# Masconomet Regional High School

# Student Handbook
# 2021-2022

# DISTRICT VISION STATEMENT

Masconomet Regional School district provides a challenging and supportive educational environment for the entire school community that:

- maximizes opportunity for intellectual, personal, and physical development
- encourages individuals to become contributing community members
- promotes learning as a lifelong pursuit

# HIGH SCHOOL MISSION & EXPECTATIONS

**LEARNING IS LIFE:** The Masconomet High School community believes that learning enables us all to achieve ambitious personal goals, develop fine minds, and build strong character. Therefore, we foster the acquisition of attitudes, skills, and knowledge necessary for life-long learners to think critically and creatively in order to participate in and have an impact on our 21st century global society.

Upon graduation, students will have demonstrated that they have embraced these beliefs by meeting the following academic, social and civic criteria.

## ACADEMIC EXPECTATIONS

- Students will demonstrate effective verbal, written, and digital communication skills. **A1**
- Students will demonstrate mathematical competency. **A2**
- Students will demonstrate effective problem-solving skills. **A3**
- Students will demonstrate the ability to use a variety of technological and informational resources to research, analyze, and synthesize facts, results, ideas, and concepts. **A4**

## SOCIAL EXPECTATIONS

- Students will demonstrate our core ethical values of respect, responsibility, honesty and compassion in school and the community. **S1**
- Students will demonstrate responsible and ethical use of electronic media. **S2**

## CIVIC EXPECTATIONS

- Students will participate in decision making and collaborative team building activities. **C1**
- Students will demonstrate and practice an understanding of the rights and responsibilities of global citizenship. **C2**
- Students will make positive contributions to the community. **C3**

# TABLE OF CONTENTS


| | |
|---|---|
| DISTRICT VISION STATEMENT | 2 |
| HIGH SCHOOL MISSION & ACADEMIC, SOCIAL, AND CIVIC EXPECTATIONS | 2 |
| HISTORY OF MASCONOMET | 4 |
| SCHOOL DIRECTORY | 5 |
| SCHOOL CALENDAR, DELAYED OPENING, EARLY RELEASE SCHEDULE | 6 |
| DAILY SCHEDULE AND DAY ROTATION | 7 |
| PARENT & COMMUNITY ORGANIZATIONS | 7 |
| ACADEMIC INFORMATION | 8 |
| NCAA ELIGIBILITY REQUIREMENTS | 11 |
| STUDENT WELL-BEING, HOMEWORK AND GRADING | 11 |
| NATIONAL HONOR SOCIETY | 15 |
| LIBRARY MEDIA CENTER | 16 |
| STUDENT SCHOOL LIFE:RULES/REGULATIONS AND PROCEDURES | 17 |
| DRESS AND APPEARANCE | 18 |
| ATTENDANCE | 18 |
| STUDENT PARKING | 21 |
| STUDENT HEALTH AND SAFETY: BUS REGULATIONS | 24 |
| STUDENT DROP OFF | 25 |
| IDLING OF MOTOR VEHICLES | 25 |
| SCHOOL HEALTH OFFICE | 26 |
| STUDENT BEHAVIOR AND EXPECTATIONS | 27 |
| ACADEMIC INTEGRITY | 28 |
| DRUGS AND ALCOHOL | 29 |
| SMOKING AND TOBACCO | 29 |
| SCHOOL DISCIPLINE AND BEHAVIORS | 31 |
| SCHOOL COUNSELING PROGRAM | 35 |
| SENIOR INTERNSHIP | 39 |
| CO-CURRICULAR ACTIVITIES AND ELIGIBILITY | 40 |

STUDENT EXCHANGE PROGRAM 41

ATHLETIC PROGRAM 42

STUDENT LIAISON AND SPECIAL INTEREST ORGANIZATIONS 44

ATHLETIC GUIDELINES 46

SCHOOL COMMITTEE POLICIES AND LEGAL NOTICES 53

ANTI-BULLYING POLICY 56

DIGITAL RESOURCES 59

HEALTH EDUCATION 61

LIFE THREATENING FOOD ALLERGIES 63

COMMUNITY RESOURCE LIST 73

## HISTORY OF MASCONOMET

Masconomet serves students from the three towns of Boxford, Middleton, and Topsfield, which were once part of the domain of Masconomet, Sachem of the Agawam tribe. In choosing a name for the new school, the school committee selected a historical person shared by the three communities. Chief Masconomet was remembered for his high integrity since, during a period of broken promises by both the Agawams and settlers, Masconomet seemed to be the only exception. He always kept his word. Masconomet sold some of his territory to a settler named John Winthrop, Jr., for the sum of L. 20, and signed a formal release of this land on June 28, 1638. The native people and settlers seemed to get along together for there is no record of any disturbance between the two.

The need for a regional school district was recognized by the mid-50's. Boxford and Middleton students were "tenants-at-will" in the systems of nearby communities, and, although Topsfield had its own secondary school, its residents also felt that a regional school would provide wider educational opportunities for its students.

On February 7, 1956, the Regional School Committee from Boxford, Middleton, and Topsfield met to discuss plans for a regional school. In July of 1957, the land for the school was purchased from Mr. and Mrs. Frederick McComiskey; the construction was started nine months later. On September 14, 1959, the school officially opened with 750 students in Grades 7-12. Four years later, the junior high wing was added. In 2001, the first phase of the building project was completed and the new high school opened with approximately 1150 students in grades 9-12.

## SCHOOL DIRECTORY

**Masconomet Regional High School:** Dial 978-887-2323 and select the appropriate extension.

| | |
|---|---|
| Dr. Mary Jo Carabatsos, Principal | |
| Administrative Assistant, Ann Curley | x 11001 |
| Administrative Assistant, Cathie Daly | x 11002 |
| Administrative Assistant, Marcia Kilgallen | x 11005 |
| Katie DiNardo, Assistant Principal | |
| Administrative Assistant, Stephanie Velez | x 13090 |
| Alyssa Schatzel, Assistant Principal | |
| Administrative Assistant, Marlene Clapp | x 12090 |
| High School Main Office | x 11000 |
| Attendance/Absence Line | x 11000 |
| Athletic Director, John Daileanes | x 31001 |
| Administrative Assistant, Jan Smallman | x 31000 |
| Food Service Director, Carrie Murphy | x 71002 |
| Health Services/Nurse, Karen Trevenen/Kathy Hostetter/Nicole Quadros | x 11010 |
| School Counseling Director, Dr. Irene Duros | x 11250 |
| Administrative Assistant, Andrea Delfano | x 11250 |
| School Counseling Registrar, Kristy Jennings | x 11251 |
| Student Services, Director/Assistant Superintendent, Patty Bullard | x 11033 |
| Administrative Assistant, Elaine Cavatorta | x 11033 |
| Administrative Assistant, Kim McDonald | x 11034 |
| Student Services, Assistant Director, Brad Denton | x 11032 |
| **Department Heads** | |
| Art, Stacy Mannheim | x 11041 |
| Business and Computer Ed, Benjamin Hodges | x 11006 |
| English, Meagan Hildebrand | x 12092 |
| Math, Sarah Smith | x 12254 |
| Performing Arts, Randy O'Keefe | x 71016 |
| Science, Tammy Fay | x 13092 |
| Social Studies, Jill Story | x 13234 |
| Wellness, John Daileanes | x 31001 |
| World Language, Jeanne O'Hearn | x 11262 |
| **Central Office** | |
| Superintendent, Dr. Michael Harvey | |
| Administrative Assistant, Jackie Bolduc | x 61040 |
| Assistant Superintendent for Finance and Operations, Jeffrey Sands | |
| District Treasurer, Jeanne Gioioso | x 61030 |
| Human Resources and Benefits Coordinator, Keri Reddington | x 61011 |
| Transportation Coordinator, Dr. Mary Jo Carabatsos | x 11002 |

# SCHOOL CALENDAR

Masconomet Regional School District
School Calendar for 2021-2022

| August 2021 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | **NS** | | | |

| September 2021 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | | **T** | **2^** | **X** |
| **X** | **X** | **8#** | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |
| | | | | 17 |

| October 2021 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | | | | 1 |
| **4*** | 5 | 6 | 7 | 8 |
| **X** | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| | | | | 20 |

| November 2021 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | **X** | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | **24@** | **X** | **X** |
| 29 | 30 | | | |
| | | | | 19 |

| December 2021 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | | 1 | 2 | 3 |
| **6*** | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | **X** | **X** |
| **X** | **X** | **X** | **X** | **X** |
| | | | | 16 |

| January 2022 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| **X** | 18 | 19 | 20 | 21 |
| **T** | 25 | 26 | 27 | 28 |
| 31 | | | | |
| | | | | 19 |

| February 2022 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | 1 | 2 | 3 | 4 |
| **7*** | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| **X** | **X** | **X** | **X** | **X** |
| 28 | | | | |
| | | | | 15 |

| March 2022 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | 1 | 2 | 3 | 4 |
| **7*** | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |
| | | | | 23 |

| April 2022 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | | | | 1 |
| **4*** | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15@ |
| **X** | **X** | **X** | **X** | **X** |
| 25 | 26 | 27 | 28 | 29 |
| | | | | 16 |

| May 2022 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| 2 | 3 | 4 | 5 | 6 |
| **9*** | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| **X** | 31 | | | |
| | | | | 21 |

| June 2022 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | | 1 | 2 | **3+** |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| **20!** | **T** | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |
| | | | | 14 |

| July 2022 | | | | |
|---|---|---|---|---|
| M | T | W | R | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| | | | | 180 |

**SCHOOL HOURS**

Regular Day - 7:35 AM - 2:15 PM
Early Dismissal - 7:35 AM - 10:35 AM
Delayed Opening - 10:00 AM - 2:15 PM

**KEY**

| | |
|---|---|
| **NS** | New Staff Orientation |
| **T** | School Closed for Students- Teachers Report |
| **^** | Grades 7 & 9 Orientation |
| **X** | School Closed for Students and Teachers |
| **#** | School Opens for All Students Grades 7-12 |
| ***** | Delayed Opening at 10:00 AM |
| **@** | Early Dismissal Day @ 10:30 |
| **+** | High School Graduation (June 3) |
| **!** | Last Day for Students (June 20 w/ no snow days) (June 27 w/ 5 snow days) |

**HOLIDAYS**

Labor Day--September 6, 2021
Columbus Day--October 11, 2021
Veterans Day, November 11, 2021

Thanksgiving Recess@-November 25 and 26, 2021
(Beginning with Early Release on November 24)
Winter Recess--December 23, 2021 - January 2, 2022
Martin Luther King Day -- January 17, 2022
February Recess -- February 21-25, 2022
April Recess -- April 18 - April 22, 2022
Memorial Day - May 30, 2022

**RELIGIOUS OBSERVANCES**

The district shall seek to adjust instructional activities and refrain from testing, assigning homework, and scheduling extracurricular activities or programs (including field trips, class photos, etc.) on these religious holidays.

| | |
|---|---|
| Rosh Hashanah* | September 7 - 8 |
| Yom Kippur* | September 16 |
| Christmas | December 25 |
| Good Friday | April 15 |
| Passover* | April 16 |
| Easter | April 17 |

*Begns at sundown on the day prior

## *NO SCHOOL, DELAYED OPENING, AND EARLY DISMISSAL INFORMATION*

A **"Scheduled Delayed Opening"** means that schools will open **one at 10:00 AM**. School dismissal will be at the regular time. Students must report to their normal bus stop about 2.5 hours later than usual. Upon arrival at school, students should report directly to their Block 3 Class. We may need to call a **"One or Two Hour Delayed Opening"** due to weather conditions. This option has been created in recognition of the fact that on certain days, traveling to school can be much improved with another hour of daylight, another hour of road treatment, and diminished commuter traffic.

**"No School"** and **"Delayed Opening"** Announcements will be broadcast over **Channel 4 (WBZ), Channel 5 (WCVB), Channel 7 (WHDH)**. Announcements for Masconomet will be made by the regional superintendent and designated as Masconomet Regional High School. The district will also use the district emergency notification service to send a phone message. You may also check the web page for information. During stormy or extremely cold weather, parents are urged to exercise their own judgment in sending children to school.

## SNOW DAY MAKE-UP SCHEDULE

The calendar provides for up to five cancellations during the year. For each of the five cancellations not used, the final day of school will be a day earlier. Should it become necessary to cancel more than five school days, any days in excess of five will be made up by adding days to the end of this school year. If the school year is not completed by June 30, extra days will be made up during the April vacation. Thus, days would be made up as follows:

| One Day | Two Days | Three Days | Four Days |
|---|---|---|---|
| April 19 | April 19 & 20 | April 19, 20, & 21 | April 19, 20, 21 & 22 |

## Daily Schedule and Day Rotation

| Block | Time | Minutes | Days | | | | | |
|---|---|---|---|---|---|---|---|---|
| Homeroom | 7:35 -7:49 | 15 | A | B | C | D | E | F |
| Block 1 | 7:53 - 8:52 | 59 | **1** | **7** | **5** | **4** | **3** | **2** |
| Block 2 | 8:56 - 9:55 | 59 | **2** | **1** | **7** | **5** | **4** | **3** |
| Block 3 | 9:59 - 10:58 | 59 | **3** | **2** | **1** | **7** | **5** | **4** |
| Block 4 | 11:02 - 12:01 | 59 | **4** | **3** | **2** | **1** | **7** | **5** |
| Lunch A | 12:01 - 12:36 | 35 | | | | | | |
| Block 5A | 12:05 - 12:52 | 47 | **6+L** | **6+L** | **6+L** | **6+L** | **6+L** | **6+L** |
| Lunch B | 12:52 - 1:27 | 35 | | | | | | |
| Block 5B | 12:36 - 1:23 | 47 | **6+L** | **6+L** | **6+L** | **6+L** | **6+L** | **6+L** |
| Block 6 | 1:27 - 2:14 | 47 | **5** | **4** | **3** | **2** | **1** | **7** |
| DROP | | | 7 | 5 | 4 | 3 | 2 | 1 |

- If there is “no school” due to snow or other emergency the day is dropped within the 6-day rotation.
- When there is a **planned** delayed opening or release, all scheduled blocks will meet for a shorter period of time.
- When there is an **unplanned** delayed opening, early morning blocks will be dropped.
- Check out your schedule in PowerSchool for specific start and stop times.

## PARENT & COMMUNITY ORGANIZATIONS

The following organizations enable parents to become more familiar with and to support the school and its programs. All interested parents are encouraged to join.

### PARENT ADVISORY COUNCIL (PAC)

The PAC is concerned with improving community understanding of the school's instructional program, and serves as a channel of communication between the school and the community. All parents of Masconomet students are welcome.

### MASCONOMET MUSIC PARENTS ASSOCIATION

This is a group that supports our music programs. Its activities include bringing cultural enrichment programs to the school, scholarship awards for both college and out-of-school music study, and various fund-raising activities to support music programs. Meetings are held six times a year.

### SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)

The Tri-Town SEPAC (Special Education Parent Advisory Council) provides education, support and assistance to parents/guardians of children with special needs in Boxford, Middleton and Topsfield on Special Education issues and services. The SEPAC strives to encourage an atmosphere of effective communication, understanding, mutual respect, and appropriate education for all children with disabilities in our community and to ensure that students’ needs are being met under Massachusetts Special Education laws and regulations and other applicable laws.

Informative meetings are held several times throughout the year and presentations are made by professionals in the special education field and by parents who have helpful experiences to share. Meetings are announced through flyers, in the Tri-Town Transcript, and on the SEPAC website. Contact: Patricia Bullard, Director of Student Services, 978-887-2323 x 11033 or pbullard@masconomet.org.

# ACADEMIC INFORMATION

## COURSE SELECTION

The course selection process is very important; students and parents should give it a great deal of thought. Selection of high school courses is done early in March. The Program of Studies becomes available to all students in late February. Students should review the Program of Studies, confer with their teachers, see their school counselors and discuss course selection with their parents. It is recommended that parents as well as students carefully review the Program of Studies before making these selections.

In March, students' current teachers make recommendations for course placement for the upcoming academic year. During course selection week, an assembly is held for students and a course selection evening for parents. The high school program is described at this evening program for parents. At course selection night, academic department heads, selected teachers and counselors are available to answer specific questions about courses and the selection process. Once all course selections are made and approved by the staff, the parent's signature is required to indicate approval of the student's academic program. When the course selection printout is completed and signed by a parent, they are examined by the school counselors, and the student is contacted if the counselor recommends a change.

If students disagree with their teacher's course recommendation the student may appeal the recommendation by following the Course Request Appeals Process. Procedures for the appeals process as well as a timeline will be provided in the Program of Studies.

Parents and students who anticipate some difficulty in making course selections may wish to contact the School Counseling Department earlier in the year, before the course selection process actually begins. This will give them more time to confer with teachers, department heads and counselors.

## GRADUATION REQUIREMENTS

The Commonwealth of Massachusetts and the Masconomet School Committee (Policy IKF) have set the following requirements for graduation. Each student must earn a minimum of 110 credits for a Masconomet diploma. A major subject is worth a minimum of 2.5 credits per semester. All students are required to be fully scheduled with a minimum of 15 credits per semester.

| **Minimum Course Requirements** | |
|---|---|
| **Department** | **Credits** |
| English | 20 |
| Mathematics | 15 |
| Science | 15 |
| Social Studies | 15 |
| World Language | 15 |
| Physical Education | 4 |
| Comprehensive Health | 2.5 |

In addition, all students must meet the Commonwealth of Massachusetts' competency determination in English Language Arts, Mathematics and Science, Technology/Engineering as measured by the Massachusetts Comprehensive Assessment System (MCAS).

Grade 8 introductory World language courses and Grade 8 Algebra I will appear on the student's high school transcripts but will not count towards graduation requirements.

Accounting I, Accounting Principles, and Computer Science (maximum of 5 credits) or equivalent courses, as approved by the Superintendent, may be taken to satisfy the math requirement.

Students may be excused from attendance at Health Education instructional sessions, or sessions in any other course, dealing with the topic of human sexuality if they or, in the case of a student being less than 18 years of age, their parents submit the request in writing to the instructor. Any student may be excused from the entire Health Education program and its requirement for high school graduation if the student or the student's parent, in the case of a student being less than 18 years of age, presents a written request to the Principal for an exemption on the basis that the course conflicts with deeply-held religious values and explains the conflict and the request is received prior to the beginning of the course (see Health Education in the School Policies section of this Handbook) requirement.

An Academic Honors Diploma is earned by those students who fulfill the graduation requirements with a cumulative Grade Point Average of 4.500 at the end of the third quarter of the senior year. High Academic Honors are awarded to students who have fulfilled the graduation requirements with a cumulative Grade Point Average of 4.700 at the end of the third quarter of the senior year. Grades changed after May 15th will not affect these calculations.

**PROGRESS IN SEQUENTIAL COURSES**

Students must master prerequisite material before continuing in our sequential programs. To this end, students who fail a course in a required sequential program must demonstrate mastery before moving on in the sequence. Students who fail the first semester of a two-semester course may continue in the second semester with the permission of the Department Head.

**CREDITS REQUIRED TO PROGRESS TO NEXT GRADE**

Students must accumulate a minimum number of credits in order to move on to the next grade with their class. The following credits are required to progress from:

| | |
|---|---|
| Grade 9 to Grade 10 | 19 credits |
| Grade 10 to Grade 11 | 46 credits |
| Grade 11 to Grade 12 | 75 credits |

**ACADEMIC PROBATION**

In order to be in good academic standing at Masconomet, students must be enrolled in at least four major subjects each marking period, and be passing four major courses when report cards are issued. Students must not have received an Effort or Conduct rating of Unacceptable on the most recent report card or progress report. Since a mark of Incomplete does not assure that the subject has been passed, courses with incomplete work cannot be counted as "passed." Students who do not satisfy these requirements will be placed on Academic Probation. Students who have not completed their required community service hours may also be placed on academic probation until the yearly requirement of 10 hours is met. Students on Academic Probation are not eligible for participation in certain co-curricular activities; including athletics (see Co-curricular Activities).

Academic Probation is determined four times each year and is based on quarter grades and effort/conduct ratings, except that probation status in September is also based on total credits earned the previous year. A student must earn a minimum of 20 credits in major courses during the previous year.

A student may petition for review of his/her Academic Probation status at each progress report period if he/she can document improved academic performance. Students who wish to have their status reviewed should e-mail the Principal a week before the end of the progress report period.

Students wishing to participate in interscholastic athletic activities should be aware that M.I.A.A. regulations require that academic eligibility be determined only on the day that quarterly report cards are issued and that no earlier review is possible.

## COURSE LEVELS

Courses are grouped by level of complexity relative to all other courses in that department. The appropriate teacher will recommend the level of the course considered most suitable for the student (see Program of Studies). The School Committee has ruled that criteria and prerequisites for admission to all courses be established by the Administration. In all cases, these criteria must be followed. The criteria and prerequisites are listed in the Program of Studies.

Advanced Placement courses are offered in Art, English, Foreign Language, Math, Science, History, Computer Science and Psychology. Students who successfully complete an Advanced Placement course will be prepared for and are expected to take the Advanced Placement Examination offered by the College Entrance Examination Board. Students may receive credit or advanced standing at participating colleges based on their performance on these tests.

Honors courses are the most rigorous and are recommended for students of high ability, interest, independence, and motivation. Honors courses are noted on the student's transcript.

College-preparatory courses (CP/CP-2) are selected by the majority of our students. These courses prepare students to enter two- or four-year colleges. A more complete description of course levels may be found in the Program of Studies.

Students are usually enrolled in a mixture of levels. They should consider each department individually, depending upon their interests and abilities. Most departments have a recommended progression of courses.

## REPEATING COURSES

Permission of the appropriate department head is needed for a student to repeat a failed course. Students may also earn credit for a course failed by successfully completing our summer school program. A grade of pass "P" or fail "F" will be awarded and will appear on the transcript. A limited number of courses are offered in summer school.

## AUDITING

Students may attend a course without the responsibility of graded classwork and assessments. Students must request to Audit a course on or before October 1st for first semester or March 1st for second semester. Permission from the teacher and department head is required. However, no credit will be given. "N" will appear on the report card and transcript. Normal attendance policies will apply in all cases.

