



*2016 - 2017*

**STUDENT  
HANDBOOK**

## BLOCK SCHEDULE

**\*\*\*Bells 7:57am, 9:27am, 10:57am, 1:00pm and 2:30pm  
BAND AND CHORUS REPORT @7:22am**

A-Block	7:30 – 7:57	
Block 1	8:00 – 9:27	
Block 2	9:30 – 10:57	
Block 3	A Lunch 11:00 - 11:30	Class 11:33 - 1:00
	Class 11:00 – 12:27	Lunch 12:30 – 1:00
Block 4	1:03 – 2:30	

## DELAYED OPENING

Block 1	9:30 – 10:34	
Block 2	10:37 – 11:41	
Block 3	Lunch 11:44 -12:14	Class 12:17 – 1:23
	Class 11:44-12:53	Lunch 12:55 – 1:23
Block 4	1:26 – 2:30	

**\*\*\*9:20 BUSES WILL ARRIVE@ AHS FOR ALL STUDENTS. THERE WILL BE NO A-BLOCK ON DELAYED OPENINGS\*\*\***

### ADVISORY SCHEDULE (40 mins.)

A Block	7:30-7:57
<b>Band starts at 7:22</b>	
Block 1	8:00-9:17
Block 2	9:20-10:37
<b>Advisory 10:40-11:20</b>	
Block 3	11:23-1:10
A Lunch	11:23-11:53
Class	11:53-1:10
C Lunch	12:40-1:10
Class	11:23-12:40
Block 4	1:13-2:30

### PROFESSIONAL DEVELOPMENT SCHEDULE

A Block	7:30-7:57
<b>Band starts at 7:22</b>	
Block 1	8:00 - 8:55
Block 2	9:00 - 9:55
Block 3	10:00-10:55
Block 4	11:00- 12:30
<b>A Lunch</b>	<b>11:00-11:30 Second Floor</b>
<b>C Lunch</b>	<b>12:00-12:30 First Floor</b>

## Table of Contents

AHS Schedules	Inside Front Cover
Mission Statement	2
Administration	3
Faculty/Staff 2016/2017	4
Report Card and Progress Report Dates	5
2016/2017 Schedule for MCAS and MEPA Testing	6
Academics	7-13
Community Service Requirement	9
Adding Class and Dropping a Class	10
Programs and Procedures	14-17
AHS Research Manual	14
Guidance Center	15
Health Services	16
Library and Media	16
Acceptable Use of Electronic Devices	16
Social Networking	17
Students Rights and Responsibilities	18-31
Attendance	18
Conduct	20
Dress Code	21
Hazing -Chapter 269, Section 19	22
Chapter 71, Section 37H ½	23
Chapter 222	23
Outside Assessment	26
Saturday School Program	26
Suspension	27
Tardiness	30
Publication of Student Photos and Student Work	31
Athletics	32-41
Local Amesbury Sports Rules	33
Award Requirements	34
User Fees	35
Co-Curricular Activities	36
Rules for School Activities	37
Class Officers	37
Clubs	38
National Honor Society	41
Chapter 222, Act of Student Access to Educational Services & Exclusion from School	43-49
District Student Handbook	
Table of Contents	50-51
System-wide Policies	52-108
School Calendar 2016/2017	Inside Back Cover

**Amesbury High School**  
**5 Highland Street**  
**Amesbury, MA 01913**  
**Tel #978-388-4800      Fax # 978-388-3393**  
**<http://www.amesburyma.gov>**

### **Values, Beliefs and Learning Expectations**

#### **Beliefs on Learning Narrative**

Amesbury High School is committed to inspiring all its students to become problem solvers who take responsibility for themselves and their learning. Encouraging this journey toward excellence, the AHS community works together to model integrity, acceptance, collaboration, and respect. School pride permeates the culture of AHS through time-tested traditions blended with student-driven innovations and initiatives.

#### **Core Values on Learning**

Integrity

Respect for Individuality

Responsibility

Academic Excellence

Problem Solving

### **21<sup>st</sup> Century Learning Expectations**

#### **Students will:**

##### **Academic**

1. Problem solve by interpreting, evaluating, and implementing solutions.
2. Communicate effectively in written, oral, and visual forms.
3. Demonstrate appropriate use and application of media/technology.
4. Access, comprehend, analyze, and interpret information.

##### **Social**

1. Collaborate effectively in a variety of roles within the school community.
2. Make positive contributions in their community.

##### **Civic**

1. Demonstrate civic responsibility by advocating for positive change.

**ADMINISTRATION**

Elizabeth McAndrews

**School Principal**

Danielle Ricci

Glen Gearin

**Assistant Principal of Students/Curriculum**

**Assistant Principal of Students/Activities**

**School Committee**

Mayor Ken Gray, Chairperson

Debra LaValley Robert Chamberlain

Peter Hoyt Gretchen Marinopoulos Thomas McGee

Nick Wheeler

**Superintendent of Schools**

Dr. Gary Reese

**Direct of Finance and Operations**

Joan Liporto

**Director of Teaching and Learning**

Lyn Jacques

**Director of Special Education**

Mary Houde

**Attendance Officer**

David Muse

## FACULTY/STAFF 2016/2017

### VISUAL MEDIA/EDUCATIONAL TECHNOLOGY

Stan Froncki  
James Galante

### ENGLISH DEPARTMENT

Steven Bastien                      Dara McGonagle  
Jean Brockmyre                      April Rivers  
Jennifer Daileanes                      Greg Lingley  
Emily Little

### FINE ARTS DEPARTMENT

Band- Dan Fijalkowski  
Art- Ryan Jackson  
Chorus- Susanne Meyer

### HEALTH, PHYSICAL EDUCATION, WELLNESS & FAMILY/CONSUMER SCIENCE DEPARTMENT

Family Consumer Science- Margaret Furlong  
Physical Education- Thom Connors, Sarah Centric  
Health- Amanda Thibodeau, Athletic Trainer

### LIBRARY

Mia Rowlands  
Martha Noon, Library Assistant  
Jessica Enderwick, Library Assistant

### MATHEMATICS DEPARTMENT

Barbara Leary                      Timothy Angerhofer  
Thad Ackerman                      Charles Glaubitz  
Susan Mroz                      Amanda Ting  
Jessica Regis                      Katlyn Santosuosso

### SCIENCE DEPARTMENT

Mark Casto                      Tricia Young Cignetti  
Brett Manoloff                      Kathy Beaudoin  
Lindsey Miller  
Cynthia Richmond

### SOCIAL STUDIES DEPARTMENT

Ann Fuller                      Kristen Walsh  
Paul Jancewicz                      Susan Hanscom  
Alina Sabatos

### FOREIGN LANGUAGE DEPARTMENT

Laurie Williams  
Guillermo Sepulveda  
Travis Baker

### EARLY COLLEGE- NECC PROFESSORS

Theresa DeFranzo  
Richard Padova  
Janel D'Agata-Lynch

### SPECIAL EDUCATION FACILITATOR

Michelle Poirier

### SPECIAL EDUCATION DEPARTMENT

Gregg Brown                      Michael Brady  
Lauretta Bailin                      Ann Peterson  
Barbara Perry/Life Skills                      Adam Thibodeau

MaryAnn Wilson, ELL/ESL

### Tutor

Daniel Merz  
Becky Schalck  
Charles Wright

### Assistant

Cathy Morrison  
Christina Routhier  
Michelle Griffin  
Janet Crosby  
Colette Castine  
Megan Gilleo

### SCHOOL NURSE

Joanne Baker

### MAIN OFFICE STAFF

Kathy Morrill, Secretary  
Anne Nadeau, Secretary  
Debra Lavenson-Routhier, Athletic Secretary  
Lisa Wile, Secretary

### GUIDANCE OFFICE STAFF

MaryBeth Exner  
George Dodier, Counselor  
Susan Saurman, Counselor  
Gwendolyn Foley, Secretary

### CABLE TV & AV COORDINATOR

Russ Munroe

### SCHOOL PSYCHOLOGIST

Ami Henderson

### SCHOOL ADJUSTMENT COUNSELOR

Rachael Dobbs

### TECHNOLOGY SUPPORT

Susan Lang

### FACILITY TECHNICIAN

Mike McCann  
Jeremy Faucher

# QUARTER DATES

2016-2017

## First Quarter:

Begins: Wednesday, August 31  
Progress Reports: Friday, October 7 (by 3 pm)  
Quarter Exams: Thursday, November 3 and Friday November 4  
Quarter Ends: Friday, November 4  
Grades Due: Wednesday, November 9 (by 3 pm)

## Second Quarter:

Begins: Monday, November 7  
Progress Reports: Friday, December 9 (by 3 pm)  
Quarter Exams: Thursday, January 19 and Friday, January 20  
Quarter Ends: Friday, January 20  
Grades Due: Wednesday, January 25 (by 3pm)

## Third Quarter:

Begins: Monday, January 23  
Progress Reports: Friday, March 3 (by 3 pm)  
Quarter Exams: Thursday, March 30 and Friday, March 31  
Quarter Ends: Friday, March 31  
Grades Due: Wednesday, April 5 (by 4 pm - PRT day)

## Fourth Quarter:

Begins: Monday, April 3  
Senior Progress Reports: Friday, April 28 (by 3pm)  
Progress Reports: Friday, May 12  
Senior Exams: Wednesday May 24 and Thursday, May 25  
Senior Grades Due: Friday, May 26 (by 3pm)  
Quarter Exams: TBD  
Quarter Ends: TBD  
Grades Due: TBD

Exams will be given the last week of each quarter.  
All dates/schedules are subject to change.

## 2016-2017 Statewide Testing Schedule



### November 2016 MCAS ELA and Mathematics Retests

<i>Test Administration</i>	ELA Composition Sessions A and B	November 2
	ELA Reading Comprehension Sessions 1 and 2	November 3
	ELA Reading Comprehension Session 3	November 4
	Mathematics Session 1	November 9
	Mathematics Session 2	November 10

### February 2017 MCAS High School Biology Test

<i>Test Administration</i>	Biology Session 1	February 6
	Biology Session 2	February 7

### March 2017 MCAS ELA and Mathematics Retests

<i>Test Administration</i>	ELA Composition Sessions A and B	March 1
	ELA Reading Comprehension Sessions 1 and 2	March 2
	ELA Reading Comprehension Session 3	March 3
	Mathematics Session 1	March 6
	Mathematics Session 2	March 7

### March–April 2017 MCAS Tests (Grade 10 English Language Arts)

<i>Test Administration</i>	ELA Composition Sessions A and B	March 21
	ELA Reading Comprehension Sessions 1 and 2	March 22
	ELA Reading Comprehension Sessions 3	March 23

### May 2017 MCAS Tests (Grade 10 Mathematics)

<i>Test Administration</i>	Mathematics Session 1	May 16
	Mathematics Session 2	May 17

### June 2017 High School STE MCAS Tests

<i>Test Administration</i>	STE Session 1 (Biology, Chemistry, Introductory Physics, Technology/Engineering)	June 5
	STE Session 2	June 6



## ACADEMICS

### Requirements for Graduation

- Revision of the graduation requirement chart to reflect current state requirements – i.e. math and science. It will now match the chart in the Program of Studies.

Graduation Requirements for the Class of				
	2020	2019	2018	2017
English	10 credits (4 cr Freshman English, 2 cr Sophomore English, 2 cr Junior English, 2 cr Senior English)			
Math	11 credits (4 cr Algebra I, incl. 2 cr during sr yr)	10 credits (4 cr Integrated Math/Algebra I or Algebra I, including 2 cr during senior year)		
Science	7 credits of lab sciences (3 cr Biology A, B, C)			
Social Studies	7 credits (2 cr Modern World History, 2 cr U.S. History I, 2 cr U.S. History II, 1 cr non-core content elective)		7 credits (2 cr Modern World History, 4 cr U.S. History)	
Foreign Language	2 credits			
Visual Media or Engineering Technology	2 credits			
Wellness: Family and Consumer Science	1 credit (1 cr Child Development)			
Wellness: Health Education	1 credit (1 cr Health)			
Wellness: Physical Education	3 credits (1 cr Fundamentals of Physical Fitness)		3 credits (1 cr Fund. of Physical Fitness, 1 cr Project Adventure/Adventure Learning)	
Fine Arts / Hands On*	1 credit			
Community Service	minimum 10 hours each year; 75 total to graduate			

- A minimum of fifty-six (56) credits earned over four years, successful completion of the MCAS, and 75 hours of community service are necessary to qualify for a diploma. Minimum required for each content area shown; specific course requirements are listed in parentheses.
- All courses from the Visual and Performing Arts Department satisfy this requirement. All courses not already required from Wellness: Family and Consumer Science satisfy this requirement. A third Visual Media or Engineering Technology Course would also satisfy this requirement.

- If a student will qualify for a diploma prior to the end of senior year, the student may petition administration for a credit review. The review must be set up by September 30<sup>th</sup> of the student's senior year with the Director of Guidance and the Assistant Principal of Curriculum. A proposal for alternative programming options during the student's final semester must be submitted by the student at the time of the review.
- Sophomores are required to take the Massachusetts Comprehensive Assessment System tests and achieve a minimum standard score.

### **Graduation and Senior Activities**

Graduation will take place on the first Friday of June (rain or shine), unless the seniors are not in school for the minimum of 168 days according to School Law 603 CMR 27.05. An all-night Grad Night usually follows graduation. Only students who are scheduled for a June graduation and who have met all credit and school requirements and financial obligations will be considered a senior. In order to be included in the senior section of the yearbook, a student must have earned a minimum of 38 credits prior to the start of his/her senior year. Any member of the senior class who is not graduating with the class may petition the administration for participation in non cap and gown activities. Violation of school policies may result in the loss of future participation privileges, including the graduation ceremony.

### **Early Requirement Completion**

In order to graduate early, students must set up a meeting with Guidance, the Assistant Principal of Students/Curriculum, and a parent or guardian before September 30<sup>th</sup> of their senior year.

### **Fifth Year Students**

Once approved that student, will be required to meet with the principal or designee prior to beginning the school year. That student will be required to be in attendance only for the courses that the student needs to complete his/her education. Such students are to leave the building and grounds when not in class, unless they have permission from the principal or designee to do otherwise.

### **English Requirements**

All students must pass freshman, sophomore, junior, and senior English to receive a diploma. Students must take and pass four quarters of English and earn four credits in Grade 9, and pass two quarters of English and earn two credits in grades 10, 11 and 12. To be eligible for credits, students must satisfy all attendance and course requirements to the satisfaction of the instructor, including a MANDATORY RESEARCH PROJECT for all students in grade 12. For information on research and documentation, see the media center home page on Website.

**SUMMER READING:** Reading is the key to success in all areas. To encourage lifelong reading habits, there is a departmental requirement for reading before a student enters a new grade level. Although students do not have an English class all year long, they should be reading even when they are not in a class. Students will be graded on these reading selections at the beginning of the first quarter that they have English. Students will receive specific guidelines for summer reading in the spring, or may pick up information in the Guidance Center during the summer.

### **Health Education**

Health Education is mandatory for public schools in Massachusetts and includes a curriculum framework, created as part of the state's School Reform agenda, to guide implementation. The Amesbury Public Schools offers mandatory Health Education in all grades K-8 and 10. No Health Education is offered

in Grade 9. An elective is offered for juniors and seniors. Classes are by semester at the Middle School and by quarter at the High School. Therefore, a student may not be in Health until later on in the year.

The Middle and High School curriculum includes units on human sexuality. The focus is personal responsibility, decision-making and consequences.

Massachusetts State Law (MGL Chapter 71, Section 32A), affords parents the flexibility to exempt their children from the sexuality unit or any portion of the unit. Your child will not be penalized for such exemption. Alternative lessons and assessments will be devised for any exempted child.

To exempt a student, the parent must send written notification to the principal of the child's school. MGL Chap. 71 also requires that to the extent practicable, program instruction materials for the sexuality units shall be "reasonably accessible" to parents and guardians for review. Assistant Principal of Students/Curriculum can be reached at Amesbury High School to discuss any aspect of the program.

### **Physical Education Requirement**

All students must pass three quarters of physical education. If a student is medically unable to participate in physical education for a period of time, he must have a letter from a physician for period of time for which he is excused.

### **Community Service Requirement**

Community service is voluntary service without compensation. Community service hours cannot be used if they are required for another group or organization, if they are done during school time (except the first time BB/BS is done), or if hours are done for a family member. Students are encouraged to participate in community service to learn job related skills and to explore career opportunities.

