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I. Introduction

A. Principal's Message

Welcome to the 2019–2020 school year! We hope you had a wonderful summer and are ready for a great year. The administration, faculty and staff have been busy planning and getting things ready to make sure that this year is really special.

A warm welcome to the class of 2023 we look forward to making the transition to high school a positive and rewarding experience. The choice is in your hands. There are many people here who can extend a helping hand so take advantage of the support and reach out.

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

Frank Kowalski
Assistant Principal

Jonathan P. Seymour
Principal

Daniel E. Thornton
Assistant Principal Athletic Director
B. Pentucket Regional High School Core Values

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

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

21st Century Learning Expectations:

Academic Competencies
I. Students will be independent, inspired, and confident learners.

II. Students will be skilled communicators who are able to use writing, speaking, arts, and technology to express their ideas.

III. Students will be creative explorers who are able to push boundaries, overcome obstacles, and create meaning from their learning.

IV. Students will be innovative thinkers who are able to solve problems by reading, acquiring, analyzing, and synthesizing information.

Social Competencies
V. Students will demonstrate respect for others and themselves, accepting and appreciating individual differences.

VI. Students will be engaged and effective collaborators.

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

C. 2019-2020 SCHEDULE
* 7 Period, NON-ROTATING schedule (A,B,C,D,E,F,G)

D. 2019-2020 Bell Schedules
No homeroom Schedule
Period 1  7:35-8:28
Period 2  8:32-9:22
Period 3  9:26-10:16
Period 4  10:20-11:10
Period 5  11:14-12:27
     1st Lunch  11:10-11:35
Period 6  12:31-1:21
Period 7  1:25-2:15

    2nd Lunch  12:03-12:27
E. INTRODUCTION
Providing for a school atmosphere that is most conducive to learning requires that we maintain certain rules and procedures, and the Handbook describes them for you. But the Handbook also gives you a taste of our philosophy and goals, as well as some of the services available to you here at Pentucket. We hope you and your parents will take the time to review all of the information in this Handbook and feel free to contact us or other appropriate staff members if anything needs clarification. Please pay special attention to the many activities available to you and get involved. Supporting your school and taking advantage of what it offers are at the core of the commitment you need to make to ensure that your educational experiences at Pentucket will be meaningful and positive ones. Remember that the process of education requires a commitment on the part of all concerned; go after your academic pursuits with vigor and establish solid relationships with your teachers so you can take advantage of their expertise and experience. All high school teachers will be available after school for make-up/extra help sessions on Tuesday, Wednesday and Thursday; we encourage you to take advantage of these opportunities. Continue also to cement lasting relationships with your classmates by attending school functions and involving yourself with school activities. As you well know, the more you put into something, the more you'll get out of it.

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

F. National & International Educational Opportunities
Pentucket Regional School Committee recognizes that first hand learning experiences provided by field trips can be an effective and worthwhile means of learning. The Committee encourages field trips as part of and directly related to the total school program and curriculum. Outside organizations may be useful in conducting trips requiring overnight accommodations, including responsibilities for hosting, sponsoring, organizing, transporting students, and all other general supports for the experience. The function of the National & International Education Advisor is to define areas of high interest among high school students and inform parents/students about organizations that could potentially support expressed interests. For more information, please speak with Ms. Janna Millard, the 2017 – 2018 National & International Advisor.

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

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

I. NOTIFICATION OF CIVIL RIGHTS
Pentucket Regional School District Coordinator for Title VI and Title IX is Mr. Brent Conway, Assistant Superintendent. He can be reached by mail at 22 Main Street, West Newbury, MA 01985 or by telephone at 978.363.2280. For concerns related to your child, we encourage you to first contact the building principal.

J. HARASSMENT POLICY
Pentucket Regional Schools are committed to maintaining a school environment free from harassment based on race, color, religion, sex, national origin, age, sexual orientation, or disability in all aspects of employment and education. Such harassment in the workplace or school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified or support personnel, students, vendors or other individuals in school, or at school related events. Further, any retaliation against an individual who has complained about harassment or against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Definitions

Harassment includes communications such as jokes, comments, innuendos, notes, e-mails, voice mails, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, disability, age, sexual orientation, or disability, when such communications or conduct is sufficiently serious to deny or limit the ability of a student to participate in or benefit from the educational program or the ability of a staff member to perform his/her duties.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person; therefore, individuals should consider how their words and actions might be viewed by other individuals.

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education, or
2. the individual’s response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student, or
3. such conduct interferes with an individual’s job duties, education, or participation in extracurricular activities, or
4. the conduct creates an intimidating, hostile or offensive work, or school environment.

The legal definition of sexual harassment is broad. Sexually oriented conduct that is unwelcome and has the effect of creating a work or educational environment that is intimidating, hostile, for individuals of either gender may constitute sexual harassment. While it is not possible to list all circumstances that may constitute such harassment, examples may include references to sexual conduct, comments about an individual’s body, unwelcome leers, and suggestive or insulting comments.

Complaint Procedure

Any member of the school community who believes that he/she has been subjected to harassment will report the incident(s) to the grievance officer. Pentucket Regional School District grievance officer is Assistant Superintendent Brent Conway, 22 Main Street, West Newbury, MA 01985. (telephone number 978-363-2280).

If an employee does not wish to discuss the issue with Mr. Conway, or feels that he is not addressing the problem in an effective manner, the employee should contact the Superintendent of Schools, Dr. Justin Bartholomew, Superintendent of Schools, 22 Main Street, West Newbury, MA 01985. (telephone number 978-363-2280).

A student who believes that he/she is the victim of harassment should report the matter to a teacher, counselor, or administrator who in turn will notify a complaint manager in the school. As an alternative, a student may report directly to a complaint manager. Notice of each school’s complaint managers will be posted in a prominent location in the school.

All employees of the Pentucket Regional School District must respond to suspected harassment and to complaints by students of harassment by notifying the building principal or an appointed complaint manager. Employers are expected to take every report of harassment seriously.

A student may also file a complaint alleging harassment by contacting: The Assistant Superintendent, 22 Main Street, West Newbury, MA 01985, telephone number 978-363-2280.

The staff listed above is also available to provide information about this policy and the Pentucket Regional School District complaint process. The Pentucket Regional School District urges all individuals in the school community to bring any complaint of harassment to the attention of school personnel (e.g. teacher, counselor, or administrator) so that they can resolve the issue. Pentucket Regional School District will promptly investigate every complaint (typically within 30 school days), observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. If it determines that harassment has occurred, The Pentucket Regional School District will take appropriate action to end the harassment and to ensure that it is not repeated.

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with Mr. Brent Conway, Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

Retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation is unlawful and prohibited.

Penalties

Persons who engage in harassment or retaliation will be subject to termination/expulsion or other sanctions as determined by the School Administration and/or School Committee, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

In certain cases, harassment and, in particular, sexual harassment of a student may constitute child abuse under Massachusetts law. The Pentucket Regional School District will comply with all legal requirements governing the reporting of suspected cases of child abuse.

It should be noted that while this policy sets forth the goal of the Pentucket Regional School District in promoting a work and educational environment that is free of harassment based upon race, color, religion, national origin, age, gender, sexual orientation, and disability, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of harassment.

References

State agencies that enforce laws prohibiting harassment or receive complaints there under include the Massachusetts Commission Against Discrimination (MCAD), which is located at One Ashburton Place, Room 601, Boston, MA 02108, telephone (617) 994-6000 and the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 (telephone (781) 338-3300) (TTY (800) 439-2370).

Federal agencies responsible for enforcing federal laws prohibiting harassment include the Equal Employment Opportunity Commission, John F.
K. BULLYING LAW, BULLYING PROCEDURES

At Pentucket Regional High School, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration. This handbook procedure is in accordance with Massachusetts General Laws chapter 71 §37o.

Definitions:
Bullying- Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying- Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment: A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

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

Authority of the School Administration
Bullying can occur in many places among and between students. Bullying which occurs away from school can nevertheless have a serious impact on a student’s ability to engage in the educational process. Therefore, students are prohibited from engaging in any bullying conduct:
- on school grounds or any space adjacent to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use any school-based technology including but not limited to school computers or the school’s internet connection;
- at a location, activity, function or program, that is not school related, or through student owned technology, including home computers and cell phones, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

Reporting Bullying
Students who are victims of bullying, who witness bullying activity, or who are retaliated against for reporting bullying, should report the incident to the principal. Students may also report to a teacher or guidance counselor, or other trusted adult in the building, who will in turn report the incident to the principal.