## PASS/FAIL COURSES

Students may take a course, fulfilling all the usual requirements, i.e. papers, exams, etc., and receive a credit or no credit grade. Students must request to take a course Pass/Fail on or before October 1st for first semester or March 1st for second semester. Although credit will be granted for passing work, the course will not count toward the student's Grade Point Average or toward the honor roll. Such courses must be taken in addition to five other major courses. A student may not enroll in more than one Pass/Fail course each semester. Teacher, department head, parent, and school counselor approval for taking a course on this basis must be obtained. A course required for graduation may not be taken on a Pass/Fail basis.

## COURSE CHANGES

During the school year, students are not allowed to make schedule changes. If a student has difficulty in a particular course, the student should consult directly with their teacher and appropriate department head about their next steps. No student may stop attending a scheduled course unless administrative approval has been granted. Regarding study hall, students will have the first full six-day cycle (A-F days) to make changes at the start of each semester by dropping their study hall and adding an elective course available during that same period. Students who withdraw from any course on or after October 1st will receive a WP or WF at the time of withdrawal. No credit is given for a course marked WP/WF, but it will appear on the transcript.

### DIRECTED STUDY HALL

In the high school, all students are assigned to study hall during unscheduled periods. Students may report to the cafeteria or directly to the library, if space is available. Students who have passes to other locations must report to study hall first and sign out. This is the student's responsibility. Failure to bring a pass at the beginning of study hall will result in detention. High school students who fail to report to assigned study halls will receive detention. There is teacher supervision of the study halls and a quiet atmosphere is maintained. All students are expected to bring work to complete during study hall. Failure to have study materials may result in teacher detention.

### EXTRA HELP

Teachers are available for extra help and make-up work Monday - Thursday from 2:15 PM - 2:52 PM. All students should always feel free to seek help. Teachers may require students to report for extra help if they feel that it would be in the students' best interest. If the student fails to honor the teacher's request, he/she may be disciplined by the teacher.

### INDEPENDENT STUDY

The Independent Study Program is a specialized independent study opportunity for selected students who would like to conduct an in-depth exploration of a particular topic in close association with an adult tutor from the faculty or community. Students are required as part of their proposal to state clearly what they intend to do, the amount of time they feel they will have to invest, and the number of credits they feel they will merit by their project. If appropriate faculty members agree, the project may substitute for a semester requirement in the related area. In the case of those students having three full-semester courses, the project may also be counted as a major at the discretion of the Principal. A student's Independent Study grade will not be used in the calculation of the GPA. This rigorous program draws upon both the intellectual and creative abilities of the student and his/her motivation. See your counselor if interested. Limited funding is available; therefore, not all requests may be granted.

### NCAA ELIGIBILITY REQUIREMENTS

Students, parents, school counselors and coaches should be aware of the NCAA Proposition 16 eligibility requirements for student-athletes who may wish to participate in a Division I or II sport in college. Students must earn a minimum grade point average, combined with SAT/ACT scores on a sliding scale and 16 core courses, including English, math, science, social studies and additional academic disciplines. The academic requirements are different for Division I and II athletics. Visit the eligibility center at ncaa.org for specific and current requirements. The student's eligibility is determined by the NCAA Clearinghouse. Athletes should register with the Clearinghouse during their junior year. For more information, speak with your school counselor or the Athletic Department.

## STUDENT WELL-BEING, HOMEWORK and GRADING

Masconomet Regional High School recognizes that as our students evolve into young adults, both their opportunities and responsibilities increase. School, family time, and extracurricular activities are central to the physical, emotional, and academic development of our students. To help students budget and manage their time appropriately, we have developed the following guidelines for members of the school community.

We want to remind students that time is limited and as students take on more commitments this limits their time for other things. We encourage students to choose a course schedule that suits both your academic aptitude and your social-emotional wellness allowing you to be and feel like a successful high school student! Teachers and school counselors are great resources in helping you to determine the most appropriate course schedule for the upcoming academic year.

Choose courses with care, with thought given to what your proposed daily schedule would be like. You want to think about the things that could impact your success. Some things to consider: Sleep, family time, course level, work required outside of class, athletics, clubs, community service, religious practices, time with friends, etc. Try mapping out a week of commitments and the time associated with each one to gain a better perspective on what your schedule will look like as you add more commitments. Establishing clear time management practices is key to academic and social success and upon request, teachers and school counselors can help to map out planning for assessments that cover a vast amount of content, long-term assignments, etc. We also suggest each student take some time to examine their screen time, including use of social media. We realize that the self-monitoring of screen time is difficult for some students. Thus, we recommend parents invoke timeframes and guidelines on student access to, and use of social media and electronic devices while at home.

**HOMEWORK GUIDELINES for STUDENTS, FAMILIES and EDUCATORS**

High School will continue to assign homework that is developmentally appropriate for students in terms of time, scope, and expectations and is meaningful and valuable to the learning goals of the curriculum. The homework is necessary and relevant to classroom learning and/or real-life experiences and is meant to be accomplished within a reasonable time and effort.

All teachers will have a Bb presence established on or before June 18, 2019 and will update that presence by September 3, 2019 and keep it current going forward. A "presence" includes:

- Your contact information including your name, school phone number and your email address, as a minimum.
- Any homework assignments, class resources, discussion groups, or class related material that are on-line outside of Bb, will be linked from Bb (effective September 3, 2019).
- Homework assignments that are not handed out or assigned in class <u>or</u> not posted to Bb (or linked from Bb) by 2:15 p.m., cannot be due the next day.
- Students are encouraged to attend after-school extra help sessions with their teachers Monday through Thursday from 2:20 to 2:50 pm

**Homework-Free Weekends/Vacation Weeks:** We understand that students need time to decompress and spend time with their family and friends. No homework, assessments, or projects will be due on the day following a homework-free weekend or vacation week. The following periods have been designated as recurring Homework-Free Periods: Indegenous People's Day Weekend, Thanksgiving Break, Winter Break, February Break, April Break, and Memorial Day Weekend. (See the school calendar for actual dates.)

**School Sponsored Events:** School events held Monday through Thursday will end by 9:40 PM. This includes school dances, drama productions, hall decorating for Homecoming, etc. School clubs and organizations will not meet before 7:00 AM and/or not until after the extra-help period, not before 3:00 PM.

**Athletics:** On-field practices will be conducted within a two-hour timeframe. All efforts will be made to schedule practices and games to start no earlier than 7:00 AM and end no later than 9:40 PM, with the understanding that some sports (e.g. swimming and ice hockey) utilize outside facilities that have scheduling limitations that are beyond Masconomet's control.

**SEMESTER EXAMS**

First semester exams are usually given during the third or fourth week of January. Second semester exams are given in late June (see calendar)

Because exam periods are short, and two exams per day the norm, it is in the best interest of students not to be absent on exam days. Should an exam be missed, students are responsible for making arrangements with their teachers to make up the exam during the make-up block provided in the exam schedule. Parents must contact the

principal if the exam will be missed for other than illness.

In some courses a culminating experience, such as a major paper or group/individual presentation will be required. In these courses, an examination may not be given in the exam period, but attendance in the exam block is still required.

**GRADES & REPORT CARDS**

Grades are reported quarterly with final semester grades posted in January and June respectively. Only semester grades will appear on a student's transcript. The PowerSchool portal should not be used as the only tool to determine missing assignments or classwork since the length of time that a student allotted for a teacher to enter grades is longer than the length of time that a student is allotted for makeup work.

Grades will generally be posted within 10 school days of the assignment due date. Therefore, students and parents should not contact teachers requesting a grade sooner than 10 school days. Marking period grades at the early part of the quarter may seem low or high and may fluctuate greatly when even a minor assignment is entered. As more assignments are entered, the marking period average will be closer to the final grade.

Attendance concerns should be addressed by leaving a message on the school's attendance line (978-887-2323 X11000).. Please be sure to include the student's name as well as the date that you are calling about.

If you are concerned about a specific grade we suggest you do the following: 1) Speak with your student and discuss their status. 2) Have your student talk with his/her teacher for clarification of any questions or issues. 3) Check the teacher's grading policy posted on his/her online course page. 4) Parent(s)/Guardian(s) send an email or call the teacher. Please send only one email message or voicemail. You can expect that staff will respond within two school days. 5) Should you need further clarification, request a meeting by contacting your student's school counselor. 6) If, after a meeting, you continue to have questions, you may contact the appropriate department head by email or phone. As always, should concerns remain, please contact the building principal by email (mcarabatsos@masconomet.org) or phone (978-887-2323 X 11001).

In the high school, semester grades are calculated as follows: first quarter grade = 40%; second quarter grade = 40%; semester exam or culminating experience = 20%. The teacher understands the various circumstances involved in the evaluation of a student; therefore, it is his/her responsibility to provide an accurate evaluation, which may deviate from a strict numerical average of the student's grades. With the exception of teacher error and incomplete grades, all quarter and semester grades are determined at the close of the grading period and may not be changed after that date. High school students receive course credits at the end of each semester.

Numerical grades are used to report academic performance. There are two variations in the numerical grades. The high school courses, Community Service, Making Connections in Math, Senior Internship and SVIP are graded P or F. A grade of "I" for incomplete can be given when a student has had an extended absence due to illness. Three weeks is usually a reasonable amount of time for completion of incomplete work. In most cases, this work must be made up by the midpoint of the next marking period at the latest. A contract will be made between the teacher and student, which delineates the work to be completed and the date on which each item is to be completed.

The term grade will be computed with missing work graded as a "0".

**GRADE POINT AVERAGE/RANK IN CLASS**

Grade Point Average and Rank in Class are calculated using a weighted system based on the academic rigor of the courses in the student's program. All major courses in the student's program will be used in the calculation of rank in class. Grade Point Average is based on the weighted grades, and is used to determine eligibility for the National Honor Society, Honor Graduates, and to determine Rank in Class.

| Numerical Grade Span | | College Prep 2 | College Prep | AP & Honors |
|---|---|---|---|---|
| **A+** | **97 - 100** | 4.3 | 4.8 | 5.3 |
| **A** | **93 – 96** | 4.0 | 4.5 | 5.0 |
| **A-** | **90 - 92** | 3.7 | 4.2 | 4.7 |
| **B+** | **87 – 89** | 3.3 | 3.8 | 4.3 |
| **B** | **83 – 86** | 3.0 | 3.5 | 4.0 |
| **B-** | **80 – 82** | 2.7 | 3.2 | 3.7 |
| **C+** | **77 – 79** | 2.3 | 2.8 | 3.3 |
| **C** | **73 – 76** | 2.0 | 2.5 | 3.0 |
| **C-** | **70 – 72** | 1.7 | 2.2 | 2.7 |
| **D+** | **67 – 69** | 1.3 | 1.8 | 2.3 |
| **D** | **63 - 66** | 1.0 | 1.5 | 2.0 |
| **D-** | **60 – 62** | .7 | 1.2 | 1.7 |
| **F** | **50 – 59** | 0 | 0 | 0 |

**HONOR ROLL**

The honor roll is established each quarter in the high school. There are two categories of honors: the high honor roll requires all grades 90 or above, the honor roll requires grades of grades 80 or above. Both also require a 70 or better grade in Physical Education. The Honor Roll is based on quarter, not semester, grades in all courses taken.

**STUDENT ENGAGEMENT**

In addition to numerical grades, which indicate student mastery of course objectives, teachers also provide a general evaluation of students' engagement in their role as students at Masconomet. Here the teacher is evaluating the role students play, both as individuals in a particular course and as citizens of the class and school community. This evaluation is divided into two categories: EFFORT and CONDUCT.

**EFFORT:** The Effort comment describes a student's overall demonstrated academic engagement in the learning process and their ability to work independently. The following general definitions apply:

***Excellent:*** This rating is used for a student who demonstrates full engagement in the learning process but goes beyond the expectations outlined in the course objectives. This student takes responsibility for their learning, is self-motivated, and has a growth mindset approach to learning. This student demonstrates an intellectual curiosity that improves the experience for others in the room.

***Satisfactory:*** This rating is used for a student who is actively and independently engaged in the learning process and is meeting the expectations outlined in the course objectives and expectations. This rating would be used for the majority of students who are managing their learning well and engaged in the day-to-day activities of the classroom experience.

***Needs Improvement:*** This rating is given to a student that requires more care and attention to managing their learning effectively. A student could receive this rating if they are not completing homework in a timely manner, are unprepared for class each day, or need to improve their commitment to meeting the student expectations outlined in the course objectives and expectations. Tangible suggestions for improvement should accompany this rating.

***UnSatisfactory:*** This rating is given to a student who with adult support and guidance is not engaging in their learning. This is a decidedly unsatisfactory rating and demands significant parent/guardian involvement to correct the situation. Students who receive this rating in Effort are on Academic Probation and are not eligible for athletics and activities.

**CONDUCT**: The Conduct rating describes a student's overall classroom behavior in terms of their demonstrated contribution to the general learning atmosphere in the classroom. The following general definitions apply:

***Excellent:*** A student who receives this rating understands how their behavior impacts the collaborative nature of the classroom environment. This student consistently displays a high level of maturity, is able to stay on task and

makes an active and positive contribution to the learning atmosphere of the classroom. This student makes a significant contribution to the culture of the class making the classroom a better place to learn.

***Satisfactory:*** A student who receives this rating manages their behavior well in the classroom and follows the rules and procedures outlined in the expectations for a particular course. Students who earn this rating contribute to the positive nature of the learning but do not go above and beyond what was asked of them.

***Needs Improvement:*** A student who receives this rating is one who occasionally disengages in the task at hand and needs redirecting to re-engage in the learning. This student needs to better understand how their actions are contributing to the learning environment of their classmates. This rating can be used to describe a student who is actively engaged in working on their behavior but at times needs some redirection.

***UnSatisfactory:*** This rating is given to a student who with adult support and guidance is not able to engage in the process to improve their personal learning environment. Generally, this rating may include students who are given directions that they do not follow including classroom procedures or reporting for after school extra help. Parent/guardian intervention is called for when this rating is received.

## AWARDS

The High School Award Assembly is held once per year, during the school day. School-wide excellence in many areas is recognized. Seniors are also recognized for their achievements on Class Night, which is held during Senior Week. Scholarships for seniors are also awarded at Class Night. Various departments also hold assemblies and evening programs to recognize excellence in subject areas.

## NATIONAL HONOR SOCIETY

Students may be invited to join the National Honor Society in the fall of either their junior or senior year. Candidates for National Honor Society are considered based on scholarship, leadership, service, and character. A grade point average of 4.300 is required for consideration. Eligible students will be notified and provided with application forms.

Candidates are selected according to guidelines established by the National Honor Society, which require that excellence be exhibited in all of the following criteria:

***LEADERSHIP*** - is not based merely on the holding of extracurricular offices, but on the effectiveness with which the duties are performed. Students with leadership quality:

a) Takes constructive lead in classroom, homeroom and school activities.

b) Promote worthy and proper school activities.

c) Successfully holds school offices or positions of responsibility.

d) Contributes constructive ideas that improve the school.

e) Definitely influences others for good.

f) Show initiative in studies.

***CHARACTER*** - is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. Students who consistently or flagrantly violate the rules of the school and/or the prevailing laws of society are not eligible. Specifically, such infractions as truancy, smoking, cutting classes, cheating, or other such conduct would preclude a student from election to the National Honor Society. Students with character:

a) Meets promptly individual pledges and responsibilities to the school and teachers.

b) Demonstrates highest standards of attitude toward honesty, reliability, fairness, tolerance (seeing the other point of view).

c) Cooperates and conforms in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, etc.

d) Upholds principles of morality and ethics.

***SERVICE*** - is not based on classroom work, projects, or activities for which grades or pay are given. Students should volunteer some service to the school or community or both. Students with service quality:

a) Put service to others above self-interest. Give time, effort, and talent, not for personal gain but for the class, school or community as a whole.

b) Performs committee or staff work.

c) Show courtesy to teachers, other students, and visitors.

d) Represents the school in various types of competition.

e) Renders service through the school to the community.

Members of the National Honor Society who do not live by these standards after selection may be placed on probation or removed from the National Honor Society by the NHS Faculty Committee.

## TECHNICAL SCHOOLS

The Essex Agricultural and Technical High School is an option for students at Masconomet interested in pursuing a vocational education. Applications can be obtained by contacting the school directly. The school provides open house opportunities for students and families each fall. Students should see their school counselor for information.

## LIBRARY MEDIA CENTER

The Masconomet High School Library offers a wealth of resources for research and reading with a collection of over 20,000 books and videos, a wide selection of magazines and 26 computers for students to use.

The library web page on the Masconomet home page links to the online catalog and to websites that the library subscribes to for curricular use; passwords for free home access are available on a handout at the front desk. Books and magazines may be borrowed for three weeks and may be renewed.

The library is open to students during and after school to conduct research, read or study. The hours are 7:30 am to 4:00 pm, Monday through Thursday and 7:30 am to 3:00 pm on Friday.

## EARLY GRADUATION

Students who desire to develop a plan for vocational and professional preparation that allows them to take advantage of the opportunities to study at neighboring colleges and universities, to study by approved correspondence courses, to enter the labor force, and/or to travel and study, prior to the normal time of graduation, may be considered for early graduation.

During the course selection process, school counselors will meet with those students who would like to graduate early. The counselors will assist students in choosing their courses so that they may meet the requirements for graduation at their proposed graduation date. In addition, the counselors will advise students that they must fill out the Early Graduation Application and submit to the Principal a detailed proposal, which provides a rationale describing why the Principal should recommend that they graduate early. The counselor will assist students in determining if the proposal is consistent with the early graduation policies of the Masconomet Regional School District Committee. Students will submit the Early Graduation Application form and proposal to the Principal not later than the last school day in May. These students will then be notified of their opportunity to qualify for early graduation before the end of the school year.

## STANDARDIZED TESTING PROGRAM

Masconomet, in cooperation with the tri-town elementary school districts, uses a standardized testing program for the purposes of program evaluation and the diagnosis of students' academic strengths and weaknesses. The secondary testing program consists of two major elements: assessment of achievement of those skills necessary for continued learning, and assessment of students' ability to use symbols and to reason logically.

The State currently mandates a testing program for students in Grades 7, 8, 9 and 10 to provide individual student data as well as data for program assessment. Our testing program is the Massachusetts Comprehensive Assessment System (MCAS).

We ask the cooperation of all parents to insure that their children perform as well as possible on these tests. A good night's sleep, a good breakfast, and a positive attitude will enable your child to perform to his/her potential.

### PHYSICAL EDUCATION PROGRAM

All students are required to take four credits of Physical Education to fulfill graduation requirements. Please refer to the Program of Studies for alternative ways to earn two of the four PE credits.

The Physical Education program is described in the Program of Studies.

If a student is unable to participate in Physical Education class for reasons related to injury or ill health, the following procedure should be followed:

1) If one to five physical education classes will be missed, students must bring a note from a parent to the physical education teacher. Even though students are excused from active participation, they must attend class and may be asked to help when appropriate.
2) If more than five physical education classes will be missed, students must show a physician's note to the school nurse. Even though students are excused from active participation, they must attend class and may be asked to help when appropriate if it is expected that they will return to the class. The school nurse will notify the school counselor and the physical education teacher. The school nurse will also monitor the student's progress and will inform the teacher when the student may return to full participation. A student may be assigned to a study hall at the discretion of the nurse and the teacher.

A brief period is allowed at the end of Physical Education classes for students who wish to take a shower. All students are encouraged to take showers following vigorous physical activity.

### SPECIAL EDUCATION SERVICES

The PPS Department at Masconomet provides a number of special education services to students in grades 7-12 who, according to state and federal mandates, are entitled to specialized services based on individual needs. M.G.L. c.71B and Public Law 94-142 specify that any student with a disability who, because of their disability, "is unable to progress effectively in the regular education program" may qualify for such services.

Students are provided an individualized educational experience within the least restrictive environment. Most students who require specialized services are supported in the regular education classrooms by special education tutors or special education teachers/coordinators. The Academic Support Center in the high school serves students with moderate special needs. These students are provided specialized direct instruction from a special education teacher and receive tutoring and remediation in a smaller setting.

Other services provided by the PPS Department include speech language therapy, occupational therapy, reading services, vision services, educational and psychological evaluation, and individual and small group counseling as determined necessary.

The goal of our special needs program is to provide students with the necessary support to build the skills and confidence that will help them to become successful, independent learners, who reach their full potential.

## STUDENT SCHOOL LIFE

### RULES/REGULATIONS AND PROCEDURES

In any large community, rules are necessary to create order out of the confusion of daily life and to protect the rights of everyone. At Masconomet, responsible action by everyone will make school life pleasant for all of us.

Masconomet sets high standards of responsible action for its staff and students. Therefore, it is very important for both you and your parents to be aware of the rules and what is expected, not only during the regular school day, but also at events away from campus. Remember that rules are necessary to protect you and your school. Please read the following regulations carefully and observe them for the benefit of all.

## DRESS AND APPEARANCE

The dress code at Masconomet is based upon neatness, cleanliness, modesty and safety. You may not dress in a way that may interfere with the educational process.

Clothing or accessories may not promote obscenity, tobacco, drugs, or alcohol. Symbolic expression, however, is permitted subject to the limitations on obscenity, defamation, fighting words, incitement and disruption.

Students may not wear clothing, hairstyles, or footwear that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training. You must always wear shoes at Masconomet. Anyone inappropriately dressed may be asked to cover exposed skin or offensive clothing, or sent home to change and a parent conference will be held if the problem continues.

## ATTENDANCE

The Commonwealth of Massachusetts requires children under the age of sixteen to attend school. It is the policy of the School District to take legal action against those students who fail to meet attendance policies.

Parents, particularly those who work, are encouraged to report their child's absence by calling school at 978-887-2323 between 7:00 and 8:00 a.m. on the day of the absence. A note from the parent (a student if he/she is 18 and has signed the 18-Year-Old Release Form) must be brought to the main office secretary upon the child's return to school.

Failure to bring a note within two days of the absence may result in the assignment of an office detention.

## ABSENCES FROM SCHOOL

**Excused Absence**: According to Chapter 71B, Section 3, of the General Laws of the Commonwealth, absence can occur only for physical or mental illness, court related matters, and religious reasons. In the case of a medical absence, students must obtain and submit a note from the doctor. In the case of a court related matter, students must obtain and submit a note from the court. For a religious reason, students must submit a note from the parent or guardian stating the reason for the absence. All notes must be submitted to the secretary in the main office.

