardy must be accompanied by a valid note signed by a parent to be considered for the Dean's review.

- Students must be in school and present no later than 7:35 a.m. on the day following an evening event or activity or their ongoing participation in that activity may be denied.
- Students who participate in school activities and events must maintain a good pattern of attendance in order to continue their participation.
- Students who participate in co-curricular activities may not be involved or present at situations involving illegal use of drugs and / or alcohol.
- Clubs will follow the MIAA guidelines when determining consequences for any infractions.
- Students must follow the charter of their individual extra-curricular activities.

Student Leadership Positions:

- Class Officers
- Club Officers
- National Honor Society
- Student Council
- Student Advisory Council
- Team Captains

Rules for Student Leadership Participation:

- Students who hold leadership positions in co-curricular activities should follow all school policies and demonstrate appropriate behaviors. Any student involved in inappropriate behavior (including but not limited to inappropriate use of technology, fighting, harassment, etc.) as well as any infraction of RHS or community policies may be suspended from any school activity and or removed from a leadership position as a result.
- Students who hold leadership positions in co-curricular activities should not be involved or present at situations involving illegal use of drugs and / or alcohol. Any student involved may be suspended from any school activity and /or removed from a leadership position as a result.
- Students who hold leadership positions in co-curricular activities must execute the reasonable duties and responsibilities of that position. Failure to meet one's duties and responsibilities may result in removal from that position.

Elections to Student Leadership Positions:

In all elections conducted at Rockport High School, the candidates must be elected by majority vote. In cases of plurality a run off of the two top candidates will determine the winner. Elections for Class Officers, Student Advisory Council and Student Council will be conducted yearly. Specific procedures for nomination to an office will be published in advance of the election and a list of candidates for each office will be published in a place visible to all students. Students will be given advance notice of elections. Posted deadlines for the submission of nomination papers will be final unless otherwise notified. Students who do not adhere to the nomination process will not be on the ballots nor will they be allowed to make a campaign speech.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is an honor awarded to those students in grades 10-12 who demonstrate outstanding scholarship, service, leadership, and character. Members are selected each year in the first semester by a faculty council, which consists of five faculty members appointed annually by the Principal.

The following criteria must be met in order to qualify for eligibility

1. a minimum cumulative grade point average of 3.7 (no rounding) on a weighted scale
2. student must be a member of the sophomore, junior, or senior class
3. completion of at least one semester at RHS prior to application

All students who meet the above criteria will be notified by letter of their eligibility for NHS membership in September.

Candidates must submit a *completed Personal Data Sheet* and *selection essay* by the published deadline in order to be considered for membership. See Appendix H, Page 84, for a complete description of the Selection Procedure and Criteria for Selection.

Members who fall below the standards for membership will be subject to disciplinary measures recommended by the Faculty Council, inclusive of a warning, additional community service requirements, and/or dismissal. In all cases of pending dismissal, members have the right to a hearing before the Faculty Council. A copy of the chapter bylaws, including the procedure for dismissal, is available from the faculty advisor.

NATIONAL ART HONOR SOCIETY

The National Art Honor Society was created to inspire and recognize those students who have shown outstanding ability in art; foster excellence and a dedicated spirit to the pursuit of art; further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment; aid members in working toward the attainment of their highest potential in an art area; bring art to the attention of the school and community; increase an awareness of art in relation to other areas of the school curriculum; and further aesthetic awareness in all aspects of the school's total program.

ATHLETICS

Athletic Teams:

Fall Season

Football (co-op w/ M/E)
Field Hockey
Boys Soccer
Girls Soccer
Golf
Cross Country (co-op w/M/E)

Winter Season

Boys Basketball
Girls Basketball
Boys Ice Hockey (RHS Host)
Cheerleading
Girls Ice Hockey (GHS Host)
Track (co-op w/M/E)

Spring Season

Boys Baseball
Girls Softball
Girls Tennis
Boy Tennis

Rules for Athletic Team Participation:

Below is a summary of the Rockport High School Athletic Policy.
The entire policy can be seen on www.rpk12.org

Eligibility: In order to participate in practice, scrimmages, matches and/or games, athletes must conform to the following requirements:

1. Academic Standing:

1. Athletes must maintain passing marks in at least four major subjects. Incomplete grades may not be counted toward eligibility.
2. Students who are academically ineligible will be permitted to practice with a team when and if a mid-term report issued meets the standard defined above. Full reinstatement may come at the earliest when report cards for the next term are issued.
3. Students experiencing difficulty in class will be excused for extra help, make-ups, etc.

2. Medical Clearance:

1. Prior to participation in any practice, scrimmage, or game, athletes must have a current (within the last 13 months) physical examination by a qualified medical practitioner and a legal copy of such medical review must be in the hands of the RHS Athletic Department.
2. Students who meet this criterion at the start of the season will remain eligible for that season.

3. Participation Paperwork and Fees:

1. Prior to participation in any practice, scrimmage, or game, athletes must submit to the RHS Athletic Department the following paperwork:
 - a. A signed "Student Participation" form.
 - b. Valid insurance information.
 - c. A signed "Parental Consent to Participate" form.
 - d. A signed "Authorization for Treatment" agreement.
2. Any athletic user fee approved by the School Committee must be paid in full prior to participation in any practice or game. User fee waiver request forms for families that qualify may be obtained in the Superintendent's office.

4. Attendance:

1. Athletes must attend school and be present no later than 7:35 a.m. the day of a game or practice in order to participate, unless the student has unusual circumstances acknowledged in advance by the Dean of Students. Any tardy must be accompanied by a valid note signed by a parent to be considered for the Dean's review.
2. Athletes must be in school and present no later than 7:35 a.m. on the day following an evening event or activity or their ongoing participation in that activity may be denied.
3. Any athletes that attend early morning practice must report to school that day. Failure to do so will result in non-participation on the following day (game or practice).
4. Athletes with a legitimate dismissal note from their parents may participate on that particular day. However, the student may not participate if dismissed for illness. A legitimate dismissal example would be a professional appointment or event approved in advance by the Dean or Principal. A student that is dismissed for an unacceptable reason shall be ineligible to participate on that particular day.
5. Athletes who have been suspended from school will not be permitted to participate in any games or practices for the duration of the suspension. This policy includes both in and out of school suspensions. All suspensions are in effect from 7:35 a.m. on the first day of the suspension until 7:35 a.m. on the day the student is reinstated.
6. If a questionable pattern of tardiness and/or early dismissal by an athlete is observed, the Dean will notify the student and parents that games or practices may be suspended in the future.
7. Athletes absent on the last day of school before a weekend or vacation day game *due to illness* may be required to submit written clearance from a physician before competing on that particular day. An exception would be a school cancellation prior to the weekend or vacation game.

8. Athletes who have repeated, prolonged visits to the Nurse's Office may jeopardize their playing status on that particular day.

E. Adherence to Team Policy:

1. The coaching staff will have the flexibility to establish, with administrative approval, reasonable and fair rules for their sport. Prior to the season, coaches should provide athletes with a written statement of their policies.

Other RHS, MIAA, CAL Policies and Regulations Affecting Eligibility:

A. Chemical Health Rule:

1. **The Rule (62.1):** A student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

Note: If a student-athlete was *present* in a situation that involved the use or distribution of drugs or alcohol and school authorities have reasonable belief that the athlete supported, condoned or was passively complicit in the use or distribution of drugs or alcohol, the actions listed below would be invoked for that student-athlete.

Note: A student-athlete's presence in any circumstances, which would reflect poorly on the reputation of Rockport athletes and athletic program, may result in the suspension of the athlete from a number of games to be determined by the Athletic Director and the Principal.

2. **The Timeframe:** The chemical health rule has been extended to be inclusive of the period from the first allowable day of fall practice through the end of the academic year or athletic competition of the year, whichever is greater.

Note: 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.

- B. The Penalties:** If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated, i.e. All fractional 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. All decimal parts of an event will be truncated.

Additional violations: If after the second or subsequent violations the student of their own violation 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 parts of an event will be truncated.

C. Taunting:

1. **The Definition:** 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 in 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 ones skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or 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.
2. **The Rule:** In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA Expulsion rules. Game officials prior to the contest shall give a warning to both teams.
3. At all MIAA 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.

D. Anti-Hazing:

In accordance with the laws of the state of Massachusetts, Rockport High School does not condone hazing as defined above in any activity associated with the school, including athletics. Participation in any hazing activity will result in suspension from the team for an indefinite period of time.

PART VI: CONDUCT AND DISCIPLINARY POLICIES

We believe in the individual rights of all the members of the Rockport High School community, and we want to assure that every individual enjoys these rights. Students are expected to conduct themselves in a manner that reflects favorably upon themselves, their families, and their school. Disciplinary guidelines have been developed to ensure that the rights of all individuals are equally protected during the school day, on the school bus, on school property, and at extracurricular activities. There are disciplinary actions for students who do not follow rules as stated in this handbook ranging from reprimand or detention up to and including suspension, exclusion, or expulsion. Disciplinary actions may be progressive in nature.