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

Consequences for Bullying and Retaliation
Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including but not limited to, one or more of the following:
- verbal warning;
- written warning;
- reprimand;
- detention;
- short-term or long-term suspension; or
- expulsion from school as determined by the school administration and/or school committee, subject to applicable procedural requirements.
Nothing in this procedure is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

Bullying Intervention Plan – Please include the following information

ACCESS TO RESOURCES AND SERVICES

A. Identifying resources:

The Pentucket Schools have access to the following staff that is qualified to provide counseling and other services for targets, student aggressors, and their families: nurses, school psychologists, guidance / adjustment counselors and/or social workers.

B. Counseling and other services:

Counseling and support services are available for all students. Students experiencing conflict or other sources of undue stress may need support, including regular monitoring and intervention. Parents can access supports for their children by contacting the school principal.

The staff listed above assists in the development of safety plans for students who have been targets of bullying or retaliation, supporting social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors.

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

M. ASBESTOS NOTIFICATION

Pentucket Regional School District
AHERA Program

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

Asbestos management plans have been developed for Pentucket High School.

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

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

Inquiries regarding general information and compliance should be directed to:

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

N. Student Pregnancy Policy:

Availability of in-school programs for pregnant students

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

● The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

Title IX: 20 U.S.C. 1681; 34 CFR 106.40(b)
II. Academic Policy and Guidelines

A. CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

1. A student has the right to receive appropriate education. Teachers may use a variety of teaching methods and media in providing students with instruction and a student has the responsibility to:
   a. attend classes unless excused
   b. prepare for lessons
   c. communicate with teachers and fellow students
   d. utilize school resources
   e. take at least the required number of courses each semester

2. A student has the responsibility to participate in the formulation of his/her learning goals and may obtain advice and directions from the guidance department on personal and academic problems. A student has the responsibility for the quality of his/her learning:
   a. accepting personal responsibility for missed assignments
   b. completing daily assignments
   c. actively participating in classroom activities
   d. seeking advice and direction from staff

3. A student is entitled to receive prompt feedback on his/her progress. A student has the responsibility for making every effort to achieve maximum results in his/her educational program:
   a. accepting constructive criticism
   b. making self-evaluation
   c. asking for extra help when needed

4. A student has the right to hold his/her own opinions and to express these in:
   a. class discussions
   b. student forums
   c. school publications
   d. informal grievances

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

5. Students have the responsibility to conduct themselves as ladies and gentlemen when participating in school activities and to refrain from placing another student in fear of physical harm or exposure to obscenity, profanity or illegal substances, or hazing. A student has the responsibility to respect the rights and property of others by:
   a. respecting school, personal and public property and the regulations concerning their use
   b. avoiding use of profane, obscene language and gestures
   c. avoiding rude and disruptive behavior
   d. avoiding hazing and physical and mental abuse of others

6. A student is responsible for taking advantage of the various programs related to his/her interests and educational goals:
   a. advanced academic programs
   b. work-study
   c. athletics
   d. social activities

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

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

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

8. A student may determine his/her manner of dress and physical appearance providing it is not disruptive to the educational process. A student has the responsibility to be neat and clean and not to wear clothes that are distinctive, not in accordance with health and safety
standards, or contrary to the "climate for learning" that will be maintained in our classrooms.

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

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

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

B. GRADUATION REQUIREMENTS

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

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

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

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

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

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>20 credits of English Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.5 credits of Writing Lab</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>10 credits of American History</td>
</tr>
<tr>
<td></td>
<td>5 credit of World History</td>
</tr>
<tr>
<td></td>
<td>2.5 credits of Citizenship</td>
</tr>
<tr>
<td>Math, science &amp; Technology</td>
<td>15 credits of math</td>
</tr>
<tr>
<td></td>
<td>5 credits of Biology</td>
</tr>
<tr>
<td></td>
<td>5 credits of Chemistry or Physical Science</td>
</tr>
<tr>
<td></td>
<td>5 credits of other science or technology</td>
</tr>
<tr>
<td></td>
<td>35 total credits in category</td>
</tr>
<tr>
<td>WORLD LANGUAGES</td>
<td>10 credits</td>
</tr>
<tr>
<td>WELLNESS</td>
<td>10 credits</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>2.5 credits in Microsoft Applications, Web Page Design, Programming, C.A.D, Digital Film, Music Production, VHS or other computer based course</td>
</tr>
<tr>
<td>Fine &amp; Performing Arts</td>
<td>5 credits in visual art, theatre, music</td>
</tr>
<tr>
<td>MCAS</td>
<td>Competency Determination in ELA, Math, and Biology</td>
</tr>
<tr>
<td>COMMUNITY SERVICE</td>
<td>40 hours, minimum of 10 hours per year</td>
</tr>
<tr>
<td>TOTAL CREDITS FOR GRADUATION</td>
<td>105 CREDITS</td>
</tr>
</tbody>
</table>
C. HOMEWORK POLICY

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

By Teachers:

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

By Parents:

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

By Students:

- understand and record the directions
- follow a schedule and keep materials in order, pass in on time neat, accurate and meaningful products
- avoid procrastination for this will result in an excessive amount of time needed on a given night for completing assignments

By Principal:

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

D. TESTING SCHEDULE

Generally speaking, a student should not be required to take more than two tests on the same day. In the event that students are confronted with a situation wherein they are scheduled to take three or more tests on the same day, the testing schedule described below should be utilized to resolve the conflict. (The student must consult with his/her teachers prior to the day of the exam). It should be noted that this policy applies only to tests or exams and not to quizzes; (a way of distinguishing a quiz from a test would be that a quiz checks students' knowledge of more limited topics and generally would take place in a time frame of one-half a period or less) quizzes may be given at any time without notice.

<table>
<thead>
<tr>
<th>Day</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Math</td>
<td>Science</td>
<td>Soc. Stud.</td>
<td>Other</td>
</tr>
<tr>
<td>B</td>
<td>Soc. Stud.</td>
<td>English</td>
<td>Math</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td>Other</td>
<td>Other</td>
<td>Math</td>
</tr>
</tbody>
</table>
### Grading Policy

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>High honor grade; outstanding work</td>
</tr>
<tr>
<td>B</td>
<td>Honor grade; good work</td>
</tr>
<tr>
<td>C</td>
<td>Average grade; satisfactory work</td>
</tr>
<tr>
<td>D</td>
<td>Passing grade; but not satisfactory work</td>
</tr>
<tr>
<td>F</td>
<td>Failing grade; no credit allowed</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent</td>
</tr>
<tr>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3</td>
<td>Improvement needed</td>
</tr>
<tr>
<td>4</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>96.5 – 100</td>
</tr>
<tr>
<td>A</td>
<td>92.5</td>
</tr>
<tr>
<td>A-</td>
<td>89.5</td>
</tr>
<tr>
<td>B+</td>
<td>86.5</td>
</tr>
<tr>
<td>B</td>
<td>82.5</td>
</tr>
<tr>
<td>B-</td>
<td>79.5</td>
</tr>
<tr>
<td>C+</td>
<td>76.5</td>
</tr>
<tr>
<td>C</td>
<td>72.5</td>
</tr>
<tr>
<td>C-</td>
<td>69.5</td>
</tr>
<tr>
<td>D+</td>
<td>66.5</td>
</tr>
<tr>
<td>D</td>
<td>62.5</td>
</tr>
<tr>
<td>D-</td>
<td>59.5</td>
</tr>
<tr>
<td>F</td>
<td>Below 59.5</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Day</th>
<th>Math</th>
<th>English</th>
<th>Social Studies</th>
<th>Science</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Social Studies</td>
<td>Science</td>
<td>Math</td>
<td>English</td>
<td>Social Studies</td>
</tr>
<tr>
<td>E</td>
<td>Math</td>
<td>English</td>
<td>Social Studies</td>
<td>Math</td>
<td>Science</td>
</tr>
<tr>
<td>F</td>
<td>Social Studies</td>
<td>Science</td>
<td>Math</td>
<td>Other</td>
<td>Science</td>
</tr>
<tr>
<td>G</td>
<td>Science</td>
<td>Social Studies</td>
<td>Science</td>
<td>Math</td>
<td>Social Studies</td>
</tr>
<tr>
<td>H</td>
<td>Math</td>
<td>Science</td>
<td>Social Studies</td>
<td>Other</td>
<td>Social Studies</td>
</tr>
<tr>
<td>I</td>
<td>Social Studies</td>
<td>English</td>
<td>Other</td>
<td>Math</td>
<td>English</td>
</tr>
<tr>
<td>J</td>
<td>Math</td>
<td>Other</td>
<td>Math</td>
<td>Science</td>
<td>Other</td>
</tr>
<tr>
<td>K</td>
<td>Social Studies</td>
<td>Science</td>
<td>Other</td>
<td>Science</td>
<td>English</td>
</tr>
<tr>
<td>L</td>
<td>English</td>
<td>Social Studies</td>
<td>Math</td>
<td>English</td>
<td>Science</td>
</tr>
</tbody>
</table>
F. ACADEMIC INTEGRITY