A parent or guardian will be notified if the school does not receive a note explaining the basis for the student's absence within three (3) school days of the absence. However, for absences of 3 days or more, we recommend informing the nurse directly of the nature of the illness. For physical or mental health absences extending a week or more, a re-entry meeting with parent/guardian and student is strongly recommended prior to the student returning to classes. The parent/guardian should provide appropriate medical documentation at this time in order to set-up an appropriate plan. A re-entry meeting with medical documentation of discharge information is required whenever a student has had a mental health safety evaluation, regardless of the amount of school missed.

a) **Absence in Advance:** Whenever possible, a note from the parent(s) or guardian should be brought to the Assistant Principal in advance of an absence. The house office will issue a note to be shown to the subject teachers. It is the responsibility of the student to find out what will be or has been missed and to make up this work in a timely fashion. **Extended absences of this nature are likely to hurt the student's academic standing.**

b) **Emergency Absence:** Some absences occur unexpectedly, i.e. emergencies at home. These cases will be judged individually. A note should be presented to the main office secretary, who may refer the student to the Assistant Principal to determine the validity of the excuse. The school does not impose any academic penalty for the above absences.

c) **Suspension:** A student who is suspended for poor citizenship will be provided with the opportunity to make academic progress during the period of suspension and is expected to get and complete assignments while suspended.

**Unexcused Absence:** Parents do not have the option of keeping a student out of school for other than the excusable reasons. Even if the absence or tardy (either requested in advance or explained later) meets the approval of the parent, the school makes the final determination as to whether or not it is excusable. If the school does not accept the written excuse, the student will receive a zero for all work. Chronically absent students and

their parents will meet with the Assistant Principal in an attempt to improve attendance. An attendance contract may be established. One provision of the contract may be the withdrawal of the student from one or more courses if the terms of the contract are not met.

If a student is absent without medical excuse for ten (10) consecutive school days, the parents and student shall be sent written notice and shall be provided with the opportunity to meet with a designated staff person within five (5) school days to discuss the student's status and educational opportunities that are available within the District. If the student and parents refuse or fail to participate in such a meeting, the student will be considered to have withdrawn from the Masconomet Regional High School. M.G.L. c.76, §18

a) **At 10 Absences (for a semester course):** The teacher will submit a list of absent students to the office. A letter will be sent home informing parents of excessive absences. Contracts will be issued to students with excessive absences. Credit can be lost for continued excessive absences.

b) **Specialized Programs**: Students, who leave Masconomet to attend a specialized school or program (i.e. Ski School) for an extended period of time, must withdraw from Masconomet and officially re-enter when returning.

c) **Extended absence for medical or mental health reasons**: For physical or mental health absences extending a week or more, a re-entry meeting with parent/ guardian and student is strongly recommended prior to the student returning to classes. The parent/guardian should provide appropriate medical documentation at this time in order to set-up an appropriate plan. A re-entry meeting with medical documentation of discharge information is required whenever a student has had a mental health safety evaluation, regardless of the amount of school missed.

### *ABSENCE FROM SCHOOL DUE TO VACATIONS*

Family vacations are unexcused absences as defined by state statute. Although we recognize the desire of families to vacation together, we must judge this in the context of our academic program and state law. Absence from school for a family vacation is not recognized as a legal absence under state statutes and is therefore considered unexcused. A student who is absent for a family vacation will be placed on social probation until each of the student's teachers certifies that the student has made up all missed work satisfactorily. It may not be possible for the student to make up all work and this will have a negative effect on his/her grade. A "family vacation" is one on which the student and siblings are accompanied by one or both parents/guardians or grandparents. Students will be provided the work they missed upon return from their unexcused absence. That work will be due in the amount of school days the student missed. In addition, the student will remain on Social Probation at a minimum for the amount of days that he/she missed. Probation may extend beyond that time frame in order for the teacher to grade missed assignments.

### ABSENCES FROM CLASS

State law requires all students of legal school age to attend all classes assigned. The school administration is enabled by law to impose penalties on students who are absent illegally. These can include no credit for the day, detention, and/or suspension. (This is the present policy as per Chapter 76, Section 1, of the General Laws of the Commonwealth.) The specific penalties used at Masconomet in response to class cutting are:

a) A student who "cuts" will serve one hour of detention for each class missed.

b) Subsequent cuts will result in suspension, possibly leading to exclusion. The student will receive a "0" for all work missed due to class cutting.

Absence from class caused by leaving campus without permission will result in suspension.

A student is automatically placed on social probation if he/she is suspended twice in a school year. This will prevent participation in all co-curricular activities, including athletics, attendance at the Prom, Senior Internship and Senior Week activities.

***SENIORS***: No vacations should be planned for before or during Senior Internship.

## ARRANGING FOR HOMEWORK ASSIGNMENTS

Students are expected to gather homework assignments from their classmates during the first three days of an absence. Students who are absent, or who anticipate an absence for an extended period of time (more than three days), must inform their school counselor and teachers. Students must also request homework assignments and materials from their teachers.

## MAKING UP WORK

In all cases, students will assume full responsibility for making up class work and unfinished homework. At the teacher's convenience, work for a one-day absence should be completed by the end of the following school day; for a two-to-five-day absence, by the end of the next consecutive five school days; for a longer absence, by arrangement with the teacher. Make-up work is generally done after school (see After-School Help). Make-up work has priority over co-curricular activities.

Teachers are not required or expected to allow make-up of work missed due to class cuts, unexcused tardies, or truancies.

## COLLEGE VISITS

Most college visits should be made during vacation time. However, seniors may take a reasonable amount of time for this purpose with prior approval of the Assistant Principal.

## TARDINESS TO SCHOOL - GRADES 9-12

According to Chapter 71B, Section 3, of the General Laws of the Commonwealth, tardiness to school can occur only for physical or mental illness, court related matters, and religious reasons. In the case of a medical tardy, students must obtain and submit a note from the doctor. In the case of a court related tardy, students must obtain and submit a note from the court. For a tardy related to a religious reason, students must submit a note from the parent or guardian stating the reason for the tardy. All notes must be submitted to the secretary in the main office upon arrival to school.

Students not in homeroom by 7:35 a.m. without a note (as described above explaining their tardiness) are considered tardy to school and must report to “late” homeroom. Students will do either lunch duty or after school office detention on the day they are late. If students arrive at school after homeroom, they must report directly to the main office to check in. If students do not serve the lunch duty or after school office detention, they will earn five demerits. (See the “penalties” section on page 33 for clarification on the demerit system.) Students who habitually do not report to the office when they are tardy will receive internal suspension.

## TARDINESS TO CLASS

Students late to class without a pass will be assigned to teacher detention. If students are not responsible for their tardiness, they may get an explanatory note on the back of the detention slip from the responsible person, which they must then give to the detention teacher. These excuses should be obtained after school or between classes.

If a student misses two (2) or more classes on (5) school days due to tardiness/unexcused absence, the parent or guardian will be notified and given the opportunity to meet with a designated staff person within (10) ten school days to discuss the student’s status, and to develop action steps to address the student’s attendance.

## INJURY/ILLNESS DISMISSAL

The nurse **must** speak to a parent/guardian before a student can be dismissed for any injury or illness. If your child contacts you directly because of feeling ill or injured, refer him/her to the nurse. After completing an assessment, the nurse will contact a parent/guardian for dismissal if necessary.

## DISMISSAL

If students must be excused early, they must bring a note from home to the main office explaining the details in

order to obtain a dismissal slip. An emailed message is permissible, if the message comes from the email address on file. Students can only be dismissed to a parent, guardian, or to the emergency contact on file. A call home is placed to verify all early dismissals. **At the time of dismissal, students must return the slip to the main office, and the parent must come into the main office to sign the student out.** Except for emergencies, no telephone requests for early dismissal will be granted. Parents are requested to schedule students' appointments after school.

## AFTER SCHOOL PRIORITIES

Academic success is the top priority for Masconomet students, and every effort is made to enable students to get the help they need. To this end, teachers are available to students Monday through Thursday from 2:20 until 2:50 for Directed Study. In the case of a conflict in after school obligations, the following are priorities:

1) Detention (office, then teacher),
2) Make-up work,
3) Directed study,
4) Co-curricular activities.

The following are options available to students at the end of the academic day:

1) All students who are not seeking extra help and who do not have after school commitments should leave school at the end of classes.
2) Students should seek extra help from their teachers Monday through Thursday from 2:20 until 2:50 p.m.
3) Students who are in academic difficulty or who have not used the extra help time constructively may be assigned to study with a teacher during that time period.
4) Students seeking extra help will not be penalized for missing a part of their activity or athletic practice session.
5) Students participating in athletics or activities who do not need extra help on any given day may:
   a) take quiet study in the library;
   b) study with any teacher with that teacher's permission;
   c) take informal study in the high school cafeteria;
      i. An informal, but orderly environment that will allow individual or group study must be maintained.
      ii. Students may converse quietly.
      iii. Students may attend student-directed meetings of certain clubs or sub-committees that are meeting without their advisor during this time. These meetings must not prevent productive study by other students using the facility.
6) Students may not loiter in the halls. Movement from one approved location to another may take place without a pass.

Locker rooms will be opened at 2:15 p.m.

## CAFETERIA

Our cafeteria offers nutritionally balanced meals every day at $2.50 each. There is a wide variety from which to choose. There is a free lunch program for students with financial need; forms to determine eligibility are available from homeroom teachers each fall.

There are two high school shifts during the fifth block (period six). Check with your sixth period teacher.

The following procedures will help to make meal time a more pleasant experience for everyone:

1) Since classes are in session, please be quiet when going to and from the cafeteria. Roaming the halls is not allowed.
2) Do not cut into the line or save places for friends.
3) You will be disciplined for throwing food.
4) When you have finished eating, clean your table, and take trash to the designated areas.
5) Eat your food in the cafeteria, not in the corridors.
6) Please keep your cafeteria neat and clean.

## STUDENT PARKING

Student parking at Masconomet is limited, by permit only and restricted to seniors who are in good standing. During school hours, students may only park in the student parking lot on the High School side. Seniors who want a

parking permit must submit a completed parking permit application form, related documents and associated fee of $100.00. Juniors are not eligible for parking until the seniors go on internship in April and will have a separate application process at that time.

**Under this system, School Administration reserves the right to rescind parking privileges for serious violations, which include but are not limited to;**

- Leaving campus without proper dismissal or authority.
- Any forgery or misuse of a parking permit.
- Impairment, drugs or alcohol violations.
- Excessive parking violations (5 or more)
- Excessive demerits
- Excessive disciplinary action and/or being placed on Social Probation.

**Students must also comply with the following rules. Failure to do so could result in loss of parking privileges;**

- Students must obey all posted traffic & parking signage and operate in a safe manner at all times while on school property.
- Students are responsible to lock and secure their vehicle daily after parking.
- Students will not be allowed to go to their car during the school day without proper permission. This includes lunch and study periods.

**Violations:** All parking fines are $30.00 and posted to the student's account as an obligation.

**Appeals**: A student may appeal a parking violation within 3 school days of the date of issue. **Appeals must be made by the student and in person**. First to the Director of Security then depending on the outcome of the first appeal to the Upper House Assistant Principal whose decision is final.

**Towing**: Cars are subject to towing at the owner's expense after the first violation. Cars may be towed due to excessive violations (5 or more) or if a student drives after privileges have been rescinded.

**Lost/Stolen Permit:** Lost/stolen permits are to be reported immediately to the Director of Security. A fee of $10.00 will be assessed if a replacement permit is needed.

**Blackout Parking Dates:** May apply. Fine is doubled to $60.00 and may result in tow. A blackout date parking violation may also result in permanent loss of parking privileges.

**Special Note**:

- Students who fail to display their permit or fail to park in the student lot are subject to a violation.
- Parking permits must hang and be displayed properly facing out to the windshield and clearly visible.
- Students may not cover, decorate, block or obstruct their parking permit in any way.
- Refunds will only be made if a student transfers out of the Masconomet School District.
- Student vehicles are subject to search by a school official if there is reasonable suspicion to believe that drugs, alcohol, stolen property or other prohibited items are present in the vehicle.

**ELEVATOR USE**

The use of the elevator in the building is only for those individuals (student, visitor and/or faculty) who have been granted permission by the Main Office, Nurse, or the Assistant Principal. Those individuals who have medical conditions, which require use of the elevator, should see the Nurse for written permission.

**CORRIDOR PASSAGE**

When you change classes, move through the corridors in an orderly fashion, keeping to the right, and do not block the way or linger in the halls. School personnel are on duty in the corridors and must be obeyed. You need a pass to walk through the halls when classes are in session.

## IDENTIFICATION CARDS

You will be given a Student Identification Card with your picture on it. Have this with you at all times when at school or a school-sponsored activity, and be prepared to show it if requested by any school official. You must present it for admission to school dances and other school activities. ID cards are required to check out library materials and for Internet access. If you lose your card, report it at once to the office and you will be given a duplicate.

## BOOKS AND THEIR CARE

Your books are only on loan to you; be careful with them. Teachers will note their condition when they give them out. Cover your books; keep them free of bulky items that could break their bindings, and do not mark or damage them.

If you lose a book, report the loss to your teacher. You will be expected to pay for lost or damaged books. Your teacher will make provision for you to use a book after school until you can pay for the new one (see Outstanding Obligations). No refunds will be given for items "found" after June 30th of the school year in which the item was lost and the obligation was posted to the student's account.

If you should find a stray book around the building or grounds, please return it to the main office.

## LOCKERS

You will be assigned a locker with a private combination. Keep it private - sharing it with a few friends may lead to their sharing it with a few more friends. Lockers have combination padlocks; if you lose yours, you will have to pay for the cost of replacement. School lockers must be locked at all times by a school issued and approved lock. Non-school locks are not allowed unless approved by Administration. Students who do not comply will have the non-school lock removed and may face additional disciplinary action.

Lockers are for books and coats, not valuables. If you must bring a valuable item to school, leave it in the office when you are not using it. **The school cannot assume responsibility for articles lost or stolen on the premises or in buses**.

In high school, you may visit your locker between classes if you can do so without being late to class. Please keep your locker clean and in good condition and report any problems immediately to the office. You are responsible for the inside and outside condition of your locker. If it is damaged or defaced, you must clean it or make restitution (see Outstanding Obligations). Lockers are the property of Masconomet and may be opened by school personnel if necessary. School officials may periodically inspect lockers to determine that students are in compliance with school rules. Except in emergencies, an attempt will be made to have the student present if his/her locker is to be opened. Items, the possession of which violates school rules or state and federal laws, include but are not limited to drugs, alcohol, stolen property, weapons, tobacco products, matches or lighters.

## STUDENT SEARCHES

Masconomet policy is that the interests of students will be invaded no more than is necessary to achieve the legitimate end of preserving order in the schools. When there are "reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school," a school official may search the student's person and belongings. This may include student lockers and automobiles. Should the student refuse to cooperate with this search, the police may be summoned to conduct a search and the parents must come to the building to pick up the student. The student will be suspended.

## EXTRACURRICULAR ACTIVITIES

The nurse is not available for athletic and extracurricular events or programs, including field trips that occur after school hours. A parent/guardian is responsible for directly notifying the appropriate advisor or coach of any medical issues. For questions or concerns regarding specific medical needs outside of regular school hours, contact the nurse for assistance.

## FIELD TRIPS

A nurse may not always be available for field trips that occur during school hours. Parent/guardian must fill out the field trip medical permission form included with the field trip permission form for the student who may require medication during the school day. This includes asthma inhalers and Epi-pens that he/she may carry on their person.

### TELEPHONE MESSAGES FROM HOME

To avoid disturbing the educational process, parents should not call or text students on cell phones during the school day, except in extreme emergencies. All messages for students should be left on the school voice mail or by speaking with the secretary in the main office.

### LOST AND FOUND

Mark your personal belongings with your name and do not bring valuable items to school. If you do lose something, inquire at the high school office. In the case of stolen articles, you will be asked to fill out a missing property report. If you find a lost article, please turn it into the office.

## STUDENT HEALTH AND SAFETY GUIDELINES AND PROCEDURES

### SCHOOL BUS REGULATIONS

Masconomet provides bus transportation for those who qualify under the guidelines established by the State. The District will hold you responsible for your school-related behavior from the time you leave your home and board the bus until the time you return home in the afternoon. You must ride the assigned bus and no other unless, upon receipt of a note from home, special permission is granted in writing by the office. Give the permit to the bus driver when boarding the bus.

Riding the bus is a privilege subject to good behavior. The following guidelines have been established by the District and the bus contractor to ensure the safety and proper conduct of all who ride the buses. These guidelines are based on common sense and courtesy. Their implementation is a mutual responsibility shared by students, parents and the school.

1) The bus driver may ask to see your ID card; be sure to have it with you.
2) Respect the bus driver's authority; it is your safety about which he/she is most concerned.
3) Be at your regular bus stop five minutes ahead of schedule. Stand well away from the roadside while waiting. Do not sit on the curb.
4) Get off the bus promptly after it comes to a full stop.
5) If it is necessary to cross the street, advance ten paces in front of the bus and proceed only when the driver gives the signal.

**Unacceptable Behavior:** The following list describes the types of behavior, which the District and the bus contractor have stated are unacceptable:

1) Refusing to heed the bus driver's instructions.
2) Failing to produce or relinquish your ID card at the bus driver's request.
3) Yelling on the bus.
4) Throwing an object inside the bus or out of the window.
5) Throwing snowballs while on school property, in the bus, from the bus, or from any location that endangers anyone.
6) Pushing, shoving, fighting or physically abusing another student or the bus driver.
7) Using indecent or abusive language toward the bus driver or students.
8) Damaging the exterior or interior of the bus.

9) Smoking in the bus.

10) Eating and/or drinking on the bus. Being in possession of a weapon

All school rules regarding drugs, alcohol and weapons apply while on the bus. In the event of such behavior, the bus contractor will report you to the Assistant Principal and/or the Principal. Appropriate action will be taken. If you are not permitted to ride the bus, you will have to arrange your own transportation.

**Student Drop Off:** If a child is driven to school in the morning, please adhere to the following rules:

- It is recommended that no student be dropped off prior to 7:00am.
- Students are to be dropped off in the middle school parking area.
- Buses will drop students off at the back high school entrance.

**IDLING OF MOTOR VEHICLES**

For the safety and welfare of students and staff, we would remind you that Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. *M.G.L. c.90, §16B* prohibits operators of motor vehicles from allowing any motor vehicle to idle unnecessarily on school grounds except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles. Violators may be subject to a civil fine of up to $100 for a first offense and $500 for second and subsequent offenses.

**FIRE DRILL PROCEDURES**

For everyone's protection, you must observe the following rules:

1) Be prepared to leave the building immediately when the fire drill signal is sounded.

**2)** Follow carefully the directions for evacuation that are posted in each room.

**3)** Do not push or run in the halls; maintain absolute silence.

4) Move far enough away from the building so that those following can also stand at a safe distance.

5) Re-enter the building promptly and quietly when the recall is <u>announced</u> to signal the end of the drill.

6) Return directly to the classroom in which you were when the fire alarm sounded.

7) If the alarm rings at the beginning or after the end of the school day, exit the building according to posted directions or by the nearest means of egress.

8) If the alarm rings while you are in the cafeteria, exit immediately through the outside exit doors. Report to an area across from the cafeteria to await your period teacher.

**OFF CAMPUS ACTIVITIES**

When you are involved in a school-sponsored activity away from the campus, remember that you are representing Masconomet and that all school rules apply. The authority of any representative of the administration must be respected.

**GUIDELINES FOR SCHOOL FUNCTIONS**

The Student Council guidelines for school dances and other functions are:

1) The existing policies regarding tobacco, alcohol, and drugs will be in effect at all times.

2) If you leave a function early, you will not be allowed to re-enter the building, and must leave the grounds promptly.

3) All high school functions will close no later than 11:00 p.m., with the exception of the Prom, which may end no later than midnight.

4) It is the parents' responsibility to ensure that students are picked up promptly at the end of a function. **School personnel will not remain more than 15 minutes beyond the scheduled termination of the activity.**
5) Only currently enrolled students may attend school functions, with the exception of the Junior and/or Senior Proms. Guests for the prom must receive administrative permission for attendance.
6) Students may be restricted from participating in school functions for poor academic performance, poor citizenship, or for other reasons determined by the Principal
7) Smoking will not be permitted at school functions.

## SCHOOL HEALTH OFFICE

The school nurse is present during the school day to provide assessment and treatment for any illness or injury that occurs during school hours. A pass should be obtained from the classroom teacher before coming to the nurse unless it is an emergency. If the nurse is unavailable, the student may report to the main office for assistance in an emergency.

### EMERGENCY CARDS

These cards are distributed the first week of school and must be completed, signed by a parent and returned to school in order to receive any over the counter medications (such as Tylenol) during the school day. Correct contact and medical information is necessary in the event that a student becomes ill or injured during school.

### MEDICATIONS

Every effort should be made to administer medication at home to prevent loss of class time. No child is permitted to carry medications of any kind at school, with the exception of a prescribed asthma inhaler, Epi-pen injector, or pancreatic enzymes. When medications are necessary (over the counter or prescription), written permission is required from both the parent/guardian and PCP. A parent/guardian is responsible for bringing in no more than a month's supply in the pharmacy or manufacturer-labeled container. Over the counter medications, approved by the school physician, are available in the nurse's office, but will not be given without written parental consent on the Emergency card.

### IMMUNIZATIONS

All new students must present evidence of immunizations in compliance with the requirements of *M.G.L., Ch. 76, Sec 1.* Parent/Guardian must notify the nurse in writing if their child is exempt from immunizations for medical reasons or sincere religious belief. Failure to produce proof of up-to-date immunizations is cause for exclusion.

### HEALTH SCREENINGS

State mandated screenings are performed annually with prior notification. Scoliosis Screening is done on all 9$^{th}$ grade students. Body Mass Index and Vision and Hearing are performed on all 10$^{th}$ grade students. If you do not want your child to be screened for scoliosis, documentation of a recent screening by the PCP is required. For your child not to participate in the BMI screening, a written note is required from the parent or guardian.

### CHRONIC ILLNESSES

Notify the nurse of any health concerns or issues (i.e. asthma, seizures, and allergies) that may affect your child during the school day. The nurse and building administrators will work with you and your health care provider to develop an individual plan to address your child's needs. Teachers will be notified as necessary in order to meet your child's needs.