ALCOHOL AND DRUGS

The school will not tolerate any use of drugs (this includes alcohol, illicit drugs, and the misuse of prescription medication) by any of its students. (See Nursing Policy in Appendix C for rules

regarding prescription medication in school.) No student may be on school grounds during regular school hours or for any school activity while under the influence of drugs. If any student is caught possessing drugs, using drugs, or under the influence of drugs, the student's parents and the police will be notified and that student will be suspended. The student may be expelled.

ARTICLES PROHIBITED IN SCHOOL

Students may not bring the following items to school: lighters, electronic cigarettes, weapons of any kind, water pistols, toy guns, matches, slingshots, knives, studded bracelets, or studded necklaces. These items and any other item judged to be inappropriate by a teacher or school official will be held and returned to the student's parents.

Skateboards are not permitted on school grounds unless students have made previous arrangements with the administration. Students should note that skateboarding is prohibited on all of the streets surrounding the school. Rollerblades may not be worn in school and must be stored in the High School office.

ATTENDANCE

It is expected that students will attend school every day unless they have a serious illness or family emergency. Poor patterns of attendance have a greater negative impact on school performance than almost any other factor. Grades can be negatively influenced by the failure to make up work, failure to participate in interactive class activities, and failure to participate in class discussions.

The goal of the attendance policy is to ensure that each student keeps their absences to a minimum so that they take full advantage of the educational program and actively participate in the school community. Parents, students and school personnel must do everything that they can to reinforce the importance of daily class attendance in accordance with Chapter 76, Section 1 of Massachusetts General Law.

The Rockport Public Schools, pursuant to M.G.L. c. 76, § 1B, has a policy of notifying the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. This policy requires that the school principal, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

There are many legitimate reasons that may cause a student to miss class. Students can be tardy, dismissed, or absent for many reasons that may seem appropriate. When taken collectively, however, these absences negatively influence a student's progress in school. The school is required by the Commonwealth of Massachusetts to determine whether an absence is authorized. We ask that parents and students attempt to limit the circumstances that result in absence from school, including normal illness, family events/vacations, tardiness, dismissals, trancies, and suspensions. In extraordinary circumstances, injury or chronic illness may cause a student to exceed the above allowances. The school provides a waiver process for parents to make known extenuating circumstances.

Under M.G.L. c. 119, § 21, a child may be eligible for “Child Requiring Assistance” services through the juvenile court system if the child: repeatedly runs away from the home of a parent or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations; or is “habitually truant.” A school aged child is “habitually truant” when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, willfully fails to attend school for more than 8 school days in a quarter. The school can assist parents with pursuing “CRA” services and supports.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

Guidelines for Students:

- All students are expected to be in school on time and attend all classes every day.

Guidelines for Parents:

- Please call the Main Office (978-546-1234) by 7:45 a.m. to inform us of student absence or lateness.
- We ask parents to cooperate with the spirit of this law by encouraging their child's attendance in every possible circumstance. Please note that:
 - Three (3) or more consecutive days absent, parents must obtain a doctor's note and submit it to the school.
 - Three (3) or more total absences (excused or unexcused), a letter of warning will be issued to parents reminding them of the school's attendance policy, and that they will be contacted to schedule a meeting should absences approach seven (7) days.
 - Seven (7) absences (excused or unexcused), a parent conference will be scheduled to discuss the attendance policy and develop a proactive attendance plan.
 - Eight (8) absences (in disregard of the personal attendance plan) a 51A (Neglect) or CRA (Child Requiring Assistance) may be filed at the discretion of the principal.

Attendance Policy:

- Any student who is absent from a class more than four (4) times a quarter will receive a grade of “N”, indicating failure due to poor attendance. A student who receives an “N” for one quarter can still receive a passing grade for the semester if the student maintains passing grades and they are not absent more than eight times in the semester. In these cases, the teacher will use the numerical average of 64 or the student's quarter average, whichever is lower, for the purpose of calculating a final grade. Students who receive one or more “N” grades will be ineligible for Honor Roll status. Prolonged absences can be appealed to the administration. N grades will be reported on high school transcripts.
- Students have the opportunity to recoup their grade earned if the student's attendance improves the following quarter. Attendance will be reviewed each quarter and grades will be adjusted if appropriate.

- Any student who earns two N's in a semester course will receive no credit for the course. Students may not use summer school credit to make-up courses failed due to poor attendance. A student who receives an N for the semester will be required to repeat the course the following year.
- Parents of students who are approaching the maximum allowable number of absences will receive a letter from the administration when the student has been absent for four classes in a quarter. Absences due to school field trips, college visits, death in the family, medical reasons, suspension, Registry of Motor Vehicles appointments and religious observances are not included in the totals.

Attendance Policy Appeals or Considerations:

- If a student feels that a class cut or attendance failure was the result of extenuating circumstances, the student may file an appeal with the Dean of Students. Appeals procedures have been established to address each of these circumstances.
 - When a student is absent from class without permission, the school will notify parents that their son/daughter has cut a class, received a zero for missed work and received disciplinary action. If a student and/or parent feels that there are extenuating circumstances that should be considered by the administration, the student and/or parent may submit a written request to the Dean explaining the reasons why the cut should be waived. The appeal must be initiated within three days of receiving the cut letter.
 - Students likely to receive an N due to extended hospitalization, chronic illness, disability-related reasons, or mental health issues are eligible to receive a waiver from the Dean of Students. If a student feels that their circumstances fall into this category, their parents should provide the Dean with medical documentation prior to the end of the quarter. Such information may also be considered by the student's Section 504 or IEP Team, as appropriate.
 - Any student who receives an N for the quarter or semester and believes that their personal circumstances merit a waiver of attendance policy may appeal his case to the Dean. All appeals must be initiated no later than the third school day following the distribution of report cards. The student filing the appeal must obtain an attendance printout from the main office secretary and provide a written description of the reason for each absence prior to meeting with the committee.

Authorized/Excused Absences:

Although students are expected to be present and on time each day, there are legitimate reasons for school absence:

- Medical visits, including surgical, dental and therapeutic. Doctor's notes are required.
- Court appearance: documentation required.
- Religious Holidays
- Attendance at a wake or funeral
- School sponsored field trips
- Registry of Motor Vehicles: documentation required.
- College visit: juniors and seniors may be excused from school for a maximum of three (3) pre-approved college visits per year. Reasonable proof of visit required. Examples include a parking pass, dated note from the admissions office, campus maps/tour information.
- Discipline-related suspensions

If proper documentation is provided, the absences listed above will not be counted in absence total.

Absence Procedures:

- Students who have been absent from school for a full day for ANY reason must bring a note upon return to the Main Office. The note should include the following information:
 - The date of absence
 - The reason for the absence
 - A parent/guardian's signature
 - A parent/guardian's daytime phone number.

Extended Absence Procedures:

- Any student who is absent three (3) or more consecutive days due to illness will be required to present a doctor's note documenting the illness before makeup authorization is granted.
- Students returning from hospitalization of any length must attend a re-entry meeting with the Dean, guidance counselor and the school nurse prior to returning to school. The goal of this meeting will be to develop a plan for supporting the student's academic and social-emotional transition. Parents will be asked to provide a Discharge Summary from the hospital with recommendation for re-entry.

Make Up Policy for Absences:

- Absent students are responsible for arranging to complete missed assignments on the day they return to school.
- Students will have one school day beyond the number of excused absences they have accrued to make up missed assignments.
- Any work that is not made up after the allotted time may earn a failing grade.
- Previously scheduled assignments (test/quizzes, papers or projects) may be exempt from the above-mentioned make up policy. Teachers may require those assignments to be completed the day the student returns.
- In the event of a planned absence, students should make arrangements to take a scheduled test or turn in an assignment with the teacher prior to their absence. The classroom teacher may require the test and/or work to be completed prior to the planned absence.
- An extension of the make up time may be granted by the Dean under extenuating circumstances.

Make Up Policy for School Activity-Based Absences:

- Any students missing classes or school due to participation in a planned/school-sanctioned activity (including but not limited to field trips, student government obligations, and sports obligations) are covered by the make up policy.
- Please note that with such activities, the school is authorizing the absence, not exempting the student from academic responsibilities. All work must be made up and in some cases completed prior to the school authorized trip.

Tardiness Procedures:

- Students who arrive at school late must report to the Main Office to sign in. This will ensure accurate daily attendance. Late students will be given a pass allowing entrance into class.

Tardiness to Class Penalties:

- Students who report to class after the start of the class may be asked to come after school by the teacher to make up for missed instruction.
- Students who report to class late in a repetitive fashion will be referred to the Dean of Students for further disciplinary action. Detention or parental conferences may result.
- Students who arrive more than 15 minutes late to class will be marked absent in that class.

Make Up Policy for Tardiness:

- Tardy students are responsible for arranging to complete missed assignments on the same day as the tardy. Failure to do so may result in a failing grade on missed assignments.

Early Dismissal Procedures:

- A student who must leave school prior to the dismissal time of 2:10 p.m., must provide a signed note from a parent/guardian at the start of the school day. In addition to dismissal time and reason for dismissal, the note must contain a phone number of a parent/guardian for verification purposes.
- In the event of an emergency, a parent/guardian may telephone the high school office.
- Students must sign out at the main office before leaving and upon return.
- Early dismissal from a class with more than fifteen (15) minutes of the class time remaining is considered a class absence, such absences will be factored into the absence record and considered for the N grade.