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

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

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

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

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

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

Level 1 Offense: (may include but is not limited to the following)
*Collaborating on an assignment that was to be done individually
*Talking or gesturing during an assessment
*Passing on assessment information to students in their own or another class who have not yet taken the assessment
*Copying homework assignments from another student
*Exceeding time limit on time assessment with teacher consent
*Plagiarizing a few phrases, ideas, or lines even though most of the work is original
*Using electronic devices to translate language

Level 2 Offense: (may include but is not limited to the following)
*Turning in a prewritten assignment when the assignment was to be done in class
*Copying or using unauthorized information during an assessment - notes, books, crib sheets, etc.
* Altering or ruining another student's work
*Plagiarizing multiple paragraphs-much of the work does not belong to the student
*Having a parent or other person write or complete an assignment and claiming it as the student's own work

Level 3 Offense: (may include but is not limited to the following)
*Stealing a test or any other assessment in electronic, paper or other form
*Stealing an answer key
*Stealing a teacher's edition of the text
*Changing a grade on an assessment, progress report or report card
*Second and/or subsequent violations of the Academic Integrity Policy

CONSEQUENCES

Level 1 Offense:
*“0” credit for the assignment
*Teacher notifies the parent and the administration
*Conduct grade of “4” for the quarter when the offence occurred
*Written apology to the teacher
Level 2 Offense:
* 0 credit for the assignment
* Teacher notifies the parent and the administration
* Conduct grade of "4" for the quarter when the offence occurred
* 1 day suspension from school
* Notification of coaches/activities advisor

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

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

G. HONOR ROLL
The Honor Roll gives recognition to those students who have obtained a high standard of achievement and who have exhibited satisfactory conduct and effort. Subjects meeting every day will be figured in the honor roll, although failures in any subject will make a person ineligible for honors.

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

1. For high honors, an average of 3.6 to 4.0 on the basis of all subjects that meet every day. Students may not achieve high honors if they receive more than one "B".
2. For honors, an average of 3.0 to 3.5 on the basis of all subjects is required. Students may not achieve honors if they receive more than one "C".
3. The numerical equivalents are: A=4.0, B=3.0, C=2.0, D=1.0
4. No student may make the honor roll if they receive:
   a. a failing grade in any subject
   b. a grade of D in any subject
   C. a grade of 4 in effort in any subject.
   D. a grade of 3 in conduct in any subject

H. ACADEMIC ELIGIBILITY
In order to participate in any extracurricular activity, such as a club, theatrical group, musical group, or athletic team a student must have passed 25 credits in the previous marking period. (To calculate eligibility credit for each quarter students will be given 5 credits for each course passed, as long as that course meets every day in the quarter. 2.5 credits will be given for courses that meet every other day.) At the end of each marking period a list of ineligible students will be created. For 10th, 11th and 12th grade students to be eligible for the first quarter of the fall semester they must have passed 25 credits in the previous school year. All freshmen are eligible at the start of the school year.

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

Pentucket Regional High School
National Honor Society Selection Criteria

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

Selection Process

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>Evidence of service is limited:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Less than 20 service hours to the school or community</td>
</tr>
<tr>
<td>2</td>
<td>Evidence of service is acceptable:</td>
</tr>
<tr>
<td></td>
<td>A minimum of twenty recorded Community Service hours for Sophomores</td>
</tr>
<tr>
<td>3</td>
<td>Evidence of service is exceptional:</td>
</tr>
<tr>
<td></td>
<td>A minimum of thirty recorded Community Service hours for Juniors</td>
</tr>
</tbody>
</table>

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

Leadership
Each candidate will be asked to provide evidence of participation in at least three of the following activities – Sports, Clubs, Drama, Academic Teams, The Arts, Music, Employment, Student Government, Event Organization
Each Candidate must display leadership (dependability, responsibility, trustworthiness) in one or more of the above activities
Each Candidate must display leadership in the classroom
Candidates will earn a leadership score using the following rubric. A score is given for each leadership position listed on the application, and the scores are added together to obtain a total score. **A total minimum score of 4 is necessary to be considered.**

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

Membership Requirements

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

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

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

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

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

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

All Foreign Language Honor Societies use the same selection criteria:

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

**J. RANK IN CLASS**

Pentucket has adopted a weighted system for determining rank in class. A weighting system helps to recognize those students who regularly take a heavy schedule of the more difficult courses. For the Class of 2020 a student's rank in class is determined by multiplying the grade point equivalent of the letter grade by the weighted course value and totaling these points throughout the student's high school career. For the Class of 2021 and future classes, class rank will be determined by calculating the weighted grade point average for all subjects.

**K. STUDENT ATTENDANCE POLICY**

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

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

**Absence and Tardy Information**

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

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

**An excused absence/tardy includes:**

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

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

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Truancy
- Family vacations
- Undocumented absences
● Non-emergency family situations

Tardy Consequences:

Work and/or instruction missed may be made up at another time.

● After 5<sup>th</sup> tardy – letter home
● After 10<sup>th</sup> tardy – conference with the parent and student
● Subsequent tardies may result in the child being referred to the court system for neglect (51A) or as a child in Need of Services (CHINS).

Family Vacations

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

Attendance Policy – If a student has…

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

LEGAL REF: MGL Chapter 76, Sections 1, 2, 3, 4, 16, 16A, and 20

ADOPTED: November 15, 2011

L. MAKE-UP WORK

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

M. VACATION/PROLONGED ILLNESS/SUSPENSION

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

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

N. GRADUATION CEREMONIES

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

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

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

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

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

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

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

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

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

D. LANGUAGE ACCESS IMPLEMENTATION PLAN

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

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

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

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

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

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

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

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

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

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

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

Vital documents must be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.

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

Feedback

Pentucket Regional School District is committed to continuous improvement and welcomes feedback from LEP individuals. Individuals may submit feedback to School Principals, the Superintendent of schools or directly to the Director of Supplemental and Intensive Services. In this way, Pentucket Regional School District supports a feedback process that is transparent and accessible to LEP persons. Any LEP individual is welcome to provide feedback to communicate his or her comments or suggestions regarding the failure to provide Services. In this way, Pentucket Regional School District supports a feedback process that is transparent and accessible to LEP persons.

E. RECORDS REGULATIONS

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

The student record shall consist of the transcript and the temporary record. The transcripts shall contain records that constitute a minimum amount of data and shall be limited to the name, address and phone number of the student and the parent/guardian, the student's birth date, course titles, grades, grade level completed and year completed. The temporary record shall consist of all the information not in the transcript of importance to the educational process. In accordance with state regulations, the transcript shall be maintained by the school department and may only be destroyed sixty years following his/her graduation, transfer or withdrawal from the school system. The temporary record shall be destroyed five years after the student graduates, transfers or withdrawals from the school system.
Access
The eligible student and his/her parent, or either one as applicable, shall have access to the student record and may have copies of any information in the record. Authorized school personnel shall have access to the student records. In general, no information in a student record shall be disseminated without the specific, informed written consent of the eligible student or the parent. A log shall be kept to record the dissemination of any information in the student record.