### INJURIES

Notify the nurse if your child has or will require surgery, or been injured, so the appropriate accommodations can be made (i.e. elevator pass, gym excuse, plan for note taking, extra set of books, evacuation plan, etc.). Any injuries that occur at school should be reported immediately to the adult in charge of the activity and followed up with the

nurse or athletic trainer as soon as possible.

### CONCUSSIONS

A parent or guardian must notify and provide the nurse with medical documentation if your child is diagnosed with a concussion. The student may qualify for a concussion management plan that allows teachers to provide academic accommodations in the classroom. This information will also be shared with the gym teacher and/or athletic trainer as necessary.

### PHYSICAL EXAMINATIONS (M.G.L., CH.71, S.57)

All students participating in team athletics require a physical examination every thirteen months. It is preferred that these exams be given by the family physician. However, the school physician is at Masconomet several times during the year, and the nurse can arrange for the exam.

## STUDENT BEHAVIOR EXPECTATIONS AND POLICIES

### BULLYING

The Masconomet Regional School District Bullying Prevention and Intervention Plan is a requirement under M.G.L.c.71, § 370. The Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyber-bullying and the district is committed to working with students, staff, families, law enforcement agencies and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening and responding to incidents of bullying, cyber-bullying and retaliation. The principal, assisted by the assistant principals, is responsible for the overall implementation and oversight of the Plan. The Plan shall be reviewed and updated biennially. See the Masconomet website at www.masconomet.org under the School Committee for the entire text of the plan.

### FIREARMS AND FELONIES

The Gun-Free Schools Act requires school districts and other local educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a firearm to school. The federal law also requires school districts to refer to the criminal justice or juvenile delinquency system any student who brings a firearm to school.

In accordance with M.G.L. c.71 §37H1/2, the Principal may suspend a student who has been charged with an off-campus felony (or felony delinquency) or may expel a student who has been convicted of an off-campus felony (or felony delinquency).

### HARASSMENT AND DISCRIMINATION

The Masconomet Regional School District does not discriminate based on race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Masconomet Regional School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, homeless status, or disability. Any form of abuse to a student, verbal or physical, should be reported immediately to the Principal or Assistant Principal. In the case of a physical assault, the local police will be notified. Any student involved in a fight or an altercation of any sort can expect to receive severe disciplinary action such as suspension or expulsion.

To view the updated Guidelines for Ensuring a Non-Discriminatory Environment for Supporting Transgender and Gender Nonconforming Students go to our website www.Masconomet.org.

The Guidelines are listed under Key Policies and Documents.

### PHOTOGRAPHY/VOICE RECORDING

You may not record or photograph another student or adult without their explicit consent. Potential consequences:

Suspension of ability to bring phone or electronic device on school premises for a period up to and including the remainder of the school year.

### THREATS

Any student who threatens or aids in the threat to another student, staff member, or the building shall be disciplined in accordance with school policy. This may include suspension and/or expulsion. In all cases, the matter will be referred to the local police department for appropriate action.

### INSUBORDINATION

It is expected that students will follow the directions given by any Masconomet staff member. For example, students are required to identify themselves upon request, to proceed to the Assistant Principal's office if so directed, and to follow any staff member's instructions. (Insubordinate behavior may result in suspension from school.)

### ACADEMIC INTEGRITY

Since you are here to learn, it is reasonable for the school to expect you to do your own work. Each teacher will, at the beginning of the course, list or explain the rules on the use/non-use of items (Cliff Notes, programmable calculators, etc.) Below is a definition of cheating as understood by the faculty and administration. This definition is followed by the consequences for those who cheat.

You are considered cheating if:

1) During tests, quizzes, labs, if given information about tests, if you have access to any materials not specifically authorized for use during the assessment, let your eyes wander, copy another paper, let someone else look at your test, or talk to a classmate regardless of the subject.
2) You submit someone else's work as your own, allows another student to copy your work, or pay another person or company to write a paper for you. **You may not submit the same paper in two different courses unless you have written permission from both teachers. This includes computer programs.**
3) You give or receive information about tests, exams, or quizzes that will be given.
4) You plagiarize. You must give credit where credit is due (including citations from CliffsNotes). You can obtain the formats for proper citations from your teacher or in the library.
5) You attempt to gain access to any files on the computers which are not your own. Any attempt will result in your being banned from the use of school computers, suspension and possible prosecution. **Exception:** permission from a teacher, the computer technician or department leaders.
6) You search online to "get ideas" and do not give credit where credit is due.

### CONSEQUENCES OF CHEATING

If a teacher suspects you of plagiarism, submitting dishonest work or any other form of cheating, the teacher has the right to withhold your grades until you can demonstrate you did not cheat. The incident will be reported to the Principal or the Assistant Principal who will determine any other disciplinary action.

Upon the **first offense** in high school, if the teacher and assistant principal have determined that you have cheated:

**1)** You will receive a "0" for that assignment and may receive a conduct comment on the report card.

**2)** The NHS advisor and parents will be notified by the administration in cases involving NHS members

Upon the **second offense** in high school, if the teacher and assistant principal determine you have cheated:

1) You will receive a "0" for that assignment and
2) May receive a conduct comment on the report card.
3) You will be internally suspended for one or more days, to be determined by the assistant principal
4) You will automatically be placed on academic and social probation for a minimum of nine weeks, excluding vacation periods
5) The NHS advisor and parents will be notified by the administration in cases involving NHS members

Upon the third and subsequent offenses in high school, if the teacher and the assistant principal determine you have cheated:

1) You will receive a “0” for that assignment and will receive an unacceptable conduct comment on the report card.
2) You will receive one or more days of out-of-school suspension, to be determined by the assistant principal and the incident will be documented in the student’s disciplinary record.
3) You will be placed on academic and social probation, for up to a year.
4) You will be ineligible for participation in any extra-curricular activities including National Honor Society and athletics.

## DRUGS AND ALCOHOL

The use, possession, and distribution or sale of drugs and alcoholic beverages by Masconomet students is prohibited at all times. Students who have consumed drugs or alcohol off campus and then come to school or a school activity will be treated as though the consumption took place on campus. Use or possession of drugs and/or drug paraphernalia may result in long-term suspension or expulsion by the Principal. Students and parents should be aware of the District Committee policy and penalties resulting from infractions (see School Behaviors and Policies section of this Handbook).

In addition:

### SMOKING

Smoking is not allowed at Masconomet. The use of any tobacco products within the school buildings or the school facilities or on the school grounds or on school buses by an individual, including school personnel, is prohibited under Massachusetts law. This law covers all visitors to any public school property or event at all times.

Students are not allowed to carry any smoking materials. Students who smoke or bring smoking materials on campus or on the school bus will receive the following penalties:

| | |
|---|---|
| First Offense | $25 fine |
| Second Offense | $50 fine. Suspension from School |
| Third Offense | $100 fine. Suspension from School |
| Subsequent Offenses | $100 fine. Suspension from School |

In all cases, the students' parents will be notified of the smoking infraction. School personnel are subject to the same fines as students. Payment of fines will be made to the Town of Boxford.

### CHEWING TOBACCO, SNUFF and ELECTRONIC CIGARETTES

Students will not possess or use chewing tobacco or snuff, e-cigarettes, or other nicotine delivery devices or products on the premises. Students violating this rule will be disciplined as if they were smoking tobacco.

### LITTER

In order to maintain the clean and orderly environment to which all members of the Masconomet community are entitled, we must all cooperate to keep the school free from litter. Each student is expected to discard his or her trash in the wastebaskets or in another appropriate manner and is encouraged to take an active role in keeping Masconomet neat. Students who do not conform to these expectations will be required to clean the building and grounds after school and may be disciplined further.

### GAMBLING

Matching of coins or any other form of gambling will not be tolerated in school or at school activities. Any student caught or suspected of being involved in gambling will be reported to the Principal or Assistant Principal who will take disciplinary action against guilty students. Students reported as part of a group involved in gambling activities will be considered as guilty as the others. These students may be assigned office detentions or suspended. Raffles, etc., conducted by officially recognized school organizations (e.g. Sports Booster Clubs) do not fall into this

category.

## PROTECTION OF RECORDS AND PROPERTY

Students are not permitted access to those areas of the school, which are the private property, and records of individual students, of staff, or of the Regional School District. Students may not see the personal school counseling file of another student or have access to another student's or the District's computer files. Any student who intrudes upon or damages the private property of another student or the School District can expect to receive severe disciplinary actions such as suspension or exclusion.

## VANDALISM

Any student who willfully damages any school property shall be disciplined in accordance with school policy. This may include restitution and fee, suspension, and consideration for exclusion. In cases of serious vandalism, a student may be referred to the local police department for appropriate action.

## FIRE PROTECTION DEVICES

Any student who tampers with fire protection devices, such as fire extinguishers or the fire alarm system, will be suspended from school. The fire and police departments will be notified. A second offense will result in a recommendation to the Superintendent of Schools and the School Committee, by the Principal, for the exclusion of the student from school.

## OUTSTANDING OBLIGATIONS (Lost or Damaged School Property)

All students are responsible for their lockers and each student is expected to keep his/her locker and books free of graffiti and in good condition. Students who lose or damage any school property assigned to them must reimburse the school for the loss or damage. Examples of such items are books, locks, athletic equipment, uniforms and musical instruments.

The debt must be paid when the loss occurs. No refunds will be given for items “found” after June 30th of the school year in which the item was lost and the obligation was posted to the student’s account.

Students with outstanding obligations will be considered ineligible for athletics and activities until the obligation is fulfilled. These students will not be allowed parking permits. Books must be returned in good reusable condition. No refunds will be given or returns accepted for items “found” after June 30th of the school year in which the item was lost. No refunds will be made without a receipt or cancelled check.

## ARTICLES NOT PERMITTED IN SCHOOL

1) Edged weapons including but not limited to knives, swords, razors as well as other sharp or homemade objects that could be used to cause harm or injury. This also includes archery devices i.e. crossbows, bow, arrows, etc.
2) Guns, including but not limited to the following; handguns, rifles, shotguns, BB/pellet guns, air soft type guns, paintball guns, water guns, cap guns or any replica style gun.
3) Sling shots/wrist rockets.
4) Pets, animals
5) Smoking materials to include electronic inhalation devices\ and products.
6) Drugs & drug paraphernalia to include synthetic products (i.e. Spice, K2, bath salts, etc.)
7) Ammunition and accessories for weapons listed above, fireworks in any form, explosives in any form.
8) Alcohol/alcoholic beverages in any form (including powder for mixes)

**Students who have any of these articles in school will have them confiscated. Detentions or suspensions will be assigned.**

## CELL PHONES, MOBILE & MEDIA DEVICES

Students may not make or receive calls or text messages on cell phones or other electronic devices during class. Individual teachers may allow use or prohibit use of these items in the classroom for other purposes as part of their

individual classroom instructional policies. Misuse, inappropriate or unauthorized use in any area of the school will result in discipline and in the loss of cell phone and/or electronic device privileges.

No unapproved electronic devices of any type may be used during any testing and should not be visible at any time during testing. Violation of this policy may result in a zero for the assessment being taken.

The recording of others whether it be via audio, video, or photo via cell phone, cameras and/or other electronic/media devices in classrooms is not allowed, except by specific permission of the instructor for an instructional purpose. Misuse, inappropriate or unauthorized use in any area of the school may result in the device(s) being confiscated by the teacher or administrator and in the loss of cell phone and/or electronic device privileges and/or other disciplinary action.

### OFF CAMPUS/OUT OF BOUNDS

Students are not permitted to be in certain restricted areas such as the parking lot, behind the field house, or on the sports fields while classes are in session. During the school day, all students must be in classes, study halls, library, or school counseling areas.

The playing of any sports on school grounds during the school day must be under the direct supervision of school personnel. Any student off campus without office permission will be subject to suspension.

### WHEN SCHOOL IS OVER

You need a specific reason to stay in the school building after your last commitment. You should be receiving extra help or be studying in an approved location. Activities and athletics begin at 2:55. Please see "After-School Priorities" for a detailed explanation of the regulation for the use of after-school time.

### 18-YEAR-OLD RELEASE

When students reach the age of 18 years, they may sign a release form requesting that all correspondence from the school be directed to them only. According to law, all correspondence, be it written or verbal must be directed to students only and will not be sent to the parents.

As a matter of courtesy, the school informs parents in writing when students have signed the 18-Year-Old Release Form. Eighteen-year-old seniors who have a waiver are not permitted to sign themselves out of any scheduled class or study hall without prior approval of the Assistant Principal (as with any dismissal).

Once the form has been signed, students assume the obligation for communicating their academic progress, their graduation status, and any and all other school information to their parents. Parents do, however, retain the right of access to students' school records at any time. The school encourages parents whose children have signed the 18-year-old release to review these documents periodically. Parents are also encouraged to contact teachers periodically for information. Parents of adult students receiving special education services shall also continue to be provided with notices and information regarding the student's special education program.

This waiver is automatically removed when the student graduates or withdraws.

### DISPLAYS OF AFFECTION

Students who exhibit excessive public displays of affection on school property or on school buses or at any school-sponsored event will be referred to the Assistant Principal's office for possible disciplinary action. The staff member observing the incident, and the assistant principal will determine what constitutes "excessive".

## SCHOOL DISCIPLINE AND BEHAVIOR POLICIES

### *TEACHER DETENTION*

Department heads or classroom teachers may issue after-school detentions for improper classroom behavior or failure to do required work. These detentions are served within the departmental area. The staff member who issues the detention will give

the student a detention slip. A student who fails to report may be referred to the Assistant Principal (after the teacher has heard the student's explanation) who will assign five demerits.

All teacher detentions are to be served on the day of the offense (Friday excluded) or at the discretion of the teacher. Students will be required to serve the missed detention as well as receiving 5 demerits.

**OFFICE DETENTION**

Members of the administration may assign office detentions to students for truancy or other infractions of school rules. These are served in the detention room under the direction of assigned teachers. Failure to report will result in the assignment of demerits. Detention is served from 2:20 to 2:50 p.m. When conflicts exist in after-school activities, detention has precedence, followed by make-up work and extra help.

**AFTER SCHOOL DETENTION**

Students may be assigned after school detention for a variety of reasons. Truancy from study hall and/or class(es) will result in one hour assigned for each missed study/class. Failure to attend this detention may lead to suspension.

**SUSPENSION**

A student whose presence poses a danger to persons or property, or materially and substantially disrupts the order of the school, may be immediately removed from his/her classes or from school. Written notice of the removal from school and proposed suspension will be forwarded to the student and parents in accordance with policies of the School Committee and applicable laws and regulations. A student may be initially suspended by the Principal or Assistant Principal for up to two days pending a formal hearing... After the second suspension, a student is automatically placed on social probation for a period of time to be determined by the Assistant Principal, Principal, or Superintendent.

Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 Rehabilitation Act are entitled to additional procedural protections when a longer-term suspension is considered. Students eligible for special education services are entitled to educational services during any days of suspension exceeding 10 school days in a given school year. For additional details regarding the rights of students with disabilities in the context of school discipline, please contact the Assistant Superintendent of Student Services or the Principal.

**INTERNAL SUSPENSION:** At Masconomet, our goal is to discipline students while minimizing the impact on their educational progress. The Internal Suspension Program is designed to accomplish this purpose. Credit will be given for missed class work only if it is completed during the suspension and submitted to the subject teacher at the end of the day on which the student served the suspension.

***A. Goals***

1) To provide a structured classroom environment within the school where suspended students can be monitored and counseled.
2) To provide students with an environment where they can speak confidentially with staff about adolescent issues, which frequently lead to inappropriate school behavior, delinquency and misuse of alcohol and drugs.
3) To provide students with an opportunity to continue to utilize the school's educational resources despite their suspension from normal school activities.

***B. Procedures***

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

2) At the time of Internal Suspension, each student signs a contract, which outlines the rules for conduct and expectations for student performance during suspension.
3) Students receive credit for work completed while on Internal Suspension. They also receive credit for attendance. Students are expected to obtain assignments from their teachers in sufficient quantity to keep them busy for the duration of their suspension.
4) Students without work will be given assignments by the teacher supervisor. Students who do not work constructively may receive additional days of suspension.
5) Students are responsible for their workspace in the Suspension Room. The area must be in good condition prior to dismissal.
6) Students will be provided a monitored lunch period. Students may bring lunch or purchase one in the cafeteria.
7) Good behavior and hard work during suspension may result in a reduction in the term of the suspension.
8) Second suspension leads to immediate placement on Social Probation.

***SOCIAL PROBATION***

Any serious offense, such as violation of the drug and alcohol policy, demerit accumulation, or other causes for suspension, may cause a student to be placed on social probation for a period of up to one year. If a student is suspended twice, or a student accumulates 10 days or more of suspension while in grades 9 through 12 of high school, he/she is automatically placed on social probation for a period of time to be determined by the Assistant Principal, Principal, or Superintendent. Social probation is defined as follows:

1) The student loses the privilege of participating in after-school activities, including athletics.
2) The student may not attend school functions, including those that are open to the public.
3) The student must leave the school property at the end of classes each day unless he/she must remain for extra help or make up work.
4) Students with parking privileges will lose those privileges.
5) Student leaders must vacate their office during the term of their social probation.

Students must petition the Assistant Principal in order to be removed from social probation.

**EXCLUSION FROM SCHOOL:**

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

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

Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings to consider the student's long-term suspension or permanent expulsion from school.

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

Any student who is serving an in-school or out-of- school 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. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

**DEMERIT SYSTEM**

In the high school, an administrator, rather than teachers, in accordance with established procedures, assigns demerits. Demerits relate to campus behavior. Behavior within a class is the primary responsibility of the teacher. Parent conferences, social probation and suspensions will be administered consistent with the plan. Violations of specific rules covered elsewhere will be handled as indicated.

All demerits will be cumulative for an academic year. Detentions may be made up, and demerits removed, only if the student did not serve a detention for a valid reason; e.g. doctor's appointment, dismissal from school, absence from school, etc. In these cases, the students must make arrangements with their teachers to make up the detentions on the first day they return to class. Teachers must check with students who have missed their detention to determine the reason prior to submitting the student's name to the Assistant Principal for disciplinary action.

Students who accumulate the following number of demerits will receive the disciplinary action indicated below.

10 - The student's parents will be contacted by the Assistant Principal (by letter).

20 - The student will be placed on social probation for the academic year subject to review at regularly scheduled Review Board meetings. The student and his/her parents will be notified by letter.

30 - The student will be placed on internal (in school) suspension for three (3) days. A parent-student-administrator conference for re-admission will be held.

Any student who accumulates in excess of thirty demerits will be disciplined under a separate arrangement with the administration for the balance of the year.

Demerits will be assigned as follows:

1) Failure to report to teacher or Office detention
   - 5 demerits
2) Present in "out-of-bounds" Area
   - 5 demerits
3) Anti-social behavior not listed above
   - 5-15 demerits

<u>Students who leave campus without permission will serve internal suspension</u>.

# SCHOOL COUNSELING PROGRAMMING

We strongly encourage parents to read this section carefully. If you have any questions, please call us at 978-887-2323.

| | |
|---|---|
| Director | Irene Duros |
| | April Cochran |
| | Julie DeMatteis |
| | Nicholas Ely |
| | Carleen Thurlow |
| | Robin Wildman |
| Registrar | Kristy Jennings |
| Administrative Assistant | Andrea Delfano |

The High School Counseling Office is open from 7:00 - 3:00 Monday through Friday during the school year.

The Registrar is available on school vacation weeks and summer vacation. kjennings@masconomet.org

The school counselors and support staff are committed to facilitating the normal development of all students. As it will become evident in the following pages, the counselors initiate contact with all students by class at different times during the school year. In addition, when counselors become aware of either academic or personal/social difficulties, they reach out to students and, where appropriate, to parents. The School Counseling Department strongly encourages parents to initiate and to maintain contact with their student's counselor. Successful school counseling requires good communication among parents, students and counselors. We hope that through our mutual effort students and parents will establish a positive working relationship with the school counseling staff.

**SCHOOL COUNSELING SERVICES**

Through our school counseling programs, services are available to all students and parents. The three domains of our department lead to support throughout the high school experience, especially during the Post-Secondary decision making process. These services are disseminated through student and parent meetings, group meetings, and programs.
overview of important information about the school counseling department and high school in general. Our program consists of several parts: homeroom meetings, small group discussions, and one-on-one counselor meetings.

During the first few weeks of the school year, every freshman will meet with their counselor during a homeroom meeting. In this meeting, students will receive information to help them transition to high school. Mid-fall, counselors will meet with students during their English classes. Topics covered include, but are not limited to, comparison of middle school and high school expectations, graduation/college requirements, course selection and academic rigor, and extracurricular involvement.

Students are then asked to make a one-on-one appointment with their counselor. During this time, students will sit down with their counselor in order to share their interests, goals, and future plans. They will also be introduced to Naviance (our college/career planning system), so they may begin to view high school as a four-year plan.

Freshmen are encouraged to achieve the best grades they can in an appropriately challenging curriculum. We

encourage all students to get involved. Masconomet runs an annual activity fair in September, so student can learn about the many offerings in our community. Involvement with sports, clubs, or community service can help students discover what they are passionate about and possibly can help guide their post-secondary plans.

**SOPHOMORE YEAR:** *The World of Work: Career & Self-Exploration*

Throughout the sophomore year, counselors conduct a career exploration program with all sophomores. In late fall, every sophomore has an individual meeting with their counselor to discuss academic expectations and to stimulate planning for the future. Counselors discuss with students their feelings about school and their relative academic success. Counselors also work with students to make meaningful connections within their school and community, i.e. club involvement, community service, athletic participation, or activities in the Arts. During this individual meeting, counselors also help students to explore their current interests and goals and make connections to their future plans.

In October, all sophomores will take the PSAT, the Preliminary SAT. This will occur within the regularly scheduled school day. Students will receive scores in the mail in December and have the opportunity to speak with their counselor during their late fall individual meeting regarding the scores. As this is a preliminary test, students will take the test again during October of their junior year.

In the spring of sophomore year, counselors administer a multifaceted career exploration program. There are three parts to this program. The first part of this program is the students' completion of Naviance's Career Interest Profiler. This is a tool designed to help students discover the types of work activities and careers that match their interests. The interest profiler has 180 questions about work activities that people do at their jobs. When choosing their answers, students should think about whether they would like or dislike doing a particular work activity, if they had a chance to do it. This is not a test! We ask students to not over think their answers and remember that liking an activity does not mean that are what they want to do as a career! After finishing the career interest profiler, students complete a worksheet about two careers they are interested in investigating further.