Improper Early Dismissal Penalties:

- If a student leaves the building during the school day without following the correct procedure, the student will be considered truant and be subject to disciplinary action.

Early Dismissal Due to Illness Procedures:

- Students who become ill during the school day must see and be dismissed by the School Nurse.
- If the Nurse is not available, office personnel will refer the student to the Principal or Dean of Students.
- When the Nurse, Principal or Dean of Students find it advisable to dismiss the student, the parent/guardian or person listed on the health card will be contacted.
- Students are not to use their personal phones to call or text parents to be dismissed. All calls should be made through the Main Office or Nurse's Office.

Truancy from Class:

Truancy from class occurs when a student who has not been authorized to be out of class is absent from class. Students must be listed on the absence list, nurse list, dismissal list or be able to produce a note from a member of the staff indicating an acceptable reason as to why they were not in class. Students without such acceptable reasons are considered truant.

Truancy from Class Penalties:

- Students who cut class cannot make up work from that day and will earn a zero for the assignment.
- Students who cut class and leave the building without permission may receive additional disciplinary consequences from the administration.

Suspension from School:

Days of suspension from school do not count toward absence totals.

Make Up Policy Suspensions:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.

School Boundaries:

“School boundaries” define where students may go during the school day. Students are required to remain within school boundaries: the high school building and the area immediately in front of the cafeteria and main entrance at all times during the school day. Students are not to be in the Elementary School or its bounds unless authorized to do so. In the same way, high school students may not pass through the Middle School on the way to class when not necessary nor loiter in the middle school areas. Specifically, high school students may not use middle school bathrooms. Students may not be in the parking lots during the school day. When coming to or leaving school, students are required to use the Jerden’s Lane approach.

Permission to Leave:

Students must receive permission from the Principal, Dean of Students, or School Nurse to leave the school building for any reason during the school day.

Students Over 18 Years of Age:

18 year-old students are unable to write their own absent or tardy notes and will need to follow the same process outlined above.

ATTENDANCE AND ACTIVITY PARTICIPATION

1. Students must attend school and be present by 7:35 a.m. the day of an extra-curricular event/activity in order to participate in the activity.
Note: Unusual circumstances may take exception with the Dean’s approval.
2. Students must attend school and be present by 7:35 a.m. on the school days preceding extra-curricular events or activities that take place on non-school days.

Note: In the case of illness, clearance from a physician in the form of a written note must be received prior to the weekend or vacation day activity.

3. Students must be in school and on time on the day following an evening event or activity or their ongoing participation in that activity be denied.
4. Tardy students must provide a valid note signed by a parent for the Dean's review.
5. Early dismissal students must provide a valid note signed by a parent for the Dean's review. **Note:** Students who are dismissed from school due to illness may not participate on that day.
6. Students who have been suspended from school/classes will not be permitted to participate in any extra-curricular activity for the duration of the suspension.
7. Any student who is officially reported absent may not be present in the building or on school grounds during the school day for any reason whatsoever except to enter as tardy.
8. Students who participate in school activities and events must maintain a good pattern of attendance in order to continue their participation.

Permanent Withdrawal

Pursuant to M.G.L. c. 76, § 18, any student (16 years or older) who is withdrawing from school prior to graduation must obtain a withdrawal form from the school office. No student shall be considered to have permanently left the school district unless an administrator from the school or school district has sent notice within a period of ten (10) days from the student's fifteenth (15) consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meetings shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements. M.G.L. c. 76, § 18.

EXPECTATIONS FOR CONDUCT

The purpose of the Rockport High School code of conduct and discipline is to ensure a safe and orderly environment for learning. The following rules are meant to provide students, staff, and parents with clear notice of our expectations for behavior. All members of the school community deserve to be treated with dignity and respect; and all members of the community are responsible for conducting themselves in a way that demonstrates respect for all individuals, their rights, and their property.

This code of conduct applies to all curricular, co-curricular, athletic, and special events both on and off campus, including school-sponsored trips and during transportation to and from any school event. Any student who attends, participates, or is otherwise involved in any school sponsored activity whether on or off school grounds is subject to the rules and regulations of the school. The administration reserves the right to restrict a student's participation in any school activities because that participation is a privilege, not a right.

DISCIPLINE REGULATIONS

REGULATIONS APPLY TO ALL STUDENTS

All students at Rockport High School have a responsibility to act appropriately and behave within the rules of the school. Students who choose to act inappropriately violate the mission of our school community in which all students foster an environment of integrity, respect, and success. The infractions and the consequences contained within this handbook are not exhaustive nor are they meant to be; rather these are guidelines for addressing inappropriate conduct and suggested disciplinary consequences. A range of discipline is possible within these guidelines, and school administrators have the discretion to impose more severe consequences than contained within these guidelines depending on the individual circumstances presented. Every student enrolled at Rockport High School will be subject to the rules of discipline and attendance set forth in this handbook.

DISCIPLINE REFERRAL

Teachers have the authority to issue and administer detentions for minor infractions. Referral to the Dean through Aspen is used as a last resort after teachers have exhausted all other appropriate preventive and corrective measures. Only cases that are beyond the capacity of the classroom teacher to solve should be sent to the Dean. The Dean will then determine what, if any, consequences will be earned by the student. Each case will be dealt with as rapidly, firmly, and fairly as possible. Violations of the law will be dealt with according to the requirements of the law. Parents will be notified in all cases involving suspensions or legal violations.

DISCIPLINARY CODE

In order to provide a safe environment for all students and faculty, everyone must conduct oneself in a courteous and reasonable manner at all times. Teachers and administrators have a responsibility to take appropriate action to maintain this atmosphere for everyone.

ALCOHOL/DRUG POLICY

Rockport High School is firmly committed to providing a drug-free school environment for all students. Illegal drug use, possession, and distribution for students, faculty, and staff both on and off school grounds and at school events is prohibited. Possession and consumption of any alcoholic beverage [or illegal drugs] on school property or at a school function is prohibited.

For the purpose of this policy, the definition of illegal drug includes drug paraphernalia, any central nervous system depressant (including alcohol), central nervous system stimulant, hallucinogen, phencyclidine or any derivative, narcotic analgesics, inhalants, or cannabis (marijuana) products, or abuse of any over the counter medication. In addition, students are prohibited from possessing and self-administering any prescription drugs on school grounds, with or without a doctor's orders. All prescription medication must be delivered to the school nurse for monitoring and administration. Narcotic medications will not be administered at school and should not be brought to school under any circumstances. (Please see Nurse's Policy, [Appendix C](#) for more information.)

In the event that a faculty or staff member suspects any student to be under the influence of or in possession of any illegal drug or alcohol, the adult should take the student immediately to the nurse's, Dean of Student's or Principal's office, or other private location. An administrator and the nurse, if available, will be summoned immediately to determine the student's condition. The administration may request that a student take a Breathalyzer to determine if the student is under the influence of alcohol. Refusal to take the test will be interpreted as a positive result and appropriate disciplinary action will be administered. Every attempt will be made to notify parents/guardians of

the student's condition and to request them to remove the student from the school building, function, or event. The student will be considered suspended until a hearing is held the next day.

DETENTION

Detention, defined as a penalty for violations of school or classroom rules. Detention may be assigned by members of the administration (administrative detention) or the faculty (teacher/classroom detention). Detention may be served in a number of ways, such as providing community service to meet school needs, remaining after school in an assigned detention area, attending Saturday detention at an assigned location and time or remaining after school for a faculty member.

A teacher may have a student return after school for a variety of reasons other than detention. Students must tell the teacher if the student has office detention. If a student remains after school with a teacher, in order to be excused from further penalties for not attending detention, the student must bring a note from the teacher to the office or detention monitor.

Priority of Detention

- 1st Priority - Teacher Detention
 - Students who fail to attend teacher detention when requested will be subject to an additional two (2) sessions of office detention.
 - Students must get a note from their teacher to be excused from Office Detention that day.
- 2nd Priority - Office Detention

Detention Rules

- Detention will be held on Monday, Wednesday and Thursday from 2:15 – 3:00 p.m. in a designated classroom. Saturday detention will be held bi-monthly, 9-11 a.m. at the community room at the Rockport Police Station.
- Students who fail to attend administrative detention when requested will be subject to an additional two (2) sessions of administrative detention or a Saturday detention.
- Each student assigned detention should bring homework assignments to complete during detention.
- Ejection from detention may be considered insubordination and may result in one (1) day suspension and/or a Saturday detention. In such a case, suspension is given in addition to, not in place of, detention.
- Students with outstanding detention hours will be barred from participation in co-curricular activities, including clubs, athletics, school dances, and senior week activities. Any variation must be approved by the Dean of Students. Failure to comply with this rule may result in a minimum of one (1) day in-school suspension at the discretion of the administration.

DISCRIMINATION AND HARASSMENT

Rockport Public Schools Discrimination and Harassment Grievance Procedures

The Rockport Public Schools is committed to maintaining a school environment free of discrimination and harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability, homelessness and pregnancy related conditions,

immigration status and other protected categories under state and federal laws. Harassment or discrimination by administrators, teachers, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Rockport Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definitions

For the purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- B. “Discrimination” means discrimination or harassment on the basis race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability, homelessness and pregnancy related conditions, immigration status and other protected categories under state and federal laws by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.
- C. “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off-color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- D. “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must

consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Retaliation Prohibited

Harassment and discrimination in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Rockport Public Schools.

Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

How to make a complaint

- A. Any student or employee who believes that they have been discriminated against or harassed should report their concern promptly to the school principal or designee. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.
- B. District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while at school.
- C. Students and employees will not be retaliated against for making a Complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students and employees are encouraged to utilize the District's Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to: The United States Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, Massachusetts 02110-1491, Telephone: (617) 289-0111, Fax: 617-289-0150, TDD: 877-521-2172; or to Program Quality Assurance Services, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street,

Complaint Handling and Investigation

- A. The school principal or designee shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.
- C. Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or Civil Rights Coordinator. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.
 - 1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
 - 2. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
 - 3. The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
 - 4. The investigator will keep a written record of the investigation process.
 - 5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 - 6. The investigation will be completed within fifteen (15) school days of the date of receipt of the Complaint.
 - 7. The notification of the outcome to the complainant and the subject of the complaint shall be completed within ten (10) school days after the investigation is completed.
 - 8. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.

9. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
 10. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.
- D. If the investigator determines that discrimination or harassment has occurred, steps shall be taken to eliminate the discriminatory or harassing environment, which may include but is not limited to:
1. Determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any;
 2. Determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and
 3. Informing the Complainant and the person(s) who was the subject of the Complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) in accordance with the above timelines, unless the investigation is extended under the provision described above.
- E. If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Superintendent or designee within seven (7) calendar days after receiving notice of the outcome of the investigation. Such appeals must be made in writing to the Superintendent, Rockport Public Schools, 24 Jerden's Lane, Rockport, Massachusetts 01966, Telephone: (978) 546-1234.

Civil Rights Coordinators:

For complaints alleging discrimination or harassment on the basis of disability:

Martha Wright, Director of Student Services

For complaints alleging discrimination on the basis of sex, sexual orientation, gender-identity, race, color, national origin, religion or age:

Martha Wright, Director of Student Services

The following is a table delineating consequences associated with violation of school rules. Administrators may use their discretion in assigning consequences in individual circumstances as

each situation is unique, and each disciplinary measure will be in consideration of the requirements of M.G.L. ch. 71 section 37H3/4, 37H1/2, 37H and the regulations at 603 C.M.R. 53.00

ACTIONS WARRANTING DISCIPLINARY ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD & SUBSEQUENT OFFENSES
Absence from Class without teacher permission No make-up work allowed for this infraction.	*Up to 2 teacher detentions. *Parent conference if requested.	*Saturday Detention and/or Up to 1-day suspension. *Parent conference upon readmission from suspension.	*Up to 3-day suspension. *Parent conference upon readmission from suspension.
Accessing/occupying an unauthorized area of the building/grounds (including faculty offices)	*Up to 3 office detentions and/or Saturday Detention	*Subject to administrative review	*Subject to administrative review
Asked to Leave Classroom by Teacher	* Up to 2 office detentions	*Saturday Detention	*Subject to administrative review
Cheating Any student who is found to have cheated will be given a zero for the work, be it a test, quiz, paper, or final exam.	*Inform administrator. *Parent notification *Zero for work. *Up to 3 day suspension *Parent conference upon readmission from suspension	*Subject to administrative review	*Subject to administrative review
Creating a Hostile Environment / Bullying	*Refer to the Rockport Public School Bullying Policy.	*Refer to the Rockport Public School Bullying Policy.	*Refer to the Rockport Public School Bullying Policy.
Disrespectful Behavior	*Up to 3 office detentions or Saturday Detention	*Subject to administrative review	*Subject to administrative review
Destruction of Property Destruction or defacing of any school, faculty, staff, or other student's property and/or equipment (including, but not limited to: lavatories, classroom desks, books, lockers, and performing arts seats)	*Restitution *Mandatory Parent conference *Up to 10 day out of school suspension *Possible referral to Rockport Police Department	*Subject to administrative review	*Subject to administrative review
Dress Code Violation Students will be referred to the nurse for determination regarding appropriate dress.	* Subject to administrative review	Subject to administrative review	Subject to administrative review
Failure to give name or use of a false name	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Failure to report to administrative detention	*2 office detentions	*Up to 1-day suspension and/or Saturday Detention	*Subject to administrative review
Failure to Report to Administrator /Main Office	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review

ACTIONS WARRANTING DISCIPLINARY ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD & SUBSEQUENT OFFENSES
Failure to Report to a Saturday Detention	*Subject to suspension	*Subject to administrative review	*Subject to administrative review
Failure to serve an In-School Suspension	*Subject to an out of school suspension	*Subject to administrative review	*Subject to administrative review
False Alarms, Bomb Scares, or Threats Any student who is involved in the starting of a fire in the school or on school property, initiating a false fire alarm by the use of fire alarm pull stations in the school or by other means affecting a bomb scare or a threat that disrupts the school community.	*Up to 15-day suspension. *Expulsion hearing *Referral to Rockport Police.	*Subject to administrative review	*Subject to administrative review
Fighting	*Up to 5 day suspension *Parent conference	*Subject to administrative review	*Subject to administrative review
Fire Setting Any student who is involved in the starting of a fire in the school or on school property, initiating a false fire alarm by the use of fire alarm pull stations in the school or by other means affecting a bomb scare or a threat that disrupts the school community	*Up to 15 day suspension and expulsion hearing *Referral to Rockport Police and Fire Departments.	*Subject to administrative review	*Subject to administrative review
Forgery Forging or falsifying a pass, or any other school document	*Up to 3 day suspension *Parent conference upon readmission from suspension	*Subject to administrative review	*Subject to administrative review
Gambling	*Up to 3 day suspension *Parent conference upon readmission from suspension *Gambling materials, i.e., cards, dice, etc., will be confiscated.	*Subject to administrative review	*Subject to administrative review
Harassment	*Penalty in accordance with District Harassment & discrimination Policy	*Subject to administrative review	*Subject to administrative review
Horseplay, Roughhousing, Aggressive Play in hallways, café, gym	*Up to 3 detentions and/or *Saturday Detention	*Up to 2 days suspension	*Subject to administrative review
Inappropriate Language or gestures	*Up to 3-day suspension. *Saturday Detention *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Inappropriate Physical Contact	*Up to 3 detentions and/or Saturday Detention	*Up to 2 days suspension	*Subject to administrative review
Inappropriate use of Restroom Facilities	*Up to 2 day suspension	*Up to 5 day suspension	*Subject to administrative review
Inappropriate Use of Technology (videotaping or taking pictures without consent, sharing unauthorized pictures or videos of students/staff, misuse of internet/website)	*Up to 3 days suspension *Possible loss of privileges to use personal technology devices or school equipment	*Subject to Administrative Review *Possible loss of privileges to use personal technology devices or school equipment	*Subject to Administrative Review *Possible loss of privileges to use personal technology devices or school equipment

ACTIONS WARRANTING DISCIPLINARY ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD & SUBSEQUENT OFFENSES
Inflammatory/libelous/discriminatory/slanderous statements	*Up to 5-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Insubordination Failure to follow directions of any faculty or staff	*Up to 5-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review.	*Subject to administrative review.
Leaving the Building No make-up allowed for this infraction.	*Up to 1-day suspension. *Saturday Detention *Parent conference upon readmission from suspension.	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Up to 5-day suspension. *Parent conference upon readmission from suspension.
Loud/disruptive/disorderly conduct	*Up to 3-day suspension. *Parent conference upon readmission from suspension.	*Subject to administrative review	*Subject to administrative review
Plagiarism Plagiarism is defined as intentionally taking the words, thoughts, or ideas of another and using them as one's own without giving proper credit to the original author or speaker. Disciplinary action will apply to the person giving information as well as to the person receiving the information. Plagiarism is also defined as using a computer translator/software to translate sentences, paragraphs, or entire papers into a world language.	*Inform administrator. *Parent notification *Zero for work. *Up to 3 day suspension *Parent conference upon readmission from suspension Referral to co-curricular activities for potential loss of privileges.	*Subject to administrative review	*Subject to administrative review
Physical Attack, (Battery) Touching or striking another person against the person's will or intentionally causing bodily harm to an individual.	*Subject to long term suspension May be subject to expulsion, in accordance with state law. *Referral to Rockport Police Department.	*Subject to administrative review	*Subject to administrative review
Possession / Use / Sale of Alcohol	*Subject to long term suspension May be subject to expulsion, in accordance with state law. *Referral to Rockport Police Department.	*Subject to administrative review.	*Subject to administrative review.
Possession / Use / Sale of Illegal Substances and Paraphernalia	*Subject to long term suspension *May be subject to expulsion, in accordance with state law. *Referral to Rockport Police Department.	*Subject to administrative review.	*Subject to administrative review.
Possession / Use / Sale of tobacco, alternative smoking devices or paraphernalia in school or on school grounds, within 100 ft of school property or at school sponsored events in Rockport	*Up to 1 day suspension and/or Saturday Detention *Parent Notification *Confiscation of paraphernalia *See Town of Rockport Public Law (Chapter 10, Section 7)	*\$25 fine. *Up to 3 day suspension. *Parent conference upon readmission from suspension	*\$50 fine. *Up to 5 day suspension. *Parent conference upon readmission from suspension