Amendment
The eligible student and his/her parent, or either one, shall have the right to add information or other relevant material to the record. They shall have the right to request deletion or amendment of any information in the record, with the principal or his/her designee required to make a decision which may be appealed first to the superintendent and then to the school committee.
For this purpose "Parent" shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother or guardian. A non-custodial parent may access their child's information by making a written request for such information, then school officials will provide it to the non-custodial parent. The process by which a parent is deemed eligible is outlined in M.G.L. c.71, sec.34H and 603 CMR 23.07(5).

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

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

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

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

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

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

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

Massachusetts Student Records Regulations: 603 C1VIR 23.00, et seq.
Student Records Access for Non-Custodial Parents: General Laws, Chapter 71, §34H
Adopted: September 1, 2009

If you do not wish the school district to release directory information to third parties as above, please provide the principal with written notice by September 15th.
Pentucket Regional School District will abide by the Protection of Pupil Rights Amendment (PPR), 20 U.S.C. section 1232h, which affords parents certain rights regarding the District’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

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

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

Regulations

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

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

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

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

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

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

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

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

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

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

*Principals will directly notify, such as through US mail or email, parents to provide them with a schedule of activities requiring parental notice and consent of opt-out for the upcoming school year. This notification to parents will occur at the beginning of the school year if the Principal/Administrator has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification and the opportunity to consent or opt-out.
PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION (IHAMA)

In accordance with General Laws Chapter 71, Section 32A, the Pentucket Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, or at least thirty (30) days prior to a program, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involves human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). The notice will be provided to parents at least thirty (30) days prior to the start of the program. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curriculum change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

2. inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

REF: Department of Elementary and Secondary Education
Legal Ref: M.G.L. 71:28
Adopted: December 7, 2010

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

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

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

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

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

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

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

K. WORKING PERMITS
Any person between the ages of 14 and 18 years of age, who accepts regular employment with a business establishment after school, on weekends, or in the summer, is required by law to have a Working Permit. This can be obtained from the office secretary.

L. ACADEMIC PROGRESS REPORTS
At the halfway point of each marking period Academic Progress Reports will be issued. Each teacher will issue a report for those students who are performing in an unsatisfactory manner. This report will assess work habits, test performance, class participation, homework, attitude and behavior. A teacher may request a parent to sign return progress reports. Any parent who has questions or would like to receive more constant reports should contact the Guidance Department. Counselors will keep copies of all evaluations on file.

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

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

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

P. HEALTH SERVICES
If a student becomes ill in school, he/she should get a pass from his/her teacher to report to the nurse. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the office.

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

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

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

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

A. Student Expectations:

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

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

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

EXPECTED BEHAVIOR - CODE OF RESPONSIBILITY AGREEMENT

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

CODE OF Responsibility

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

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

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

EXPECTED BEHAVIOR BY LOCATION & SITUATION

General

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

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

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

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

**Social Interactions - Preventing bullying**
You can help prevent bullying from happening if you follow this code of behavior.
- Be kind to each other.
- Do not use words that would cause a classmate to feel sad, upset, or ashamed.
- Keep your hands to yourself. Do not hit, kick, punch, pinch, or touch another student. Never touch another student in a way that might hurt them.
- Consider other people’s feelings at all times before you speak. Try your best not to hurt others’ feelings.
- Do not say or do anything to threaten another student.
- Do not do or say anything that would make another student scared.
- Do not tease, taunt, mock, embarrass, or humiliate your classmates.
- If you are being bullied, tell an adult right away.
- If you know another student is being bullied, tell your teacher, principal, parents, or another adult right away.
- Review and follow the anti-bullying policy found in the handbook under section I K.
- If you bully another student, you will be disciplined, up to and including a long-term suspension from school.

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

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

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

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

If the rules are not adhered too, there will be consequences. Potential consequences will include but not be limited to:
- Loss of social privilege
- Telephone call to parent-guardian
- Meeting with the Principal or Assistant Principal
- Assigned seating on the bus or in the cafeteria
- Meeting between student, teacher, and parent(s)
- Meeting between parent(s), teacher, and Principal or Assistant Principal
- Written agreement by student(s) as facilitated by an administrator
- Attending in-school suspension

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

**Classroom Management of Unexpected Behaviors**

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

**Referrals to the Principal’s office**

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

**Guiding Rubric for Discipline/Conduct Referrals**

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

<table>
<thead>
<tr>
<th>Confirmed Behavior</th>
<th>Minor Verbal/Emotional Offense</th>
<th>Minor Physical Offense</th>
<th>Other Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Teasing/taunting</td>
<td>Excessive horseplay</td>
<td>Disrespectful behavior toward staff</td>
</tr>
<tr>
<td></td>
<td>Negative gestures</td>
<td>Invasion of Personal Space</td>
<td>Phone is not off and away</td>
</tr>
<tr>
<td></td>
<td>Inappropriate language</td>
<td>Chronic running in the halls</td>
<td>Phone is a distraction</td>
</tr>
<tr>
<td></td>
<td>False Accusations</td>
<td></td>
<td>Dress Code Violation</td>
</tr>
<tr>
<td></td>
<td>Profanity</td>
<td></td>
<td>Skipping class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Low Level Infraction and Consequences</th>
<th>Loss of privilege, Conference with administration, notification to parent, and up to 2 days In School Suspension</th>
<th>Loss of privilege, Conference with administration, notification to parent, and up to 3 days In School Suspension</th>
<th>Loss of privilege, Conference with administration, notification to parent, and up to 3 days In School Suspension</th>
</tr>
</thead>
</table>
Significant Infractions and Consequences

<table>
<thead>
<tr>
<th>Confirmed Behavior</th>
<th>Severe Offense</th>
<th>Severe Physical Offense</th>
<th>Other Severe Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Inciting aggression</td>
<td>● Persistent physical aggression</td>
<td>● Fighting</td>
<td>● Vandalism</td>
</tr>
<tr>
<td>● Written or Verbal Harassment</td>
<td>● Physical aggression with intent to harm</td>
<td>● Assault</td>
<td>● Plagiarism</td>
</tr>
<tr>
<td>● Making Threats</td>
<td></td>
<td></td>
<td>● Bullying/Cyberbullying</td>
</tr>
<tr>
<td>● Verbal retaliation</td>
<td></td>
<td></td>
<td>● significant, inappropriate use of technology</td>
</tr>
<tr>
<td>● Vulgar Language</td>
<td></td>
<td></td>
<td>● Possession and/or use of banned substances, including vapes/e-cigarettes</td>
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<tr>
<td>● Flagrant disrespect to staff</td>
<td></td>
<td></td>
<td>● weapon</td>
</tr>
<tr>
<td>● Profanity with staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Insubordination</td>
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</tbody>
</table>

Consequence | Loss of privileges, notification to parent, and up to 3 days Out of School Suspension | Loss of privileges, notification to parent, and up to 5 days Out of School Suspension | Loss of privileges, notification to parent, and up to long-term suspension

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

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

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

**DETENTIONS**

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

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

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

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

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

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

**SUSPENSIONS**

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

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

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

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

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

- Possession, use or distribution of alcohol.
- Defacing of lockers, walls, or other objects on school property, both inside and outside the building or grounds, by writing names, messages, or drawing on them or use of graffiti.
- Unauthorized leaving of school grounds.
- Assault (i.e. threatening assault, hitting, kicking, slapping, pushing) against fellow students or other members of the school community.
- Damaging, destroying, or stealing personal or school property or attempting to do so.
- Using or possessing vape products, tobacco products or e-cigarettes.
- Possessing combustible materials such as matches or lighters.
- Committing sexual, racial, or any form of harassment or intimidation or retaliation.
- Using abusive, vulgar or profane language.
- Making verbal or physical threats, empty or otherwise.
- Setting off false alarms.
- Defiant behavior towards any school personnel or policy.
- Insubordination with regard to reasonable requests and expectations
- Discharging or attempting to discharge fire safety equipment.
- Fighting.
- Serious misbehavior on a field trip.
- Behavior that endangers others or substantially disrupts the educational process.
- Behavior that encourages another student to substantially disrupt the educational process.
- Possession of or use of firecrackers, fireworks or stink bombs.
● Persistent or excessive truancy and/or tardiness to class and class cutting.
● Habitual misbehavior that has not been resolved after the assignment of school detentions.
● Bullying, bullying participant, including bystander and/or retaliator.
● Cyber-bullying, cyber-bullying participant, including bystander and/or retaliator (remember, a single electronic communication (email, text, post, etc.) may constitute cyberbullying if it is sent to or may be viewed by more than one person).
● Harassment, harassment participant, including bystander and/or retaliator.
● Hazing, violence, extortion or the threat of hazing, violence or extortion directed towards another student or school personnel, including bystander and/or retaliator.
● Failure to report acts of bullying, cyber-bullying, or hazing, to adult at school.
● Assaulting educational personnel (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).
● Being charged with a felony (see M.G.L. c. 71, §37H1/2 in Appendix)(note: this behavior may result in an indefinite suspension or one longer than 90 days).