Part two consists of students learning about careers and the value of work through a small group presentation supplemented by small group discussions with the students' counselor. Our small group discussion includes information about the job search process, a sample of a typical application for employment, the process of obtaining a work permit, how to write a resume, review of buzz words regarding degrees and college terms, and interviewing tips and skills. Students also discuss the outcomes of their Career Interest Profiler.

Lastly, students will meet individually with their counselor to discuss their academic progress, review their transcript, discuss the importance of extracurricular activities, and review their specific career interest inventory results and individual college and career goals.

**JUNIOR YEAR**: *Beginning the Post-Secondary Planning Process*

The post-secondary planning process will begin at the beginning of second semester of junior year. However, there are some events prior to that of which juniors and their parents should be aware.

First, all juniors take the PSAT in October (no registration or fee required). The junior year scores are used in the National Merit Scholarship Competition. Students will receive scores in mid-December; all juniors will then participate in a presentation where the counselors will explain how the test is scored, how students should interpret their scores, and an introduction to the College Board's online programs. Students will also receive information regarding test preparatory programs at the presentation. Counselors are available to meet with students individually to discuss the score reports and preparation for the SAT.

Second, we invite juniors and their parents/guardians to Financial Aid Night, which will be held in October. Although this meeting is primarily for parents/guardians of seniors, it can be useful to understand how the process of financial aid works ahead of time. The School Counseling Department partners with MEFA (Massachusetts Educational Financing Authority) for this important and informative evening.

In February, all juniors will participate in a three-part post-secondary planning program. For the first part, counselors will meet with all students to go over in detail the future planning process, focusing on post-secondary options and

finding the “right fit”. In addition, students will receive relevant information as handouts, including a “to-do” timeline. Students are encouraged to look ahead at their calendars to see when they can start visiting colleges. Both February and April vacations are good times for high school juniors to visit, as the colleges are in session and students can get a sense of the campus culture.

During the second part, students begin to use their Naviance accounts to conduct a college search and develop a list of colleges under “colleges I’m thinking about”. Students also learn how to efficiently navigate college websites as well as virtual tours.

Between February and April vacations, each junior should schedule a full-period appointment with his or her counselor for the third part of the program. During this meeting, the student and counselor will formulate and discuss plans, review the high school transcript, and discuss questions regarding the college search and application process.

**SENIOR YEAR**: *Post-Secondary Planning: Graduation & Beyond*

This will be an exciting year as seniors take their first steps into young adulthood and prepare to leave the nest. Senior year is both exciting and stressful, with many ups and downs. Please know that this is natural, and is symbolic of the major shift that is about to occur in the lives of both seniors and their families. It is beneficial to seniors in preparation for being on their own that they be independent and responsible for contacting colleges and completing applications themselves. Colleges are looking for mature, responsible young adults who have learned to work with deadlines and systems on their own. Once a student is in college, all communication is done directly with the student. We have several events and points of contact to help seniors through this transition.

The future planning process, which for approximately 95% of Masconomet students means either a two or four-year college, begins immediately during the first full week of school. In small group meetings, we discuss the variety of post-secondary options available, especially college admissions. During the first few weeks of school students meet with their counselor and receive materials regarding: Masconomet’s School Counseling Department’s college application procedures, how to ask teachers for formal letters of recommendation, Naviance guidelines specific to senior year and how to request transcripts, information regarding how to request test scores for the colleges from either the CollegeBoard or ACT, financial aid application timeline and process and a review of the writing portions of the application.

After the first meeting, each senior is expected to make a full-period appointment with his/her counselor to discuss individual plans and goals. This meeting should occur before October 31. We expect students to share information from the School Counseling Department with their parents, including the senior materials. Please be aware that seniors should see their counselors at any time if they have follow-up questions. We are here to help

## COLLEGE TRANSCRIPTS

**All college transcripts requests are submitted electronically through Naviance.** In order to make your request, you and a parent will need to sign a transcript release form and return it to your counselor or to Mrs. Jennings. In addition, you will need to complete the privacy notice for the Common Application that appears under **“Colleges to which I’m Applying”** on **Naviance.** “College to which I’m Applying” is where you will track the status of your applications. Due to the vast number of transcripts processed by the School Counseling department, **you must submit this request at least two weeks in advance of the college deadline.** Your counselor will submit your materials electronically through Naviance. These materials include: Your transcript, which consists of courses, semester grades and credits from freshman to junior year, 1st quarter senior grades and your G.P.A.; a recommendation letter from your counselor; a copy of your resume; and a copy of Masconomet’s school profile. In the event the college does not accept electronic submission, officially signed and sealed transcripts must be mailed from Masconomet directly to college. For further information, contact the Registrar, Mrs. Jennings at extension 11251.

## WORKING PERMITS

The Registrar, Mrs. Jennings, is located in the School Counseling office. She will issue, at no charge, a working permit to any student fourteen through seventeen years of age who has been promised employment. Students

fourteen and fifteen years of age must also obtain a physician's signature on page two of the application to certify the minor is in sound health and physically able to work. Employment permit applications can be dropped off to Mrs. Jennings or emailed to kjennings@masconomet.org in order to start the process. A permit can be turned around quickly if all applicable sections are complete. If you have any questions, please call Mrs. Jennings at Ext. 11251.

**RESIDENCY**

Students whose parents or guardians are legal residents of the School District shall be eligible to attend the District" schools without payment of tuition. Students whose parents plan to move out of the District, and who wish to continue their education at Masconomet, may finish the semester with a waiver of tuition, but at the end of the semester the student shall transfer immediately from the District school.

A senior student who can qualify to graduate in June, whose parents or guardians move from the district on or after July first of the student's senior year, may be allowed to complete his/her senior year but he/she must pay tuition.

Parents must discuss their particular circumstances as soon as possible with their child's school counselor and inform the Superintendent in writing of the intended change of residency.

**MOVING/TRANSFERRING**

If you and your parents are going to move out of the School District, your parents must notify the Registrar, located in the School Counseling Office, in writing at least one week before you leave. This letter should include the date of the last day you will attend school and the name and address of the school in which you will be enrolled. You should also meet with your counselor to fill out forms needed to send your records to your new school.

Also, on your last day at Masconomet, you must obtain a Withdrawal from School Form from the Registrar or on our website and have it signed by your teachers, the librarian, homeroom teacher, Assistant Principal, and counselor. On this form teachers will indicate your grade to date and that you have returned books and all other school materials. Unless all school obligations are met, records cannot be released. When the form is completed, return it to the Registrar. You will be given a photocopy of it to bring with you to your new school. Your counselor, with the support of the School Counseling Department, is willing to assist you after you have left Masconomet. Even as a former student, do not hesitate to contact the School Counseling Office for assistance with career decisions. Students who are planning to transfer to a private school should discuss this decision with their counselor. If you wish a copy of your academic record sent to a private school, you must sign a record release form obtained from the Registrar or found on our website. Requests for a transcript and/or any other academic information must be submitted to the Registrar two weeks before the application deadline. There is a $7.00 fee for each official transcript request and a $2.00 for each unofficial transcript request.

Students moving/transferring to another school during the summer or not planning to return to Masconomet in the fall, for whatever reason, should notify the Registrar at Ext. 11251 as soon as possible to complete the Withdrawal Forms and authorize the release of the students records to the new school. The Withdrawal Forms can be found on the Masconomet website under the High School Guidance page.

**REGISTERING A NEW STUDENT AT MASCONOMET REGIONAL HIGH SCHOOL**

Students who are registering at Masconomet should visit the Masconomet High School Guidance page to access the New Student Registration Packet. Once the forms and the required supplemental documents are completed they can either be emailed to the Registrar at kjennings@masconomet.org or dropped off at the high schools drop box located at the main entrance, door #32. From there an appointment will be made with the students' new high school counselor to discuss appropriate classes. Proof of up-to-date immunizations will be necessary before starting classes. An orientation for all new students is planned for those entering at the beginning of the school year in September. Notices are mailed to the students at the end of the summer, informing them of the time and place.

**GRADES/TESTING**

Most four-year colleges require mid-year grades. Some schools include mid-year grade request forms with their application package. It is not necessary to turn these into the School Counseling Office, as we will automatically send mid-year grades to all the colleges you applied to.

When you make your initial transcript request, you are also giving the School Counseling Department permission to

send first quarter, mid-year and final grades to the schools to which you are applying. Mid-year grades will be sent out during February vacation.

You should plan to take the SAT in March of your junior year and if appropriate SAT Subject Tests in May or June. Most colleges require the SAT or the ACT. The SAT includes two sections: Evidence Based Reading and Writing and Math, including an optional essay. You may repeat the test in August, October and/or November of your senior year if you feel you can improve your score. All scores will appear on the report, but many colleges will consider the highest one. Some students benefit from courses designed to prepare them for the SAT and ACT. Talk to your counselor about programs that are available. Almost all colleges in the country also accept the ACT and they can be taken in either April or June. If you take the ACT, check with individual college websites to see if writing is required.

In addition, some colleges require the SAT Subject Tests, which are one hour in length, and measure your knowledge in specific subjects. You should check individual college websites for the requirements; colleges can request up to three SAT Subject Tests. It is not possible to take both SAT and the SAT Subject Tests on the same day.

The School Counseling Department has information on the SAT dates, procedures, and registration deadlines. Test dates, registration information, and fees are also available at Collegeboard.org. ACT information is available at ACT.org. Results of tests are available online by the dates put forth by the College Board and the ACT.

### *MILITARY SERVICE*

Schools are now required to supply the military with lists of students in Grades 11 and 12 with their addresses and phone numbers. If you do not wish your student(s) to be on these lists, please contact the Principal at (978) 887-2323 asking to have your child removed from the listing. Seniors interested in any branch of the armed services should contact their local recruiter to arrange a meeting. The recruiter will discuss career opportunities available in the military. These students should also take the ASVAB to determine eligibility for various military programs. Generally, during the third week in October, a Military Week is held at Masco. Each day during the week recruiters from different branches of the service will distribute information to interested students.

### SENIOR INTERNSHIP PROGRAM

The Masconomet Senior Internship Program allows graduating senior students to embark on an authentic learning experience that is of interest to them during their final weeks of high school. The Senior Internship Program is available to currently enrolled seniors who meet the eligibility requirements. To be eligible, students must;

1) be in good academic and social standing, with sufficient credits/courses to receive a diploma in June and passing all quarter 3 classes;
2) complete all community service requirements;
3) resolve all outstanding obligations;
4) submit the application by the published deadline;
5) receive approval from the Senior Internship Program Coordinators and/or Committee
6) obtain approval from the Upper House Assistant Principal;
7) submit the parental consent form with student and guardian signatures;
8) submit a completed Senior Internship Check Out Form with all required signatures before beginning internship;
9) follow all Senior Internship Program guidelines, available at https://sites.google.com/a/masconomet.org/internship

*Appeals may be made to the Internship Review Board (Assistant Principal, Department Chairperson and Internship Coordinators).*

Senior internships take place during the fourth quarter of the senior year and are usually done on a full-time basis, but can be done part time with the approval of the internship coordinators. Seniors are required to set up their own internship program before the application deadline, at the beginning of March of the senior year.

The internship coordinators maintain a database of previous and current internship opportunities available on the website. This is probably the best opportunity available for a real-life experience in a possible future career and to gain valuable 21st century skills.

## STUDENT CO-CURRICULAR ACTIVITIES

Masconomet's co-curricular program is designed to help students develop interests and skills in non-classroom areas. It is also designed to improve interpersonal relationships and develop leadership abilities. Participation in our activity program enables students to "round out" their personalities. It is our hope that students will be able to participate in a variety of co-curricular offerings including athletics and activities. To this end, we will make every effort to avoid conflicts between and among activities and athletics. Before joining, students must, however, give serious consideration to the commitment required by each activity or athletic team.

### CO-CURRICULAR ELIGIBILITY

Co-curricular activities include athletics, clubs, academic teams, student government, dances, proms, banquets and all other non-classroom related activities.

In order to be eligible for participation in athletics and other co-curricular activities, you must be enrolled in at least four major subjects each marking period, and must not be on either Academic Probation or Social Probation. Academic eligibility is determined on the day that report cards are issued at the end of the marking period preceding the time of the activity. Students with delinquent obligation bills are also ineligible for athletics and other co-curricular activities. Students who are on academic probation but who are not on social probation or have outstanding obligations may participate in co-curricular activities with the exception of athletics, clubs, and organizations. **If you become ineligible in the middle of an athletic season or drama production, you will be excluded on the date that report cards are issued.**

Seniors should note that all senior week activities, including graduation, are considered co-curricular and, therefore, subject to these eligibility requirements.

If you are absent from school, arrive at school after 8:00 a.m. or are dismissed on the day of an activity or on the day preceding a Saturday activity, you will not be allowed to participate without permission from the Principal or the Assistant Principal.

A physical exam within the past thirteen months is required for a student to be eligible to participate in the inter-scholastic athletic program and cheerleading. Records of these exams must be on file in the Health Office (see Physical Examination).

### PERSONAL CONDUCT

Good conduct is expected. It is a requirement of all members of the Masconomet student body at all times. Criminal acts, participation in vandalism, or discourteous conduct, which seriously misrepresents the character and values supported by the School Committee, may result in disciplinary action and could result in a loss of the privilege of participating in the Masconomet activity program.

### BREATHALYZER USE

Trained School Administrators and/or the Security Coordinator may administer breathalyzer tests at any school-sponsored event on and off campus to students and their guests. Administrators may test all students; randomly selected students or they may test students upon reasonable suspicion that the students are under the influence of alcohol. If a student refuses the test, it will be assumed that he/she has tested positive. Students who test positive will be removed from the event by their parents and will be disciplined according to the school policy outlined on page 68 of this document.

## STUDENT EXCHANGE PROGRAM

As part of its co-curricular program, Masconomet offers a Student Exchange Program with France,

*Germany and Spain*. School Committee Policy states that students who wish to participate in this program must meet the following requirements:

1) Participants must be enrolled in or have completed the second year of the high school world language or its equivalent at the time of departure to the foreign country.
2) Parents and students must agree to the specific regulations pertaining to each exchange program.
3) For a student to be considered for participation in the overseas portion of the exchange, he/she must demonstrate that he/she is a student in good standing by:
   a) having no grade below a 70 at the close of the semester directly prior to the overseas portion of the exchange;
   b) having no grade of 59 or below or more than one grade below 63 at the Grading Report period directly prior to the overseas portion of the exchange;
   **c)** having no Effort or Conduct rating lower than Satisfactory at the end of the marking period or Progress Report period directly prior to the overseas portion of the exchange;
   d) Having no incomplete work at the time of departure. If, due to extenuating circumstances, a student fails to meet one or more of the criteria above, he/she may ask for a review of the situation by an Appeals Board. The members of this board will be: the Director of the Exchange, the Chairman of the World Language Department, the high school Principal, and the teacher(s)/ administrator(s) involved in the situation.
4) No student will be allowed to participate in an exchange program whose past conduct indicates he/she has inadequate self-discipline and may present problems in terms of attitude and conduct.
5) No student who is on Social Probation or who is on suspension will be allowed to participate in an exchange program.
6) A minimum of twelve (12) students must make application and be approved for participation in the Exchange before final travel arrangements are made. The School Committee must approve all exceptions to this requirement.

All Masconomet rules, including the "Zero Tolerance" Policy on substance use, apply to students on exchange trips.

## FIELD TRIPS

To be eligible to participate in field trips, which will take students away from classes for more than one day, students must meet the eligibility requirements for exchange programs. A student who does not meet these requirements may participate if his/her teachers verify to the Principal that the student is in good academic standing at the time of the trip. If a student is no longer enrolled in a course in which a deficiency occurred, the Principal may approve participation based on an overall review of the student's academic standing and conduct. Regardless of the duration of the trip, a student who is suspended and/or on social probation at the time of the trip may not participate. This policy applies to all school-sanctioned trips.

## MEETING TIMES

Athletic practices should terminate no later than 5:45 p.m. each day (except during winter sports). With the exception of occasional game days, students should be out of the locker rooms no later than 5:45 p.m.

With approval of their advisor, a few activities will meet on Monday-Thursday between 2:30 and 3:15 under student leadership and/or from 2:55 until 5:45 with the advisor. Several activities (e.g. Model UN, Future Problem Solvers) meet in the early evening. Students involved with an activity after school are expected to behave responsibly and to leave the building promptly upon completion of the activity session. In all cases, a student's academic standing should take priority. Involvement with an activity should enhance rather than detract from his/her academic success.

Exception to these ending times will be made only with written approval of the Principal.

# ATHLETIC PROGRAM

## ATHLETIC OFFERINGS

| Team | Varsity | Junior Varsity | Freshman (JV-2) |
|---|---|---|---|
| Football | ✔ | ✔ | ✔ |
| Golf* | ✔ | | |
| Boys' Soccer* | ✔ | ✔ | ✔ |
| Girls' Soccer* | ✔ | ✔ | ✔ |
| Boys' Cross Country | ✔ | ✔ | |
| Girls' Cross Country | ✔ | ✔ | |
| Field Hockey* | ✔ | ✔ | ✔ |
| Volleyball* | ✔ | ✔ | |
| Cheerleading | ✔ | ✔ | |
| Boys' Basketball* | ✔ | ✔ | ✔ |
| Girls' Basketball* | ✔ | ✔ | ✔ |
| Boys' Ice Hockey* | ✔ | ✔ | |
| Girls' Ice Hockey* | ✔ | | |
| Boys' Skiing* | ✔ | | |
| Girls' Skiing* | ✔ | | |
| Boys' Indoor Track | ✔ | ✔ | |
| Girls' Indoor Track | ✔ | ✔ | |
| Wrestling | ✔ | | |
| Gymnastics | ✔ | | |
| Swimming/Diving* | ✔ | | |
| Boys' Track and Field | ✔ | | |
| Girls' Track and Field | ✔ | | |
| Baseball* | ✔ | ✔ | ✔ |
| Softball* | ✔ | ✔ | ✔ |
| Boys' Tennis* | ✔ | ✔ | |
| Girls' Tennis* | ✔ | ✔ | |
| Boys' Lacrosse* | ✔ | ✔ | |
| Girls' Lacrosse* | ✔ | ✔ | |
| | | | |

*indicates a participation limitation

## ACTIVITY FEE SCHEDULE

Students participating in co-curricular activities at Masconomet are required to pay a fee, which is used by the School Committee to supplement funding for activities. An exception is made for certain honor and service activities as well as for attendance at proms, dances, etc. High school students sign up for activities in advance by submitting a registration form and full payment in August for the next school year. The fee schedule approved by the School Committee is on the website. If you have any questions regarding the athletic fee program feel free to contact John Daileanes, Athletic Director 978-887-2323 X31000. Further information can be obtained from Dr. Mary Jo Carabatsos, Principal or Dr. Mike Harvey, Superintendent.

## ATHLETICS AND ACTIVITIES FEE SCHEDULE

Please refer to student mailing or consult www.masconomet.org for the fee schedule. Please make checks payable to Masconomet Regional School District. Checks may be mailed to Masconomet Regional School District, 20 Endicott Road, Boxford, MA 01921.

a) Athletic fees have been established which will allow high school students to participate in sports during the school year. This option covers participation in all non-athletic extracurricular activities available in the high school.

b) Students wishing to participate in the co-curricular activities program, excluding athletics, please refer to student mailing or consult www.masconomet.org for the activities fee schedule.

The following information is provided in order to answer questions, which students and parents may have regarding the fee program.

**a)** Students who wish to participate in an athletic activity that is restricted in squad size will receive a refund of the athletic fee paid if they do not make the team and do not elect to participate on any other athletic team during the school year.

b) Some varsity teams that are open to participation by members of the freshman, sophomore and junior classes are titled "Junior Varsity."

c) Playing time is not guaranteed to any varsity-level participant

d) **Refunds**: The full amount of the specific activity fee will be refunded if (a) the student tries out and is a “cut” from a team (b) the student paid but never participated in the activity. Prorated refunds are available to a student who is unable to participate in an activity because of illness or injury. (A physician’s statement is required for this refund.)

No refund is available to a student who:

a) becomes ineligible for academic or discipline reasons

b) moves out of the District

c) drops out of an activity.

d) Students who are not financially able to pay the established fee may qualify for a hardship grant. A student's eligibility will be based on qualification for free or reduced lunch or other extenuating circumstances. Complete details and forms are located on the Masconomet Website.

e) In order for an activity to be included in the current program, a minimum number of students must register for the activity. Since students will be expected to honor their commitments, they should make their activity selections carefully.

f) Annual physical examinations are required for high school athletic activities and cheerleading. The annual physical examination should be performed by the family physician before the beginning of an athletic season. **A student will not be able to participate in the athletic program or cheerleading if the school does not have a record of the physical examination** (see Physical Examinations).

## OTHER POSSIBLE EXPENSES

We offer many exciting experiences for our students both in our credit courses and in our co-curricular program. These activities, though not required, attract many students. Some of the activities require student/parent expenditures above the athletic or activity fee.

The following list is not exhaustive, but does give you some warning about the estimated costs involved if Masconomet students elect to participate:

| | |
|---|---|
| Non-Domestic Travel | $2,200.00 |
| Band Trips | $125.00-$500.00 |
| Model UN (depending on trip) | $350.00-$500.00 |
| Sports Teams | $30.00-$100.00 |

## ELECTIVE/APPOINTIVE ORGANIZATIONS

### National Honor Society

The purpose of the Society is to recognize students who excel in the areas of scholarship, leadership, character and service. Members are chosen from the junior and senior class. A grade point average of 4.300 is required for consideration for membership. Activities include sponsoring several service projects and social events. Meetings are every two weeks.

## STUDENT LIAISON ORGANIZATIONS

The following organizations are elective or Student Council-appointed bodies, which serve as liaisons between the Masconomet student body and various administrative groups. Membership is open to interested students who can be elected or appointed. Time commitment will vary.