All students must complete 75 hours of community service in order to graduate.

- Students must complete a minimum of 10 hours of community service for each of the four years in high school. These hours can be performed during the school year or during the summer.
- Proof of hours must be turned in to Mrs. Furlong, Community Service Coordinator, on the approved form with the signature of the person for whom the service was performed.
- A grade of PASS/FAIL (P/F) will be recorded on each student's report card for the fourth quarter. Therefore, the paperwork must be submitted by June 12<sup>th</sup> for students in grades 9-12 and May 15<sup>th</sup> for seniors.
- Failure to complete the required hours will prevent a student from being on the honor roll for the fourth quarter and the hours will be carried over to the next year's total.
- When a student completes more than 10 hours in a given year, the additional hours will be applied to the cumulative total.

### **Hourly requirements for students based on years of attendance at AHS:**

- If in attendance at AHS for 4 years – 75 hours
- If in attendance at AHS for 3 years – 60 hours
- If in attendance at AHS for 2 years – 40 hours
- If in attendance at AHS for 1 year – 20 hours

## **Advanced Placement Courses**

Amesbury High School offers several advanced placement courses. Students taking such courses are required to take the advanced placement test offered by the College Board in May. Students who receive at least a B- in the course will have half the cost of the test paid by the school district. A student who does not take the AP Test will not receive AP credit. For schedule of AP exams, see <http://www.collegeboard.com>

## **Grading Policy**

The following grades will be used on report cards: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Students should be aware of the fact that each classroom teacher is at liberty to determine his or her own method of arriving at the term letter grade. Teacher grading policies are distributed to students at the beginning of the course. Student grades may not be lowered because of excused absences. Incomplete grades due to excused absences must be resolved within two weeks following the marking period unless a written extension is granted.

## **Transfer Students**

Credits are awarded to incoming transfer students based on the official transcript of the sending school.

## **Adding a Class and Dropping a Class**

If a student withdraws before the FIRST progress report is issued for a class, he/she will be able to drop the course WITHOUT impacting GPA, but is responsible for making up all work missed in the “new” class.

If a student withdraws after a progress report is issued in any quarter, but before that quarter ends and is passing the course, he/she will receive a WP with a grade of D- factored into GPA regardless of what his/her actual grade is. If the student is failing, he/she will receive a WF with a grade of F factored into GPA.

In order to drop a course after a progress report is issued but before the quarter ends, extenuating conditions must exist. In order to evaluate each situation individually, a meeting must be held with the student, parent/guardian, teacher, guidance counselor, and Assistant Principal of Students/Curriculum prior to permission to drop being granted.

If a student withdraws at the end of a quarter for a semester, 3 quarter, or full year course, he/she will receive a WP or WF with the letter grade he/she earned at the end of the quarter factored into GPA.

Credit is only awarded for full completion of a course, no partial credit is awarded. Grades for dropped courses will only be utilized to factor GPA, not to award credit.

## **Rank-in-Class**

All courses that receive credit for graduation except Pass/Fail courses will be used to determine rank-in-class as suggested by the National Association of Secondary School Principals and the American Association of Collegiate Registrars and Admissions Officers. The Joint Committee also recommends the use of a weighted rank-in-class and an explanation on each transcript of the method employed in calculating rank-in-class. Amesbury High School uses a weighted class rank procedure, which is shown below. Pass/Fail courses are not used for rank in class. All other courses are included.

## CLASS RANK

Amesbury High School uses a weighted ranking system, as shown below. Pass/Fail courses are not used for rank in class. All other courses are included.

	<u>COLLEGE</u>	<u>EC</u>	<u>HONORS</u>	<u>AP</u>
A+	4.3	4.7	5.1	6.0
A	4.0	4.5	4.9	5.7
A-	3.7	4.2	4.6	5.4
B+	3.4	3.9	4.3	5.1
B	3.1	3.6	4.0	4.9
B-	2.9	3.3	3.7	4.5
C+	2.6	3.0	3.4	4.3
C	2.3	2.7	3.1	4.0
C-	2.0	2.4	2.9	3.7
D+	1.7	1.7	1.7	1.7
D	1.4	1.4	1.4	1.4
D-	1.1	1.1	1.1	1.1
F	0.0	0.0	0.0	0.0

## Honor Roll

To be named to the High Honor Roll the student must have all A's and a pass in Pass/Fail courses. To be named to the Honor Roll, the student must have no grade lower than a B- and a Pass in Pass/Fail courses. In order to be eligible for any level of honor roll, a student must have at least 3 graded classes. Students who make the honor roll every term of high school respectively shall receive appropriate awards at graduation. Dropping a class or withdrawing from a class (either WP or WF) may result in the loss of eligibility for honor roll recognition. Beginning with the Class of 2019 the weighted of a grade will not be considered for honor roll. For example, a C in an honors class will not be considered equal to a B in a CP class for honor roll purposes.

## Honor Awards Night

The Honors Awards Ceremony, recognizes those students who have achieved academic honors by making appropriate awards. It will take place for grades 9-11 on the first Thursday after graduation. Senior awards will be given out during senior week activities.

The Bronze Medal is awarded to any student who has received Honors for three consecutive quarters in any one academic year at AHS. The Silver Medal is awarded to any student who has received their first year award and has since achieved honors for three consecutive times at AHS. Gold Medal is awarded to any student who has received their first, second year award and have since achieved honors for three consecutive times at AHS. A Flash drive is presented to the senior members of the National Honor Society and any student who has received the first, second, and third year awards and has since achieved honor roll three consecutive times at AHS. Students on the Honor Roll for all quarters for all four years will receive a watch at AHS.

1<sup>st</sup> Year – Bronze Medal

2<sup>nd</sup> Year – Silver Medal

3<sup>rd</sup> Year – Gold Medal

4<sup>th</sup> Year – Flash drive

Transfer students are eligible for awards under the same conditions as Amesbury High School students if their grades at previous schools are equivalent to those required for the Amesbury High School Honor Roll and they have attended Amesbury High School for at least one complete marking period. It is the responsibility of the transfer student to inform the administration if s/he feels eligible for an award. This notification must take place within one year from the time the student transfers. A transfer student shall receive only the current award for which s/he is eligible.

## **National Honor Society**

The Amesbury High School Chapter of National Honor Society is one of 15,000 or more chapters throughout the United States. One of the benefits of membership in the National Honor Society is the honor of being elected to an organization whose purpose is to recognize students who demonstrate excellence in scholarship, character, leadership and service.

An informational parent/student meeting will be held prior to fall and spring packet deadline dates to help aid in filling out the NHS packet. Specific dates will be adjusted accordingly and decided upon by the NHS advisor. These dates will be given when students are first notified of eligibility. If a student plans on going abroad and believes that s/he might be eligible for NHS, s/he should receive the packet prior to departure and submit upon return home. The student would then be considered for the next NHS induction.

All prospective candidates must turn in their packets by the stated and given deadline set by the advisor. In case of an emergency situation where the packet cannot be submitted on time (i.e. family emergency/death, illness) the NHS advisor, Mrs. Margaret Furlong, must be notified in writing by a parent or guardian.

### **Requirements for Membership in the National Honor Society**

Juniors and seniors are eligible for membership in the National Honor Society. Transfer students are eligible after they have been at Amesbury High School for one semester.

To be considered for membership, a student must have a cumulative grade point average of 4.0 or higher. In addition, students should have met, or be in the process of meeting, the following minimum requirements: 2 years of foreign language or technology or music and art courses, 2 years of science, 2 years of mathematics, 2 years of social studies. Beginning with the Class of 2020, the requirements for National Honor Society eligibility have changed. The scholarship requirements is a 4.0 GPA with no final course grade below a B-.

In addition to scholarship, a student must demonstrate excellence in the areas of character, leadership and service. Character involves behavior in and out of school, honesty, and personal integrity. Leadership is demonstrated through willingness to assume positions of responsibility in one's class, on teams, or in clubs and other organizations. Service is shown in a student's willingness to participate in activities, to join clubs and organizations, to donate time to class activities, and to provide service in the community.

### **Election of Members**

Those students who meet the criterion of scholarship are further evaluated on the basis of character, leadership, and service. The faculty evaluates students they know and work with in terms of character by means of evaluation sheet. Leadership is through willingness to assume elected or appointed positions of responsibility in one's class, on teams, or in clubs or other organizations. Service is demonstrated through actions and deeds performed without expecting compensation of any kind. Students submit an activity packet in which they describe their contributions in the areas of leadership and serve. The advisor checks and summarizes the information available for each candidate and presents it to the Faculty Advisory Council. Questions concerning these forms should be addressed to the advisor, guidance counselors or members of the faculty.

It is the duty of the Faculty Advisory Council to establish the requirements for membership and to elect students to and if necessary dismiss students from the National Honor Society, as specified in the national guidelines for high school chapters. The Faculty Advisory Council reviews the qualifications of the eligible juniors and seniors and elects to membership those students who demonstrate high standards of scholarship, character, leadership, and service. Since all four qualities are important, it is possible for a student with good scholastic achievement not to be elected to the National Honor Society. The Faculty Advisory Council is given the responsibility for making the final decision.

Students elected to the National Honor Society are expected to confirm in writing to the advisor their willingness to join the organization and to uphold its ideals. Elected juniors and seniors attend one orientation meeting and are inducted into the society at the formal ceremony.

Membership in the National Honor Society is the highest honor given at Amesbury High School. Membership is listed on all transcripts (when requested), and National Honor Society members wear gold stoles and tassels during graduation exercises.

### **Privileges of National Honor Society Members**

With the signed permission of parent or guardian, members may avail themselves of the following privileges:

1. They do not have to report to home base.
2. They only have to be in the building when they have an academic class/program. An NHS student who is assigned to a directed study must inform the directed study teacher as to whether or not they will be in that study.
3. They may have use of the copy machine in the teacher workroom across from the library except during teacher lunch times.
4. They do not need a hall pass as they have their NHS card.
5. They may have use of the telephone in the office. They need to show their NHS card.
6. They receive preferential parking spaces.
7. Senior members of NHS, who have met all credits and requirements for graduation, may opt to drop an elective to work with a staff member at AHS. If the student wishes to work outside of AHS, s/he must go through Big Brother/Big Sister.

### **Responsibilities of Membership**

1. Members must carry their membership cards at all times.
2. Members must maintain a minimum 4.0 cumulative grade point average. Failure to do so will result in probation for one term followed by possible loss of membership. Failure to complete minimum course requirements may also result in loss of membership.
3. Members are expected to sign in and out in the attendance book kept on the counter of the office, to call the school by 7:45a.m. in case of absence, to collect their own notices and read the bulletin when signing in.
4. Members are expected to be present at and support service projects undertaken by the chapter.
5. All NHS members are required to attend all school related assemblies held during the school day.
6. The only time that NHS members can leave the building is during the time when they do not have a class.
7. Members are expected to maintain the ideals of the National Honor Society. Any member guilty of conduct, which reflects adversely on those ideals and on Amesbury High School, may be subject to disciplinary action including possible dismissal from the society on the vote of the Faculty Advisory Council.

### **Extra Help / Make – up Work**

Students who do not have a class A-Block are encouraged to do make-up work or seek extra-help during that time. Classes, which take place during A-Block, however, take precedence over extra-help and make-up work. Students cannot be required to get help nor to do make-up work at any time when they are scheduled for another class.

Students who receive an incomplete for a term grade must make up their work within the two week time after the term ends or will be in danger of receiving a grade of F for the term.

### **Open House and Parent Conferences**

Open House will be held twice a year. The first open house is an informational night with the second being for individual conferences. Parents may arrange for mutually convenient conferences with members of the staff at any time of the year.

## Summer School Policy

A student may attend Summer school for remediation of a failing grade only under the following conditions:

1. Student must have a grade of 50 or higher in the course.
2. Student must have the teacher's and guidance counselor's approval.
3. Attendance must meet minimum absence policy.
4. The Summer school grade will not be calculated into the student's GPA.

## PROGRAMS AND PROCEDURES

### Academic Integrity and Plagiarism

It is hoped that students maintain the highest of academic standards and integrity throughout their years of Amesbury High School in all facets of learning and assessment.

Plagiarism is one form of cheating that will not be tolerated. According to Kate Kessler, author of "Helping High School Students Understand Academic Integrity," plagiarism "means to claim as one's own someone else's words or ideas, a kind of literary theft. It also means to present as new and original an idea or product derived from an existing source" (English Journal, July 2003, 60). Plagiarism includes downloading words of entire pages from online sources to include in students' assignments without giving proper credit to those sources. When working together on homework or class assignments, students must also be careful not to copy or to plagiarize one another, and to give credit to each individual member's ideas and work. Each teacher will specify when collaboration is allowed. Students are reminded that repeated violations of these regulations affect their grades (by receiving zeroes for assignments), their behavior record, and their reputation of character and honesty. Infractions of this rule may result in serious disciplinary actions despite the fact that it may be the first offense.

### AHS RESEARCH MANUAL

This handbook is designed to be an easy reference to use when writing a paper in any class that requires you to research information. There are three important steps to understand about writing a research paper:

- Developing a thesis statement
- Listing sources you use in your paper (Works Cited)
- Showing where you use that information in your paper (Parenthetical Documentation)

**THESIS STATEMENT** is a sentence that sums up your position as the writer of the paper. It contains three parts: A statement of the subject, a position about that subject, and one or more reasons for that position.

EX: new laws should be passed to protect whales which are becoming extinct because humans have harmed them in several ways.

### RESPONSIBLE RESEARCH: USING MLA FORMATS

Although there are a number of research style manuals, the Amesbury Public Schools use the formats in *MLA Handbook* (Modern Language Association) since it is frequently used in college classes. Since there are numerous specific samples of formats, refer to the **How to Cite** guide that can be found on the Roland H. Woodwell Library and Media Center website. To find the document go to:

- Amesbury High School website (<http://www.amesburyma.gov/AmesburyHigh.cfm>)
- Select *Library* from the *Quick Links* list on the left hand side of page
- Select *How-to Guides* from the left hand side of the page
- Select the How to Cite file from the choice of guides



Or consult a text that has been recently updated since styles change frequently. MLA formats should be used in any assignments that ask students to refer to a source so that students avoid plagiarism and remember to “give credit where credit is due.” Formats are for Parenthetical Documentation and Works Cited list.

Parenthetical Documentation: The simplest way to credit a source is to insert the information in parentheses after the words or ideas taken from that source. Use the **author’s last name** and **the page number** of the information from the source. Place it at the end of the sentence, before the end punctuation. [Example: (Smith5).] When Paraphrasing, make it clear where your borrowing begins by using the author’s name in the text of the paper [EX:”Smith points out that...”] Documentation is needed for any information that has been quoted, paraphrased, or summarized from a source.

Works Cited: Lists in alphabetical order all of the sources used in a paper, speech, poster, power point presentation, etc.. Although there are numerous specific formats for different types of sources, there are the basic formats:

*Book:* [use title page, not cover]

Author’s last name, First Name. *Book Title*. City:Publisher, date.

*Periodical:*

Author’s last name, First Name. “Article Title.” *Periodical Title* date: page #.

*Online Sources:*

Author’s last name, First Name. “Title.” *Site Title*. Date of posting or last update. Site Sponsor [database]. Date accessed.*Web*.

### **Armed Forces Recruiting On Campus**

The Armed Forces Recruiter Access to Students and Student Recruiting Information Act (FOREPAW) states "Schools must make student names, addresses and telephone numbers available to military recruiters and institutions of higher education. Parents and students may "opt out" of this requirement so that such information is not released without their prior consent." In order to "opt out", parents and students must present a written request to the principal of the school.

### **Guidance Center**

The function of the Guidance Center is to assist students to gain maximum benefit from their educational experiences through counseling and guidance in relationship to their academic and personal needs. Understanding, acceptance and empathy with the students essentially characterize the counselor’s role in order to aid in their emotional and education growth. Counseling is an integral part of the school, particularly with the complex and involved situations with which students are confronted today. The key areas, which are covered, are personal concerns and needs, academic counseling, career information and educational and job placement. Students are encouraged to visit their counselor at the Guidance Center whenever there is a necessity.

### **College Fairs and College Visits**

Representatives from trade schools, technical schools, business schools, nursing schools, junior colleges and four-year colleges will visit AHS to speak with interested students in mini-fairs held by the Guidance Center. Students are encouraged to visit the colleges of their interest. They may do this by informing their Guidance counselor who will set them up with the proper paperwork.