ACTIONS WARRANTING DISCIPLINARY ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD & SUBSEQUENT OFFENSES
Prohibited Articles (Any items that are dangerous or disruptive to the school environment including video recording devices)	*Up to 10 day suspension *Referral to Rockport Police	*Subject to administrative review	*Subject to administrative review
Public Displays of Affection	*Warning *Notification to Administration	*Detention	*Subject to administrative review
Sending, forwarding, or posting sexually explicit messages and/or photographs (sexting)	*Up to 3 day suspension *Referral to Rockport Police	*Subject to administrative review *Referral to Rockport Police	*Subject to administrative review *Referral to Rockport Police
Stealing	*Up to 3 day suspension *Restitution *Referral to Rockport Police	*Subject to administrative review	*Subject to administrative review
Taking pictures or videos within the school without permission of a teacher or an administrator	*Up to 3 days suspension *Pictures or videos must be deleted *Parent conference upon return to school	*Subject to administrative review	*Subject to administrative review
Threat of Physical Attack Any threat (verbal, written, or electronic) by a person to commit a physical attack/injury	*Subject to long term suspension *Potential referral to Rockport Police	*Subject to administrative review	*Subject to administrative review
Throwing Objects in classroom, hallways, school events, cafeteria	*Up to 3 day suspension *Parent conference upon readmission from suspension	*Subject to administrative review	*Subject to administrative review
Unauthorized Absence from School No make-up allowed for this infraction.	*Up to 3 detentions.	*Up to 1-day suspension and/or Saturday Detention *Parent conference upon readmission from suspension.	*Up to 3-day suspension. *Parent conference upon readmission from suspension.
Use of Electronic Devices During School Day- (Except for pre-approved items) Cell phones, video or digital music & gaming devices, cameras, text messaging, phone internet, etc.	*Any use when not specifically allowed during the school day will result in confiscation by any faculty/staff member and given to an administration to be picked up at the end of the school day *Warning	*Any use when not specifically allowed during the school day will result in confiscation by any faculty/staff member and given to the administration. The confiscated articles will only be returned to the parent or legal guardian in person. *3 Detentions and/or Saturday detention	*Any use when not specifically allowed during the school day will result in confiscation by any faculty/staff member and given to the administration. The confiscated articles will only be returned to the parent or legal guardian in person. *5 Detentions and parent conference

STUDENT DUE PROCESS PROCEDURES

Discipline Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Principal: The primary administrator of the school or the Principal's designee for disciplinary purposes.

Due Process:

In-School Suspension: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and invite the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Out-of School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be

audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Principal's Hearing:

Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Principal's Decision:

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal of a long-term suspension with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

Academic Progress:

Any student who is serving a short-term suspension, long-term suspension, In-School Suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

Discipline of Students with Disabilities

The following procedures apply to suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern has developed for suspensions exceeding 10 cumulative days. These procedures include the responsibilities of the team and the responsibilities of the district.

- a. A suspension of longer than 10 consecutive school days or a series of short term or In-School suspensions that exceed 10 school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of their disability.
- e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to 45 school days if:
 - 1) The student is in possession of a dangerous weapon on school grounds or at school-sponsored events;
 - 2) The student is in possession of or using of illegal drugs on school grounds or at school-sponsored events;
 - 3) The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 - 4) The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to their former placement* unless the parent (or student if 18+) consents to an

extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury. In such a case, the school may remove the student to an interim alternative setting for 45 days only: 1) with parental consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

- f. The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

RELEVANT MASSACHUSETTS LAWS

M.G.L. c. 71, § 37H

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, dean of students, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or

expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

- (f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- (g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. c. 71, §37H1/2 - Felony Complaints and Felony Convictions:

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension: provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing for his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the

charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

M.G.L. c.71, §37H3/4.

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

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or

headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

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

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

M.G.L. c.76, §21

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include,

but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies, education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

M.G.L. c.71, §37L

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

RESTRAINT POLICIES AND PROCEDURES

The Rockport Public Schools recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely

restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Nothing in this policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A. The Rockport Public Schools complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

CIGARETTES/TOBACCO PRODUCTS

The use and possession of tobacco products or smoking paraphernalia, including electronic cigarettes by students, including but not limited to cigarettes, snuff, chewing tobacco, pipes, cigarette papers, cigarette lighters, and vaping devices is prohibited in the school and on school grounds and at school-sponsored athletic and social events during the weekends and evenings, even by those 18-years-old or older. Students who smoke or use tobacco products on school property will be subject to discipline up to and including suspension. Students may also be required to take a smoking cessation program.

ROCKPORT PUBLIC SCHOOLS AND LOCAL AND STATE POLICE DEPARTMENT RELATIONSHIPS

A close working relationship exists between the local police and Rockport High School regarding all matters relating to student safety and regarding the enforcement of all local and state laws. In instances where any law has been broken or there exists reasonable suspicion on the part of school authorities that illegal activity is taking place, the school will confer with the school resource officer to find the best remedies to address the situation.

INTERAGENCY MEMORANDUM OF UNDERSTANDING FOR SCHOOLS

The Rockport Public Schools, the Rockport Police Department and the Essex County District Attorney's Office agree to develop and coordinate their response to violence, delinquent or criminal acts by students, including weapons reporting and alcohol and other drug use, that occur on school premises, school buses, or at school-related events. (Please see full policy.)

Appendix A: Attendance Law
Part I. Administration of the Government
Title XII. Education
Chapter 76: Section 2. Duties of parents; penalty

Chapter 76 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar. Parents and RMHS must comply with this law. What follows is the text of Chapter 76 Section 2 of the Massachusetts General Law.

Section 2. Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars. No physical or mental condition capable of correction, or rendering the child a fit subject for special instruction at public charge in institutions other than public day schools, shall avail as a defense unless it appears that the defendant has employed all reasonable measures for the correction of the condition and the suitable instruction of the child. The Boston juvenile court shall have jurisdiction within the territorial limits described in section fifty-seven of chapter two hundred and eighteen of complaints hereunder. The Worcester juvenile court shall have jurisdiction, concurrent with the central district court of Worcester, of complaints hereunder. The Springfield juvenile court shall have jurisdiction, concurrent with the district court of Springfield, of complaints hereunder. The Bristol county juvenile court shall have jurisdiction, concurrent with all of the district courts of Bristol County, of complaints hereunder, and the presiding judge of said court shall establish hearing dates on a circuit basis to be held in such respective courts. Complaints hereunder brought in other district courts shall be heard in the juvenile sessions thereof.

Appendix B: Core Values & Skills Rubrics

Think Critically and Creatively

Indicators	4	3	2	1
Clarifies ideas	Transfers ideas into new context	Synthesizes ideas or solutions and applies to assignment or product	Recognizes connections among ideas or solutions	Does not yet recognize connections among ideas or solutions
Makes decisions and solve problems	Develops a logical, consistent plan to make a decision or solve problem and successfully follows through with the plan	Develops a logical, consistent plan to make a decision or solve a problem	Understands how to develop a plan to make a decision or solve a problem and begins to create one	Does not yet understand how to develop a plan to make a decision or solve a problem
Thinks critically	Evaluates ideas, makes inferences, draws logical conclusions, and fully integrates the new understandings	Uses information to evaluate ideas, make inferences, and draws logical conclusions	Questions information presented and can accept or reject information based on sound reasoning	Does not yet question information or make judgments based on sound reasoning
Thinks creatively	Creates an innovative product with original ideas that have been revised and chosen based on sound evaluation	Creates an innovative product	Generates multiple and varied ideas for a product	Does not yet generate original ideas for a product

Communicate Effectively

Indicator	4	3	2	1
Speaks	Speaks clearly and distinctly at an appropriate rate; body language and eye contact enhance presentation; exemplary use of a variety of effective aids (including technology) to communicate ideas	Speaks clearly and distinctly at an appropriate rate most of the time; body language supports presentation; adequate use of effective aids (including technology) to communicate ideas	Speaks clearly and distinctly at an appropriate rate some of the time; body language limits presentation; inadequate use of visual aids (including technology) to communicate ideas	Does not yet speak clearly and distinctly at an appropriate rate; body language detracts from presentation; visual aids (including technology) are ineffective to communicate ideas
Writes	Demonstrates advanced writing skills: organization, mechanics, purpose, style, ideas, and voice Student incorporates a high level of proficiency and attention to copyright and fair use.	Demonstrates proficient writing skills: organization, mechanics, purpose, style, ideas, and voice Student incorporates attention to copyright and fair use.	Demonstrates fundamental writing skills: organization, mechanics, purpose, style, ideas, and voice Student incorporates minimal attention to copyright and fair use.	Does not yet demonstrate fundamental writing skills: organization, mechanics, purpose, style, ideas, and voice Student does not give attention to copyright and fair use.
Listens	Demonstrates listening skills by following verbal directions, showing appropriate body language, and providing meaningful feedback to the speaker	Demonstrates listening skills by following most verbal directions, showing appropriate body language most of the time, and providing feedback to the speaker	Demonstrates listening skills by following some verbal directions, showing some appropriate body language, and providing some feedback to the speaker	Does not yet demonstrate appropriate listening skills; minimally follows verbal directions, shows limited appropriate body language, and provides irrelevant feedback to the speaker
Collaborate	Shares responsibility for collaborative work; works productively; compromises to accomplish a common goal	Shares responsibility for collaborative work most of the time, works productively most of the time; may compromise to accomplish a common goal	Shares some of the responsibility for collaborative work; works productively some of the time; compromises at times to accomplish a common goal	Has not yet demonstrated responsibility for sharing collaborative work; rarely works productively or compromises to accomplish a common goal