***Student Council***: Official student government organization. School-wide elections in May determine the leadership of the council. Representatives are also drawn from the class executive board and the Student Advisory Board. The council sponsors programs to promote school spirit, social and civic responsibility, and better faculty-student relations. Five to ten hours per week for officers; two hours per week for representatives

***Class Organizations***: The class officers direct the social activities of the class and represent the class to the administration. The officers of each class are elected during spring elections. Time commitment will vary. Class Advisors:

**Class of 2022**: **Ms. Fudge**
**Class of 2023: Ms. Finnegan**
**Class of 2024: Ms. Noyes**
**Class of 2025: TBD**

***STUDENT ADVISORY BOARD***: SAB represents the student body to the School Committee and gathers student opinions and concerns. Representatives are elected from each class and one member at large; they attend School Committee meetings and Student Council meetings twice a month, and the chairman sits as a non-voting member of the School Committee.

***SCHOOL COUNCIL***: This important group composed of parents, faculty and community members, has two student representatives who are elected by the student body in the spring of each year. The Council meets in the evening once each month and serves in an advisory capacity to the Principal on significant educational decisions made in the high school. – **The Principal**

## SPECIAL INTEREST ORGANIZATIONS

Each club or team hopes to increase the knowledge or appreciation of its members in a particular area of interest. To help you choose among them, the following list will provide a brief description of their activities and the time

commitment necessary. Everyone is welcome unless otherwise noted.

***AMERICAN SIGN LANGUAGE* -** Students in the American Sign Language Club seek to learn the vocabulary and grammar of ASL while also learning about Deaf culture.

***CLUB SANCTUARY*** - Club Sanctuary is a student-led club that meets weekly to pray, studies the Bible, listen to music, play games, and enjoy conversation about school, life, and faith.

***MASCO MATHLETES***: The Masconomet Math Team competes in both the Tri-State Math League and the Mass. Association of Math Leagues. Any student in any grade who shows an interest and talent for mathematics may join and participate in as many as twelve meets held each year.

***FOREIGN EXCHANGE PROGRAM***: Masco students spend three to four weeks in France, or Spain with a family, participate in family activities, attend school, and visit points of interest. In turn, students from that country, usually from the same family, visit and stay with tri-town families for one month.

N.B. Students must meet eligibility requirements to participate in this program (see Activity Guidelines).

***FRENCH CLUB***: Annual French dinner, dining at French restaurant, miscellaneous activities to raise money for trip to France and/or club activities, attendance at French films or plays. Meetings twice a month in addition to special events. Open to students taking French.

***SPANISH CLUB*** - Learn more of Spanish culture through dining at ethnic restaurants, museum trips, and guest speakers. Meetings are twice a month in addition to special events. Help administer AATSP Exam. Open to students taking Spanish.

***CHINESE CLUB***

***SCIENCE TEAM*** - Practice lab techniques, discuss science topics, and compete in five meets per year with area schools. Two hours per week.

***WBMT RADIO STATION*** - Students must study for and obtain FCC 3rd class radio license. Activities include: disc jockey, sports, public affairs, news, engineering, music, field trips to other stations; WBMT Memorial Day Weekend Radiothon - 96-hour fundraiser; Topsfield Fair broadcasts, Student Broadcast Convention in Washington D.C. Staff meetings first Wednesday evening each month; major weekly time commitments**.**

***EXIT 51***: Students increase their interest in writing creative works and learn the basics of editing and publishing while producing the literary magazine. Meetings after school intermittently; independent writing.

***MODEL U.N.*** - The purpose of the Model United Nations is to promote student awareness and knowledge of international relations. Masconomet competes in two simulations, one at Harvard in December and one at the United Nations in April. The competition is a simulation of United Nations committees in which we would represent the interests of a particular country assigned to us. Students must be in Grades 10 to 12 to compete. Students may participate in just one or both simulations. Time commitment: one meeting a week (6:00 to 8:00 p.m.) for a period of eight weeks prior to the competition.

***P & SEXUALITY ALLIANCE*** - The purpose of the Gender & Sexuality Alliance (GSA) is to unite students and faculty of all sexual orientations and gender identities. The organization's goal is to create a school environment that is non-repressive, where students can learn and flourish regardless of their sexual orientation.

***THEATRICAL PRODUCTIONS*** - Drama and Musical: One drama production (selections balance comedy and drama) and one musical production are generally offered. Students may participate through acting and/or stage crew and/or set design and/or pit orchestra and/or wardrobe, and/or business staff. Depending on size of part and type of involvement, two to four afternoons per week and every afternoon during the final week of rehearsals.

***RECITALS*** - These recitals are open to all interested students. Informal recitals are scheduled at 3:10 p.m. while formal recitals begin at 7:30 p.m. For more information, the Recital Guidelines are available from the Music Office. -

***WOMEN AND GENDER STUDIES -*** Women and Gender Studies is a club for people who want to discuss gender-based inequities and the impact of binary gender roles on all people. We take an intersectional approach to gender, exploring the ways that race, class, religion, sexual orientation, and ability might shape someone's

experience of gender. The club welcomes all people interested in educating themselves and others about these topics.

***YEARBOOK*** - Production and coordination of art, photography, and copy for the yearbook. Opportunities in photography, art, copy, layout, ad drive, subscriptions and distribution. Extensive time commitment for editor-in-chief, assistant editor, business, photography and art editors.

***PHOTO CLUB*:** - Photography Club is an opportunity for aspiring photographers to practice and improve their skills. Various activities, guest lectures, excursions and demonstrations allow students to experiment with photographic processes and learn from professionals in the field. In addition, Photography Club members collaborate with the Journalism course for articles on Masconomet's page in the local newspaper and participate in local and regional exhibits. The club meetings are around an hour in length and meet on a weekly basis.

***COMMUNITY SERVICE***- Volunteer members work with the elderly, the handicapped, at Beverly Hospital, local nursing homes, and assist with community projects.

***BEST BUDDIES*** - Best Buddies is a national organization that aims to create meaningful friendships between students with intellectual disabilities and their peers. The club participates in one event per month, usually during the weekends. The goal of the club is for students to move outside their comfort zones and meet new people, while learning about intellectual disabilities at the same time. Students may also be paired in one-to-one friendships with a student with an intellectual disability.

***HABITAT FOR HUMANITY***: - The Masco Habitat for Humanity program is affiliated with North Shore Habitat for Humanity, a local non-profit organization. At Masco, our mission is to help fundraise, build and promote community awareness about the goals of Habitat in the **Tri-town area**. As a member of Masco Habitat, you are encouraged to go to monthly meetings and participate in all events. On the other Masco Habitat events you will receive 1 hour of community service for every one hour you work. (builds, fundraisers and events) Unfortunately, every student involved in the group will not be able to go every build due to the large size of our group. The average group that will attend builds is from 6 to 10 people. This is due to safety constraints and logistics.

***GIV (Global Initiative Volunteers)***

***ROBOTICS***

***ENVIRONMENTAL CLUB -***The environmental Club has managed the bottle and can recycling, making sure all plastic is saved from the trash. The "Green Team" has supported Earth Day and run an Earth Week dedicated to various Earth-friendly activities including a going paper-free, carpooling and turning off unnecessary lights. Join the Environmental Club and support our planet. "Earth is not a gift from our parents; it is on loan from our children!"

***ULTIMATE FRISBEE*** – Ultimate Frisbee is a competitive team sport during the spring season. The season begins in March and ends the first week in June. The team is highly competitive in Massachusetts and has finished as high as second in the state. There are two teams, an "A" and "B" squad. Both teams practice every weekday and compete in a full season schedule of 15-20 games, in addition to the state tournament in June. This is a spring sport and therefore, students may not play an additional sport for Masco if they join the team.

## ATHLETIC GUIDELINES

Our athletic program is very successful and popular. Over 500 students participate in a wide variety of athletic events during the three sports seasons. All students are encouraged to take part in this program. You should keep in mind, however, the commitment involved - in terms of both the other team members and coach who are dependent on each other for a successfully run program, and also of the amount of time you will have to spend. Most students learn to organize their time effectively so they can enjoy these worthwhile activities

Each student who wishes to be involved in our athletic program is expected to sign, with his/her parent, a document that states that they are aware of Athletic Department regulations pertaining to practices, competitions, conduct on or off campus, and use of drugs, alcohol or tobacco on or off campus. Parents and students should review these regulations, which are listed below.

## PROGRAM COMMITMENT

***A.*** **Student Commitment:** The many values of athletic participation can be realized only if the student athlete makes a strong commitment to his/her athletic endeavors. This commitment should include:

1) Developing good academic study habits.
2) Being a good citizen and setting a good example for all members of the school community.
3) Achieving maximum personal level of total fitness.
4) Assuming leadership roles on and off the playing field.
5) Keeping calm and objective under pressure.
6) Being a good team member.

***B.*** **Parent Commitment*:*** Family support for a student athlete is an important element in a student's success in athletics. Parents must help a student maintain perspective: modesty and sportsmanship in success; determination and perseverance in defeat. Family plans should be arranged to minimize conflicts with the student's athletic commitments. The student's health and well-being, as well as his/her effect on the team, will be considered when play is resumed after time has been missed due to an absence from the team.

***C*** **School Commitment:** The School Committee, administration, and coaching staff have made a commitment to provide an environment that will promote athletic excellence. This environment is comprised of high quality equipment, facilities, and coaching. The school will also try to maintain effective communication among the home, school and community, and will foster the total development of the student athlete by making every attempt to minimize conflicts with other activities.

## TEAM SELECTION AND COMPOSITION

Due to the constraints imposed by the availability of staff and facilities, it is necessary to limit the number of players on certain teams. These teams are listed on the enrollment form. When "cuts" have to be made, freshmen and sophomores will be given preference over juniors and seniors in the selection of junior varsity teams. Junior class members who "make" a junior varsity team are not guaranteed a varsity position the following year. Highly skilled freshmen are allowed to play on varsity and junior varsity teams. It is the coach's prerogative to keep a senior on a junior varsity team. Varsity and junior varsity players are expected to be willing to play at either the varsity or junior varsity level as the needs of these teams dictate.

## RULES AND REGULATIONS

The Masconomet Regional School District is a member of Massachusetts Interscholastic Athletic Association (MIAA) and must adhere to all rules and regulations of this organization. Masconomet students must also observe all local rules and regulations.

***A.*** **Academic Requirements**

1) A student must be enrolled in at least four major subjects and be passing four major courses on the day that report cards are issued at the end of the marking period preceding the athletic season. Eligibility is determined on the day that report cards are issued. A student who is declared ineligible during a season will be removed from the team on the date that report cards are issued.
2) Since a mark of Incomplete does not assure that the student has been successful, courses with incomplete work cannot be counted as "passed."
3) A student with a rating of Unacceptable in Effort or in Conduct is ineligible to participate in athletics.
4) Eligibility is based on quarter grades except that eligibility in September is also based on total credits earned for the previous year and fourth quarter Effort and Conduct ratings. To be eligible, a student must earn a minimum of 20 semester credits in major courses during the previous year.

***B.*** **Mass. Interscholastic Association Rules:** These rules have been selected from the MIAA rules as those most important to students and parents.

1) **Chemical Health Policy 62.1:** From the earliest fall practice date to the conclusion of the academic year or

final athletic event (whichever is latest), a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance.

This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard.

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

The minimum **PENALTIES** are:

***FIRST VIOLATION***: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. 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 owns 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.

***2)*** **Time Allowed for Participation:** A student shall be eligible for interscholastic competition for no more than twelve consecutive seasons (defined below) beyond the eighth grade. In no case will a student be eligible to participate in more than four of each of the seasons defined as follows:

*"Fall"--coinciding with the dates of the fall season.*

*"Winter"--coinciding with the dates of the winter season.*

*"Spring"--coinciding with the dates of the spring season*.

***3)*** **Age Limits*:*** A student shall be under nineteen years of age. However, he/she may compete during the remainder of the school year, provided that his/her nineteenth birthday occurs on or after September 1 of that year.

**4)** **Practice and Game Limitations:** Loyalty to the High School Team: Bona Fide Team Members (MIAA RULE 45): A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-athletic activity/event in any sport recognized by the MIAA. First offense: the student athlete is suspended for 25% of the season. Second offense: the student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play

immediately upon confirmation of the violation. See rule 96 for additional tournament restriction and rule 86 for waiver guidelines.

Each Student Participant Must Be a Bona Fide Member (MIAA RULE 95): 95.1 a Bona Fide Member of the team is a student who is consistently present for, and actively participates in, all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.

Any student that violates this standard is ineligible for the MIAA tournament(s) in that sport for that season.

**5) Boys and Girls on the Same Team**

a) No student shall be denied the opportunity in any implied or explicit manner to participate in a co-curricular activity because of the race, color, sex, religion or national origin of the student, except as provided in Part b.

b) A school may establish separate teams for males and females for interscholastic competition in a particular sport.

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

d) A student may play on a team of the opposite gender if that sport is not offered in the school for that gender.

e) When a sport is offered in two different seasons, each individual must participate on the team of his/her sex.

**6. Game Suspension/Expulsion**

**a.** Any member of a squad in any sport who is ruled out of a game shall not participate in the next scheduled game to be played with a member school of MIAA or in tournament play.

Player expulsion exceptions included in rules of that sport that do not carry a penalty of exclusion beyond that game are:

**(1)** Basketball - Five personal fouls.

**(2)** Soccer - Decision of game official.

**b.** A student ruled out of a game twice in the same season shall be disqualified from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification.

**c.** Any player who physically assaults an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.

**C. MASCONOMET ATHLETIC DEPARTMENT RULES**

**1) Practice and Competition Attendance***:* Team members who miss one practice session or game without a valid excuse, such as a health appointment, family emergency or important family plans, contest or performance in another activity, etc., will receive team discipline. Team members must notify the coach in advance of impending conflicts. Athletes may not miss a Masco game or practice to practice or compete on a non-school team. An athlete who does not complete the season, including all tournament play, due to team suspension, will forfeit any end-of-season awards.

***2)*** **Alcohol and Drugs:** Team members will not use or be in possession of alcoholic beverages or drugs on or off campus. Any violation will result in discipline consistent with Masconomet's Drug and Alcohol Policy (see School Policies section of this handbook). This means no possession or use, on or off campus.

**3) Tobacco:** Team members will not use or be in possession of smoking or chewing tobacco or snuff. This means no use, on or off campus. Students who use tobacco products will be disciplined consistent with the MIAA Chemical Health Policy 62.1 (see School Policies section of this Handbook).

***4)*** **Practice:** Authorized practices are only those organized and directed by the coaching staff.

***5)*** **Personal Conduct:** The major justification for Athletics is to build good character among team members and, by example, among all students. Therefore, good conduct is expected and is a requirement of all team

members at all times.

Unsportsmanlike conduct, participation in vandalism or discourteous conduct, on or off campus, which would seriously misrepresent the character and values supported by the School Committee, will result in disciplinary action and could result in the loss of the privilege of participating in the Masconomet athletic program.

If an athlete is to be considered for suspension from his/her team, the Principal or Assistant Principal will meet with the student and his/her parents, will review the evidence of the alleged misconduct, will hear the student's position concerning the alleged misconduct, and will advise the student and his/her parents of the decision. The decision will be implemented immediately.

The parents may appeal this decision to the Superintendent and to the School Committee.

**DIRECTED STUDY**

Academic success is the top priority for Masconomet's student athletes. Students should seek extra help from their teachers Monday through Thursday from 2:20 p.m. until 2:50 p.m. Directed Study has priority over practice.

**A.** Students participating in athletics, who do not need extra help on any given day, may:

**1.** take quiet study in the library;

**2.** study with any teacher with that teacher's permission;

**B**. Students may not loiter in the halls. Movement from one approved location to another may take place without a pass.

**C.** Students who are in academic difficulty or who have not used the 2:20-2:50 time constructively may be assigned to study with a teacher during that time period.

**D.** Locker rooms will be opened at 2:55 p.m. Student athletes may pass to the locker rooms at that time if they are not receiving extra help.

**E.** Students seeking extra help until 2:50 p.m. will not be penalized for missing that part of their practice session. Academic success has priority for all students at Masconomet.

**PRACTICE TIMES:** Most fall and spring practice sessions are conducted between the hours of 3:00 p.m. and 5:45 p.m., Monday through Friday. Many teams will practice on Saturday mornings. During the winter season, the ice hockey and swim teams practice many times in the early morning and evenings. Basketball and wrestling teams will also practice during some evenings. Athletes must bring their books, jackets, etc., to the locker room before practice and games. Athletes are not allowed outside the athletic area after practice or games.

**TRANSPORTATION:** The Masconomet Regional School District will normally provide transportation for all away athletic competitions. It is required that all athletes utilize the transportation provided by the District. Exceptions will be granted only by parental note in advance and coach approval. All transportation to and from practices is the responsibility of parents.

**EQUIPMENT**

***A.*** **ISSUE AND RETURN**: Practice and game equipment will be provided to each athlete. Athletes are not provided with footwear, gloves, under garments, or ice hockey sticks or lacrosse sticks. All equipment is expected to be returned no later than the first school day after the conclusion of the sport season or after the athlete is no longer a member of the team.

***B.*** **CLEANING AND REPAIR***:* Each athlete will be issued clean equipment prior to the season. It is then the athlete's responsibility to clean all equipment during the season. All equipment repair and end-of-season cleaning will be done by the Athletic Department. The athlete will pay for equipment that is lost, not returned or intentionally damaged. Students with outstanding obligations will be considered ineligible for athletics and activities.

***C.*** **EQUIPMENT USAGE:** All equipment issued by the Athletic Department is to be used during school practice and game sessions ONLY. Personal use of this equipment will result in team discipline and possible team

suspension.

*D.* **STORAGE AND SECURITY*:*** All athletes will be issued an equipment storage area and a combination padlock to secure this area. Athletes will assume all responsibility for all equipment issued until it is returned.

*E.* **PERSONAL PROPERTY*:*** Personal property must be secured at all times. The Masconomet Regional School District assumes NO responsibility for personal property stored in the athletic areas.

**HELPFUL HINTS**

**A.** All athletes are provided with a locker to store their athletic equipment and a combination padlock to secure the locker. Most security problems associated with the safekeeping of equipment will be avoided if each student:

**1.** Does not share his/her locker with another person.

**2.** Does not share the combination to the padlock with another person.

**3**. Locks the locker during practice, games, after practice and during shower time.

**4.** Does not write the combination to the padlock on the outside of the locker.

**5**. Does not store large sums of money or valuables in the locker.

**B.** Locker room and playing field injuries can be avoided if athletes:

**1)** Do not participate in horseplay before, during and after practice sessions.

**2)** Do not run in the shower room.

**C.** Athletic practice and game schedules are always available on the Masconomet website. The staff of the Athletic Department is always available to answer questions from parents or community members pertaining to the athletic program, and can be reached by calling 887-2323 ext. 31000.

**D.** You may find out about schedule changes and postponements by checking the Masconomet website.

**BUILDING USAGE:** The Masconomet athletic facilities can be used only during regularly scheduled practice and game sessions and when under the supervision of a member of the Masconomet staff.

All athletes are expected to apply rules of common sense when using the athletic facilities. Athletes participating in acts of vandalism will be suspended for the entire athletic season.

**PHYSICAL EXAMINATION:** All athletes must pass and present a physical exam within thirteen months before participating in any sport. It is expected that students will have this exam by their own primary physician. However, the school physician may be available at certain times during the school year and the school nurse will post these exam dates.

**AWARDS:** Awards and other forms of recognition are provided to signify a student's success in athletics. To be eligible for an athletic award, the student must attend practice regularly and complete the season, including all playoff and championship competitions, as a team member in good standing. This includes social as well as academic eligibility.

The following are the types of awards and the levels of performance, which are required in order to receive them.

**A. MASCONOMET ATHLETIC AWARDS**

**1.** Two awards shall be earned in each varsity sport. The coach of that sport shall select the Coach's Award winner. The Team Award winner shall be selected by the varsity team members of that sport.

**2.** Athletic awards are issued in the following progression:

**a**. 1st Varsity letter "M," certificate, and pin

**b**. 2nd Varsity letter pin and certificate

c. All other Varsity letters pin and certificate

d 9 Varsity letters or more-Joseph Casey Bowl to be awarded in the spring of the senior year.

**B**. A senior who participated in any one sport during his/her junior and senior years will be awarded a Varsity letter.

**C**. In case of injury, any requirement may be waived if the coach judges that the athlete would have been a consistent performer in that sport.

**D.** A coach may award a Varsity letter in the event of any unusual circumstances. All such awards must be approved by the Athletic Director.

**E.** An athlete must display sportsmanship and conduct which exemplify the school to his or her opponent, spectators, teammates and officials and must conform to practice and game rules/regulations as established by the school and the coach of that sport.

**F.** Players added to the varsity team roster as only end of the season tournament additions are not awarded a varsity letter.

**G.** The following conditions must be met in order to earn a varsity letter in the following specific sports: Football, Boys Soccer, Girls Soccer, Cheering, Volleyball, Golf, Field Hockey, Boys Ice Hockey, Girls Ice Hockey, Girls Lacrosse, Boys Lacrosse, Baseball, Softball – a player must finish the season as a bona fide member of the playing squad (be on the team).

**Boys and Girls Cross Country**

- Any number who finishes in the top 15 twice or more.

**Boys and Girls Tennis**

- Play in at least one varsity match

**Co-ed Swim**

- Earn 7 points in a season

**Wrestling and Boys and Girls Ski**

- Wrestling 50% of the varsity meets

**Boys and Girls Indoor and Outdoor Track**

- Earn 7 points in a season

Qualify for states or CAL Open in an individual event (relays do not count as individual events).

## NCAA ELIGIBILITY REQUIREMENTS

Students, parents, school counselors and coaches should be aware of the NCAA Proposition 16 eligibility requirements for student-athletes who may wish to participate in a Division I or II sport in college. Students must earn a minimum grade point average, combined with SAT/ACT scores on a sliding scale and 16 core courses, including English, math, science, social studies and additional academic disciplines. The academic requirements are different for Division I and II athletics. Visit the NCAA Eligibility Center for specific and current requirements. The student's eligibility is determined by the NCAA. Athletes should register with the NCAA during their junior year. For more information, speak with your school counselor or the Athletic Department.

## STATE LAW REGARDING SPORTS-RELATED HEAD INJURIES AND CONCUSSIONS

The state of Massachusetts now requires that all school subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. In addition, the law requires parents of student athletes and students who plan to participate in an athletic program at Masconomet High School must take a free on-line course. The free on-line courses are available and contain all the information required by the law.