## **Course Changes**

A course cannot be changed after the end of the first week of the quarter without the completion of a course change sheet. This document must be signed by administrator PRIOR to a schedule change being made.

Any student transferring into a course must make up all work to the satisfaction of the teacher. It is the responsibility of the student to go to the teacher within the first two days and determine what has to be done and when it is to be completed. The student's transcript will display a "W" for "Withdrawn," and a "P" or an "F" to indicate that he or she was passing or failing at the time he or she changed the course.

ALL BOOKS AND MATERIALS MUST BE RETURNED TO THE TEACHER OR, if lost, paid for BEFORE THE COURSE CHANGE CAN BE COMPLETED.

## **Health Services**

### **Nurse's Office**

The school nurse is in attendance from 7:30 a.m. through 2:30 p.m. The nurse will administer emergency treatment to students and staff members in case of illness or accident during the school day. Based on his/her assessment and parental contact, the school nurse will approve a student's dismissal from school due to illness.

### **Prescription Drug Procedures**

Any student who is required to take medication during the school day must comply with the following regulations:

- Written orders from a physician detailing the name of the drug, dosage, and time interval, is to be given. A properly labeled medication bottle from the pharmacy with the student's name printed on the label is acceptable for short term medication. Student's requiring long term medication should have a medication administration plan on file.
- Written permission from the parent/guardian of the student requesting that the school system comply with the physician's order must be given.
- Medication MUST be brought to school in a container appropriately labeled by the pharmacy or physician.
- Each medication given on an ongoing basis must be recorded, which includes date, time and initials of person giving the medication.

## **Library and Media Center**

Students may checkout and return materials during the school day. Materials are due in 14 days and most items may be renewed. If any materials are lost or damaged, the borrower must report it at once. The Media Center staff will inform the student of the replacement cost. Outstanding obligations will result in the loss of a student's Media Center privileges. All students are asked to respect the rights of others when using the Media Center.

The AHS Library Media Center's homepage provides access to databases for any research purposes for any course.

## **Acceptable Use of Electronic Devices**

The use of electronic media such as computers, the INTERNET, e-mail, etc. is a privilege essential to learning that offers new freedoms, yet demands new responsibilities. The purpose of computer use is educational. Using computers for public forum, commercial purposes, or political lobbying is considered inappropriate and unacceptable. Furthermore, the user shall not use the network to perform any act that is illegal or unethical such as copyright law infringement, knowingly passing on viruses, use of inappropriate language or the infiltration of any programs.

All students are required to sign an Acceptable Use Contract before being allowed access to the school network. The school network may be monitored and the violation of such guidelines will result in loss of electronic media privileges and/or other consequences.

Personal portable music devices may be used before or after school. They may also be used during the student's lunch period and at teacher discretion in classrooms. Students having a cell phone, iPod, or other unnecessary electronic device capable of storing data, out in class, whether on or off, or in use during an assessment process, will result in an assumption of academic dishonesty and a disruption of the educational process.

### **Cell Phone Use**

Use of cell phones for educational purposes is at the discretion of the individual classroom teacher. Students are expected to respect the specific rules of each classroom teacher with regards to cell phone use. Please note that any student having a cell phone out in class, whether on, off, or in uses during an assessment process will result in an assumption of academic dishonesty and a disruption of the educational process.

### **Social Networking**

Inappropriate use of social networking sites during or outside of school, including, but not limited to slanderous, bullying, or compromising statements or videos, will result in disciplinary action and may impact a student's ability to receive school based awards as well as acceptance into honor societies.

### **Sweep Searches**

When authorized school personnel have reasonable suspicion to believe that a student has control of a contraband item in his/her possession or in a locker, a search may be conducted. Sweep type searches conducted by police of all areas in the school way to keep our school drug free. Such sweep searches may include the use of specially trained dogs.

### **Rights of 18-Year-Old Students**

When a student turns eighteen, s/he has some of the same legal rights as an adult. However, the school can continue to keep parents informed about a student's progress and whereabouts.

The school cannot require that the 18-year-old's parents sign your report card or sign permission slips for field trips. As an adult, the student can give himself/herself permission to go on a trip. The school cannot require that absence notes be signed by a parent. If school officials wish to verify the truth of the absence note, they may require the signature of another adult. Your school can notify parents that a student was absent. The rights of 18-year-olds have been limited by Chapter 480 of the Acts of 1981, which amends the student records Regulations. Parents now have access to the record even if the student is 18. Eighteen-year-olds must still follow the regulations of the school in all areas, including dismissal procedures.

### **Assault**

Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff, students or visitors on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal. Assault is defined as intent to cause harm.

A student who physically or verbally abuses or threatens any teacher, other staff member, or other student is subject to an out of school suspension of up to five school days with review for possible expulsion. The student may also be subject to criminal and civil prosecution according to Federal and State laws.

Any student who is charged with a violation of any of the previous paragraphs shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at said hearing.

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 this 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.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

### **Attendance**

**Absence:** Absence is the nonattendance of a student on those days when school is in session. In order to be considered in attendance for the school day, a student must be in school for at least half of the time in the school day. School is in session 7 hours per day. Students must be in school 3.5 hours per day in order to participate in all after school activities.

**Tardiness:** Tardiness is being late for school and/or class. Students with A-Block class, arriving after 7:20 a.m. must sign in at the main office prior to attending any class. Students without an A-Block class, arriving after 8:00 a.m., must sign in at the main office prior to attending any class.

**Excused absence:** Examples of excused absence are, but not limited to, the following reasons: personal illness, quarantine or death in the family. Student grades may not be lowered because of excused absences.

**Students with excused absences shall have at least as many days to make up work as their absence with a minimum of 2 days.**

**Unexcused Absence:** Examples of unexcused absence are, but not limited to, the following reasons: absence through parental neglect, employment, truancy, cutting class, baby-sitting and household work.

Attendance at all classes is mandatory unless a student is properly excused or dismissed by the Principal or designee. A student will receive and excused absence for the following reasons only:

1. Personal illness (dismissal by a nurse or administration only)
2. Family emergency
3. Approved dismissal for medical, dental or legal appointment
4. Field trip
5. Jury duty
6. Other approved educational events

**Students requesting dismissal for any reason must bring a written request to the main office BEFORE school on the day of dismissal.** The request must be signed by a parent or guardian and must specify the reason for dismissal. When ill, students should go to the nurse to call parents for dismissal. No student should leave the building for dismissal without checking in the Main Office first. School administration will verify all requests for dismissals.

## Unexcused Absence from School

The following are examples of unexcused absences from school:

1. Working at home.
2. Gainful employment.
3. Missing the bus or oversleeping.
4. Hairdresser appointments.
5. Shopping.
6. Babysitting.
7. Vacations. (n.b.: Vacations taken with mother, father, and/or guardian may be excused but will count toward the 5-day attendance rule.)

When the student's absence from school is unexcused, the student's parents will be notified of the absence. The discipline for each absence will be as follows:

**1<sup>st</sup> offence:** one day Saturday School Program (S.S.P.)

**2<sup>nd</sup> offence:** two days S.S.P.

**3<sup>rd</sup> and subsequent times:** court action will be taken.

### Unexcused Absence from Class

**1<sup>st</sup> cut:** one day S.S.P.

**2<sup>nd</sup> cut:** one day S.S.P. and parental contact

**3<sup>rd</sup> cut:** one day suspension and parental contact

For the purpose of school attendance and co-curricular activities, a student must be in school by 11:00 a.m. unless previously excused by the administration.

### Five Day Attendance Rule

ATTENDANCE AT ALL CLASSES IS MANDATORY.

ALL ABSENCES MUST BE PROPERLY VERIFIED.

Any student whose absence from any class exceeds 5 class periods per quarter may lose credit in that course. Any freshman or sophomore whose absence from physical education classes exceeds five class periods per quarter, and any junior or senior whose absence from physical education classes exceeds two (2) class periods per semester may lose credit in that class.

**Absences, both excused and unexcused, shall be included in the 5 days per quarter.** The Principal, or designee, may waive certain absences and such absences shall not be counted toward the limits defined in the rule. Such absences include, prolonged illness, verified by a physician, death in the family, school approved activities, and others deemed by the principal or designee to be reasonable.

After the fifth day of absence in a class, there is an expectation that time missed will be made up in order to receive credit.

At the end of the quarter, a student with six or more absences may appeal the loss of credit for that course. Upon notification by the Assistant Principal, a student will have three school days to appeal. The teacher and Assistant Principal will meet to discuss a student's situation when the appeal is made. These appeals will take place at the end of each quarter by the designated Assistant Principal of the student.

**Notice:** The State of Massachusetts requires 95% attendance for all students in the junior and senior years as a prerequisite in appealing the MCAS testing requirement. Students who do not meet the 95% requirement may not appeal their failures on the MCAS test to the Department of Education.

### **Automobiles**

Speed limit on school property as set by the Amesbury School Committee is 10 miles per hour at all times. Conspicuous signs point out entrance, exit, and bus loading areas. For the safety of all, students are expected to drive carefully and observe these regulations.

The parking area in front of the school is reserved for the office personnel, visitors and staff. No parking is permitted outside the main entrance to the Gym, around the loading area, or in the area just outside the cafeteria during school hours. All areas on the perimeter of the building are reserved for faculty and staff.

The main parking lot area is reserved for student parking. Only juniors and seniors will be permitted to drive to school and park in the designated student parking area. Cars are to be left unoccupied during school hours. Since driving a car to school is a privilege and not a right, it can be withdrawn, if abused. Automobiles parked illegally will be ticketed and/or towed at the discretion of the administration.

Parking in a spot that is not reserved/designated for you (including visitor parking) is not permitted. A two week loss of parking privileges will occur, if violated.

All vehicles parked in fire lanes and non-designated parking areas will be ticketed and towed without warning and at the owner's expense. Vehicles parked on school property may be searched when administrators have a reasonable suspicion to do so.

### **Cafeteria Conduct**

- All students are expected to eat lunch in the cafeteria. Students are not permitted to be in classrooms or hallways during their lunch.
- No food is to be thrown in the cafeteria.
- No gambling of any kind is permitted.

### **Conduct**

1. Conduct in the corridors must always reflect respect for the rights of others.
2. During class, any student who is in the hallway or restroom must have a written pass.
3. Students who are assigned to directed study are to report each day to his/her directed study teacher.
4. There is to be no gambling in school.
5. Food and drinks, with the exception of water, are restricted to cafeteria, foods rooms and teachers' workrooms.
6. Students must receive administrative and/or medical pre-approval to use the elevator.
7. Students may keep sealed drinks in lockers for consumption in appropriate areas. Water is the exception to the rule.

**Violations of school conduct rules will result in appropriate consequences, which may include detention, Saturday School, or suspension.**

### **Destruction of Property**

Destroying, defacing, or otherwise vandalizing school property will not be tolerated. Any student reported for this type of offense will be referred to the appropriate dean. Out of school suspension, along with restitution, shall be required before a student may return to class. Also, a parental conference shall be required. The same point applies to the personal property of students and teachers.

## **Detention**

Detention will be held on Tuesday and Thursday from 2:30 - 4:00. All students must be prepared for silent study. All students must have books.

## **Discipline Code**

In any case of school disturbance, either at school or during a school event, the administration has the right to use its discretion in order to maintain the proper school atmosphere and decorum. Administration reserves the right to restrict co-curricular participation, including athletics, as a discipline measure. The Principal or designee has the authority to handle extraordinary matters not otherwise covered by this handbook in a way that he/she believes will be in the best interest of the school and the individuals who may be involved.

## **Disruptive Classroom Behavior**

**Any student requested by a teacher to leave an assigned classroom must:**

1. Report directly to the main office and sign in.
2. Report to the teacher at the end of the school day or prior to 8:00 the next morning. Failure to do so will be considered insubordination.
3. After conferring with the student, if the teacher is not satisfied, the teacher will make out a referral form and turn it in to the appropriate dean. Student should anticipate attending teacher detention within the week.
4. According to Massachusetts Regulations, a student excluded from class must make up time that is missed.

## **Dress Code**

“While recognizing Chapter 71, section 83 of the General Laws of Massachusetts, states ‘School officials shall not abridge the rights of students as to personal dress and appearance except if officials determine that such personal dress and appearance violate reasonable standards of health, safety and cleanliness’, students are to dress in a manner that is appropriate for a place of work and study. This guideline is in direct support of Amesbury High School’s Mission Statement. Accordingly, all male and female students and their guests attending Amesbury High School are expected to adhere to the following guidelines concerning personal appearance:

- No open backed clothing or clothing that is exposed the midriff can be worn.
- When safety regulations are in effect, (i.e. PE class, working with machinery) clothing must conform to the teacher/administrator’s requirements to ensure the personal safety of the student.
- Articles of clothing, jewelry, etc. must not displace insignias or designs such as those advertising tobacco products, alcohol, drugs, weapons or sexual material or containing slurs regarding race, ethnicity, religion, disabilities or sexual orientation.
- Shoes must be worn at all times.
- Students are allowed to wear hats in the corridors and the lunchroom. Teachers have discretion to have students remove their hats or wear hats in the corridors and the lunchroom. Teachers have discretion to have students remove their hats or wear them in their classrooms. Students violating a teacher’s classroom policy are insubordinate.
- Hoods may not be worn in the school building at any time.

## **Fees for Classes**

Students must be informed of any fees required for a class prior to enrollment. If a student is financially unable to meet these financial demands, a fee waiver will be available.

## **Guests Passes**

Guests are not allowed in school unless permission is granted by the principal or designee. Ordinarily such permission will not be granted except in unusual circumstances. Guest passes to dances will only be given to students who are in grades 9 through 12 who attend schools other than Amesbury High School. In addition to AHS guest forms being completed, all guests must provide a copy of a picture ID.

## **Hazing**

### **Chapter 269, Section 17, 18 and 19**

#### **Statutes to be provided to Student Groups;**

#### **Compliance Statement and Discipline Policy Required**

**Section 17.** 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.** 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. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19.** 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’s 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 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. Added by St. 1985 c. 536, amended by St. 1987, c.665; St. 1998, c. 161, ss 557, 558.

## **Chapter 71, Section 37H 1/2**

### **Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal**

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

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. 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 of 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 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 council. 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 of 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.

Upon expulsion of such student, no school or school district shall be required to provide educational services to the student. Added by St. 1992, c. 380, s. 2.

## **Chapter 222 of the Acts of 2012, An Act Relative to Student Access to Educational Services and Exclusion from School**

### **A. Discipline procedures: suspensions and expulsions**

The new law:

- Amends G.L. c. 71 by adding a new section 37H  $\frac{3}{4}$  that addresses all suspensions and expulsions for reasons other than those covered in section 37H (dangerous weapons, controlled substances, and assaults on education staff) and section 37  $\frac{1}{2}$  (felony complaint);
- Under section 37H  $\frac{3}{4}$ , directs school decision makers at student disciplinary meetings or hearings to: 1) exercise discretion in deciding consequences for the student; 2) consider ways to reengage the student in the learning process; and 3) avoid using expulsion as a consequence until other remedies and consequences have been tried;
- Under section 37H  $\frac{3}{4}$ , requires that districts provide 1) written notice to the student and parent or guardian of the reasons for suspension or expulsion in English and the primary language spoken in the home of the student, and 2) the opportunity for the student to meet with the principal or headmaster to discuss the reasons for suspension or expulsion, before the suspension or expulsion takes effect. The principal or headmaster must make reasonable efforts to include the parent or guardian in the meeting with the student.
- Defines the process that school officials must follow under section 37H  $\frac{3}{4}$  if the decision is made after the meeting to suspend or expel the student, including notice of the student's appeal rights, if applicable, and the appeal process;
- Limits the length of suspensions or expulsions under section 37H  $\frac{3}{4}$  to 90 school days;
- Requires the principal or headmaster to notify the superintendent in writing of the out-of-school suspension of a student enrolled in kindergarten through grade 3, the alleged misconduct, and the reasons for out-of-school suspension, before the suspension takes effect;

### **B. Opportunity for students to make academic progress while suspended or expelled**

The new law:

- Amends sections 37H and 37H  $\frac{1}{2}$  to require districts and charter schools to continue to provide educational services to any student suspended or expelled under these sections;
- Requires principals and headmasters to create a "school-wide education service plan" for all students who are suspended or expelled for more than 10 consecutive school days, whether in or out of school, so that students have an opportunity to make academic progress. Education service plans may include, but are not limited to, tutoring, alternative placement, Saturday school, and online or distance learning;
- States that students who are suspended from school for 10 or fewer consecutive school days, whether in or out of school, must be provided an opportunity to make academic progress during the period of suspension, to make up assignments, and earn credits missed;

- Establishes that if a student moves to another district during a period of suspension or expulsion, the new district must either admit the student or provide educational services to the student during the period of suspension or exclusion;

### **C. Students who permanently leave school**

The new law amends G.L. c. 76, § 1, which sets forth the process for establishing that a student has permanently left school. As amended, the statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.