Respect Self and Others

Indicator	4	3	2	1
Respects self	Demonstrates positive personal health and safety decisions; promotes health and safety for the well-being of others	Demonstrates positive personal health and safety decisions	Understands positive decision making skills about personal health and safety; partially demonstrates these understandings	Has not yet developed sufficient knowledge/decision making skills about personal health and safety
Respects and empathizes with others	Listens and speaks respectfully, empathizes, and accommodates the beliefs and perspectives of others, and encourages others to do the same	Listens and speaks respectfully, empathizes, and accommodates the beliefs and perspectives of others	Understands how to listen and speak respectfully, empathize, and accommodate the beliefs and perspectives of others; partially demonstrates these understandings	Has not yet developed sufficient knowledge of how to listen and speak respectfully, empathize, and accommodate the beliefs and perspectives of others
Respects property	Values school property and the belongings of self and others while actively promoting the conservation of resources	Values school property and the belongings of self and others; conserves resources	Understands the importance of respecting property but does not value school property and the belongings of self and others consistently; may conserve resources	Has not yet developed sufficient knowledge of how to respect school property or the belongings of self and others, and conserve resources

Serve Society Responsibly

Indicator	4	3	2	1
Global Awareness and Participation	Shows stewardship by initiating action based on understanding of individual role in global society	Applies understanding of individual role in global society in active participation and/or decision making	Demonstrates basic understanding of individual role in global society	Does not yet demonstrate sufficient understanding of individual role in global society
Community Awareness and Participation	Shows stewardship by initiating action and /or leading based on understanding of individual role in the community.	Applies understanding of individual role in community in active participation and/or decision making	Demonstrates basic understanding of individual role in community	Does not yet demonstrate sufficient understanding of individual role in community

Appendix C: Health Services

Mission Statement

The Registered Nurses of our School Health Services Department provide a safe and nurturing environment for all children to maximize learning and the pursuit of health, knowledge, and achievement in the Rockport Public Schools. Your professional school nurses are dedicated to promoting and supporting healthy children and families in our school and community.

Services

The school nurse works closely with the Massachusetts Department of Public Health, the Rockport Board of Health, the Board of Registration in Nursing and the Department of elementary and Secondary Education to provide the following comprehensive school health services for Rockport Public Schools.

- Nursing assessment and planning for medical referrals for illness
- Administering first aid for injuries acquired at school
- Providing daily care for students with medical conditions and chronic health care needs
- Administering and evaluating prescribed and over-the counter medication.
- Providing health insurance information and community medical resources to families.
- Individual health education, including nutrition, physical activity and tobacco cessation.
- Mental health counseling, support and referrals.
- Surveillance of health records for compliance with immunization and state requirements.
- Support parents and the school to deal appropriately with health disparities

COMMUNICATION

- Parents are asked to inform the School Nurse if a child has been sick or injured.
- If your child needs to leave school for any type of health emergency or medical appointment, a note must be obtained from the medical provider with his or her signature stating the child has received medical/dental/psychiatric services and may safely return to school.
- Upon registration and annually, parents complete a Student Medical Information Form, indicating important names, addresses, and phone numbers, to be used if there is an emergency or illness with your child. Please make sure that contact information remains current throughout the school year. The health office relies on this information to contact parents in the event of illness or emergency.
- If your child is under medical care for a condition or is currently taking medication that may affect him or her throughout the day or if your child should arrive at school with an immobilizing injury requiring a splint or cast, please contact the School Nurse.

Any medication that a student needs during the school day must be immediately brought to the school nurse. Failure to do so constitutes a violation of the school's drug possession rules. Only the Nurse will be allowed to dispense medications. Medications need to be accompanied by a physician's prescription and be in the original bottle dispensed by the pharmacy. The administration of medication in schools is subject to the provisions of 105 C.M.R. § 210.006. New students entering Rockport High School must present a copy of their immunization records before they can be enrolled in school according to Massachusetts Public Health Laws. Please refer to the Medication Administration section for more information.

Web site: http://www.rpk12.org/pages/ROCKPORT/Menu_Items/SERVICES/Health_Services

RES Nursing Contact

Nurse's Office	978-546-1223
Fax	978-546-8140

RMS/RHS Nursing Office

Nurse's Office	978-546-1236
Fax-	978-546-3805

GUIDELINES FOR SCHOOL ATTENDANCE

If a student has had any of the following symptoms during the previous 24 hours, they should stay home:

- Vomiting/diarrhea: student must be symptom free for 24 hours before returning to school.
- Fever 100.0° or above: student must be fever-free without analgesics for 24 hours.
- Strep Throat, Conjunctivitis, Impetigo and other contagious diseases: student must have 24 hours of medication before returning to school.
- Nits/head lice: student must have them removed before returning to school. The parent and child must check in with the nurse before going to class. We have information and resources to help you.
- Skin condition with open lesions: student should remain home until the issue is diagnosed and/or resolved.
- Cold symptoms and respiratory illness: students must be fever free for 24 hours. Students with copious amounts of nasal drainage or persistent coughing associated with additional symptoms should stay home until fever free and symptoms improve enough to attend academics. If cold and cough symptoms are persistent and associated with a fever the child should see a physician.
- Chickenpox: Student must stay at home until all lesions are scabbed over, 7 days from the last eruption.
- Fifth disease: All cases should be referred to the school nurse.
- No proof of immunization: student should not attend school unless he or she is in possession of certified medical waivers.

Parents whose children have any of the above conditions should contact the school nurse so that we may take measures to decrease the spread of illness in the classroom and ease the student's transition back to school.

REQUIRED IMMUNIZATIONS & PHYSICAL EXAMS

All new students, and students entering grade 4, 7 & 10 are required to present evidence of current immunizations before the start of school. Documentation of a recent physical exam is required for all new students and those entering grades 4, 7 & 10. The Complete PE must be performed within one year prior to, or within 30 days of the date of entry to school. Please provide a copy of your child's most recent physical exam.

Grade 9 parents

- Please provide the School Nurse with your child's physical exam conducted during this school year as soon as possible- it is required to enter 10th grade.

Grade 10 Parents

- Please provide the school Nurse with the most current physical exam conducted within the past year or within 30 days of entry to 10th grade.
- Current Immunizations-must be current and complete

Grade 12 parents

Your student will be given the School Health Record upon Graduation to ease the acquisition of required documents and immunizations for college applications. Many colleges require a current physical exam performed within one year prior to entry.

Please call your school nurse if you have questions about the above requirements or go to www.mass.gov and search for 105 CMR 200.000. School nurses will inform you by mail once if your child is missing the documentation below. Your student will then be subject to administrative action.

MANDATED SCHOOL HEALTH SCREENINGS

Vision screening will be conducted annually through grade 5, and in Grades 7 & 10.

Hearing screening will be conducted annually through grade 3, and in Grades 7 & 10.

Screenings of sight and hearing shall be performed by nurses or others approved by the Department of Public Health (MDPH) for this purpose, in accordance with the guidelines.

Postural screening will be conducted by a nurse or others approved by the MDPH on all students in grades 5 through 9 with the utmost respect for dignity and privacy of the student while viewing the spine.

Height, weight and corresponding Body Mass Index will be measured and calculated for all students in grades 1, 4, 7 & 10 and reported directly and confidentially to a parent or legal guardian by mail. Parents and legal guardians may request, in writing annually, that their child not participate in the screening program. Please send the note to the school nurse in the first day folder.

FIRST AID

First aid is defined as immediate and temporary care given in the case of accident or sudden illness. If an accident does occur, the school nurse or responsible person will administer first aid. Any care beyond first aid is the responsibility of the parent(s) or guardian(s).

EMERGENCY SITUATIONS

As a precautionary measure, we want to ensure that all students have access to medical care, if needed. In the event of injury, illness, or other problems requiring medical intervention, every effort will be made to notify the parent(s) or guardian(s). In the event this is not possible, or should an emergency arise, medical attention will be provided by EMT's, attending physician, nurse, or by Addison Gilbert Hospital in Gloucester.

MEDICATION ADMINISTRATION

Rockport Public Schools has developed prescription medication administration policies in accordance with MGL 105 CMR. The policies in place are to ensure the health and safety of children needing medication during the school day. Medication administration plan forms must be renewed annually and may be obtained from the Nurse or on the Health Services web-page. All medication must be delivered to the school by an adult.

The only exceptions are Inhalers and Epi-pens. Students may self-carry these two medications on their person with appropriate medical authorizations.