**Centers for Disease Control and Prevention** **www.cdc.gov/Concussion**

# LEGAL NOTICES

## SCHOOL COMMITTEE POLICIES AND LEGAL NOTICES

### SUSPENSION AND EXPULSION

The Superintendent or Principals shall have the power to suspend from school any student whose conduct is such as to be detrimental to the good order and discipline of the school, or who, through his or her fault or deliberate actions, continually fails to comply with the regulations of the school.

Whenever feasible and appropriate, students and parent or guardian should be warned that a suspension would be forthcoming if continued misbehavior is evident.

### Definitions

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

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

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

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

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

**Due Process**

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

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

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

Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings to consider the Student's long-term suspension or expulsion from school.

**Principal's Hearing:**
Short-Term Suspension:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.
Long-Term Suspension:
In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

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

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

**Academic Progress:**

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

**Discipline and Students with Disabilities**
All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- 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). During days of disciplinary exclusions exceeding ten (10) school days in a single school year, special education students have the right to the receive services necessary to provide him/her with a free appropriate public education.

- 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 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.

- 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 disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) 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. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

- If a special education student 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. 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.

# HARASSMENT/DISCRIMINATION

## GENERAL STATEMENT OF POLICY

The Masconomet Regional School District does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Masconomet Regional School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Masconomet Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

### DEFINITION OF HARASSMENT

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offends or shows disrespect to others.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Another person may reasonably view what one person may consider acceptable behavior as harassment. Therefore, individuals should consider how other individuals might reasonably view their words and actions. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

### SEXUAL HARASSMENT

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.
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.
3) Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.

### RETALIATION PROHIBITED

Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Masconomet Regional School District.

### INVESTIGATION

Any individual, who believes he/she has been harassed or who has witnessed or learned about the harassment of another

person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with him/her, or if she/he does not address the problem in an effective manner, the individual should inform the Superintendent or the Civil Rights Coordinator who can be reached at 20 Endicott Road, Boxford, (978) 887-2323.

The Masconomet Regional School District will promptly investigate every complaint of harassment. If it determines that harassment has occurred; it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements. In most cases, an investigation will be completed within ten (10) school days. In certain cases, the harassment of a student may constitute child abuse under state law. The Masconomet Regional School District will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

## CLOSURE OF A COMPLAINT

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Civil Rights Coordinator/Section 504 of the Rehabilitation Act/Chapter 622. At any stage in the complaint process, the complainant has the right to file formal complaints with the Regional Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491 (617) 4289-0111, or with the Massachusetts Commission Against Discrimination, One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, (617) 727-3990. For complaints of discrimination on the basis of disability the complainant may also file a complaint with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (617-338-3300 or may file a Request for Hearing with the Department of Education's Bureau of Special Education Appeals, 350 Main Street, Malden, MA, 02148, 617-338-6400. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at the John F. Kennedy Building, Room 275, Government Center, Boston, MA 02203, (617) 565-3200

## ADMINISTRATIVE PROCEDURES

The Superintendent is directed to develop administrative procedures that implement this policy. These procedures are to be developmentally appropriate and are available in the Superintendent's office.

When an investigation involves minor children, parents will be notified in accordance with administrative procedures.

## NOTICE OF NONDISCRIMINATION

The Masconomet Regional School District does not discriminate on the basis of race, color, religion, homelessness, national origin, age, gender, sexual orientation, gender identity or disability in admission to, access to, employment in, or treatment in its programs and activities. The Masconomet Regional School District complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

The Civil Rights Coordinator of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Superintendent or designee. He/she can be reached at Masconomet Regional School District, 20 Endicott Road, Boxford, MA 01921, (978) 887-2323, ext. 6111.

Inquiries regarding the application of the Masconomet Regional Schools' nondiscrimination policy may be referred to the Superintendent or Civil Rights Coordinator, as named above or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J. W. McCormick Building, P.O. Square, Boston, MA 02109.

### Dissemination of Policy

1) This policy shall be conspicuously posted throughout each school building in areas accessible to students.
2) This policy shall appear in the Calendar Handbook.

## EDUCATION OF THE SCHOOL COMMUNITY ON TITLE IX

***1) Students:***

On an annual basis, all students in grades 7 through 12 shall have one class for one day devoted to education on sexual harassment. Under the leadership of the Civil Rights Coordinator, members of the sexual harassment committee will provide this training and distribute appropriate materials to students. Substitute coverage will be provided for those staff members who are conducting the training. Large assemblies will not be used as they are unsuitable for the dissemination of such information.

***2) Parents:***

On an annual basis, the Civil Rights Coordinator shall allot time during Parents' Night in the fall for a presentation on Title IX to all parents in attendance. Additionally, printed materials shall be distributed to parents.

## ANTI-BULLYING POLICY

It is the policy of the Masconomet Regional School District to foster and maintain safe learning environments that are free from bullying, cyber-bullying, and retaliation. It shall be a violation of this policy for any student in the Masconomet Regional School District to bully another student and/or to retaliate against any individual for reporting bullying or cooperating with an investigation thereof. Students who engage in bullying, cyber-bullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the school administration.

The Masconomet Regional School District has established separate discrimination or harassment policies that prohibit discrimination on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation or disability. Nothing in this policy shall prevent the Masconomet Regional School District from remediating any discrimination or harassment based on an individual's membership in a protected class in accordance with those policies.

The Masconomet Regional School District recognizes that that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The District has taken specific steps to monitor and prevent bullying, harassment and teasing of this group of vulnerable students.

## DEFINITIONS

The repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at 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/herself or of damage to his/her 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. For the purposes of this policy, bullying shall include cyber-bullying.

***CYBER-BULLYING*:** Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, 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 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 in clauses (i) to (v), inclusive, of the definition of bullying.

***HOSTILE ENVIRONMENT*:** 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 target's education.

***TARGET / VICTIM*:** A student who has been subject to bullying or retaliation by another student or group of students.

***AGGRESSOR/ PERPETRATOR*:** A student who engages, either individually, or as part of a group, in bullying, cyber-bullying or retaliation.

***LOCAL LAW ENFORCEMENT AGENCY***: local police department

***PRINCIPAL***: The administrative leader of a Masconomet Regional public school or his/her designee for the purposes of investigating and responding to reports of bullying, cyber-bullying or retaliation.

***RETALIATION***: Intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

## A. PROHIBITED BEHAVIORS

The Masconomet Regional School District is committed to maintaining learning environments that are free from bullying, cyber-bullying, and retaliation. Bullying, cyber-bullying and/or retaliation by a student is strictly prohibited and may result in the imposition of disciplinary sanctions by school administration.

For purposes of this policy, bullying is prohibited:

**1)** on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program (whether on or off school grounds,) at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school; and

2) at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, 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. This prohibition shall not be construed as requiring Masconomet Regional schools to staff or supervise any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also strictly prohibited and may result in suspension or expulsion from school.

**B. REPORTING REQUIREMENTS**

In accordance with this policy and G.L. c.71, §37O, a school staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, will immediately report to the school principal any instance of bullying, cyber-bullying or retaliation that the staff member has witnessed or has become aware of.

**C. INVESTIGATIONS**

Upon receipt of such a report or complaint of bullying, cyber-bullying or retaliation as defined in this policy, the principal will promptly conduct an investigation. If the principal determines that bullying, cyber-bullying, and/or retaliation has occurred, the principal will:

**(i)** notify the local law enforcement agency if the principal reasonably believes that criminal charges may be pursued against an aggressor;

**(ii)** take appropriate disciplinary and corrective action;

**(iii)** notify the parents of the aggressor of the investigative findings;

**(iv)** notify the parents of the target of the investigative findings and, as consistent with state and federal law, notify the target's parents of the action taken to prevent any future acts of bullying or retaliation;

**(v)** notify the parents of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

**(vi)** take appropriate action to protect the target and witnesses from future bullying or retaliation.

**D. BULLYING PREVENTION AND INTERVENTION PLAN**

The superintendent will develop and implement a Bullying Prevention and Intervention Plan to address bullying prevention and intervention in Masconomet Regional schools.

**(i) DEVELOPMENT OF THE PLAN**

The plan shall be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, local law enforcement agencies, students, parents and guardians. The consultation shall include notice and a public comment period. The plan shall be updated biennially.

**(ii) CONTENTS OF THE PLAN**

The Bullying Prevention and Intervention Plan shall be in accordance with the requirements of G.L. c.71, §37O and shall include: descriptions of, and statements prohibiting, bullying, cyber-bullying and retaliation consistent with this policy;

**a)** procedures for students, staff, parents, guardians and others to report bullying or retaliation;

**b)** provision that reports of bullying or retaliation may be made anonymously but that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;

**c)** a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action;

**d)** procedures for promptly responding to and investigating reports of bullying or retaliation;

**e)** information regarding the range of disciplinary and remedial actions that may be taken against an aggressor;

**f)** procedures for assessing and monitoring the target's and witnesses' need for protective interventions;

**g)** strategies for protecting from bullying or retaliation any individual who reports bullying, cooperates with an investigation of bullying, or who has reliable information about an act of bullying;

**h)** procedures consistent with state and federal law for notifying the parents of a target and of an aggressor of the

investigative findings and actions to be taken;

i) provision for the notification of local law enforcement agencies if the principal reasonably believes that criminal charges may be pursued against the aggressor;

j) provision for notifying the parents of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination;

k) provision for annual and ongoing professional development to build the skills of all staff to prevent, identify, and respond to bullying. The content of such professional development training(s) shall be in accordance with the requirements of M.G.L. c.71, §37O;

l) provision for the implementation of an evidenced-based anti-bullying instruction in grades 7-12 and for informing parents regarding the instructional contents and strategies for reinforcing the learning at home, the dynamics of bullying, and internet safety.

**(iii) IMPLEMENTATION OF THE PLAN**

It shall be the responsibility of the building principal to implement and adhere to the District's Bullying Prevention and Intervention Plan within each school.

**(iii) PUBLIC NOTICE**

A summary of the Bullying Prevention and Intervention Plan shall be included in each school's student handbook and shall be posted on individual school and district websites. The Masconomet Regional School District shall also provide all school staff annual written notice of the Plan.

## DIGITAL RESOURCES

Masconomet provides access to a wide range of Digital Resources that will be used to support teaching and learning, improve communication, enhance productivity, and assist staff and students with skill building. The Digital Resources also will be utilized to provide relevant school information to the community.

**Definitions**

"Digital Resources" are defined as the hardware, software, network, and systems used to organize and communicate information electronically. This includes access to the internet, e-mail, hardware, software, printers, and peripheral devices. It also encompasses use such as blogging, podcasting, emailing, and various uses of multimedia technology.

"Cloud-Based Resources" are defined as secure applications or services made available online. District approved cloud-based resources include, but not limited to:

- Learning Management System (LMS):
- Student Information System (SIS):
- Office Productivity, Storage and Collaboration Tools: Currently Google Apps
- Library Reference Databases

**Incidental Personal Use**

Masconomet maintains an array of Digital Resources in order to support district operational and educational activities. Incidental personal use of Digital Resources is permitted. Appropriate incidental personal use of technology resources **should not**:

- result in any measurable cost to the district
- violate district policy, the law or the district's high standard of conduct, integrity, trust, and professionalism
- be related to private commercial or political campaign activities that are not approved by the district
- adversely affect the availability, integrity, or reliability of Digital Resources for other users
- interfere with the fulfillment of a user's district responsibilities.

**Content Filtering**

The Masconomet Regional School District filters content as required by the Children's Internet Protection Act (CIPA). While on school grounds, students must use the district network resources to access internet content. If a student mistakenly accesses inappropriate content, he or she should immediately disclose this access to a staff member. This will protect a student against a claim that he or she has intentionally violated this policy.

**User Access**

Access to Digital Resources through the Masconomet Regional School District is a privilege, not a right. Students, parents, and staff shall be required to sign an Acceptable Use Agreement Form acknowledging an understanding of the guidelines and agreeing to comply with them. The Masconomet Regional School District Acceptable Use Policy shall govern all use of digital and cloud-based resources. Student use of the Digital Resources will be governed by the Masconomet School Committee disciplinary policies as outlined in the district policy manual and the school handbooks.

Because Digital Resources are constantly changing, not all circumstances can be anticipated or addressed in this policy. **All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.**

**Copyright and Fair Use**

Users will comply with Copyright and educational Fair Use laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirement. Individuals who violate Copyright and Fair Use laws do so at their own risk. The District assumes no responsibility for such infringement.

**User Responsibilities**

Students will be expected to check their teachers' websites (ex. masco.blackboard.com), and their school-issued email account at least once per day. Users should act responsibly while using Digital Resources. Though not exhaustive, a short list of inappropriate uses is included below.

- Sharing or distribution of passwords or using another student or faculty member's account.
- Intentional viewing, downloading, or distribution of inappropriate content
- Posting of private or personal information about another person.
- Using obscene language, or harassing, insulting or bullying others.
- Plagiarizing works that are found on the internet or the school's network.
- Sending spam (intentionally disruptive) emails from/to the school email system.
- Violation of federal or state law, local regulation, or school committee policy.
- Accessing another's folders, files or content without owner's permission.
- Installation of any shareware, freeware, and/or commercial software on school computing resources without express written approval.
- Intentionally compromising, vandalizing, or destroying computer resources, including, but not limited to: gaining unlawful access to other computers, networks, telecommunications or information systems. For example, hacking, distributing viruses, launching denial of service attacks, etc.
- Employing the network for commercial or political purposes.

**Monitoring**

The Masconomet Regional School District monitors the use of the district's network and cloud-based resources to protect the integrity and optimal operation of all computer, network and educational systems. Staff and students should have no expectation of privacy related to information stored and transmitted over the district's Digital Resources, network, and cloud-based resources. Routine maintenance may lead to discovery that a user has violated, or is violating, the district's Acceptable Use Policy, other school committee policies, or state or federal laws. In addition, if there is reasonable suspicion that a user has violated a policy or the law, all information is subject to review and investigation by IT support, security and administrative personnel.

The Masconomet Regional School District will cooperate with Copyright protection agencies investigating copyright infringement by users of the computer systems, network and cloud-based resources. The district will also cooperate with law enforcement

agencies as part of their investigations.

**Privacy and Communication Safety**
Personal contact information includes information that would allow an individual to locate the student, including, but not limited to: parent(s) name(s), home address, work address, or phone number, email addresses, etc. Users shall not disclose personal contact information, except to education institutions, companies or other entities for career development or educational purposes deemed appropriate.

Users shall keep their login and password private. Sharing passwords creates a security risk for an individual's files, reputation, and information systems overall. Users are encouraged to seek help from appropriate Masconomet staff if passwords are lost or in the event an account is inaccessible.

**Due Process**
The Masconomet Regional School District will apply progressive discipline for violations of district Acceptable Use and other school committee policies. This may result in revocation of the privilege of access to computer, network, and cloud-based resources. If deemed appropriate, other disciplinary or legal action may be undertaken by the Masconomet Regional School District's administration.

**Access to Student Data**
The Masconomet Regional District portal provides an additional means of communication between families and the schools. The portal provides access to school-related information including notices, grades and attendance to effectively support education. While recordkeeping is necessary, the work that takes place in the classroom around curriculum and instruction is the district's top priority. It is understood that cloud-based resources are new to all staff and students and full implementation will occur over several years. Consequently, posting of information will occur at varied intervals.

**Access, Usernames and Passwords**
Usernames and passwords shall remain confidential. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian. In the event a username/password is compromised, the user shall contact the technology helpdesk to have the password changed. Login information will be issued to new users during an information session held at the beginning of the school year.

**Expectations for Availability of Information**
Staff shall post information online consistent with the course syllabus. Every effort will be made to keep pertinent information as current as possible. The School Committee acknowledges that there are a variety of effective teaching strategies and student learning styles and therefore pedagogy could vary teacher to teacher.

**Masconomet Regional School District's Limitations of Liability**
The Masconomet Regional School District, along with any associated individuals or organizations, shall not be liable for the actions of anyone connecting to the internet through the school network.
All users shall assume full liability, legal, financial or otherwise for their actions while using district Digital Resources. The district disclaims any responsibility for the accuracy or quality of the information obtained through user access. The district shall not be responsible for damages users may suffer, including but not limited to, loss of data or interruption of service. Any content, accessible on the computer network or the internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

## HEALTH EDUCATION

The Statement of Purpose and the Supporting Educational Philosophy adopted by the Masconomet School Committee recognizes that development of responsible citizens and the full development of student potential are major objectives; these objectives will not be achieved if students are unaware of how they may develop and maintain good physical and mental health. Therefore, Health Education, including an understanding of Human Sexuality, will be part of the curriculum.

The following sections provide criteria to govern the development and administration of the Health Education program:

1) All presentations on the topic of human sexuality shall be conducted in a manner that is:

**a**. consistent with accepted medical practice;

**b**. consistent with the maturity level and needs of the students involved and

**c.** sensitive to the feelings of the students involved.

2) Responsible decision-making shall be stressed as an integral part of all units on human sexuality.

3) Health Education, including an in-depth discussion of human sexuality, shall be a requirement for graduation in the High School. This requirement shall be fulfilled through any of those courses designated in the Health Education curriculum.

4) The program shall be coordinated to ensure that all students shall have access to the information present in the Middle School curriculum as well as current information on birth control and abortion.

5) All students shall be made aware of the informational and counseling services available to them at any time through the student services department.

6) Any student may be excused from attendance at instructional sessions dealing with the topic of human sexuality if he/she or, in the case of a student being less than 18 years of age, his/her parent, submits the request in writing to the principal. Any student may be excused from the entire Health Education course and its requirement for high school graduation if the student or the student's parent, in the case of a student being less than 18 years of age, presents a written request to the Principal

   **a)** requesting such an exemption on the basis that the course conflicts with deeply-held religious or moral values and explains the conflict, and . . .

   **b)** that a partial exemption will not meet the parents' and/or student's objections, and

   **c)** the request for exemption is received prior to the beginning of the course. The Principal may waive this requirement if the request was delayed due to extenuating circumstances. If these criteria are met, the Principal is authorized by the School Committee to exempt the student.

7) Opportunities will be provided for community input for the updating of the Health Education Curriculum.

8) All materials and teaching strategies used for instruction relative to human sexuality shall be consistent with this policy and open for review by any parent.

9) The School Counseling Department Head shall have the responsibility for the review of materials and strategies to determine their appropriateness for inclusion in the Health Education Curriculum. In situations where a grant is applicable, application procedures will be followed.

10) A student may be exempted from attendance at any health education related activity with permission from the principal or assistant principal.

## STUDENT HEALTH

A physical examination of any student(s) attending or proposing to attend the District Schools may be required, (by the school committee) upon recommendation of the school nurse or nurse leader. A recommendation may be made by the health professional under the following conditions. *

a) If such an examination is in the interest of protecting the health of other pupils or staff

b) Frequent absences due to unexplained illness

c) Performance appears to be impaired by illness or physical problems

This examination may be performed by the primary physician (at the parent's expense and within a reasonable time frame) or the school physician will be assigned to complete this exam. A copy of the report must be forwarded to the school nurse and nurse leader.

If a student is infected with a disease dangerous to the public health (as defined in accordance with section six of chapter one hundred and eleven), this student will be excluded from school until he/she is no longer infectious (also defined in above noted chapter).

*As set forth in Massachusetts Department of Public Health Regulation (105 CMR 200-210).

The School District has made arrangements to provide an insurance policy for students so that coverage will be available in case of accident or injury. There are two basic options available. The first option will provide excess coverage insurance in case of accident or illness during the school day. The second option will provide coverage on a 24-hour basis. Students purchasing the individual insurance policy will be covered for all activities with the exception of football. A family's hospitalization and health policy will provide primary coverage with school insurance covering costs over and above those covered by the family policy. Because of the very low cost, all students are encouraged to purchase insurance.

In all cases of accident or injury, students should be sure that an accident form has been filed with the school nurse. Students who have purchased insurance may obtain claim forms in the Health Office. The parent, the school, and the physician must fill

out these forms. The forms are then forwarded to the insurance company for processing. All claims must be initiated within 30 days of an accident.

Mass Health, a program of the Medical Assistance Division of the Department of Public Health, provides free or low cost health insurance to all middle/low income families in the school district. Please call the schools health office for further information or application regarding this program.

## LIFE-THREATENING FOOD ALLERGIES

The District shall support the health and safety of all members of the District community, and recognizes that some individuals with life-threatening allergies (LTA) if exposed to offending food allergens could experience a life-threatening reaction.
To support a safe environment for all staff and students, the Superintendent or designee shall see that appropriate guidelines are established, maintained and reviewed annually by the School Health Advisory Council (SHAC). A report to the School Committee shall be made each year in October.
These guidelines will include building-based emergency and response plans, on-site availability of appropriate emergency equipment, staff training, and individual health care plans for all staff and students known to be at risk of life-threatening allergic reactions.
Such plans will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening food allergens, and will take into account the well being of all staff and students without discrimination or isolation of any individual. For LTFP procedures and practices, refer to the Masconomet website, under *School Safety*.

## YOUTH RISK BEHAVIOR SURVEY

The Youth Risk Behavior Survey is given to all students grade seventh through 12 on a bi-annual basis. This survey provides valuable information on current adolescent behaviors such as substance abuse, sexual activity, depression, bullying, physical activity, computer time and nutrition. The results of this survey are provided to the school committee and community and used to evaluate, revise and implement appropriate and relevant programming, health curriculum and services. Parents will receive notification at the beginning of the school year in which the survey will take place. A signed form is required if the student is to be omitted from taking this survey.

## Prohibition against Drugs and Alcohol

Use, Possession and Distribution of Drugs and Alcoholic Beverages When under School Control: On-campus or at School-related Activities off Campus

It is the legal and social responsibility of the District School Committee to establish policies and encourage administrative action that will promote a school environment free from usage, possession or distribution of drugs. Drugs shall mean any controlled substance as defined in Section 94 (C) of Massachusetts General Laws. The School Committee also encourages educational programs that provide every child with a good understanding of the physical, psychological, and social dangers associated with drugs and alcoholic beverage usage.

In keeping with this commitment, the Masconomet Regional Committee also believes that the use of breathalyzers during school-sponsored events, on or off school grounds, is an acceptable deterrent to the use of alcohol by underage drinkers.

Therefore:

1) The School Administration shall direct the staff to plan and conduct a variety of learning activities that emphasize adequate knowledge of drugs, alcoholic beverages and inhalants and their effects. Opportunities to participate in individual and group discussions about personal and/or social problems related to drugs, alcoholic beverages and inhalants will be provided.