\*Refer to pages 43-49 to read the complete law.

### **ID Cards**

All students must carry their ID cards while they are in school, including at co-curricular activities. Students who lose their ID card must replace it immediately and pay the replacement cost of \$5. ID cards must be shown at dances to be admitted. A student who refuses to identify himself/herself will be considered insubordinate.

### **Incomplete Grades**

It is the responsibility of the student to make-up incomplete work within two weeks after the date that report cards are issued. Failure to resolve the incomplete may result in loss of credit.

### **Leaving During the School Day**

Only students on National Honor Society, when they have no class, interns, Work Study students, dual enrollment students and Big Brother/Big Sister students are permitted to leave the building without Administrative permission provided they have signed out using the proper procedure for their respective organization. Students must exit the school building by no other exit except the main entrance/exit. All doors leading into the building will be locked from the outside during the school day. Upon returning to school, students must enter through the front door and sign in at the main office.

Students are also not allowed to be in the parking lot without permission. The penalties for students who leave the school building without permission are as follows:

**First offense:** One day S.S.P., loss of car privilege for two weeks.

**Second offense:** One day S.S.P., loss of car privilege for four weeks.

**Third offense:** Will be handled at the discretion of the administration. These penalties are in addition to any penalties the student may receive for missing classes.

## **Lockers**

**Lockers are the property of Amesbury High School and are subject to search without notice by school officials.** Lockers will be assigned to students at the beginning of their freshman year. Students are expected to use their locker that is assigned to them and are responsible for the care of their locker.

Students are advised that school personnel may, from time to time, need to open lockers for various reasons. Therefore, students should not put anything confidential in their lockers. Students are encourage to purchase a school approved lock for lockers at the main office. Other locks may be removed by school officials.

## **Lost and Found**

Lost and found articles should be turned in to the Main Office. Students should inquire in the office for lost property.

## **Morning Exercises**

Students may participate in the morning flag salute and a moment of silence. Students are asked to respect the rights of those who wish to do so. Morning announcements will also be read at this time.

## **Non-School Trips**

When a family chooses to vacation at times during the academic year other than school vacations, it is the student's responsibility to make up work in a timely manner.

- A non-school trip form must be submitted to the front office one week prior to the absence.
- Assignments are due on the day of the return to school after the trip, unless otherwise designated by the teacher.
- It is the student's responsibility to inquire about all class work/activities missed.

## **Outside Assessment**

If a student requires outside assessment, treatment or evaluation, a conversation with administration must occur to determine the need for a re-entry meeting prior to that student's re-admittance to school.

At the re-entry meeting, official documentation from the doctor, hospital or assessing organization must be provided to the school personnel and state the terms and conditions for that student's reintegration into the school community.

Composition of the re-entry team will be determined by the school administration.

## **Possession or Use of Weapons or Controlled Substances**

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in **Chap 71 SEC 37H**, including, but not limited to, marijuana, cocaine, and heroin, shall be subject to suspension from school for an amount of time be determined by administration and/or subject to a hearing for possible expulsion from the school by the principal.

## **Saturday School Program**

**7:30 - 11:30 a.m.**

The Saturday School Program (S.S.P.) is designed to provide a supervised location for students who have not followed the rules and regulations of Amesbury High School. Students must bring books, pens, etc. that will be needed for the day in S.S.P. when they arrive in the morning and be prepared for silent study.

### **Rules of the Saturday School Program include the following:**

1. On the day before S.S.P., students will ask each subject teacher for work to be done in S.S.P. the next day.
2. Students must remain seated, silent, and busy with contracted work during all work periods.
3. Students do not leave the S.S.P. without permission.
4. Cell phone usage is not allowed during S.S.P.

Failure to abide by the rules of S.S.P. may result in an out-of- school suspension and the student will still be required to serve S.S.P. for the original offense.

### **Schedule Conflicts**

Students will not be penalized in other activities for attending any of the following: National Honor Society Induction, graduation, financial aid workshops, Honor Awards Night, college visits, school trips, State and Regional Student Advisory Council meetings, or other activities so designated by the administration.

### **School Insurance**

The School Department offers a voluntary low-cost insurance program. Any student who is covered by this policy must report to the nurse when he or she is involved in an accident or injury. A report must be filed before medical costs will be covered by the insurance company.

### **Social Probation**

Consequences for repeated and/or serious handbook infractions, including but not limited to class cuts, tardiness, and failure to attend assigned Saturday School may include the loss of privilege to attend the prom, school dances or other social events as deemed appropriate by the administration.

### **Student Responsibility for School Issued Equipment and Supplies**

Each student is responsible for all equipment and supplies that are issued to the student by the school. If the material is lost, destroyed, damaged, or otherwise rendered unusable, the student is liable for the replacement cost of the item.

### **Suspension**

A student faced with suspension for 10 days or less is entitled to a hearing where the student will receive the following:

1. An oral or written notice of the charges
2. An explanation of the basis for the accusation, and
3. An opportunity to present his/her side of the story.

The hearing must take place before the suspension begins unless the student's presence at school endangers people or substantially disrupts the academic process. If immediate suspension is necessary, the hearing must follow as soon as possible. In any case, the student must be told the maximum length of the suspension.

A suspended student is forbidden to participate in any school activity on or off the premises, or to be in the building or on the school grounds during the period of suspension.

The duration of a suspension is from the time that the student is sent home from school until she/he is officially reinstated. She/he will be reinstated on the day that the suspension ends at a time corresponding to the time of the suspension. If, however, the time is after 11:00 a.m., the student will be unable to participate in any co-curricular activities for which s/he would have been eligible.

It is our policy to meet with the parents and the student following any out of school suspension. We believe that a clear understanding between the school and the parent is the best way to promote improved behavior by the student.

**The following offenses will result in suspension:**

1. **Possession and use of drugs, synthetic drugs, alcohol and/ or paraphernalia associated with either on school premises or at school events:**  
The Amesbury Public Schools and the Amesbury Police Department jointly execute the conditions set forth in the MEMORANDUM OF UNDERSTANDING, signed August 1986. THE POSSESSION, USE, DELIVERY, TRANSFER, OR SALE OF ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES BY STUDENTS. WHILE IN SCHOOL, PRIOR TO OR DURING SCHOOL SPONSORED EVENTS, OR WITHIN A RADIUS OF 1,000 FEET OF SCHOOL PROPERTY IS EXPRESSLY FORBIDDEN.
2. First Offense: Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be suspended for up to five (5) days and will be ineligible for participation in all co-curricular activities for a period of up to two (2) weeks.
3. Second Offense: A second offense will result in up to a ten (10) day suspension. Parents and law enforcement will be contacted immediately upon verification of the violation. Appearance before the school committee for disciplinary action will be at the discretion of the building principal or his designee.

The principal or designee may reduce the suspension and the loss of co-curricular eligibility if:

- a. The student agrees to see a designated System wide Intervention Team member and follow his/her recommendations satisfactorily; OR
- b. The student and family agree to a drug and alcohol assessment provided at a State approved alcohol/drug agency in the community and conducted by a certified alcoholism/drug abuse counselor and follow his/her recommendations.

Failure to follow the recommendations will result in the full 5 day suspension.

Students exhibiting evidence of acute intoxication, incapacitation or a drug overdose in school or at a school sponsored event will be transported immediately to the local hospital, followed by immediate notification of parents and police. Following his/her return to school, the penalties outlined in this policy will be implemented.

Reductions in length of suspension of co-curricular ineligibility or of withholding expulsion may be revoked whenever a student fails to demonstrate compliance with the expectations of or satisfactory progress in the Intervention Program.

4. **Smoking, use of and possession of tobacco products, and use of electronic or vapor cigarettes:**  
Anyone 18 years old or older may possess tobacco products but cannot use them on school property. Smoking and use or possession of tobacco products for students under 18 years old is prohibited on school property.

**Consequences:**

- First offense:** Two afternoon detentions  
**Second offense:** Saturday School Suspension

Fines and consequences increase commensurate with the number of violations.

5. **Fighting:**

**First offense:** One to five days out-of-school suspension

**Second offense:** Second and Subsequent offenses may result in a hearing to determine consequences for their actions.

6. **Threats:** Threats are verbal or written statements of what will be done to hurt someone that a victim reasonably believes the defendant can commit. Threats are also willful, malicious and repeated following or harassing of an individual with intent to place that person in imminent fear of bodily injury.

**First offense:** Up to two days out-of-school suspension

**Second offense:** Up to five days out-of-school suspension and parent conference for reentry.

Subsequent offenses will be handled at the discretion of the administration and may include recommendation for expulsion.

7. **Stealing:** Stealing in school or during a school activity may result in up to two days out-of-school suspension. Legal action may be taken. This includes any and all academic materials. *Possession* of stolen materials is considered in the same category as *stealing* materials.

8. **Profanity:** Profane talking or vulgar language in school is not allowed.

**First offense:** Detention or Saturday School Program

**Second offense:** Saturday School Program

9. **Profanity Directed Toward Any Staff:** Profane talking or vulgar language directed to the teacher or staff member in response to a reasonable request or directive will result in the following:

**First offense:** One day out-of-school suspension

**Second offense:** Up to two days out-of-school suspension

**Third offense:** Indefinite suspension

10. **Insubordination** is defined as a student's refusing to comply with a reasonable teacher or staff request.

**First offense:** Saturday School Program

**Second offense:** One day out-of-school suspension

11. **Academic Dishonesty:** Academic dishonesty will not be tolerated in any instance where cheating, plagiarism, copying, or sharing of the same materials is detected, a zero will be entered in the grade book for the assignment, quiz, test, paper, etc.

- The instructor will notify his/her department chair/director/Administrator and the parent/guardian of the student.
- Upon request, a conference will be arranged by the instructor and this meeting will include the parent/guardian, student, instructor, and the department chair/director.
- A report of the conference will be made to the Dean of Curriculum and a referral will be placed in the student's discipline file.

A student violating this policy may be subject to the following consequences:

- Immediate parent notification
- Department chair/director/Administrator notification
- A zero will be assigned for the assignment, quiz, test, paper, final exam, etc.
- Student may receive a suspension from school.

Teachers will clearly define when students may work together on assignments.

12. **Inappropriate Use of Technology:** Any use of technology without prior teacher permission is considered inappropriate. Inappropriate usage includes, but is not limited to, copying programs, sending inappropriate messages, or printing inappropriate writing, accessing websites without pre-approval, or using another student's password.

**First offense:** S.S.P., loss of technology, parent contact

**Second offense:** One day suspension, loss of technology, parent conference

**Third offense:** up to two days suspension, loss of technology, parent conference.

13. **Bus Conduct:** Consequences for infractions of the code of conduct regarding buses are as follows:

**First offense:** warning up to S.S.P., parent contact

**Second offense:** Detention up to S.S.P., loss of bus privilege

**Third offense:** S.S.P. up to one day suspension, extended loss of bus privilege

14. **Personal Electronic Devices:** Improper use of personal electronic devices may result in the following:

**First offense:** Warning

**Second offense:** Detention and loss of use up to two weeks.

**Third offense:** S.S.P. and indefinite loss.

As per our MOU with the Amesbury Police Department, police notification may occur as a result of any above violations.

### **1-2-3 Suspension**

This tool can be utilized at administrations' discretion when a student is experiencing difficulty in a particular classroom. The first time the student would be removed from class for one period. The teacher and the student must meet. The student would attend the remainder of his classes that day. After the second incident, the student would be removed from the class in question for two days. A meeting must take place between the teacher, student, parent and Program Director. The third situation results in removal from class for three days. After the third time, the teacher, student, parent, Program Director and administrator must meet. If the problem continues, further disciplinary action will be taken.

### **Tardiness**

ALL TARDINESS TO SCHOOL will be handled in the same manner regardless of the reasons. After the bell, all students not in their block 1 class are late and must report to the main office where they will be issued a late pass and permitted to report to their first period class.

A student cannot be chronically tardy to school nor dismissed from school early simply because s/he has a directed study either Block 1 or Block 4. If this occurs, appropriate disciplinary action will be taken.



ANY STUDENTS KNOWING THAT THEY WILL BE LATE AT THE BEGINNING OF SCHOOL FOR AN EXCUSABLE REASON SHOULD NOTIFY THE OFFICE ON THE DAY PRECEDING THE APPOINTMENT TO AVOID BEING CONSIDERED AN UNEXCUSED TARDY. TARDINESS WILL BE CONSIDERED EXCUSED ONLY FOR 1) SCHEDULED AND EMERGENCY MEDICAL/DENTAL APPOINTMENTS AND 2) SCHEDULED COURT APPEARANCES. ALL OTHER TARDINESS WILL BE CONSIDERED UNEXCUSED.

On the fourth, fifth, and sixth time tardy per quarter, the student will be assigned office detention. On the seventh tardy, the student will be assigned to S.S.P. Tardies are calculated on a quarterly basis.

In order to conform to the Massachusetts Time on learning mandate, teachers may ask students to make up the time missed from class due to tardiness to school.

### **Teen Dating Violence**

The Amesbury Public Schools is committed to creating a school climate that is supportive, respectful, and safe. It is further committed to a climate that is free of violence and harassment among students, staff, and visitors in its schools.

The Amesbury Public Schools will not tolerate any displays of teen dating violence in its schools, on school grounds, or at school functions. Acts of violence will be dealt with promptly (see assault policy page 35). If an incidence of dating violence occurs, interventions will include disciplinary actions up to and including expulsions. Additionally, recommendations for counseling may be made.

In the event of a dating violence incident, the following persons will be notified: the principal or his designee, caretakers of victim, caretakers of offenders, guidance counselor, school resource officer, and school nurse. Additionally, notification to outside resources may include: the police, hospital, women's crisis center, District Attorney and Department of Social Services.

### **Complaint Procedures**

A complaint of dating violence may be filed by a victim, student, parent, or staff member. The complaint may relate to verbal, nonverbal, written, physical or sexual behaviors which are observed, reported, or experienced. The complaint may be filed verbally or in writing using the harassment complaint form, to the principal, his/her designee or equity coordinator. A prompt inquiry of the allegations will be initiated following the protocol for sexual harassment investigation. The investigation will maintain confidentiality to the extent consistent with a fair and full investigation whenever practicable.

### **Video Surveillance**

Students should be aware that there are surveillance cameras throughout the building and outside the building that are recording 24 hours a day.

### **Work Permits**

Students may acquire work permits in the main office of Amesbury High School.

### **Publication of Student Photos and Student Work**

We are proud of the variety of accomplishments that our students make and we enjoy sharing the news of their accomplishments with the community. As a result, pictures of students and/or student work may be published in several different forms including, but not limited to, the school or local newspaper, bulletin boards, teacher websites, and other electronic media forms. Display of pictures is selective and appropriate. If you prefer that your child's photo and/or student work not be published in the manner described above, please send a written request to the principal, Mrs. Elizabeth McAndrews. Once a written request is received, every effort will be made to ensure that the identified student's picture and/or work will not be displayed.

## ATHLETICS

The following sports are offered at Amesbury High School:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading	Basketball(Boys/Girls)	Baseball
Cross Country(Boys/Girls)	Cheerleading	Softball
Field Hockey	Ice Hockey	Tennis
Football	Indoor Track	Track and Field
Golf	Co-Op Wrestling w/Whittier	Co-op Boys Lacrosse w/Triton
Soccer (Boys/Girls)		

In order to be eligible to participate in co-curricular athletics, a student must pass a required physical examination each year. Private physicals are good for 13 months. All athletes must also conform to the rules of the MIAA.

### **Academic Requirements**

A student must be secure during the last marking period preceding the contest passing grades in at least three courses. The student cannot fail more than four courses during the year. Eligibility shall be determined only on the date when the report cards for that ranking period have been issued to the parents/guardians of the students.