Prescription medication

All medication to be administered during the day requires a proper medication order from a licensed prescriber and written authorization from the parent **prior** to administering the medication at school. No more than a 30-day supply may be delivered to school. For short-term prescription medications, i.e. those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. The medication should be brought to the nurse's office by the parent, accompanied by the parent's written authorization. If the nurse has any questions regarding the order, she may request a licensed prescriber's order.

Epi-pens and Inhalers

If a student is going to keep an Epi-pen or inhaler with them, the above requirements apply and the parent must inform the school nurse. It is best to also have an extra inhaler or Epi-pen stored in the nurse's office should the student forget it or need to be treated by the nurse.

Over-the Counter Medication

Many over-the-counter medications are listed on the *Permission to Treat Form* included in the first day packet. Those medications will be given at school as needed based on Nursing assessment and parent signature on the form.

Other over-the-counter medication that must be given during the school day, should be accompanied by a *Parent Authorization Form*, found on the web-site or in the Nurse's Office, and delivered to the Nurse by an adult and in the original labeled container.

Appendix D:

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report: _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: ☐ Target of the behavior ☐ Reporter (not the target)

3. Check whether you are a: ☐ Student ☐ Staff member (specify role) _____

Parent ☐ Administrator ☐ Other (specify) ☐

Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on the back if necessary.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)

10: Form Given to: _____ Position: _____ Date: _____
Signature: _____ Date Received: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:

☐ Interviewed aggressor

Name: _____ Date: _____

☐ Interviewed target

Name: _____ Date: _____

☐ Interviewed witnesses

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

3. Any prior documented incidents by the aggressor? ☐ Yes ☐ No

If yes, have incidents involved target or target group previously? ☐ Yes ☐ No

Any previous incidents with findings of BULLYING, RETALIATION ☐ Yes ☐ No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation: ☐ YES ☐ NO

☐ Bullying ☐ Incident documented as _____

☐ Retaliation ☐ Discipline referral only _____

2. Contacts:

☐ Target's parent/guardian Date: _____ ☐ Aggressor's parent/guardian Date: _____

☐ District Equity Coordinator (DEC) Date: _____ ☐ Law Enforcement Date: _____

3. Action Taken:

☐ Loss of Privileges ☐ Detention ☐ STEP referral ☐ Suspension

☐ Community Service ☐ Education ☐ Other _____

4. Describe Safety Planning: _____

Follow-up with Target: scheduled for _____ Initial and date when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent: Date _____

(If principal was not the investigator)

Appendix E:

REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT AND HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN, AND DISABILITY

Complainant _____

Home Address _____

Work Address _____

Home Phone _____

Work Phone _____

Date(s) of alleged incident(s) _____

Did the incidents involve: sexual harassment _____ racial harassment _____ harassment because
of national origin _____ harassment because of disability _____
(mark all that apply)

Name of the person you believe harassed you or another person _____

If the alleged harassment was toward another person, identify that other person _____

Describe the incident as clearly as possible. Include such things as what force, if any, was used, any verbal
statements (i.e. threats, requests, demands), what, if any, physical contact was involved. Attach additional
pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present _____

This complaint is based upon my honest belief that _____ has harassed me or another
person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to
the best of my knowledge.

(complainant's signature)

(date)

(received by)

(date)

APPEAL

At any stage in this procedure, the
complainant has the right to file formal
complaint with the:
U.S. Department of Education
Office of Civil Rights, Boston Office
5 Post Office Square, 8th Floor Boston,
Massachusetts 02110-1491
Boston, MA 02110
Phone: (617) 289-0111
Fax: (617) 289-0150
TDD: 877-521-2172

Students with disabilities and/or their families
also have the option of filing a complaint with
the:

Commonwealth of Massachusetts
Department of Education
Bureau of Special Education Appeals
350 Main Street
Malden, MA 02148-5023
Phone: (781) 338-6401

Appendix F: Human Sexuality and Curriculum Policy

Parental Notification (Rockport Public Schools Policy)

The purpose of sexuality education in the Rockport Public Schools is to increase students' knowledge about various aspects of sexuality including, but not limited to, understanding of the reproductive system, the definition of sexual abstinence and its place in the lives of young people, goal-setting, communication, emotions, sexually transmitted diseases, and AIDS.

The Massachusetts legislative session ending in fall of 1996 passed (Chapter 291) Sex Education: Parental Notification bill into law, mandating that school districts notify parents when the subject of human sexuality is to be discussed in school, and providing parents with the opportunity to instruct a school district to exempt their children from such presentations.

Rockport School System's human sexuality health curriculum, approved by the School Committee in June of 1993 recognizes *"parents/guardians as the primary sexuality educators of their children and shall also recognize that parental guidance is essential and irreplaceable in sexuality education. All instructional materials, including curriculum, videos, and other materials shall be available for parents', guardians' review."* The curriculum also *"requests that parents be notified at the beginning of each term concerning the contents of the health curriculum for the grade in which their child is enrolled. Questions regarding the contents of the curriculum will be addressed by the health educator, or Principal."*

Parents have the right to withhold students from health education classes. No penalty shall be imposed upon students for such exemptions.

All materials presented to students as part of the health curricula and supporting materials are available to parents, guardians, educators, school administrators and others for inspection and review, and are available in the health room and Principal's and the Superintendent's offices.

Appendix G: Identifying Limited English Proficient (LEP) Students

State and federal laws require that students in our public schools who do not speak English or whose native language is not English AND who currently cannot perform ordinary classroom work in English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter content. These students are often referred to as limited English proficient (LEP) students. They are also referred to as English language learners (ELLs).

When a new student enters a school district, it is the district's obligation to determine if the student is LEP. State law, G.L.c.71A, requires that most LEP students be educated in Sheltered English Immersion (SEI), consisting of both sheltered subject matter instruction in English and English language instruction.

Following is a schema of how a school district should go about making this determination

Step 1: Administer a Home Language Survey. The primary purpose of a Home Language Survey is to find out if a student speaks a language other than English at home and thereby needs to be assessed for English language proficiency. The Home Language Survey also presents an

opportunity to collect other useful information about the student that will help district personnel understand the student's personal and educational history in order to plan an appropriate educational program for the student.

This will be useful when eliciting information from parents who do not understand English well, but who can read in their native language. If a home language survey has not been translated into a language the parent understands, someone must be available to read it to the parent in a language the parent understands and to assist the parent in filling out the survey.

Step 2: Assess the English language proficiency of all students whose home language is not English.

Step 3: Determine if the student is or is not limited English proficient (LEP). This decision should be made by trained district personnel who use the results of the English language assessments and other pertinent information. It should be made consistently, following written guidelines that include cut scores and other criteria established by a task force within the district and approved by the superintendent.

Step 4: Each LEP student should be placed in an instructional program that will provide sheltered subject matter instruction in English and English language instruction appropriate for the student's level of English language proficiency.

State law, G.L.c.71A, requires that LEP students, with limited exceptions, receive both sheltered subject matter instruction in English and English language instruction. This requirement applies to all districts that enroll LEP students, regardless of whether there is one LEP student or hundreds of LEP students enrolled in the district. An FAQ document that provides guidance on the implementation of G.L.c.71A is posted at: http://www.doe.mass.edu/ell/guidance_laws.html. In addition, the document used by the Department for monitoring compliance with both state and federal law regarding LEP students is posted at: http://www.doe.mass.edu/ell/guidance_laws.html

Both sheltered subject matter instruction and English language instruction must be delivered by qualified teachers. A memorandum of guidance about Qualifications for Teachers of LEP students was issued on June 15, 2004 by the Commissioner, and is posted at: <http://www.doe.mass.edu/ell/news04/0615qualifications.pdf>.

The English language instruction and the sheltered content instruction provided to LEP students should be geared to their English proficiency level. Students with beginning and low intermediate English proficiency need more "sheltering," more adaptations of curriculum and instruction, than students with a higher level of English proficiency. Additional information about English language proficiency standards and English language proficiency performance levels can be found in the English Language Proficiency Benchmarks and Outcomes:

http://www.doe.mass.edu/ell/guidance_laws.html

Additional resources on this topic can also be found under "Resources" on the Department's ELL homepage: <http://www.doe.mass.edu/ell/>.

Step 5: Code all students determined to be LEP correctly in the next SIMS data collection.

Please note: This information is intended to answer many of the questions that are frequently asked of the staff in the Office of Language Acquisition and Academic Achievement (OLAAA). As such it is to be considered and used as general implementation guidance.