2) Employees of the School District, including bus contractors and their employees, will report students, other employees, or visitors to the school who display evidence of using, possessing or distributing drugs, alcoholic beverages and/or inhalants. Reports should be made personally to the Assistant Principal, Principals, or to the Superintendent.

3) Trained School Administrators and/or the Security Coordinator may administer breathalyzer tests at school sponsored events, both on and off site, to students and their guests in order to provide a safe, healthy environment for students, staff and the community. Administrators and/or the Security Coordinator may test all students at school sponsored events, may randomly test students and guests, or may test students and guests upon reasonable suspicion that the student or students are under the influence of alcohol. If a student refuses a breathalyzer, it will be assumed that he/she **has tested positive** and will be removed from the event and disciplined according to this policy.

4) The parent or guardian of a student suspected of using drugs, alcoholic beverages or inhalants or one testing positive on a school administered breathalyzer test will be notified in a timely manner. If the student's actions are disruptive to the educational process or school related activity or the student tests positive on a school administered breathalyzer test, the

Administration will require the parent or other appropriate authority to remove the student from the school grounds or the school sponsored activity.

5) Based on the results of a hearing conducted in accordance with School Committee policies and Massachusetts law, any student found to be in possession of or upon reasonable suspicion of being under the influence of any controlled substance, alcoholic beverages or inhalant or testing positive on a school administered breathalyzer test on school property or at a school sponsored activity may be immediately suspended. The matter will be reported immediately to the police. The student shall be referred to the principal for progressive disciplinary action.

6) Based on the results of a hearing conducted in accordance with School Committee policies and Massachusetts law, any student found to be selling or distributing controlled substances on school property or at a school-sponsored activity may be suspended immediately and will be considered for expulsion. The matter will be reported immediately to the police.

7) Violators of Section 4, 5, or 6 of this regulation will be ineligible, for a period of up to one year, to be determined by the principal or a designee, to participate in or hold office in any school organization, to participate in interscholastic athletics or competitions, or to attend or participate in any school-sponsored activity. The student and parent will be encouraged to participate in a school approved substance abuse rehabilitation program at the family's expense. This program should include a drug-testing component. Participation in the program should continue until the school and program counselor agree that the threat of continued substance abuse has been significantly reduced and the student has tested substance free for at least two months. Failure to comply with this section of the policy will result in a long-term suspension and readmission may be contingent upon compliance with the rehabilitation program for at least two months.

8) Any student sanctioned under this policy is ineligible to receive any awards or honors conferred by the Masconomet Regional School District for Masconomet clubs, sports or activities in which the student was a participant when the infraction occurred.

9) A student using a prescription drug in an authorized manner shall be exempt from the above regulations. It is recommended that the student advise the principal about taking a prescription drug in order to avoid a possible misunderstanding in the application of these regulations. Students in possession of prescription medication in violation of the medication provisions set forth in this handbook may, however, be considered to be in violation of the drug/alcohol policy.

## OUTSIDE OF SCHOOL FOR MIAA PURPOSES

### *USE OR POSSESSION*

*In addition to the sanctions set forth above, the following penalties shall apply to drug/alcohol violations:*

**FIRST OFFENSE**

***Penalty***

- Placed on Social Probation for 14 calendar days
- Loss of parking privileges for 14 calendar days

***Requirement***

- Initial parent/student meeting with the school counselor
- Student to meet with counselor once more within the 14-day period

Any student sanctioned under this policy is ineligible to receive a varsity letter for the sport in which the student was a participant when the infraction occurred, and/or any awards or honors conferred by the Masconomet Regional School District for Masconomet clubs or activities in which the student was a participant when the infraction occurred.

**SECOND & SUBSEQUENT OFFENCES** [1/]

***Penalty*** [2/]

- Placed on Social Probation for 84 calendar days
- Loss of parking privileges

***Requirement***

- Initial parent/ student meeting with the school counselor
- Student to meet subsequently on a weekly basis with school counselor; these meetings to be terminated at the discretion of counselor.

If after the second or subsequent violations the students of his/her own volition become a participant in an approved chemical dependency or treatment program, the student may be certified for removal from Social Probation after a minimum period of 45 calendar days. The director or a counselor of a chemical dependency treatment center must issue such certification.

### *IN THE PRESENCE OF*

**FIRST OFFENSE**

***Penalty***

- Placed on social probation for 14 calendar days
- Loss of parking privileges for 14 calendar days

***Requirement***

- Initial parent/student meeting with the school counselor
- Student to meet with counselor once more within the 14-day period

**SECOND OFFENSE**

***Penalty***

- Placed on social probation for 84 calendar days
- Loss of parking privileges

***Requirement***

- Initial parent/student meeting with the school counselor
- Students to meet subsequently on a weekly basis with school counselor; these meetings to be terminated at the discretion of the counselor.

**THIRD & SUBSEQUENT OFFENSES**

***Penalty***

- Placed on social probation for 84 calendar days
- Loss of parking privileges

***Requirement***

- Initial parent/student meeting with the school counselor
- Students to meet subsequently on a weekly basis with school counselor; these meetings to be terminated at the discretion of the counselor.

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1/ For students participating in MIAA sports, the student will be sanctioned pursuant to the MIAA standard or this policy, whichever is greater.

2/ For the purpose of this policy, "calendar days" do not include the vacation period, which begins the day after school ends and ends for athletes on the first day of "double sessions" and for all other students on the first day of school.

3/ A first “in the presence of” will count as a first offense under “Use or Possession” if the student is subsequently disciplined under the use or possession section of this policy.

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**STUDENT SEARCHES AND LOCKER PRIVILEGES**

Students and their personal belongings, student vehicles, and student lockers are subject to search by school personnel to the extent school personnel have a reasonable basis for suspecting that the search would reveal evidence that the student has violated the law or school rules. In the event of search of a student or his belongings, parents will be notified as soon as practical following the search. In the event a student refuses to cooperate with the search, the police may be summoned or the parents will be called.

Except as otherwise necessary due to exigent circumstances, school administrative staff members in the presence of another adult will conduct searches. In all cases, the nature of the search must be reasonably related to the object sought and not excessively intrusive in light of the age and gender of the student.

School lockers and desks, which are assigned to students for their use, remain the property of the school department and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to search at any time, including but not limited to canine searches.

**STUDENT SMOKING**

Smoking is not allowed at Masconomet. The use of any tobacco products within the school buildings, the school facilities, on the school grounds, or on school buses by any individual, including school personnel is prohibited (MGL Chapter 74, Section 37H). This law covers all visitors to any public school property at all times.

Effective September 1994, by action of the Boxford Town Meeting, there will be fines for each offense - the first offense is subject to a $25 fine, the second is a $50 fine, and the third and subsequent offenses will be $100 each. These fines are in addition to the penalties described elsewhere in this Handbook.

## FUNDRAISING

**STUDENT ORGANIZATIONS**

All fund raising by any student organization directed by a Faculty Advisor, the Athletic Director, or the Coach of an athletic team shall operate under the authority of the School Committee and be conducted in accordance with the following provisions:

1) All fundraising activities shall be presented in writing to the Principal for approval at least two weeks prior to the planned activity. Plans should be specific, naming those raising the funds, stating the intended use of such funds, and indicating the amounts to be raised.
2) The Principal will maintain a chronological listing of student sponsored fund-raising activities and post copies of updated listings on a designated bulletin board available to both students and faculty.
3) The School Committee favors fewer, more successful fund-raising drives to keep to a minimum the number of appeals for donations made to citizens and businesses.
4) The manner of fund raising helps form the public's perception of Masconomet and the communities it serves. Therefore, only those fundraising proposals that are deemed appropriate and reflect favorably on the dignity and the seriousness of purpose of the District should be approved.
5) Each organization is accountable for funds it receives and may control the use of funds raised, as long as it is noted that the Faculty Advisor or Athletic Director and the Principal are ultimately responsible for any decision regarding the money's disbursement. All funds must be deposited and accounted for by procedures approved by the Superintendent and the Treasurer.
6) Student involvement in fundraising activities must be voluntary and in no way will impact the student's ability to participate on a team.
7) All individual sales for private gain are prohibited on campus. Such sales can result in suspension.
8) No soliciting.
9) Repeated and willful violations of this policy may result in sanctions against the organization's right to operate fundraising activities and/or the individual's right to participate in the organization.

## PARENT ORGANIZATIONS

The School Committee appreciates the significant contribution made by parents over the years in raising funds to benefit Masconomet programs and urges compliance with the following guidelines.

1) The nature of the fund raising and the manner in which it is conducted should reflect favorably upon Masconomet.
2) The parent group should notify the Principal in writing at least two weeks prior to the event of the nature and purpose of the fund-raising activity.
3) The parent group should obtain the approval of the Principal to utilize the proceeds of its fund-raising activities to benefit the school; the approval of the Principal and Faculty Advisor to utilize the proceeds to benefit a class or club; the approval of the Principal and Athletic Director to utilize the proceeds to benefit a team. The School Committee reserves the right of final acceptance or refusal of donated services or equipment.
4) Each parent group is accountable for funds it receives and should develop appropriate accounting procedures to record receipts and expenditures and for safeguarding the funds. The organization will identify the person or persons who will accept responsibility for the group and will identify the person in charge or the officer of the association in its publicity.

A copy of this policy will become part of the Calendar Handbook.

# LEGAL NOTICES

In compliance with state and federal regulations, the following notices are annually provided for parents:

### CHAPTER 71: SECTION 37H

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

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

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

**(C)** Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a

hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

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

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

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

**M.G.L. c.71, §37H1/2**

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

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

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

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

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

**M.G.L. c.71, §37H3/4.**

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

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

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

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

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

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

**M.G.L. c.76, §21**

Principals and headmasters shall ensure that students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide education service plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning. In developing the education service plan, principals may seek the cooperation or input of relevant health and human service, housing and nonprofit agencies education collaboratives, and other service providers. Any school or school district that expels a student or suspends a student for more than 10 consecutive school days shall provide the student and the parent or guardian of the student with a list of alternative educational services. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district shall facilitate and verify enrollment in the service. Students exempt from attending school under section 1 of chapter 76 shall not be subject to this section.

**M.G.L. c.71, §37L**

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

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

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

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

**FRIABLE ASBESTOS**

Masconomet is in compliance with all the requirements of the Asbestos Hazard Emergency 53 Response Act (AHERA). The Management Plan and inventory of asbestos-containing building materials is available for your inspection at the school administration office. If you have questions or concerns, please contact Jeffrey Sands.

**SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS**

The State Board of Education and the United States Department of Education, through the Family Educational Rights and Privacy Act (FERPA) have adopted regulations pertaining to the maintenance and disclosure of student records and personally identifiable information. These regulations have the force of law.

The regulations apply to all public elementary and secondary schools. (They also apply to all private schools, which have state approval to provide special education services to publicly funded students or schools that receive federal funding.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school district on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the permanent record (transcript) and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational process. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school-sponsored extracurricular activities, and evaluations and comments by teachers, counselors, and other persons; health records, as well as other similar information. The temporary record is destroyed within seven years after the student leaves the school system.

*The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations Pertaining to Student Records:*

**INSPECTION OF RECORD**

A parent or a student, who has entered the ninth grade or is at least fourteen years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

**NON-CUSTODIAL PARENT'S RIGHT TO INFORMATION**

Unless there is a court order to the contrary, a non-custodial parent of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

**CONFIDENTIALITY OF RECORD**

With a few exceptions, no individuals or organizations but the parents, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

**DIRECTORY INFORMATION**

This information includes name, address, telephone number, date and place of birth, photo/video, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, classroom assignments, bus assignments, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Parents or eligible students who object to the release of this information without their prior written approval must so state to the Principal, in writing, at the beginning of each school year. The Principal of each school will determine to whom this information will be released. Under federal law, schools are required to release such directory information to military recruiters and institutions of higher education unless the parents or eligible student have prohibited the release of such information in writing.

**DISCLOSURE OF RECORDS**

Upon receipt of a court order or lawfully issued subpoena, the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

Masconomet's Director of Security and the School Resource Officers (SROs) assigned by Boxford, Middleton and Topsfield police departments constitute the Masconomet Regional School District's law enforcement unit. As such, these officials may be given access to personally identifiable information from students' education records. The school's law enforcement unit officials must protect the privacy of educational records it receives and may disclose them only in compliance with FERPA. Law enforcement unit records will be maintained separately from education records.

Whenever a student is expelled for possession of a dangerous weapon or a controlled substance or assault on school staff, and the student applies for admission to another school, the Superintendent of the former school shall send written notification to the Superintendent of the new school of the reasons for such expulsion. The student is required to provide a complete copy of his/her school record when transferring to a new school district.

**PUBLICATION OF COLLEGE ACCEPTANCES**

As a matter of practice, the School Counseling Department publishes in local newspapers lists of seniors and their college acceptances and post-graduate plans. If any senior does not wish for this information to be published, he/she must notify the registrar in writing.

**AMENDMENT OF RECORD**

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

**DESTRUCTION OF STUDENT RECORDS**

This is to inform you of the eventual destruction of students' records which are maintained by the school system. The records, which are described below, contain significant information, which may be of importance. Because of this, you have the opportunity to examine and receive copies of any or all of the records, prior to their destruction.

In accordance with Department of Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within seven years of your graduation from high school.

Specifically, the information to be destroyed <u>within</u> seven (7) years from your graduation includes: results of standardized tests,

including College Board, personality and intelligence tests; record of school-sponsored extracurricular activities; evaluations and reports by teachers, counselors, and others; attendance data, health record, including immunization history; any and all Chapter 766 Student Services records; all other information not listed below.

The following information may be destroyed only after sixty years: identifying information regarding student and parent or guardians; course titles and grades received; grade level completed and year completed.

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding records, please contact the School Counseling Department at Masconomet.

**TRANSFER OF RECORDS**

It is the practice of the Masconomet Regional School District to forward the student record of any student who transfers to another public school district upon request of the receiving district.

## HAZING

The anti-hazing law, which was enacted in 1985, applies only to secondary schools in Massachusetts. Please note that a middle school that has been designated as a secondary school by the school committee must comply with the anti-hazing law and regulations.

Under Massachusetts General Laws Chapter 269, Sections 17-19 and 603 CMR 33.00, all secondary schools, both public and private, must:

Adopt anti-hazing policies as part of their disciplinary policies.

Distribute copies of the anti-hazing law to all students enrolled full-time; to all student groups, teams, and organizations that are part of or are recognized by the school, or are permitted by the school to use its name and facilities; and to all known unaffiliated student groups, teams, or organizations.

*Section 17: Hazing; organizing or participating; hazing defined*

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

*Section 18: Failure to report hazing*

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

*Section 19. Student Organizations*

Each institution of secondary education and each public and private institution of post-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 or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization

understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

M.G.L. c.76, §5

## MASSACHUSETTS LAW, CHAPTER 622 FEDERAL LAW TITLE IX

MASSACHUSETTS General Law. Chapter 76, Section 5:

“Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. 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 courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

### FEDERAL LAW TITLE IX READS AS FOLLOWS:

"No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..."

Masconomet Regional School District is in compliance with both of these laws. All courses of study, extracurricular activities, and services offered by the school are available without regard to race, color, sex, religion or national origin. Any student, parent, or employee who feels he or she has been discriminated against should contact 978-887-2323. If the matter is not resolved within seven days, an appeal in writing should be sent to the Principal.

If the matter remains unresolved at the end of fourteen days, an appeal in writing may be made to the Superintendent, who will investigate the complaint and respond in writing within another fourteen days. The final step for complaints, if they are not resolved with the school officials, is the Bureau of Equal Opportunity in Boston for Chapter 622 violations, and the Office of Civil Rights at the U.S. Department of Education at 33 Arch Street, Boston, MA 02110.

If the complainant does not wish to follow the route through the school officials, the complaint may be taken directly to the Bureau of Equal Opportunity or the Office of Civil Rights. Please contact the Superintendent at 978-887-2323 regarding any question, which may arise.

### REHABILITATION ACT OF 1973-SECTION 504

Section 504 of the Rehabilitative Act of 1973 provides that: "no otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the intention of Masconomet Regional School District to comply with this legislation. All courses of study, extracurricular activities, and services offered by the school are available without regard to handicap. The full text of Section 504 is available at the Superintendent's Office.

For additional information regarding Section 504 and to obtain an evaluation of eligibility for Section 504 accommodation and/or services, please contact the Principal.

# COMMUNITY RESOURCE LIST

## AMBULANCE

| | |
|---|---|
| **TOPSFIELD, BOXFORD**<br>Lyons Ambulance, Danvers | 978-774-1500 |
| **MASCONOMET, MIDDLETON**<br>Middleton Fire Dept. | 978-774-2211 |
| **BOXFORD – EMERGENCY**<br>Non-Emergency | **911**<br>978-887-8135 |
| **MIDDLETON – EMERGENCY**<br>Non-Emergency | **911**<br>978-774-4424 |
| **TOPSFIELD – EMERGENCY**<br>Non-Emergency | **911**<br>978-887-6533 |
| **STATE POLICE - DANVERS** | 978-538-6060 |

## HOSPITALS

| | |
|---|---|
| Atlantic Care Medical Center/Union | 781-581-9200 |
| Beverly | 978-922-3000 |
| Lahey Clinic N.S. | 978-538-4000 |
| Lawrence Memorial | 781-306-6000 |
| Malden Hospital | 781-322-7560 |
| Melrose Wakefield | 781-979-3000 |
| Merrimack Valley | 978-374-2000 |
| mergency Room | 978-521-8600 |
| Merrimack Valley Center | 978-774-4400 |
| N.S. Children's | 978-745-2100 |
| Salem Hospital/N.S. Medical Center | 978-741-1215 |

## ABUSE-WOMEN & CHILDREN

| | |
|---|---|
| Child at Risk (24 hr.) | 800-792-5200 |
| HAWC (Help for Abused Women & Children - 24 hr.) | 978-744-6841 |
| MSPCC (Mass. Society for Prevention of Cruelty to Children - 24 hr.) | 781-586-8350<br>978-922-8772 |
| North Shore Rape Crisis Center (24 hr.) | 800-922-8772 |
| Parent and Child Stress Line (24 hr.) | 800-632-7446 |
| Parent only Stress Line | 800-632-8188 |
| Women's Crisis Center (Newburyport - 24 hr.) | 978-458-2155<br>978-465-0999 |

## AIDS AND SEXUALLY TRANSMITTED DISEASES

| | |
|---|---|
| AIDS Hotline | 800-235-2331 |
| AIDS Action Committee Hotline | 617-437-6200 |
| Spanish | 800-344-7432 |
| TTY | 800-243-7889 |
| National STD Hotline | 800-227-8922 |
| Strongest Link AIDS | 978-777-5885 |
| **Anonymous HIV Testing** | |
| AIDS Action Committee,<br>131 Clarendon St, Boston | 800-235-2331 |
| Health Quarters<br>19 Broadway, Beverly | 978-927-9824 |
| Health Quarters<br>694 Western Ave, Lynn | 781-593-1115 |
| Psychological Center, Inc<br>11 Union St, Lawrence | 978-685-1337 |

## DEPART OF SOCIAL SERVICES AREA OFFICES

(serving Masconomet Students)

**Cape Ann Area**,

| | |
|---|---|
| 45 Congress St., Building 4, Salem, MA 01970 Days | 978-825-3800 |
| **Middleton** | |
| Evenings & Weekends | 800-792-5200 |
| Days | 978-825-3800 |
| | 978-825-3900 |
| Fax # | 978-825-9091 |
| **Haverhill/Newburyport Area** | |
| 3 Ferry St., 2nd floor, Bradford, MA 01835 | 978-469-8800 |
| **Boxford and Topsfield** | |
| Hotline | 800-792-5200 |
| Fax # | 978-469-8990 |

## DRUGS & ALCOHOL

| | |
|---|---|
| Alanon/Alateen | 781-843-5300 |
| Alcoholics Anonymous | 978-921-7602 |
| Alcohol 24 Hour Helpline | 800-559-9503 |
| Baldpate (over 18 yrs. only)… | 978-352-2131 |
| Center for Addictive Behaviors | 978-968-1700 |
| Narcotics Anonymous | 866-624-3578 |
| National Institute of Alcohol. | 301-443-3860 |
| NORCAP | 508-543-1873 |
| Substance Abuse Helpline (24 hr.) | 800-327-5050 |
| Turning Point (24 hr.) | 978-462-8251 |
| Women's Project COPE | 781-581-9270 |

## EATING DISORDERS

| | |
|---|---|
| Center for Family Development | 978-921-1190 |
| MEDA (Mass. Eating Disorders Assoc.) | 617-558-1881 |

## PREGNANCY INFORMATION

| | |
|---|---|
| Greater Haverhill Pregnancy Center | 978-373-5700 |
| Health Quarters, Inc. (Beverly) | 978-922-4490 |
| Health Quarters, Inc. (Haverhill) | 978-521-4444 |
| Health Start (Medical Insurance) | 800-531-2229 |
| Planned Parenthood | 800-682-9218 |

## SUICIDE

| | |
|---|---|
| Samaritans (24 hr.) | |
| Boston | 617-536-2460 |
| Lawrence | 978-327-6600 |
| Lowell | 978-452-6733 |
| National Suicide Prevention Lifeline | 800-273-TALK |
| Project Safety Net (24 hr.) | 978-771-4619 |
| Teen Suicide | 888-767-8336 |

## MISCELLANEOUS SERVICES

| | |
|---|---|
| American Cancer Society | 508-270-4945 |
| American Heart Association | 508-620-1700 |
| American Lung Association | 781-890-4262 |
| Smokers' Quit Line | 800-879-8678 |
| American Red Cross | 978-922-2224 |
| **Adolescent Medicine** | |
| M.G.H. Children's Services | 617-726-2914 |
| North Shore Children's Hospital | 978-745-9000 |
| Children's Friend and Family Services (Counseling) | 978-744-7905 |
| Mass. Brain Injury Association | 800-242-0030 |
| Mass. Department of Public Health | 866-627-7968 |
| Mass. Rehabilitation Commission | 617-204-3603 |
| **POISON CONTROL CENTER** | **800-682-9211** |
| National Runaway Hotline | 800-621-4000 |
| North Shore Community Program Mediation | 978-232-1212 |

Project Rap (Violence Prevention) 978-532-5316

**TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES**
978-887-6512

For more resources www.TriTownCouncil.org