**A.** A student who repeats work upon which the student has once received credit cannot count that subject a second time for eligibility.

**B.** A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has previously been failed.

**C.** Students receiving services under Chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype, may be declared academically eligible by their principal or designee provided that all other eligibility requirements are met.

### **Chemical Health**

The following rules will apply when athletes are on or off the school grounds, with the exception of the use of tobacco, where the following will govern the extra health rules must be followed.

MIAA Rule 62 – The Chemical Health Rule states that from the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later, a student shall not, regardless of the quantity, be in the presence of, use or consume, possess, buy/sell or give away any beverage containing alcohol, marijuana or any controlled substance or tobacco. 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 the student's doctor. In order for a chemical health suspension to be completed, a student athlete must remain a member of the team and finish the season in good standing during which the suspension was served.

## Local Amesbury Sports Rules

1. No student shall take part in any practice or athletic contest on any day in which he/she is absent from school during the day without the expressed consent of the principal or principal's designee. **TO BE CONSIDERED PRESENT FOR THE PURPOSE OF THIS RULE THE STUDENT MUST BE PRESENT IN SCHOOL FOR AT LEAST HALF THE DAY.** Any student dismissed from school due to illness will not be allowed to participate in any athletic or co-curricular event on that day. If a student is not present for the last day of school in a week, they are not eligible for participation in co-curricular events until they have attended school for the required amount of time in a given day.
2. Practice and games are normally scheduled during vacation periods. The pressures placed upon the student athlete are lightened due to the decrease in academic demands during vacation periods. It is extremely important that student athletes who have made a commitment to their athletic program have an obligation to his or her teammates and coaches to prepare as well as possible in order to compete safely in the sport. It is understood that missing practices will lead to issues concerning safety, missed skills and knowledge while absent from competitive training. These concerns mandate a delay in returning to active competition. Upon returning from a vacation, the vacationing student athlete will immediately begin practicing and dress for games.
  - a. A student who has missed four to six days should practice and dress for games.
  - b. A student who has missed three or less days should practice a minimum of two days prior to participating in a game.
  - c. However, it will be at the coach's discretion to evaluate the length of the absence and the amount of re-conditioning necessary for their sport.
3. No student shall participate in any athletics at Amesbury High School unless s/he is willing to:
  - a. Attend all practice sessions and games unless ill or excused.
  - b. Observe such other rules as may be made by the coaches and/or trainer. (Failure to abide by these rules may result in a student being dismissed from the squad.)
4. No student shall change from one sport to another after the first scheduled contest has been played without the approval from the coach of the sport s/he is leaving, the coach of the team s/he is joining and the Assistant Principal of Students/Activities.
5. No student will be allowed to compete in any athletic activity prior to the passing of a physical examination and the receipt of a parent permission form.
6. Amesbury High School offers Football Cheering and Winter Sports Cheering. Winter sports cheering will consist of one squad that will cheer for both ice hockey and basketball. Freshman will be allowed to try out for cheerleading along with sophomores and juniors. Also, there will be mandatory try-outs for all cheerleaders each year. The only exception will be the captain of each squad.
7. The head coach has the option of recommending cutting team members from any team if excessive participants warrant such action. Coaches utilizing this option are required to receive approval from the Assistant Principal of Activities and High School Principal or designee before making any cuts.
8. Afternoon practices must not be scheduled before 3:00p.m. on school days. Practices must not last longer than 3 hours.

## Award Requirements

### Conditions Governing All Sports

1. Candidates for any award must:
  - a. Display upright conduct and the spirit of fair play at all times.
  - b. Exhibit respect for the school personnel, coaches, game official and opponents.
  - c. Return all equipment or make proper restitution.
2. All candidates for any award shall be recommended by the head coach and approved by the athletic director and the principal.
3. A member of the squad for two years or more, including junior and senior years, having shown conscientious attendance at practices and games, even through he/she fails to meet game requirements may be awarded a letter.
4. Injury to a team member having played in seasons prior to the injury, which prevents him/her from playing the required number of periods, may not prevent the team member from getting an award.
5. To be eligible for an award a team member must finish the playing season as a bona fide member of the playing squad.
6. Starting with the Class of 2013, multiple violations of MIAA rules may result in the loss of eligibility for academic awards.
  - a. **Football** – Play in half of the total quarters of varsity games.
  - b. **Field Hockey**- Play one half the total halves of varsity games.
  - c. **Soccer**- Play in one half of the total halves of varsity games.
  - d. **Cross Country**- Participate in 50% of the varsity meets and finish in the top 10 within the team.
  - e. **Basketball**- Play in one half of the total number of quarters of varsity games.
  - f. **Ice Hockey**- Play in one half of the total periods of varsity games. Goalies are the exception.
  - g. **Baseball and Softball**- Play in one half of the total innings of varsity games. Pitchers are the exception.
  - h. **Track**- Earn at least an average of one point per varsity meet.
  - i. **Tennis**- Participate in one half of all varsity matches.
  - j. **Golf**- Participate in one half of the varsity matches.
  - k. **Cheerleading**- In order to receive a letter in cheering, one must finish the season in good standing, cheer in a least half of the games, and participate in all competitions.
  - l. **Managers**- Complete two years of service, one of which must be during the junior or senior year. Managers must attend varsity practices and games on a daily basis.
  - m. **Scorekeepers, Ball Girls, Ball Boys, etc.** Must complete three years of service.
7. **In exceptional cases, the head coach may make recommendations** for letter awards.
8. **Rules for individual sports.** It is the duty of the head coach to establish rules for his/her sport which are not covered by the general rules and regulations. These rules will apply to all levels: varsity, JV and freshman. Each coach will put the rules in writing and inform all players and parents/guardians of the rules by letter prior to the start of the season. A copy of these rules will also be given to the Assistant Principal of Activities and the High School principal or designee.

## **MIAA Student Ambassadors**

Student athletes have the opportunity to be student ambassadors who sit on the MIAA Board of Directors. In order to do so, a student who is a junior or senior may submit his / her name to the Athletic Director who will choose two representatives to sit on the board.

## **Spectators**

Amesbury High School fans are encouraged to be in attendance at contests at home and away during the year. Students are reminded that their actions reflect upon AHS and the City of Amesbury. Amesbury High School students attending games, at home or away, are subject to the directives and supervision of the principal, deans, and teachers.

The following rules will be enforced at all AHS contests in any of the facilities utilized:

1. No signs or banners, except those approved by the administration will be permitted.
2. No noisemakers, horns, bells, etc., of any kind may be brought to the contest.

Offenders will be asked to leave the contest.

## **User Fees**

Athletes will be charged a user fee each season that he/she plays. The fees are designated by the School Committee. If, in the event, a student cannot honor the user fee, he/she may apply for a waiver of the fee. After two weeks from the official start of a season, requests for user fee refunds may be denied.

### **User fee for the calendar year 2016/2017**

Family Max of \$900

\$285- per AHS Sport

\$50- Co-Curricular Activities

## CO-CURRICULAR ACTIVITIES

Amesbury High School offers a wide variety of co-curricular activities, clubs and honor societies that meet after school, during school and A-Block. These activities include:

Art & Camera Club	Interact Club
*Band Activities	Literary Magazine
*Big Brother/Big Sister	Math Team
Book Club	AHS Weekly Newspaper
*Chorus	Peer Leaders
Connected	Recycling Club
Debate Club	Science Team
Drama Club	Student Advisory Council
Environmental Club	Student Council
Gay/Straight Alliance	*Yearbook

**\* denotes that they are classes that take place during the school hours.**

**Other co-curricular activities may be offered that are not funded by the school budget.**

For some of these activities, students are elected or selected to the club. Amesbury High School non-academic programs are part of the total education process. They teach and reinforce acceptable standards of social and public behavior. Therefore, programs held only for financial gain or public entertainments are not within the limits of public education objectives.

All contracts should be filed in the office and must be signed by the administration. Any exceptions to the above should be discussed prior to signing the contract and would be granted only because reciprocal guarantees have been made.

It should be understood that money raising activities that canvas or solicit from door to door are not permissible fund raising activities for an Amesbury High School program.

Students may also be included in the following honorary societies if they meet the prescribed criterion:

### **Honor Societies**

Each honor society has its own requirements for eligibility. In addition, transfer students are eligible for membership in any honor society after one semester at Amesbury High School.

#### **National Honor Society**

#### **Spanish & French Honor Societies**

#### **Mu Alpha Theta- Math Honor Society**

#### **Rho Kappa National Social Studies Honor Society**

#### **Tri-M Music Society**

## **English Honor Society**

### **Quill and Scroll**

## **Science Honor Society**

### **Forming a New Club**

Students may request that the School Committee permit a new club or organization to be created by submitting a petition, which contains at least 15 names in addition, during the pilot year, attendance, minutes, and agendas should be kept and used when seeking school committee approval. If the school committee approves the petition or request, the administration will then post the position for an advisor.

### **Rules for School Activities**

The following policies have been adopted for Amesbury High School with the above statement as a guiding principle:

1. No one is allowed at a school function if under the influence of any illegal drug or alcohol. A student in violation of this rule will be asked to leave the school, parents will be notified, and the student will be suspended from school and co-curricular activities as indicated elsewhere in this book.
2. Only Amesbury High School students will be allowed to attend dances. Individual students may bring guests by applying for a guest pass in the office at least one day in advance. The Amesbury student applying for the pass will be held responsible for a guest's behavior and conduct.
3. Once students have entered the building, they are expected to remain. If they leave the building, they must also leave the grounds, and they may not return.
4. Students are not permitted to smoke on school property.
5. Students' dress is expected to be in good taste and to be in keeping with the requirements established for each program.
6. Students who are absent from school, or dismissed from school because of illness are not permitted to attend co-curricular activities on the same day or evening.
7. All Amesbury High School rules apply to all school activities.
8. **HAZING** of any kind-covert or overt is prohibited. Chapter 269 as amended by Chapter 665 of the Laws of Massachusetts prohibits the practice of hazing and provide for a punishment of a fine, imprisonment, or both. "Hazing" is defined in Chapter 269 as "Any conduct or method of initiation which will fully or recklessly endanger the physical or mental health of any student or person" ... Students engaging in this kind of practice shall be expelled from the club or activity doing the hazing. The expulsion will include the loss of all benefits, privileges, or awards ordinarily associated with, or earned by, membership in that particular group. Furthermore, those students are subject to prosecution as described above.

### **Removal from Office**

When a student is removed from an elective office, that student will not be eligible to run for election for that office for one year following the date of removal. This will not include the Student Advisory Council due to legal restrictions. The removal procedure must be given in writing to each elected member at the time s/he takes office.

### **Class Officers**

#### **Responsibilities of Class Officers**

1. It is expected that all class officers (especially the president) will consult with the class advisors and the administration before any arrangements are set in motion.

2. Class officers are responsible for communicating information to the members of the class. For important functions, a class meeting can be held.
3. Dates for activities should be placed on the school calendar. Once the date has been placed on the calendar, the officers are responsible for implementing the necessities (music, soda, tickets, and chaperones).
4. Students who are running for office should keep in mind that there are channels of authority. Therefore, all plans must proceed from students to advisor to the principal or designee.

**FOR ALL CLASS AND CLUB ADVISORS AND STUDENT OFFICERS AND THOSE NEGOTIATING CONTRACTS FOR SCHOOL DANCES AND ACTIVITIES:**

1. All monies will be paid in full by check at the conclusion of the program. No advance deposits will be made nor any agreement made to share any of the receipts.
2. In order to fairly allot fundraising activities, a fundraising lottery is held at the beginning of the year, one for dances and one for other activities. The group drawing #1 gets first choice of a fundraising activity, and so forth. Organizations wishing to hold fundraisers should attend these lotteries. Specific information about the lotteries is available from the co-chairs of the Fundraising Committee. These people are the President of the Student Council and the Chairperson of the Student Advisory Council.

### Clubs

#### **Art and Camera Club**

Students meet on a regular basis to enhance their art and camera skills.

#### **Band Activities**

Involvement in the band can take a student to the stadium, to the auditorium, to the gymnasium and even to the streets of Amesbury. See Mr. Fijalkowski for details.

#### **Big Brother/Big Sister**

Juniors and seniors are assigned to a teacher at either the Cashman or the Amesbury Elementary School and, on occasion, the Middle School. The teacher will have the students work with individuals or small groups doing reading or math or whatever the students need. In order to be eligible for BB/BS a student must complete an application and be found in good academic and behavioral standing. Students must get advisors permission to be in the BB/BS program.

#### **Chorus**

The AHS Chorus is a group of students who enjoy singing music in many different styles. This group performs several times a year in concerts at school and in the community. Chorus meets in the morning during A-Block where students work on the fundamentals of singing, music reading skills, singing independent harmony parts and rehearsing the varied repertoire. This is also a very social group that enjoys music field trips and get-togethers! Chorus is open to all students who like to sing. See Mrs. Meyer for further details.

#### **Select Choir**

The AHS Select Choir is an advanced, select group of singers who know how to read music and who wish to perform more challenging and advanced choral literature of varied musical styles from the Renaissance to contemporary times. This vocal ensemble is dedicated to musical excellence, pride, fun and growth! This group performs at school concerts and also performs often out in the community at various events. See Mrs. Meyer for further details.



## **Connected**

*Connected* is Amesbury High School's own TV newsmagazine, shown monthly on Channel 18. Every month, *Connected* members strive to bring the people of Amesbury an unbiased, in-depth look at what's happening in Amesbury's schools, from after school programs to educational issues that are important to both students and parents. A *Connected* member may choose to do on-screen work, such as being an anchor or reporter, or work behind the scenes writing and editing stories.

Members are encouraged to work on stories after school. Anyone who can and will commit may join at any time. If you are interested in joining, please visit the A.V. Room near the library.

## **Drama Club**

The AHS Drama Club brings together students who share a passion and appreciation for theatre and performing arts. Drama Club provides opportunities for student actors to develop their artistic abilities and gain a working knowledge and greater appreciation for all the Arts. Drama Club will meet at various times throughout the school year depending upon show and rehearsal schedule. This club is open to all students.

## **Environmental Club**

Students will explore different environmental issues in the community. Activities will be decided upon by the club, but will include recycling bottles, monitoring trails in town and participating in various programs such as dealing with exotic plants and helping threatened species within Amesbury. Check school website for meeting dates and times.

## **Gay/Straight Alliance**

This organization seeks to create a group united by acceptance and understanding through programs such as the Day of Silence and Harmony Day.

## **Interact Club**

Interact, a Rotary-sponsored club, means international action. Leadership through service is the goal. Planning meetings are held every Tuesday. New members and new ideas are always welcomed. Students develop and lead projects for local and international causes such as Shelter Box, Adopt a Family, Children's Hospital Holiday program, Amesbury for Africa, and the Heifer Project. A variety of fundraisers take place during the year: bake sales, restaurant night, "Get Stuffed", chocolate sale and Amesbury's Best raffle. Students have the opportunity to develop leadership skills by conducting meetings, serving at Our Neighbor's Table and at the annual Rotary Auction, attending regional meetings and Rotary luncheons, and leading a Rotary-Interact meeting every spring. Students actively develop leadership skills and personal integrity, demonstrate helpfulness and respect for others, understand the value of individual responsibility and hard work, and advance international understanding and goodwill. Students have the opportunity to apply for short or long term Youth Exchange Programs and the Rotary Youth Leadership Award.

## **Literary Magazine (Tapestry)**

Students write, create and publish a formal, professional magazine that incorporates literary and artistic pieces submitted from the entire school. It will involve designing layouts, cover pages, etc. The organization is open to all students and meetings are normally held weekly.

## **Math Team**

The Amesbury High School Math Team is a member of the Tri-State Mathematics League, an organization consisting of schools from Maine, New Hampshire, and Massachusetts. The team competes with other schools six times a year.

The team consists of sophomores, juniors, and seniors chosen on the basis of an examination. The test covers topics from arithmetic, algebra, and geometry. Once a student is chosen, s/he does not have to try out again the following year. Failure to do the required work may cause a member to be dropped from the team.