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

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

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

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

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

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

PROCEDURES

Suspension Terminology:

Short Term Suspension is a suspension of ten days or less takes place, the school owes a student: notice, explanation and a meeting/ hearing.
Notice of the charge is that the principal or designee shall provide written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place.

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

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

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

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

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

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

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

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

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

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

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

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

EXPULSIONS AND INDEFINITE SUSPENSIONS

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

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

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

A student facing expulsion procedures has the following procedural rights:

1. Written notice in the student's/home's primary language that a hearing will be held to determine whether or not to impose an expulsion. Notice shall include the following:
   a) The date/time/place of the hearing;
   b) A description of the nature of the allegation and the evidence supporting the allegation against the student;
   c) A list of witnesses who will appear on behalf of the school
   d) A summary of the procedures to be followed and the rights afforded to the student at the hearing;
   e) Notice of the right to an Alternate Education Plan if the student has an Individualized Education Plan;
   f) The telephone number of the Principal;

2. The right to be represented by a lawyer or advocate (at the student’s expense);
3. Adequate time to prepare for the hearing;
4. Access to documented evidence prior to the hearing;
5. The right to request that witnesses attend the hearing, and to question them (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation);
6. The right to have the hearing transcribed;
7. The right to have the hearing translated into the student’s or his parents’ or guardians’ primary language and;
8. A reasonably prompt written decision including specific grounds for the decision, the process for appeal, and the right of the student to access alternative educational services.

**Expulsion Terminology:**

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

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

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

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

**Discipline of Students with Disabilities**

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

In general, students with disabilities may be excluded from their programs, just as any other student can be, for up to ten (10) school days per year. However, when an eligible student is excluded from his/her program for more than ten school days in the school year, the student’s Special Education Team must develop a functional behavioral assessment plan. In many instances, the student’s IEP or 504 Team also may be required to determine whether the student’s behavior was a manifestation of his/her disability. If the Team determines the behavior was not related to a manifestation of the student’s disability, the school may discipline the student according to the school’s code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a manifestation of the disability, the student generally may not be excluded from the current educational placement (except as otherwise provided under state or federal law) unless the parent(s) and District otherwise agree or by court order.

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

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

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

FELONY COMPLAINT OR CONVICTION:

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

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

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

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

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

e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.
EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4:

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

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

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

SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:

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

B. MEMORANDUM OF UNDERSTANDING

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

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

C. RE-ENTRY AFTER SUSPENSION FROM SCHOOL

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

D. DISCIPLINE AND STUDENTS WITH DISABILITIES

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

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student’s individual needs.

2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a “change of placement”, building administrators, the parent(s)/guardian(s) and relevant members of the student’s IEP or 504 Team will meet to determine the relationship between the student’s disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a given school year or subjected to a pattern of removal constituting a “change of placement”, building administrators, the parent(s)/guardian(s) and relevant members of the student’s IEP or 504 Team will meet to determine the relationship between the student’s disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parent(s)/guardian(s) and relevant members of the student’s IEP or 504 Team determine that the student’s conduct was not a manifestation of the student’s disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student’s IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.

4. If building administrators, the parent(s)/guardian(s) and relevant members of the student’s IEP or 504 Team determine that the
conduct giving rise to disciplinary action was a manifestation of the student’s disability, the student will not be subjected to further removal or exclusion from the student’s current educational program based on that conduct until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student’s placement. See exceptions at subparagraph (5) below. The Student’s Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

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

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

F. HAZING POLICY

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

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

1. Hazing Policy
   a. Policy Rationale

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

Section 17: Definition:
The term hazing as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such students or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Section 18: Reporting
Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger of peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars. [Added by St. 1985, c.536. Amended by St. 1987, c.665]

Section 19: Notification
This section of the Massachusetts General Laws requires this hazing law to be issued to all students and to all members of clubs, teams and organizations. Organizers and participants of hazing shall be disciplined in accordance with the measures set forth in the student handbook “Student Discipline Code.”

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

b. Policy Statement and Definition

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

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

It is the policy of Pentucket Regional High School that no student or adult shall participate in or be members of any secret fraternity, sorority or secret organization that is in any degree related to the school or to a school activity. No student or adult organization or any person associated with any organization sanctioned or authorized by the School Committee shall engage or participate in hazing.

Examples

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

* Any physical brutality directed at a student such as whipping, beating, paddling, striking, restraining, touching, piercing, tattooing, shaving or placing of a harmful substance on a student.

* Any type of physical activity that subjects a student to an unreasonable risk of harm or adversely affects the student’s mental health or safety. Such activities would include “dares”, forced calisthenics, riding on the hood of a car, or “cramming” people into unusual places (car, closet, shower, lockers, etc.).

* Any type of activity involving the consumption of food, liquid, alcohol, drugs or any other substance which can subject a student to unreasonable risk or harm or adversely affect the student’s mental or physical health or safety.

* Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame, humiliation or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Such activities would include, but not be limited to, psychological abuse, simulated sexual acts, harassment, being tied up, taped, or confined in a small space.

* Any activity that induces, causes, or requires someone to perform a duty or task that involves a violation of the state or federal penal code. (Such examples would include, but not be limited to, shoplifting, driving recklessly, kidnapping, nudity in public places, stealing.)

* Any other activity the administration deems detrimental to the mental and/or physical health of a student regardless of his/her consent.

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

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

Non-School Sanctioned Events:

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

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

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

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

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

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

d. Consequences.

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

If the hazing incident involved enough members of the club, activity, or athletic team as participants, and there is concern for the safety of the students, the administration can cancel the club, activity, or athletic team for any period of time up to one year.

If the hazing involved any type of sexual assault or indecent assault and battery as defined in Chapter 265, Section 13H of the Massachusetts General Laws, the student will be suspended and may be subject to expulsion hearings which could result in either exclusion and/or expulsion from school.

e. Reprisal

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

f. Dissemination of Policy

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

References:

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

g. APPENDIX

THE HAZING TEST *

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

1. Would you have any reservations describing the activity to your parents, a teacher, or a school administrator?

2. Would you object to the activity being photographed for the school newspaper or local TV news?

3. Is there a risk of injury or a question of safety?
4. Is this a team or group activity in which members are encouraged or expected to attend and where minors are consuming alcohol?

5. Will current members refuse to participate with the new members?

6. Does the activity risk emotional or physical abuse?

G. WEAPONS

Students are not permitted to bring weapons on school grounds. Violations of this provision may result in suspension or permanent expulsion from school under the student discipline code. Students should also be aware that having a weapon in the school building or on school grounds is a crime and that criminal penalties may also be imposed by law enforcement authorities. MGL 269 s10 (as amended by Chapter 150 of the Acts of 1987). Whoever not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more that one thousand dollars or by imprisonment for not more than a year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. In compliance with the Federal Gun-Free Schools Act, any student who brings a firearm on school grounds is subject to a minimum one-year suspension from school.