For additional implementation guidance, please call:

- Office of Language Acquisition and Academic Achievement at 781-338-3535.
- For legal guidance, please call the Program Quality Assurance: 781-338-3700 OR Office of Legal Counsel: 781-338-3400

Appendix H: National Honor Society

CATHERINE E. CHURCHILL MEMORIAL CHAPTER OF THE NATIONAL HONOR SOCIETY

PROCEDURE FOR SELECTION

1. By September 30th each fall, the cumulative grade point averages of all sophomores, juniors, and seniors will be reviewed to determine scholastic eligibility.
2. To be eligible for membership in this chapter, students must be members of the sophomore, junior, or senior class, they must have been enrolled for at least one semester at Rockport High School prior to selection, and they must have a minimum cumulative grade point average of 3.7 (no rounding) on a weighted scale and be enrolled in an approved high school program of studies.
3. All students who meet the grade level, enrollment and G.P.A. standards for membership will receive the following application materials:
 - a letter indicating that he or she is a candidate for the National Honor Society and specifying the deadline for submitting forms
 - Personal Data Sheet to be completed by the candidate, instructions for completing the sheet, and a sample completed form
 - Selection Essay Prompt
 - Selection Criteria
 - Access to the chapter bylaws for review
4. Candidates who wish to be considered for membership must ***complete the Personal Data Sheet*** with accurate information on all present and past leadership positions and service activities undertaken while the student was in high school and ***write a selection essay***, as directed.
5. All candidates who wish to be considered for selection shall return the completed Personal Data Sheet and selection essay by the deadline specified in the letter. A candidate whose Data Sheet and/or selection essay are received after this date *will not be considered* for selection.
6. All faculty and administration will receive a list of candidates who submit materials for selection. They will be asked to evaluate those candidates with whom they have had significant professional experience according to the criteria for leadership, service, and character outlined in Article IV. All faculty and administration will complete, sign, and submit an official evaluation form provided by the chapter advisor.
7. The Faculty Council shall review all of the candidates' Personal Data Sheets and selection essays, faculty evaluations, and other relevant school records and information to determine those who meet all of the criteria for membership in the chapter.

8. Prior to notification of any candidates, the chapter advisor shall present the results of the Faculty Council's deliberations to the Principal for review.
9. A letter indicating selection or non-selection will be sent to all candidates notifying them of the Faculty Council's decision.
10. Candidates selected for membership will be inducted at a formal ceremony in late October.
11. In cases of non-selection, a candidate may request a meeting with the advisor. The chapter advisor shall review and discuss with the candidate the summary notes from the Faculty Council session.
12. In the event that a student disagrees with the decision of the Faculty Council regarding selection, the student shall request a meeting with the Principal no later than two weeks after the date of the selection letter. The Principal will make all decisions regarding selection appeals.

NATIONAL HONOR SOCIETY SELECTION GUIDELINES

The following guidelines clarify the categories of scholarship, leadership, service, and character. An ideal candidate for the National Honor Society would consistently exhibit these characteristics.

SCHOLARSHIP:

The scholarship requirement for the Catherine E. Churchill Memorial Chapter of the National Honor Society is to earn a minimum cumulative grade point average of 3.7 (no rounding) on a weighted scale. For the purposes of initial qualification, grade point averages will be calculated at the end of the second semester for sophomores, juniors, and seniors.

Note: *Evidence of cheating or plagiarism during high school may disqualify a candidate from further consideration.*

LEADERSHIP:

The student who exhibits leadership...

- serves as a role model for peers in upholding school ideals
- exemplifies positive attitudes, initiative, and responsibility
- takes initiative in supporting and promoting school activities
- shows resourcefulness in tackling challenges both in and out of the classroom, making suggestions
- successfully holds positions of responsibility and demonstrates highest standards of reliability and dependability
- performs responsibilities effectively and without prodding
- effectively delegates responsibility
- effectively guides and supports others in the classroom, at work, and in school or community activities

SERVICE:

The student who serves...

- assists members of the community in some extracurricular activity such as Girl Scouts, Boy Scouts, church group, volunteer services for the aged, poor, or disadvantaged, etc.
- volunteers dependable and well-organized assistance and is willing to sacrifice to offer assistance
- works effectively with others
- willingly takes on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- serves the class or school in inter-class or inter-scholastic competition or activities
- does committee work uncomplainingly
- shows courtesy to all
- shows initiative in assisting visitors, teachers, and peers

Note: *Candidates should meet handbook guidelines for the recommended number of community service hours earned in each grade.*

CHARACTER:

The student of character...

- accepts criticism and recommendations graciously
- exemplifies cheerfulness, friendliness, cooperation, and poise
- exhibits maturity in facing setbacks or challenges
- upholds the highest principles of morality , honesty, and reliability
- shows courtesy, concern, and respect for others
- faithfully complies with all school regulations and codes of conduct
- demonstrates perseverance
- actively promotes a healthy, respectful school environment

Rev. September 2018

Appendix I: STAFF CONDUCT WITH STUDENTS

STAFF CONDUCT WITH STUDENTS File: GBEBA

The Rockport Public School Committee expects all staff members, including teachers, coaches, counselors, administrators, support staff and volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students. At all times staff members are expected to be mindful of our school district's core values and educational philosophy, which promises to provide a safe environment that fosters integrity, respect, and success and which stipulates that "our schools should provide a learning environment characterized by mutual respect and should strive to develop in our students' feelings of self-worth and accomplishment."

The interactions and relationships between staff members and students should therefore be based upon mutual respect, trust and the dignity of the individual, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school.

Consistent with this policy, staff members are therefore expected to model civil and respectful behavior and to create a positive educational environment. To accomplish this goal, staff members are expected to approach every interaction with a student with an attitude of concern and caring for the individual student and his or her needs. In interactions with students and each other, staff members are expected to exhibit self-control, to use respectful language and mannerisms, and to guide by example. Because certain negative behaviors are known to undermine trust and impede learning, staff members are expected to avoid such behavior.

In sum, the School Committee encourages staff to build positive, caring relationships with students, but to be mindful to maintain clear and appropriate boundaries that respect the physical and emotional health of all students.

Staff members are encouraged to consult with their administrators or supervisors whenever they are unsure whether particular conduct may constitute a violation of this policy.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the Committee's policy on harassment and sexual harassment of students.
- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or unduly coarse language with students.
- Singling out a particular student or group of students for personal attention and/or friendship within the school environment for other than appropriate educational purposes.

Conduct Requiring Administrative Approval

Before engaging in activities like the following, staff members shall review the activity with the principal or appropriate other supervisor.

- Inviting or allowing students to visit the staff member's home, or visiting a student's home, unless on official school business, or done in another context, such as when visiting a parent or other relative of a student, or when such contact is tangential to the purpose of the visit.
- Maintaining personal contact with a student by telephone, e-mail, Instant Message, Internet chat rooms or other communications media beyond contact regarding homework or other legitimate school business, unless such contact is linked to a legitimate relationship with the student outside the school.
- Exchanging personal gifts beyond customary student/teacher gifts unless the exchange occurs as part of a legitimate relationship with the student outside the school.
- Socializing with students outside of school-sponsored or community organized events unless the socializing is explicitly pre-approved by a parent or guardian of the child, arises out of a legitimate relationship with the student outside of the school, or is incidental to socializing with other adults.

Reporting Suspected Violations

Staff members, students and/or parents or guardians should promptly notify the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Committee's policy on Reporting Child Abuse and Neglect.

Policy to be Included in Handbooks

This policy shall be included in all employee, faculty, student and volunteer handbooks.

Adopted: March 27, 2013

LEGAL REFS.: M.G.L. 71:37H; 151B:3A; 119:51A

APPENDIX J

EDUCATIONAL EQUITY

File: JBB

The Rockport School Committee's goals is to strive to address the needs of every student in each of our schools, subject to Budgetary, space and other limitations.

Educational equity for the purpose of this policy is defined as providing all students. as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity the district will commit to:

1. Systemically, when appropriate, use the district wide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
2. Raise the achievement of all students.
3. Graduate all students ready to succeed in a diverse local, national and global community.

In order to reach the goal of educational equity, as reasonably practical, for each and every student, the district shall:

1. Provide every student with access to high quality curriculum, support and other education resources.
2. Seek to promote educational equity as a priority in professional development.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the district's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

SOURCE: MASC

ADOPTED: February 5, 2020

APPENDIX K NON-DISCRIMINATION AND HARASSMENT

File: AC

The Rockport Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age, immigration status, pregnancy or pregnancy related condition. The Rockport Public Schools is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age or disability. In addition, the District provides equal access to all designated youth groups.

Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The Rockport Public Schools' policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Rockport or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, age, homelessness, disability or immigration status.

In addition to designating at least one administrator to handle inquiries regarding the District's non-discrimination policies, the Superintendent shall adopt and publish one or more grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual interested in filing a complaint that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, disability, or immigration status, pregnancy or pregnancy related condition their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

The student handbooks and grievance procedures shall identify the name, office address and telephone number for the compliance officer(s) for the above-referenced statutes and this policy and be posted on the District's website.

ADOPTED: 11/16/2016

REVISED: 8/26/2020

LEGAL REFS.: Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a),(b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794;

34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4); Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03 as amended by Chapter 199 of the Acts of 2011; MLG c. 71, s370; 42 USC s. 2000c et seq.; 42 USC s. 2000d et seq.; 20 USC s. 1701 et seq.; M.G.L c. 71, Sec. 84.

Rockport Middle / High School Core Values and Beliefs

Rockport Middle/High School, in partnership with families and the community, provides a safe environment that fosters integrity, respect, and success. We promote intellectual curiosity and pride in achievement. We challenge all students to pursue academic excellence, develop interpersonal skills, and value civic responsibility. Students learn 21st Century skills in order to fully participate in a diverse and ever-changing world.

Expectations for Student Learning The Children of Rockport Schools will

Think critically and creatively
Communicate effectively
Respect self and others
Serve society responsibly