### **Science Team**

Since 2007 Amesbury High School has competed in the North Shore Science League (NSSL). The North Shore Science League strives to stimulate interest and achievement in science, provide recognition for talented students, and foster communication among the students and staff of North Shore high schools. Schools compete against each other in events involving building, invention, engineering, lab techniques, and application of knowledge. All areas of science are included in events during the year. The North Shore Science League organizes 6 meets per school year. Three events are scheduled for each meet, and meets are held the second Tuesday of each month at various schools as close to 3:30 pm as possible. Scheduled practices are held prior to each event. Please see Mr. Casto (Team Advisor) for more details.

### **AHS Weekly Newspaper**

The AHS Weekly has been published weekly during the school year at AHS since 1979. It also produces weekly page in the Amesbury News. The staff and editorial board are open to students from any class and students may join at any time. Editor interviews are held in May and the new staff takes over immediately after the seniors end classes.

Writers, reporters, sports reporters, columnists, photographers, and typists are needed every year. Ordinarily the paper meets in the MAC Lab on Wednesday and Thursday afternoons and stays until Friday's issue is completed. Responsibility is the primary qualification for membership. The editors are always open to ideas for new columns or features. Since the paper is an open forum for public opinion, letters to the editor and opinion columns are welcome. The editors reserve the right to reject material they deem inappropriate. Letters to the editor must be signed with name of the author.

The paper is sold every Friday during lunch for 25 cents. The AHS Weekly also sponsors several other fundraisers during the year. These include events such as the Lip Sync and Talent Show.

### **Peer Leaders**

Peer leaders do a variety of community service and peer outreach and education activities. Design education campaigns at AHS and participate in numerous community based health and human service projects. The organization is open to all grades and usually meets twice a month on Thursday after school.

### **Recycling Club**

Students make a commitment to empty classroom and office bins throughout the entire school on a weekly basis. They are responsible for collecting paper, cardboard, glass, plastics and cans and placing the large totes out for pickup. This program provides Vocational Skills as well as Community Hours for students at Amesbury High School. This program is open to all students.

### **Student Advisory Council**

The Student Advisory Council consists of 14 members. Two of these are representatives to a regional Student Advisory Council. The remaining members consist of three representatives from each class. The Chairperson of SAC is a non-voting member of the School Committee.

The Student Advisory Council is concerned with student rights, problems, and grievances. In the past, the SAC has worked on such topics as student privileges, the Honor Roll, rallies and assemblies, and course changes. The Amesbury SAC often seeks student opinion through questionnaires sent to the whole student

body. In addition, any student with a problem or complaint concerning his/her education can contact any member of the SAC.

### **Student Council**

The Student Council consists of five representatives elected from each class, students appointed from each class, one class officer representative from each class and one representative from the Student Advisory Council. The Executive Team is elected from within the membership of Student Council once the election and all appointments have been made.

Student Council plans various co-curricular activities for the student body, runs all elections, is active in regional and state student council activities, participates in community service projects, resides and promotes activities which promote school spirit, as well as activities which encourage positive interaction with students, faculty, and staff.

The Student Council meets twice a month in the evenings and after school meetings are held occasionally, when necessary, to complete the functions of the Student Council. Membership in Student Council requires that all members participate fully in all activities of the organization.

Student Council is a high-energy group, which desires to make a positive difference in our school.

### **Yearbook**

Yearbook is a one semester class (fall) which is open to any student in any grade. It may be taken more than once. Editors must apply for positions in the spring and go through an interview process. Previous experience in yearbook is not required to become an editor but editor in chief positions are generally given to people with experience. Since there are usually more demand for this class than space available, those wishing to be staff members must also apply. Although most of the yearbook class consists of seniors, underclassmen are encouraged to apply so that there will be experienced people the following year.

The skills needed fro yearbook are layout/design, proofreading, and photography/art. Those applying for photography or art positions should plan on submitting samples of their work. Photographers should expect to have after class assignments covering events or activities. Ability to meet deadlines is also an important part of the yearbook requirements.

All members of the yearbook class are required to sell business advertising. The yearbook is expensive and the senior class cannot be expected to pay all of the cost. Lists of businesses are available or the student can solicit places oh his/her choosing. The number of ads sold is a factor in determining grades. This class may be taken for honors credit. Students taking it for honors credit should expect to do extra activities. Editors in chief are required to attend summer yearbook conference.

### **National Honor Society**

A detailed description of National Honor Society is on pages 12 through 13. For further information please contact Mrs. Margaret Furlong.

### **Spanish and French Honor Societies**

#### ***Isaac Albéñiz Chapter***

#### ***La Société Honoraire de Français***

The goals of the foreign language honor societies are to promote the study of the Spanish and French language and culture and to honor students who have achieved outstanding grades in the study of Spanish or French. Qualified students may apply upon completing a third semester of study or if they are in the process of taking a third semester of foreign language during the second semester. In order to qualify, students must

have a minimum final grade of B+ (non-weighted) in all foreign language courses. Students must also receive a high recommendation from one of their high school foreign language teachers.

Members of the societies meet monthly to fulfill ten hours of service requirements by planning and participating in a variety of projects which include the tutoring of other foreign language students and the planning of National Foreign Language Week. Each member is expected to pay a membership fee to join the national organizations. Officers to the societies are expected to take a foreign language class during their senior year. At graduation, senior members in good standing earn a special tassel to indicate their accomplishment.

The induction ceremony takes place in the spring of each school year.

### **National English Honor Society**

The John Greenleaf Whittier Chapter of the National English Honor Society [NEHS] invites juniors and seniors who have earned at least a 3.5 GPA in required English courses to apply for membership in the fall. Candidates fill out an application that includes references and a writing sample. Members are selected based on their academic excellence, integrity and effort in the English classroom. Members of the Chapter must pay a membership fee to join the national organization and perform community service that supports literacy in the school and community. Senior members in good standing earn a blue and gold tassel to wear at graduation ceremonies.

### **Mu Alpha Theta**

The Amesbury chapter of Mu Alpha Theta, the Mathematics Honor Society, is part of a national organization promoting an interest in mathematics. Students may apply for membership in the fall or spring. Requirements for membership are 8 quarters of college preparatory, honors, or AP math courses with a 3.5 GPA and a letter of recommendation from a mathematics teacher. The organization meets monthly and performs math-related service activities.

During each year of membership each member is required to perform 10 hours of math related service activities, which may include both club activities and outside activities such as tutoring. Members in good standing wear a blue tassel at graduation.

### **Rho Kappa National Social Studies Honor Society**

Rho Kappa Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. Rho Kappa provides national recognition and opportunities for exploration in the social studies. Through its sponsorship of Rho Kappa, National Council for the Social Studies hopes to encourage an interest in, understanding of, and appreciation for the social studies. The mission and purpose of Rho Kappa: The National Social Studies Honor Society is to:

- promote scholarship and to recognize academic excellence in social studies in secondary school environments and the community.
- provide through its local chapters opportunities for exploration in the social studies in secondary school environments and the community.
- encourage interest in, understanding of, and appreciation for the social studies.

Membership in Rho Kappa is by invitation, given by a local chapter on behalf of the national organization. Students may be invited to become a member of Rho Kappa based on their achievement in social studies.

**Candidates for membership should:**

1. Have been in attendance at the school in which the chapter resides for the equivalent of one semester prior to being considered.
2. Have completed four semesters of courses in the field of social studies and be prepared to complete at least six semesters. The minimum grade point average for these courses is an unweighted 3.00 or the numerical equivalent, and have an overall cumulative GPA of 3.00 or the numerical equivalent (Individual chapters may choose to increase the GPA requirements for their chapter but may not decrease them).
3. Provide evidence of community service and a letter of recommendation from a current teacher.

### **Science Honor Society**

The Amesbury Chapter of the S.N.H.S. is part of a national organization located in Houston, Texas. Our organization intends to build a “science niche that encourages talented students to pursue the study of science and engineering in college.” The chapter meets monthly. To qualify, a student must:

- Be a junior or senior
- Maintain a GPA of 3.0 or higher
- Have a B+ average or equivalent in all science courses

Students must take a minimum of 12 quarters of science, including AP Biology and two upper level science courses. Two written recommendations from science teachers are also needed. Selections occur after the 3<sup>rd</sup> quarter grades are in, and qualified students will go through an induction ceremony during 4<sup>th</sup> quarter. Each member will receive a science pin to wear on his/her gown at graduation.

### **Tri-M Music Society**

This Honor Society is for those students who have achieved honorable grades in band and/or chorus.

### **Student Support, Career & Education Services**

#### **Chapter 222 of the Acts of 2012, An Act Relative to Student Access to Educational Services and Exclusion from School**

SECTION 1. Section 37H of chapter 71 of the General Laws, as appearing in the 2010 Official Edition, is hereby amended by striking out subsection (e) and inserting in place thereof the following 3 subsections:-

(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.

SECTION 2. Section 37H½ of said chapter 71, as so appearing, is hereby amended by striking out the last paragraph and inserting in place thereof the following paragraph:-

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.

SECTION 3. Said chapter 71 is hereby further amended by inserting after section 37H½ the following section:-

Section 37H¾. (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 37H½.

(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.

SECTION 4. Section 1 of chapter 76 of the General Laws, as appearing in the 2010 Official Edition, is hereby amended by striking out, in lines 2 to 13, inclusive, the words ", except a child between fourteen and sixteen who meets the requirements for the completion of the sixth grade of the public school as established by said board and who holds a permit for employment in private domestic service or service on a farm, under section eighty-six of chapter one hundred and forty-nine, and is regularly employed thereunder for at least six hours per day, or a child between fourteen and sixteen who meets said requirements and has the written permission of the superintendent of schools of the town where he resides to engage in non-wage-earning employment at home, or a child over fourteen who holds a permit for employment in a cooperating employment, as provided in said section eighty-six,".

SECTION 5. Said section 1 of said chapter 76, as so appearing, is hereby further amended by striking out, in line 14, the words "said town" and inserting in place thereof the following words:- the town the student resides.

SECTION 6. Said section 1 of said chapter 76, as so appearing, is hereby further amended by striking out the fourth paragraph.

SECTION 7. Said chapter 76 is hereby further amended by inserting after section 1A the following section:-  
Section 1B. The school committee of each city, town or regional school district shall have a pupil absence notification program in each of its schools. The program shall be designed to ensure that each school notifies a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

Each school committee shall have a policy of notifying the parent or guardian of a student who has at least 5



days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The notification policy shall require that the school principal or headmaster, or a designee, make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal or headmaster, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

SECTION 8. Section 18 of said chapter 76, as so appearing, is hereby amended by striking out the first paragraph and inserting in place thereof the following 3 paragraphs:-

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The superintendent or a designee shall convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

The department of elementary and secondary education shall: (i) publish a model protocol for conducting

exit interviews with students; and (ii) compile and maintain a list of research and information relative to the consequences of dropping out, the benefits of earning a high school diploma and a list of alternative education resources and programs available to the student, in addition to those that the district may provide, that schools shall present at the exit interview.

SECTION 9. Said chapter 76 is hereby further amended by inserting after section 20 the following section:-

Section 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.

Instructional costs associated with providing alternative educational services under this section shall be eligible for reimbursement under section 5A of chapter 71B, subject to appropriation. The reimbursements shall be in addition to amounts distributed under chapter 70 and shall not be included in the calculation of base aid, as defined in section 2 of said chapter 70, for any subsequent fiscal year. Instructional costs eligible for reimbursement shall include only those costs directly attributable to providing alternative educational services under this section, such as salary of educational personnel, salary of related services personnel, costs for specialized books, materials or equipment, tuition costs, if the student is receiving

services from other than the local public school, consultant costs if directly attributable to the student's instructional program and instructional costs of extended day or year services if such services are a part of the education service plan. Such costs shall be prorated as appropriate to reflect group activities or costs for part-time services. Instructional costs shall not include transportation costs, administrative or overhead costs, the costs of adapting classrooms or materials that are used by more than 1 student, the costs of fringe benefits of personnel employed by the school district, nor the costs associated with the development of the education service plan or service coordination for the student. Instructional costs associated with an education service plan shall be reported to and approved by the department and shall be reimbursed according to the formula and procedures in said section 5A of said chapter 71B.

SECTION 10. The department of elementary and secondary education shall submit an annual report to the chairs of the joint committee on education on the cost of providing reimbursement for instructional costs associated with providing alternative educational services under section 21 of chapter 76 of the General Laws that would not otherwise be reimbursed under section 5A of chapter 71B of the General Laws.

SECTION 11. The department of elementary and secondary education shall issue a report on the costs of implementation of this act not later than November 30, 2013. The department of elementary and secondary education shall file a report with the clerks of the senate and house of representatives, who shall forward the report to the chairs of the joint committee on education and the senate and house committees on ways and means.

SECTION 12. Sections 1 to 10, inclusive, shall take effect on July 1, 2014.

**AMESBURY PUBLIC SCHOOLS**  
**DISTRICT STUDENT HANDBOOK**

**TABLE OF CONTENTS**

**System-wide Policies**

Health	52
Allergies in the School Setting	53
Allergies in the School Setting – Regulation	54
KI Information	57
FERPA	58
Protocol for Complying with Restraining Orders in Schools	59
PPRA	59
School Bus Transportation	60
Student Behavior on Busses	61
Student Conduct on Busses Regulation	61
Field Trips	62
Disabled Student Transportation	64
SPED Transportation Drop off Procedure	64
Special Education Students – Discipline	65
Frequently Asked Questions on Bullying	66
Promoting Civil Rights & Prohibiting Harassment, Sexual Harassment, Hazing, Bullying, Cyber Bullying, Sexting, Discrimination and Hate Crimes	67-80
Sexual Harassment	81
Technology and Employee Email Policy	84
Cell Phones & Portable Communication Devices	87
Drug & Alcohol Use by Students	88
Alcohol & Other Drug Use by Students – Regulation	89
Teen Dating Violence	92
Teen Dating Violence – Regulation	93

School Wellness Policy	94
Physical Restraint of Students	99
Chapter 622/Title IX Grievance Procedure	99
Vehicle Idling Reduction	99
Residency	101
Non-Resident Students	102
Interagency Memorandum of Understanding	103

School Calendar 2016-2017

Inside Back Cover

**AMESBURY PUBLIC SCHOOLS**  
**SYSTEM-WIDE POLICIES/PROCEDURES**

**HEALTH OFFICE**

The health offices are staffed by certified School Nurses. They follow the policies and procedures outlined below. If you have any questions or concerns, please contact the nurse at the health office in your school.

**Health Services**

If an accident or illness occurs, first aid will be administered and parents notified when necessary. No care beyond basic first aid will be given by the school nurse or other properly trained school personnel. First aid is defined as immediate temporary care. If further attention is necessary, care and movement of the student will be directed or provided by the parent. If the parent or designee cannot be located and immediate emergency medical attention is needed, 911 will be called and the student will be transported to the nearest emergency facility.

Only those designated on the Health Emergency Cards will be contacted or allowed to pick up a student. Please keep your child's emergency card updated with current information.

**Medication Policy:**

If it is necessary for your child to receive medication during the school day, please adhere to the following Medication Policy:

**Prescription Drug Procedures**

Any student who is required to take medication during the school day must comply with the following regulations:

- Written orders from a physician detailing the name of the drug, dosage, and time interval, is to be given. A properly labeled medication bottle from the pharmacy with the student's name printed on the label is acceptable for short term medication. Student's requiring long term medication should have a medication administration plan on file.
- Written permission from the parent/guardian of the student requesting that the school system comply with the physician's order must be given.
- Medication MUST be brought to school in a container appropriately labeled by the pharmacy or physician.
- Each medication given on an ongoing basis must be recorded, which includes date, time and initials of person giving the medication.

**Non-prescription Drug Procedures**

- a. Written permission from the parent/guardian must be provided and include the name of the drug, frequency and indications for administration.
- b. The school system physician will approve certain over the counter medication with parent/guardian permission. Administration of the medication shall be recorded on the individual's health log.

Parents should take advantage of a service offered by local pharmacies. Medications can be divided into two separate containers, one for home and one for school use. Over the counter medications can also be dispensed provided it is received in its original container. No medications will be administered that are not provided in its original container. Empty pharmacy bottles will be sent home with your child for refilling. Prescription medications must be brought to school by a parent/guardian. Consent forms may be obtained from the health office as needed. All medications must be picked up in the health office by the end of the school year. Any remaining or discontinued medications will be discarded.