H. SUBSTANCE ABUSE POLICY

1. Introduction

Role of school

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

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

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

Voluntary admission of a substance abuse problem

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

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

Role of parents

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

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

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

II Policies

Items included in these policies

The table below defines the items included in this policy.
<table>
<thead>
<tr>
<th>Item</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Drugs</td>
<td>Any controlled substance not legally obtained, and prescribed drugs not being used in the prescribed dosage or for the prescribed purpose, including drugs prescribed legally, but for someone other than the student. The term further refers to other substances (e.g. mail-order stimulants or pills, nitrous oxide, glue) that are used for something other than their intended purpose.</td>
</tr>
<tr>
<td>Paraphernalia</td>
<td>Paraphernalia associated with substance abuse (e.g. tobacco rolling papers, rolling machines, pipes, &quot;roach&quot; clips) will be viewed by as evidence of a student's intention to use illegal drugs and will be dealt with as a suspected substance use problem</td>
</tr>
<tr>
<td>Prescription and Non-Prescription Medications</td>
<td>To ensure the safe use of medication by students, ALL medication is to be kept in the Health Center and dispensed under a nurse's direction. Students are not to have prescription or non-prescription medication such as No-Doz, Nyquil, diet pills, laxatives, or any products containing Ephedra or Creatine in their personal possession. Possession, use, or distribution of such medications by a student is viewed as a serious health and safety concern by the school.</td>
</tr>
<tr>
<td>Household cleaning solutions</td>
<td>The misuse of common household cleaning solutions or air fresheners creates a clear and present danger to the health and safety of students. Therefore, in accordance with our substance policies, any student found to be misusing such items will be in violation of our substance abuse policies.</td>
</tr>
</tbody>
</table>

**Prohibited actions at school**
The following actions are strictly prohibited and will result in disciplinary action:
- Students use of illegal drugs, narcotics, and/or alcohol on school property, on school buses, at school bus stops, and/or at school-sponsored or school-related functions.
- Student possession of illegal drugs, narcotics, alcohol and/or drug paraphernalia on school property, on school buses, at school bus stops, or at school-sponsored or school-related functions.
- Being under the influence of illegal drugs, narcotics, and/or alcohol on school property, on school buses, at school bus stops, or at school-sponsored or school-related functions.
- Student sale, distribution, or attempted sale or distribution of illegal drugs, narcotics, and/or alcohol on school property, on school buses, at school bus stops, or at school sponsored or school-related functions.

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

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

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

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

**III. Procedures**

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

<table>
<thead>
<tr>
<th>Stage</th>
<th>What happens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The student will be referred to the Principal or the Assistant Principal.</td>
</tr>
<tr>
<td>2</td>
<td>The administrator may contact the school nurse concerning the case. If the nurse or other medical professional determines that physical symptoms may be present after speaking with the student and evaluating the symptoms, the nurse or other medical professional will make recommendations to the referring administrator.</td>
</tr>
<tr>
<td>3</td>
<td>The Principal or Assistant Principal will, if reasonably possible, notify the student’s parent(s) or legal guardian(s).</td>
</tr>
<tr>
<td>4</td>
<td>The Principal or Assistant principal will inform the student, in the presence of his/her parent(s) or legal guardian(s) if necessary.</td>
</tr>
</tbody>
</table>
reasonably possible, of the conduct prohibited in which the Principal or assistant Principal believes the student has engaged.

5 The student will have the opportunity to respond to the Principal or Assistant Principal.

6 After considering the evidence, if the Principal or Assistant Principal believes a violation has occurred, the Principal or Assistant Principal will suspend the student. The length of the suspension will be based on number of factors, including whether this is a first offense. The offense will be reported to local police authorities.

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

8 The student will serve his or her suspension or other consequences as determined by the Principal or Assistant Principal.

9 Prior to the student’s return to school, and as a condition of his/her return to school, the parent(s) and/or legal guardian(s) and the student must meet with the Principal or Assistant Principal and/or other staff for the purpose of determining a specific plan of intervention and/or support services.

Parental involvement: Should the parent(s) or legal guardian(s) fail to cooperate with the school authorities at any point in this process, the school authorities may find it necessary to pursue a CHINS or a care and protection action.

Consequences for violating policy
Any student determined to be in violation of Pentucket’s substance abuse policy will be required to take the following steps.

Offense status remains in effect for 12 months from the date of the infraction.

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

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

   Note: At the discretion of the Principal or Assistant Principal, a student may be suspended from athletic and other student activities for up to 45 school days. The factors used to determine this will include whether this is a first time or repeat offense and whether there is an agreed upon parental/student treatment plan.
   ● will be assigned community service at the school.
   ● will be required to make up missed class work in a structured study hall. Any sleeping or outright refusal to work throughout the day will result in make-up of that day by extension of the suspension period.

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

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

   IF the initial assessment…                   THEN the student will be …

   Does not indicate substance dependence     Monitored by school personnel as needed.
   ● Indicates substance dependence
   ● Indicates behavior that is a high risk   Referred to a substance abuse counselor for additional assessment and follow up.

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

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

IV. Additional information for athletes

MIAA Chemical Health Rule: Alcohol, Tobacco, Drugs
During the season of practices or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroid, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her physician.
The MIAA Rule will be in effect during the school day and at all extra-curricular and school sponsored activities. School is considered to be any location where a school sponsored activity is taking place. The prescribed penalties, listed below, will commence for the “out-of-school” student-athlete at the start of his/her athletic season.

In season athletes
The Minimum Penalties are:

- First Violation: When the Principal or Assistant Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next 2 consecutive interscholastic events, or 2 weeks of a season in which the student is a participant whichever encompasses the greater number of contests. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

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

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

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

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

V. Student Activities

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

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

<table>
<thead>
<tr>
<th>Art Club</th>
<th>Math Team</th>
<th>SADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallet Ensemble</td>
<td>Pentucket Profile</td>
<td>North Shore Science League</td>
</tr>
<tr>
<td>G.A.P.P.</td>
<td>Peer Leaders</td>
<td>Gay Straight Alliance</td>
</tr>
<tr>
<td>German Club</td>
<td>Spanish Club</td>
<td>French Club</td>
</tr>
<tr>
<td>Photography Club</td>
<td>Student Council</td>
<td>Thespian Club</td>
</tr>
<tr>
<td>Alternative Energy Club</td>
<td>Renaissance Club</td>
<td>Junior Firefighters</td>
</tr>
<tr>
<td>Literary Magazine</td>
<td>Percussion Ensemble</td>
<td>Yearbook</td>
</tr>
<tr>
<td>Jazz Band</td>
<td>Jazz Ensemble</td>
<td>Yoga Club</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Informal</th>
<th>Hours: 7:00 PM to 10:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress:</td>
<td>Students attending dances are expected to dress neatly and be well groomed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semi-Formal and Formal</th>
<th>Hours: 7:00 PM to 11:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress:</td>
<td>Semi-Formal: Boys - jacket and tie; Girls - Dressy dresses</td>
</tr>
</tbody>
</table>

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

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

The following sports are currently offered at Pentucket:

- **FALL**: Cross Country, Field Hockey, Football, Cheering, Soccer, Volleyball and Golf
- **WINTER**: Basketball, Wrestling, Ice Hockey, Indoor Track
- **SPRING**: Softball, Outdoor Track, Baseball, Lacrosse and Tennis

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

- **WINTER**: Girls Ice Hockey, Swimming

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

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

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

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

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

NOTE: No limousines are permitted for Semi-Formal Dances
4. The proposed addition, if accepted, shall be delayed, if necessary, pending approval of a budget in which the new addition is included. The budget prepared for the new offering shall include the coaches’ stipend, any necessary equipment and materials, uniform cost, and travel cost.

5. The new coach shall be hired based upon the current District hiring procedure which includes an advertised posting and interview by the Athletic Director with final approval by the High School Principal and Superintendent. Any stipend shall be consistent with other District offerings and shall be included in the Pentucket Association of Teachers Contract.

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

A. **STUDENT-ATHLETE CODE**

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

1. **ACADEMICS...THIS IS YOUR FIRST PRIORITY!!** Strive for scholarship, be a positive influence in each of your classes, be cooperative with classmates and teachers! Athletes should not return to the academic wing of the building after games or practices.

2. **Sportsmanship** is to be practiced at all times. The Pentucket Athlete directly represents the community, school and coaching staff. Proper conduct is expected at all times. Un-sportsman like conduct will be treated under the rules of the sport, the MIAA rules as they apply to taunting and un-sportsman like behaviors, and the expectations as identified by the coach.

3. **Respect:** The Pentucket athlete must exhibit respect for him/herself, teammates, opponents, officials and coaches. Team and School pride should always be first in importance.