## **Immunizations**

Massachusetts immunization regulations specify minimum immunization requirements for enrollment in school (105 CMR 220.000). These regulations are revised periodically to incorporate any changes in the requirements. The law provides for exclusion of students from school if immunizations are not up to date, but permits exemptions for students covered under the McKinney-Vento Act, medical and religious reasons. The Amesbury Public Schools are required to follow the state laws governing immunization (see Chapter 76, Section 15 of Massachusetts General Laws). Children will not be allowed to attend Amesbury Public Schools unless the following requirements are met upon registering. Parent/guardian will be expected to supply current immunization documentation, a copy of a current physician's examination of the student and a signed release to obtain immunization records from the previous school. Documentation of non-compliance will be referred to the building principal for follow-up.

## **Head Lice**

(from the Center for Disease Control and Prevention)

Our current protocol is evidence based and not exclusive. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. It is probably impossible to totally prevent head lice infestations. Young children come into close head-to-head contact with each other frequently. It is prudent for children to be taught not to share personal items such as combs, brushes, and hats. Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casing.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

Treatment Information:

<http://www.mass.gov/eohhs/docs/dph/cdc/factsheets/head-lice.rtf>

<http://www.edc.gov/parasites/lice/head/index.html>

<http://identify.us.com/idmybug/head-lice/index.html>

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPostionStatementsFullView/tabid/462/ArticleId/40/Pediculosis-Management-in-the-School-Setting-Revised-2011>

## **Body Mass Index (BMI)**

The Body Mass Index (BMI) Screening Program is for grades 1, 4, 7 and 10. BMI is a measure that is calculated using a formula that includes an individual's height and weight. A BMI can be a useful tool in identifying possible health risks including abnormal lipids, high blood pressure, and diabetes. BMI information collected on students is intended to be a screening tool and is not a diagnosis of under or overweight.

## **Illness**

Students must stay home if they have the following:

- A severe rash or skin condition not diagnosed by a physician
- A fever that causes chills, sweats, or muscle aches or a temperature of 100 within 24 hours.
- Vomiting or diarrhea
- Inflamed eyes, with yellow or green drainage
- Bacterial infection not treated for less than 24 hours, for example, strep throat.

Successful allergy management is a partnership among the parent/guardian(s), the student, the prescribing physician and the school system. It is the responsibility of the parent to notify their child's school of their child's allergies at the beginning of each school year. The student's physician must be involved in the diagnosis and treatment plan that the school will follow for students with allergy intolerance while in the school or at any school-sponsored event. The plan must be reviewed annually and revised as needed. No student will be excluded from school activities based solely on his/her allergies.

MGL 71:37

Legal Issues in School Health Services

Adopted: 2001

Revised: 2003, 2007, 2008

Reviewed: 2013

**EXCERPTS FROM (SEE FULL POLICY ON WEBSITE)**

## ALLERGIES IN THE SCHOOL SETTING

JHCA-R

### **PURPOSE:**

The Amesbury Public Schools are considered "peanut sensitive/peanut aware." We recognize that it is not possible to eliminate all possible exposures. The purpose of these guidelines are to minimize the risk of exposure to allergens that pose a threat to the students in the Amesbury Public schools, provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities, and to educate the school community about life-threatening allergies (LTAs). The focus of this district-wide allergy management plan is prevention, education, awareness, communication and emergency response.

The consumption of food on routine bus routes is prohibited. Food may be allowed on longer trips with appropriate supervision by school personnel and for students with special health needs requiring the consumption of food at non-meal times.

School nurses may provide food to students when a student's medical status indicates a need.

### **ROLE OF PARENT/GUARDIAN:**

- Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a new allergy is diagnosed). Notification of student allergies is accomplished through the Student Emergency cards, which are sent home at the start of the school year or when a new student enters the district. Cards are completed by the parent/guardian.
- Provide the school nurse with the medical documentation from your primary care provider with medication orders before your child enters school, or immediately after a diagnosis of life threatening allergy is made.
- Provide the school nurse with written permission to share this information with appropriate staff.
- Participate in developing an Individualized Health Care Plan (IHCP) and Allergy Action Plan (AAP) with the school nurse. Include a recent photograph of the child for the AAP. This plan can include a mechanism for ongoing communication with school staff.
- Provide the school nurse with at least annual updates on your child's allergy status.
- Provide the school nurse with written permission to communicate with the child's health care provider.
- Provide the school with at least two up-to-date epinephrine auto-injectors.
- Provide the school nurse with the licensed provider's statement if student no longer has allergies.
- Provide the school with a way to reach you (cell phone, beeper, etc.).
- Provide a list of foods and ingredients to avoid.
- Consider providing a medical alert bracelet for your child.
- Investigate field trip destinations for potential issues that may pose a risk, and inform child's teacher if you have any concerns.
- Review the list of student responsibilities with your child and be sure he/she understands his/her role.



Remember – the ultimate goal is that our children eventually learn to keep themselves safe by making good choices and advocating for themselves.

#### **SCHOOL ADMINISTRATOR/DESIGNEE RESPONSIBILITY:**

- Apply to the Massachusetts Department of Public Health for “Registration and Administration of Epinephrine” as described in 105 CMR 210.000. This registration is granted for a two-year period and involves the training of unlicensed personnel to administer epinephrine by auto-injector to individuals (with a diagnosed life-threatening allergy) experiencing a life-threatening allergic event.
- Include in the school district’s emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- Develop procedures to assist schools at each level (elementary, middle and high) to adapt or modify the plan to meet special needs of individual students. Consider risk reduction for life-threatening allergies.
- Provide school staff, including substitute teachers, teacher assistants, and volunteers with a copy of Policy JHCA, its regulations, and exhibits.
- Ensure that an IHCP for each child with a LTA is created and implemented.
- Ensure that parent/guardians and/or classroom teachers will not bring food into classrooms for distribution to students on a regular basis.
- Entertain permission for special classroom events that include the consumption of food. Permission must first be obtained from the principal. The teacher will send home a notice of the event and will require written consent from a parent/guardian to allow their child to participate. For all school functions sponsored by auxiliary groups, the consumption of food will be allowed on an individual basis as described in that school's handbook.
- Monitor satisfaction of cleaning protocol for classrooms, cafeteria, and other areas in the school building.
- Provide emergency communication devices (e.g., two-way radio, intercom, walkie-talkie, cell phone) for all school activities, including transportation, that involve a student with life-threatening allergies.
- Support faculty, staff and parents in implementing all aspects of the life-threatening allergy management plan. Provide annual training and education for faculty and staff regarding:
  - o Anaphylaxis/anaphylactic reactions to foods, insect stings, medications, latex
  - o Risk reduction procedures
  - o Emergency procedures
  - o How to administer an epinephrine auto-injector in an emergency
  - o Cafeteria management and food preparation for food service personnel
- Track education of all involved parties to ensure that they have been properly trained and updated.
- Have a plan in place when there is no school nurse available.
- Make sure that plans include notification and training, as indicated, of substitute teachers, substitute nurses and food service personnel.
- Provide guidance on district-wide issues such as transportation.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Review each emergency event involving the administration of epinephrine. The nurse leader and administration, with input from the school nurse, will determine the effectiveness of the process, why the incident occurred, what worked and what did not work in the district plan and procedures.
- Introduce and include relevant new research and evidenced based practices in the annual review of the plan and procedures.

#### **ROLE OF SCHOOL NURSE:**

- Meet with the student’s parent/guardian to develop a draft of an Individual Health Care Plan (IHCP) and Allergy Action Plan (AAP). This should be accomplished prior to entry into school (or, for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition).
- Obtain written parent/guardian permission to share this information with appropriate school staff.

- Assure that the AAP includes the student's name, current photo, allergen, and symptoms of allergic reactions, risk reduction procedures, emergency procedures and that it is distributed to all staff that have a "need to know."
- Post general emergency protocol and location of epinephrine auto-injectors. Epi-Pens should be kept in a safe, accessible and reasonably secure location that can be properly supervised by a nurse or other authorized and trained staff member.
- Provide information to substitute teachers of those students in their classroom who have LTAs. This information includes the AAP.
- Periodically check medications for expiration dates and arrange for them to be current.
- Make arrangements for ambulance transportation to the nearest emergency facility for the evaluation of any student who was administered epinephrine, even if the symptoms have subsided. The student's parent/guardian will be contacted immediately.
- Complete the Massachusetts Department of Public Health's Epi-Pen administration form, in the event of Epi-Pen administration. Forward form to Nurse Leader before end of work day.
- Review the event and the appropriateness of the intervention with the nurse leader.
- Arrange periodic follow-up to review effectiveness of the IHCP, at least on an annual basis, or as often as necessary.
- Make sure that substitute school nurses are fully oriented to students with life-threatening food allergies and their care plans.
- Communicate with parents on a regular basis to assure all required information is current and available. Communication will include student readiness for self- administration.

#### **ROLE OF TEACHER:**

- Participate in district's annual education program on life threatening allergies.
- Maintain a list of all students in classroom with LTAs.
- Keep accessible the child's emergency plan with photo (where possible) in classroom (with parent's permission) or keep with lesson plan.
- Inform volunteers, student teachers, aides, specialists and substitute teachers about the child's food/other allergies and necessary safeguards by both verbal communication and in an organized, prominent and accessible written format.
- Coordinate with the parent/school nurse on providing a lesson plan about food allergies for the class and discuss anaphylaxis in age appropriate terms, with child's permission.
- Inform parents about events involving food and secure written permission for their student's involvement.
- Provide school nurse with adequate warning about school-sponsored off-site activities.

#### **ROLE OF SUBSTITUTE STAFF:**

- Participate in district's annual education program on life threatening allergies.
- Obtain information (AAP) from school nurse as to which students have LTAs in their classrooms each time they substitute. Return this information to school nurse by end of work day.
- Obtain a building specific list of Epi-Pen locations from school nurse.

#### **ROLE OF FOOD SERVICE MANAGER:**

- Participate in district's annual education program on life threatening allergies.
- Follow safe food handling practices to prevent cross contamination with potential food allergens.
- Follow cleaning and sanitation protocols.

#### **ROLE OF STAFF WHEN OFF-SITE:**

- Participate in district's annual education program on life threatening allergies.
- Maintain a list of all students in their charge who have LTAs.
- Coaches will be told of any students on their teams who have LTAs, will be trained in Epi-Pen administration and will encourage these students to carry the pens to all practices and events.
- Responsible students will be permitted to carry their own Epi-Pens.

## **ROLE OF STUDENT:**

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- When self-administration is allowed, students should agree to keep their emergency medications on their person or immediately under their control and supervision at all times.

## **TRANSPORTATION STAFF RESPONSIBILITY:**

- Maintain a policy of not permitting food to be eaten on school buses/vans.
- Provide functioning emergency communication devices.
- Know how and when to activate emergency medical services (EMS)
- Alternate transportation may be provided on a case by case basis. The usual transportation fee will apply. Parents will be required to furnish written documentation by the students' attending physician stating that the student's LTA is so severe that the student requires alternate transportation.

MGL: 71:37

105 CMR 210.000

FERPA

Legal Issues in School Health Services

Adopted: 2001

Reviewed: 2003; 2013

Revised: 2007; 2008

## **KI INFORMATION**

The Amesbury School District, in cooperation with the Massachusetts Department of Public Health has decided, with parent permission, to make Potassium Iodide (KI) available to staff and students prior to evacuation to our designated host facility which is Methuen High School. The school committee has given approval for this distribution.

Participation of students in the distribution is VOLUNTARY. Student participation will require parental/guardian signature on the consent forms enclosed in this mailing. Trained school personnel will administer the Potassium Iodide pills.

This consent form is reviewed annually. If you have any questions, please contact this office, the school nurse in your building and/or call Robert Walker at the Massachusetts Department of Public Health at 617-727-6214. We strongly urge you to read the Emergency Public Information Calendar that was distributed by Massachusetts Emergency Management Association (MEMA), visit the website at [www.state.ma.us/dph/rep](http://www.state.ma.us/dph/rep), or call MEMA at 800-982-6846.

### **Reason For Taking Potassium Iodide**

In case of an accident at a nuclear power plant or what is known as a radiological emergency, radioactive iodine will be released into the air. The material may be inhaled or ingested and enter the thyroid gland where it can cause cancer and/or disease. Children and infants are the most vulnerable to this occurrence. When taken by pill, Potassium Iodide (KI) floods the thyroid with non-radioactive iodine and prevents the thyroid from absorbing the radioactive material. Potassium Iodide needs to be given before or shortly after exposure to radiation. Potassium Iodide works only to prevent the thyroid from absorbing radioactive iodine.

## **Potential Side Effects of Potassium Iodide**

It is possible to experience any or all of the following side effects when taking Potassium Iodide:

- Upset stomach
- Rash
- Allergic Reaction

## **Risks of Taking Potassium Iodide**

Taking Potassium Iodide is safe for most people. Potassium Iodide should not be taken if someone:

- Is Allergic to iodine
- Has Graves Disease
- Has any other thyroid illness
- Takes thyroid medication

## **Administration of Potassium Iodide**

Potassium Iodide will **only be given**:

- In case of a radiological emergency
- If it is recommended by public health officials
- If a parent/guardian signs a consent form for a child

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Pursuant to 603CMR 23 and under The Family Educational Right and Privacy Act (FERPA) (20 U.S.C. 1232g. 34CFR Part 99) student records may be reviewed and released under the following conditions:

1. Log of access shall be kept as part of each student's record. The log shall indicate all persons who have obtained access to the student record stating: name, position and, if a third party, the affiliation, if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student information is to be deleted or released, this log requirements shall not apply to:
  - a) Authorized school personnel who inspect the record;
  - b) Administrative office staff and clerical personnel who add information to or obtain access to the student record; and
  - c) School nurses who inspect the student health record.
2. Access of Eligible students and parents.
3. Access of Authorized School personnel
4. Access of third parties. Except for the provisions of 603 CMR 23.07 (4)(a) through 23.07.(h), no third party shall have access to information in or from a student record without written consent from parent/guardian except:
  - a) School release of director information provided that the school gives public notice of types of information it may release and allows parents/guardians reasonable time that information not be released.
  - b) Upon receipt of a court order or lawfully issued subpoena.

- c) Receipt of request from Department of Children and Family Services, probation office, court justice, or Department of Youth Services.
  - d) Federal, state and local education officials and their authorized agents.
  - e) Health or safety emergency necessary to protect the health or safety of student or other individuals.
  - f) Upon notification of law enforcement that a student or former student has been reported as missing.
  - g) Authorized school personnel of the school to which the student seeks or intends to transfer to.
  - h) School health personnel or local and state health department personnel shall have access to student health records, including but not limited to immunization records.
5. Access procedures for Non-Custodial Parents.
- a) A non-custodial parent is eligible to obtain access to student records unless:
    - 1. parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
    - 2. the parent has been denied visitation or has been ordered to supervised visitation, or
    - 3. the parent's access to the student or custodial parent has been restricted by a temporary or permanent protective order.
  - b) In order to obtain access, the non-custodial parent must submit a written request for the student record annually. The initial request must include the following:
    - 1) a certified copy of the court order or judgment relative to the custody of the student that the requesting parent is eligible to receive access or a court order that specifically orders that the records be made available to the non-custodial parent, and;
    - 2) an affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent.
  - c) The non-custodial parent must submit a written request for access each year.
  - d) Upon receiving the request the school must immediately notify the custodial parent, in the primary language that it will provide the non-custodial parent access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent cannot have access to the records.
  - e) The school will delete the address and telephone number of the student and custodial parent from the student records provided to the non-custodial parent. The records will be marked to indicate that they cannot be used to enroll in another school.
  - f) Upon receipt of a court order which prohibits the distribution of information the school will notify the non-custodial parent.

Student records information can be obtained by setting up an appointment by calling your child's school. A school adjustment counselor and administrator will assist you in obtaining the records in the guidance reception area. If any copying of any or all of the record is involved, the school has the right to charge for copies that are being requested.

## **PROTOCOL FOR COMPLYING WITH RESTRAINING ORDERS IN SCHOOLS**

### **Restraining Order Procedure**

1. All restraining orders must be presented to a principal or his/her designee
2. Copy of restraining order will be kept on file
3. Does not become part of a student's permanent file
4. As needed, student avoid student schedules can be arranged
5. Staff with direct contact with students involved are notified without releasing confidential information

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

PPRA applies to surveys that contain questions about one or more of the eight protected areas listed above. Prior written consent will be attained from parents/guardians before students are required to submit to the survey. Parents/Guardians will be given an opportunity to opt his or her child out of participating.