4. **Class:** is an attitude. Strive for self-control, be a good loser and winner; have respect for your opponents, their school and fans. Strive to be a role model for younger athletes and be willing to sacrifice for the betterment of the team.

5. **Physical Condition:**

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

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

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

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

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

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

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

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

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

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

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

**B. A SUMMARY OF ATHLETIC POLICY**

**1. ELIGIBILITY REQUIREMENTS**

a. Students must have passed a minimum of 25 credits of academic work in the previous marking period (for winter of spring season eligibility) or year (for fall season eligibility). This is the equivalent of 5 major subjects

b. All athletes must have proof of a current physical examination within 13 months, on file with the school nurse to practice or play. A sport physical terminates 395 days subsequent to administering and must be renewed immediately to maintain eligibility. Violations will result in a student being suspended for the number of contests in which he/she participated without a proper physical.

c. All athletes must submit signed Parental Permission, Insurance and Assumption of risk forms. Athletes must have proof of insurance in order to participate.

d. Athletes must return signed Hazing Law and Taunting Policy forms. (see Hazing Policy)

e. No athlete may participate in more than four consecutive years of High School athletics after once entering the ninth grade (MIAA).

f. No athlete can be 19 years old before September 1st and participate in High School athletics. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided the 16th birthday occurs on or after September 1st of that year.

g. Students must be present in school by 7:35 to be eligible to practice or play (see page 55 under VII General Information, E. After School Activities). Athletes who are dismissed are not allowed to return for practice or games, exceptions include students who are dismissed for doctor, dentist, court, etc appointments. If you are dismissed due to illness you may not return for practice or games.

h. **Bona Fide Player Rule (MIAA)** All players must be “bona fide members” of their team as defined by the MIAA standard. No player may miss a school practice or game to participate on a non-school team. Minimum penalties are imposed by the MIAA as: being ineligible for post-season tournament play and ineligibility for two games or two weeks whichever is greater. Coaches may choose not to select or dismiss players who violate this rule.

i. Any student spectator who is ejected from a game will be ineligible for the next contest if they are on a team (see taunting policy).

j. Any student who is academically ineligible on the first day of a season (try-outs) will be ineligible for the entire season. Exceptions must have the approval of the coach, athletic director and principal.

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

Boys Hockey $425.00
Varsity/Junior Varsity Football $200.00
Varsity team sports $175.00
Junior Varsity team sports $175.00
Freshman team sports $100.00
Cross Country and Track $100.00
Cheerleading $100.00

Family Cap = $500.00

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

User fees will not be refunded under the following circumstances:

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

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

2. NOTICE OF ATHLETIC INJURY RISK

a. Participation in athletics is inherently dangerous. Although we provide a professional staff and quality equipment and facilities, injuries can and do take place. All students participate in athletics voluntarily with the permission of their parents or guardians. Along with this participation the students and their parents accept the inherent risks to which students expose themselves.

b. Insurance: All athletes are required to have personal insurance. Athletic insurance is provided to cover costs after personal coverage has been used.

c. All injuries must be reported to the coach and athletic trainer who will fill out accident forms. When a doctor determines that a student is unable to participate due to injury, then the student must obtain that doctor’s permission to once again participate in athletics. When the athletic trainer determines that a student is unable to participate due to injury, then the student must obtain permission from the athletic trainer to once again participate in athletics.

d. Transportation: All athletic participants must ride in school provided transportation. Students may not drive without prior permission from their parents, coach, athletic director and principal.

e. No member of an athletic team will be given permission to use the whirlpool bath or other rehabilitative equipment unless the therapy has been prescribed by a physician, physical therapist, or the athletic trainer. Any student using rehabilitative equipment must do so under the direct supervision of the trainer, coach or adult supervisor.

f. SUPERVISION: Students are not to use the gyms, weight room or trainer’s room unless supervised by a Pentucket staff member. Athletes should not be in the locker rooms unless preparing for games or practice and not unless a coach or staff member is in the area.
3. EQUIPMENT, UNIFORMS AND LOCKERS

a. Lockers and locks can be requested from the physical education teachers for use by interscholastic athletics. It is the responsibility of the athlete to secure their valuables. Students are responsible for maintaining their lockers and should clean them out on the last day of the season.

b. Equipment: Students are responsible for all equipment issued to them. All equipment and uniforms are to be returned to the equipment manager at the equipment room across from the Hardy Gymnasium (big gym). Lost equipment must be paid for at replacement cost before the last day of the season or team banquet/awards program. The Equipment Room is normally open daily at 2:30 or by arrangement with the Equipment Manager.

c. Athletes will not be issued athletic equipment, be allowed to participate in any sport, or receive banquet or award recognition if he/she owes athletic equipment.

d. Athletes wearing glasses must have a note from an eye specialist on file with the school nurse certifying that the glasses are made of safety glass materials.

e. Please do not bring food or soda into the gyms.

4. END OF SEASON ACTIVITIES

a. The PAA (Pentucket Athletic Association) provides awards and jackets to varsity teams having end of year banquets. Money is raised to pay for these through the sale of seasonal program booklets, concessions and soda machine sales. Athletes are encouraged to have their parents join this worthwhile organization that meets just once a month during the school year.

b. Recipients of post-season awards are selected at the discretion of the coaching staff. All recipients must be members in good standing at the time of the banquet to receive recognition.

5. CAPTAINS

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

b. Captains are held to a higher standard to leadership, responsibility and sportsmanship. Captains are expected to lead by example. Failure to comply with these expectations could result in the loss of captaincy.

c. Captain’s parents traditionally organize and assist in planning the end of season team banquets.

d. In accordance with MIAA policies, Captain’s practices in the pre-season are not condoned or sanctioned by the school and school facilities are not made available for them.

6 TAUNTING POLICY

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

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

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

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

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

7. MIAA CHEMICAL HEALTH RULE

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

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

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

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

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

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

8. DISCIPLINE / PROCEDURES

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

2. Coaches will establish appropriate team rules and set standards for behaviors, attitude, playing status, attendance and code of conduct printed in this handbook.

3. Disciplining athletes can range from limiting playing time to dismissal from the team depending on the offense and circumstance. Normally players will be suspended from their team before being dismissed. The athletic department feels strongly that the playercoach relationship is important and that athletes can benefit from membership on a team. However, there are certain offenses that will result in immediate dismissal from the team upon confirmation by the principal. They are: a. Hazing as described in the hazing policy see student handbook section IV F b. Un-aggravated assault on an opponent, official, coach, teammate or spectator. c. Possession or use of drugs and alcohol at a team practice or game. d. Flagrant un-sportsman like conduct.

5. Communication & Concerns - Athletics can get emotional and conflicts, no doubt, will arise. A simple protocol is expected and must be followed when conflicts come about:

   1. Student/Coach meets.
   2. Athlete/Parent/Coach meets.
   3. Athlete/Parent/Coach/AD meets.

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

**VII. General Information**

**A. School Attire Guidelines**

Dress for Education, not for recreation.

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

Clothing should be:

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

Reporting procedure for staff for violations:

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

**Consequences for violations of the policy:**

- First violation:
  - Student will be sent from the office to the designated staff member’s room who will then provide the student with clean, alternative clothing.
  - Parents will be notified via phone and student may wait for a change of clothes from home.

- Second violation:
  - In addition to step one above, a student will be assigned a detention and parents must come in for a meeting the student’s Guidance Counselor.

*Subsequent offenses will be handled on an individual basis.

**B. Student Automobiles**

1. Parking is a privilege which can be rescinded.
2. Parking fee is $180.00 and is non-refundable.
3. Students driving cars to school must park in their assigned parking space.
4. During school hours, no student is to go to his/her car without permission from an administrator.
5. Student car registration applications can be obtained from the Assistant Principal’s office. Priority is given first to seniors and next to school choice students and underclassmen.
6. Students who operate their vehicle recklessly, use their car for unauthorized trips off school grounds, allow unauthorized students transportation off school grounds, are chronically tardy, academically ineligible or violate the school discipline code may have their parking privileges suspended or revoked. Any student suspension may result in loss of parking privileges.
7. Students who park their car on campus without permission, or fail to display their parking tag will be subject to tickets, and or having their vehicle immobilized or towed.
8. All students driving or riding in cars on school grounds must wear their seatbelts.

**C. Electronics Handheld Device and Acceptable Use Policy**
Pentucket Regional High School has initiated a pilot program to incorporate personal handheld Wi-Fi enabled devices in the classroom as an educational tool. Participants in this pilot program must register their personal Wi-Fi enabled device with the PRSD Technology Department. Once registered, all personal devices must be configured to access the internet through the school wireless network. If the personal device has a cellular data plan or access to the internet using a cellular service, the cellular service must be turned off so that the device is connecting to the internet solely through the school Wi-Fi network. The Child Internet Protection Act (CIPA) requires students connect to the internet via the school’s Wi-Fi system, using the owner’s cellular service is not permitted in school at any time.

Teachers and students are encouraged to use handheld devices for educational purposes; however, as a tool of communication, Wi-Fi enabled devices can be distracting in a class and demand responsible usage. In an effort to minimize disruption to the educational process, all handheld devices must be “off” and devices and ear pieces out of sight in classrooms unless the teacher directs otherwise. The ultimate decision to use handheld electronic devices in the classroom must come explicitly from the classroom teacher.

Use of a handheld device is a privilege allowed before and after school, during study halls and lunches and passing time. Cell phone voice-use will be restricted to the Cell Phone Area (outside side door by Café). Parents should contact the school secretary with messages for their child rather than via student’s handheld device. The audio or video recording of any group, class or activity during the school day without the consent of the staff person is prohibited. Students using handheld devices for academic fraud or inappropriate purposes such as bullying, harassment, etc., will have privileges revoked at school and the school discipline code as outlined in the handbook will be applied. Pentucket Regional School District and its schools, staff, and affiliates are not responsible for damage to, loss of, or theft of any personal electronic device.

Handheld Device Etiquette

* Devices should be turned off and not seen during classes not using them for education purposes.
* Devices should be on mute/silence in public spaces as to not disturb others with tones related to messaging and updates.
* To limit the safety concerns, when listening to audio in common spaces like hallways, café, etc., it should be low enough that one can hear a teacher call out.
* When a teacher is speaking, or when one is involved in a conversation with another person, it is respectful to remove both one’s ear pieces and refrain from texting, calling, reading, playing games, checking one’s device for updates, etc.
* Audio should be played at a respectful volume and not heard by others.
* Failure to use this etiquette can result in a ban on the device.

Failure to abide by the policy and etiquette will result in the following:

**First Offense:** Verbal warning by staff member to turn device off and put it away.

**Second Offense:** Device will be confiscated and given to office for pick-up by the student as well as a conversation with an administrator at the end of that school day.

**Third Offense:** Device will be confiscated by staff and only returned to parent or guardian by an administrator.

**ACCEPTABLE TECHNOLOGY USE POLICY**

Staff and student use of technology in the Pentucket Regional School District is solely for the enhancement of teaching and learning. All staff and students are expected to acknowledge they have read this Acceptable Use Policy and the accompanying administrative procedures, updated as required, by signing the Acceptable Use Policy Agreement Form. Adherence to this policy and procedures is a condition for use of technology with the Pentucket Regional School District.

Acceptable Uses – Including but not limited to:

Staff and students must…

- Identify themselves in Internet communications
- Post/send only useful and appropriate information
- Only access their own account and keep their passwords private
- Only after their own work, unless they have permission from the owner
- Only use the email account provided by the Pentucket Regional School District while on the school network

(Pentucket email accounts may also be accessed at any time from outside the school network.)

Staff and students should…
● Check email frequently and delete old mail
● Take care in using humor, avoid sarcasm, and don’t unreasonably criticize others
● Credit the original author when quoting someone else’s work
● Remove their old files when they are no longer needed

Staff and Students must not…

● Engage in bullying, harassment, libel, or slander of any kind
● Use the Internet for commercial or political purposes
● Use the Internet to access sexually explicit or pornographic materials
● Use the Internet for illegal activities including, but not limited to, copyright violations and illegal distribution of software
● Give out their own or another individuals personal information such as address or phone number
● Post audio, video or any material of or created by another student or faculty member without that individual’s permission
● Engage in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
● Use equipment without permission
● After the configuration of school technology, except as educationally appropriate
● Download or install software of any kind
● Illegally copy software

Sanctions

Network access is a privilege, not a right. The Pentucket Regional School District will review alleged violations of this Acceptable Use Policy. Violations could result in the following:

● Loss of access privileges
● Additional disciplinary action at the building level in accordance with student and staff handbooks.
● Referral to appropriate local, State and Federal Law enforcement agencies when appropriate
● Willfully damaging or compromising technology systems equipment or data may result in compensation to the district for the actual costs of the repair/restoration of such systems as the result of the damages

Disclaimer of Liability

The Pentucket Regional School District denies responsibility for the accuracy or quality of information obtained from the Internet. The Pentucket Regional School District cannot guarantee that access will always be available and is not responsible for any damage a user suffers or for the loss of data obtained via the Internet.

Privacy

Users should not have an expectation of privacy or confidentiality in the context of electronic communications or of other files sent, received and/or stored on the district’s network. The Pentucket Regional School District also reserves the right to examine all data sent, received and/or stored on the district’s network. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Electronic communications may be archived for a period of up to seven years.

Adopted: November 15, 2011

D. Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse.

E. Tardiness and After School Activities

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

Students staying after school must be involved in a supervised activity. Students who stay after and are not involved in a supervised activity may be assigned to the detention room for supervision.
F. Student Insurance
Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he will be given a claim form from the office. This form must be completed by his/her parents and presented to the doctor or hospital. The school assumes no liability either for the injury or the subsequent negotiations with the company.

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

H. School Cancellations
School cancellations will be broadcast over WBZ Radio, WBZ TV, WHAV, and WNBP.

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

J. Lost and Found
Students who find lost articles should bring them to the Main Office.

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

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

Pentucket Regional School District Allergy Sensitive Schools

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

How can I help?
You can help by talking with your student about food allergies and supporting the efforts taking place here in the school to make all students aware of our allergy sensitive policy. Some of our efforts include emphasizing the importance of regular hand washing throughout the school day and not sharing or trading food with other students. We ask that you do not send in food for any class for special occasions or celebrations. All food brought into the school must be preapproved by the principal and nurse. You can also help by cutting down whenever possible on the peanut and nut products your student brings to school for lunch as is reasonable for your family.

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

M. Excessive Displays of Public Affection
This is considered disruptive to the educational process. Those participating in such displays are subject to disciplinary measures.

N. REGULATIONS CONCERNING PHYSICAL RERAINT

JKA - Physical Restraint of Students
It is the policy of the Pentucket Regional School District to provide a safe, productive workplace and educational environment for its employees and students, while ensuring that every student in the Pentucket Regional School District is free from the unreasonable use of physical restraint. It is the policy of the Pentucket Regional School District that physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or have been deemed inappropriate and with extreme caution. As part of a comprehensive approach to safety, all schools have physical restraint procedures in place which are consistent with 603 CMR 46.00. Qualified, trained school personnel carry out specific procedures and parents/guardians are notified as outlined in the Pentucket’s physical restraint procedures.

Legal Ref: 603 CMR 46.00

Adopted by School Committee: January 19, 2016

O. SENIOR LATE ARRIVAL - EARLY DISMISSALS
Seniors have been extended the privilege of late arrival and early dismissal under certain guidelines.

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

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

1. Materials to enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students it serves.
2. Materials to stimulate growth, knowledge, literacy appreciation, aesthetic values, and ethical standards.
3. A background of information to enable students to make intelligent judgments in their daily lives.
4. Materials on opposite sides of controversial issues so that students may develop, with the help of their teachers, the practices of critical reading and thinking.
5. Materials representative of the many religious, ethnic and cultural groups, which have contributed to our American Heritage.

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

1. to be purposefully engaged in quiet research, reading or study that does not interfere with other students’ ability to do the same.
2. to obey the school’s acceptable use policy for computer use. E-mail, chat rooms and games are not appropriate. (see "Network and Internet Use Policy")
3. to check the sign in area to see when computers are reserved for a class and not to use them during those times. If you must surrender the computers to a class, do so without complaint.
4. to print only what is needed.
5. to clean up after yourselves, put materials back to original shelf, discard scrap papers and push in chairs.

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