Parents/Guardians have the right to review, upon request, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, and any instructional material used as part of the educational curriculum for the student.

## **SCHOOL BUS TRANSPORTATION**

**EEAA**

### **Eligibility Guidelines**

- Kindergarten students will be transported free of charge
- Grades 1 to 6 students who reside outside 2.0 miles of their assigned school will be transported free of charge
- Grades 1 to 6 students who reside within 2.0 miles and all grade 7 through 12 students must pay a fee to ride the school bus
- In accordance with M.G.L. 71:68, families who are eligible for free and reduced meals will be transported free of charge

The standard of 2.0 miles shall be measured by the Geographical Information System (GIS) tool used by the City of Amesbury.

### **Fee Structure**

Based on the above eligibility, the cost to ride the school bus is as follows:

- \$300 per year for the first child in any one family
- \$450 cap, no matter how many other children are in the same family

If transportation payment is paid in full by October 1<sup>st</sup>, payee will receive a 5% discount.

### **The School Committee reserves the right to revise fees as necessary.**

After September 1<sup>st</sup> the cost of fees for families new to the district will be pro-rated from the first day their child rides the bus.

The following factors will be considered when allocating seats on a fee basis, if space is available, at the discretion of the Superintendent:

- Students living farthest from school will receive preference
- Siblings will receive preference, and
- Younger students will receive preference over older students

All decisions related to any of the foregoing matters will rest with the Superintendent of Schools.

Legal Refs.: M.G.L. 71:68

Cross Refs.: EEAB

EEAC

Revised: 1995; 1998; 2002; 2005; 2007; 2008; 2010; 2011

The right of students to ride a school bus is contingent upon their good behavior and observance of established regulations.

The driver of a school bus shall be responsible for the safety of students while riding a bus both during the ride and while students are entering or leaving the vehicle. It is the bus driver's responsibility to notify the principal of the student involved in violation of the established regulation. The School Committee recognizes the right of principals to suspend bus privileges as a consequence of student misbehavior relating to bus transportation. If a student loses his/her bus transportation privilege, the transportation fee will not be refunded. Responsibility for transportation then rests with parents/guardians.

In the interest of supporting principals and bus drivers the School Committee authorizes the use of audio/video monitoring devices on school busses. Tapes from these devices may be used exclusively to aid in the investigation of incidents. Only those involved in the investigation, including parents, will have access to the tapes. Otherwise, all tapes will be erased within seven (7) school days of taping. Notification of the use of these devices will be included in student handbooks and/or in writing to parents/guardians.

In order to ensure the safety and welfare of student riders further, the Superintendent will provide a school safety program that will include the following:

1. Children will be instructed in the proper procedure for boarding and exiting a school bus and the proper and safe conduct while aboard;
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations;
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements; and,
4. Classroom instruction on school bus safety will be provided.

LEGAL REFS: M.G.L. c.90:7b as amended by c.246 Acts of 1986 M.G.L. 90:1 et seq; 713:2; 713:7L Highway Safety Program Standard No. 17

Adopted: 1995

Revised: 2002; 2003; 2008

#### STUDENT CONDUCT ON SCHOOL BUSES: REGULATIONS- EEAC-R1

Any student using school provided transportation shall be subject to appropriate regulations. School principals are required to establish specific rules and regulations that apply to their individual schools based upon School Committee policy. While individual or unique incidents of disruptive behavior may occur, the regulations related to student behavior, applicable to all student riders, which are expressly stated by the School Committee, include, but are not limited to, the following:

##### Procedures for Drivers, Administrators, and Parents

1. In case of misconduct on a bus, the incident will be reported to the school principal on the proper form. The school principal will report the incident in writing to the parent/guardian concerned, with a copy to the Superintendent of Schools. Based on the reported incident, the principal may suspend the individual student's bus privileges.
2. In case of repetition by the same student, the principal may suspend the student's transportation privileges until a conference with the student's parent/guardian is held to discuss the individual student's behavior.
3. If a satisfactory solution to the student's behavior, which provides for the safety and welfare of other student bus riders, cannot be reached, the student's transportation privileges may be terminated. Parents may appeal a decision to the Superintendent of Schools. The responsibility for transporting the student to school will then rest with the parent/guardian.

### **Loading and Unloading at Bus Stop**

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders.

### **Required Conduct Aboard the Bus**

1. Riders must remain in their seats when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking and eating are prohibited.
5. Prohibitive disturbances include but are not limited to the following Pushing or wrestling; annoying other passengers or disturbing their possessions; disturbing the driver; throwing objects within the bus or out of windows; Climbing over seats; Opening or closing windows; Leaning out of windows; Littering the bus; and any other disorderly behavior.
6. Parents will be held responsible for any defacing or damaging of the bus.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read.

Adopted: 1995  
Revised: 2011  
Reviewed: 2002; 2003; 2008

### **SNOW DAYS/DELAYS AND EMERGENCY CANCELLATIONS**

If school is cancelled due to inclement weather conditions or another emergency, each household will receive one phone call through an automated system. This will also happen if there is a delay to the beginning of school. In addition, information regarding cancellations or delays will appear on television stations: WBZ, WCVB, WHDH, FOX25, Cable Channel 18, Amesbury school department website as well as verbal notification on radio station WNBZ.

### **EARLY DISMISSAL**

In the unlikely event that school needs to be dismissed earlier than the normal dismissal time, the automated calling system will be used to call emergency phone numbers as well as some or all of the tools stated above for cancellations.

### **FIELD TRIPS IJOA**

The Amesbury School Committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile enhancement to the curriculum. It is the desire of the committee to encourage field trips as part of and directly related to the total school program and curriculum. Despite this, participation in field trips is voluntary and in the case of minor children, is subject to parental consent.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and procedures should be developed by the Administration and reviewed and approved by the school committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of the superintendent and the school committee.



This policy applies to all student trips including:

1. Day trips that occur during regular school hours
2. Extended long distance or overnight trips that extend beyond normal school hours during the day or which require an overnight stay of at least one night
3. International trips

**A. Trip Approval Process**

1. All field trips require advance approval.
2. The approval process shall be completed prior to engaging students in fundraising activities or other preparations for the trip.
3. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
4. Teachers and other school staff are prohibited from soliciting privately run trips through the school system. The trip approval process applies only to school-sanctioned trips.
5. Policies and procedures for trip approval will take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs.

**B. Transportation**

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Such trips should generally use commercial motor coaches.
2. Principals should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA).
3. The contract with the carrier shall prohibit the use of a subcontractor unless sufficient notice is given to allow verification of the subcontractor's qualifications.

**C. Trip Scheduling**

1. Overnight accommodations will be made in advance with student safety and security in mind. The trip schedulers will avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.
2. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time.
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
4. Trip scheduling will take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

**D. Fundraising**

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
3. If students are charged individual fees for participation, the district should make every effort to provide scholarships where needed.

4. Any money, tickets, or reservations made through fund raising activities become the property of the Amesbury Public Schools.

**E. Chaperone Ratios**

The following are suggested guidelines. Actual ratios will depend on the nature of the field trip subject to the approval of the principal.

PreK to Grade 4 1 adult/8 students

Grades 5-8 1 adult/10 students

Grades 9-12 1 adult/12 students

**F. Permission/Releases**

1. Regular day field trips require a signed parent permission slip with the exception of students over the age of 18 who may sign for themselves
2. Extended day long distance field trips require a signed permission and release from liability form

\*All field trips may be cancelled by the principal or superintendent up to the time of departure

Approved: 2004 Reviewed: 2008 Revised: 2006

**DISABLED STUDENT TRANSPORTATION**

**EEAB**

The Amesbury School Committee authorizes the Superintendent, and/or his designee, to arrange transportation for those permanently and temporarily disabled students who attend public or special education programs in or outside of Amesbury.

Legal Refs.: M.G.L. 71B:8

Adopted: 1989

Reviewed: 2002; 2003

Revised: 2008

**DISABLED STUDENT TRANSPORTATION DROP-OFF PROCEDURE**

**EEAB-R**

In the event that a parent/guardian or designated person is not at a student's designated drop-off location, van drivers are required to do the following:

1. Call the parent, using the home phone number provided on the van's schedule for the run. If there is no answer, the van driver must leave a message indicating that the student has been retained on the van and that the student will be returned to the school of origin when the van's route is complete.
2. Call the school of origin using the telephone number provided on the Important Phone Number list. Inform the school of origin that the student will be returned to the school when the van's route is complete.

If a student cannot be left at the designated address by the van driver, the school of origin is responsible for the student. The school of origin will contact the police department if no other family contacts are successful.

This procedure shall be used for all students K-5 unless a parent has requested otherwise. Dependent upon the needs articulated in the IEP, this procedure may be implemented for older special education students.

Legal Refs.: M.G.L. 71B:8

Adopted: 2009

## **SPECIAL EDUCATION STUDENTS – DISCIPLINE**

**JBA**

The disciplining of students with disabilities eligible for special education is governed by federal and state special education laws and the regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.*, its implementing regulations 34 C.F.R. 300 *et seq.*; and Massachusetts General Laws, chapter 71B and its implementing regulations 603 C.M.R. 28.00.

Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Educational Setting (IAES) that provides the student with a free appropriate public education for the same amount of time that a child without a disability would be subject to discipline, but not for more than forty-five (45) calendar days if the student:

- A. Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
- B. Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or Sells or solicits the sale of a controlled substance while at school, a school function, or a school sponsored event.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement." A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include, but are not limited to:

- A. If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior, or if the child already has a behavior intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
- B. A review by the IEP Team of the relationship between the child's disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days.

Parents/guardians and/or students, where appropriate, may request a hearing at the Bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination.

For a copy of the Massachusetts Department of Elementary and Secondary Education brochure on Special Education Parents' Rights available in many languages, visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or contact the Director of Special Education.

Legal Refs: Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.*

Regulations 34 C.F.R. 300 *et seq.*

M.G.L., chapter 71B, regulations 603 C.M.R. 28.00

Adopted: 2006 Revised: 2008

## Frequently Asked Questions

### About Bullying

#### Who Can Report?

- Student
- Parent
- Teacher
- School volunteer
- School employee
- Independent contractor
- Community member

#### Bully vs. Peer Conflict?

##### Conflict

- Participants blame each other
- Participants are of equal social status
- The behavior may be a single incident

##### Bullying

- Target is afraid to blame the aggressor and may deny there is an issue
- There is a social power imbalance between participants
- This behavior is a pattern

#### How Do You Report?

- Anonymous reporting acceptable, but no disciplinary action will take place.
- Fill out a Harassment/Bullying Reporting Form JFCB/GBCBC-E1
- The Form is available in all district school Main Offices, on the District's main page as well as on each school's individual webpage.

##### Call Bullying Hotline

- \* AHS 978-388-4800 ext. 4231
- \* AMS 978-388-0515 ext.5555
- \* AES 978-388-3659 ext.115
- \* CES 978-388-4407 ext.18

#### What Happens Next?

- The School Principal or the District's Equity Coordinators are responsible for receiving the reports.
  - \* AHS Elizabeth McAndrews or Roy Hamond
  - \* AMS Michael Curry or Principal's Designee
  - \* AES Walter Helliesen or Principal's Designee
  - \* CES M. Louise Charette or Principal's Designee

### **What is the school's responsibility?**

- Ensure the safety of the target
- Follow Amesbury Public School District's policy regarding investigations
- Make a determination based on the specifics of each situation
- Provide a written report to the parties involved

### **What can parents do to help?**

- Monitor all technology – computers, phones, Facebook, texting, etc.
- Be aware that there are usually two sides to the story.
- When you have questions, please call and ask the person in charge of the investigation or receiving reports.
- Don't assume that nothing is being done.

### **What can I expect as far as communication *during* an investigation?**

- Your child's safety to be addressed immediately
- Information about changes that impact your child
- Sometimes minimal communication is essential to determine the veracity and the extent of the incident.
- Upon conclusion of the investigation, you will hear that the investigation is over and receive a written summary of the findings and next steps (if aggressor) to be taken.

### **What do I do when I think the school has done nothing?**

- Due to 603 CMR 49.07 (1) A principal or designee may **not** disclose information from a student record of a target or aggressor to a parent unless the information is about the parent's own child.
- Remember that the intent of the Bullying Law is to **educate** our students so that they make better choices and understand that their behavior is unacceptable. The method of education may or may not be visible. A wide range of disciplinary actions, within and outside of the school, are viable options and may be assessed depending on the specifics of each case.

### **What do I do if the bullying behavior continues?**

- Immediately contact the person who conducted the investigation.

## **PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, SEXUAL HARASSMENT, HAZING, BULLYING, CYBER BULLYING, SEXTING, DISCRIMINATION,**

## **AND HATE CRIMES**

**JFCB/GCBC**

### **I. GOALS**

The Amesbury Public School District is committed to providing our students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination, and hate crimes, where all school community members treat each other with respect and appreciate the rich diversity in our schools. This Policy is an integral part of the

District's comprehensive efforts to promote learning, eliminate all forms of violent, harmful, and disruptive behavior and enable students to achieve their personal and academic potential and become successful citizens in our increasingly diverse society.

The District will not tolerate any unlawful or disruptive behavior, including any form of harassment, bullying, discrimination, or hate crimes in our schools or school-related activities. The District will promptly<sup>[1]</sup> investigate all reports and complaints of harassment, bullying, discrimination, and hate crimes, and take prompt, effective action to end that behavior and prevent its reoccurrence. Action will include, where appropriate, referral to a law enforcement agency. The District will support this Policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

## **II. GENERAL STATEMENT OF POLICY**

The Amesbury Public School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. The District also prohibits bullying of school community members or other harmful conduct for reasons unrelated to race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy.<sup>[2]</sup>

### **A. APPLICATION**

This Policy applies to all sites and activities that the District supervises, controls, or where it has jurisdiction under the law, including school grounds, property immediately adjacent to school grounds, or at a school-sponsored or school-related activity, function or program, at a school bus stop, on a school bus or other vehicle owned, leased or used by the District, or through the use of technology or an electronic device owned, leased, or used by a school district or school. The bullying policy applies to any location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the target, infringe on the rights of the target at school or materially and substantially disrupt the education process or the orderly operation of the school. It applies to all students, school committee members, school employees, independent contractors, school volunteers, parents and legal guardians of students, and visitors to District schools. Nothing in this Policy, however, is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H or other authority, or in response to violent, harmful, or disruptive behavior, regardless of whether this Policy covers the conduct.

### **B. DISCIPLINARY AND CORRECTIVE ACTION**

Violation of this Policy is a serious offense. Violators will be subject to appropriate disciplinary and/or corrective action to correct and end the conduct, prevent its reoccurrence, and protect and restore a sense of safety for the complainant and other similarly-situated individuals from harassment, discrimination, hate crimes, retaliation, and bullying in the future.

### **C. DEFINITIONS**

The definitions of terms used in this Policy, including descriptions of conduct this Policy prohibits, appear in the "Glossary of Terms."

## **III. RESPONSIBILITIES**

### **A. Each School Community Member is responsible for:**

1. complying with this Policy, where applicable;

2. ensuring that (s)he does not harass, discriminate against, or commit a crime against another person on school grounds or in a school-related activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, genetics or disability;
3. ensuring that (s)he does not bully another person;
4. ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and
5. cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

**B. Each School Employee, Independent Contractor and School Volunteer is ALSO responsible for:**

1. responding appropriately when witnessing harassment, bullying, discrimination, retaliation, or a hate crime on school grounds or in a school-related activity;
2. cooperating with the District's efforts to prevent, respond effectively to, and eliminate harassment, bullying, discrimination, and hate crimes; and
3. Promptly reporting all information s(he) knows concerning possible harassment, bullying, discrimination, retaliation, or a hate crime to a designated school official when (s)he witnesses or becomes aware of that conduct.

**IV. PROTECTION AGAINST RETALIATION**

The District will take appropriate steps to protect from retaliation persons who take action consistent with this Policy, or who report, or file a complaint or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action.

**V. REPORTING AND RESOLUTION PROCESS**

**A. DESIGNATED OFFICIALS FOR REPORTING**

1. In Each School Building

The school principal or the District's Equity Coordinator are responsible for receiving reports and complaints of violations of this Policy at the school level. A report or complaint of a violation of this Policy may be filed with the Equity Coordinators, Roy Hamond or Elizabeth McAndrews, 5 Highland Street, Amesbury, MA, 978-388-4800.

2. For the Central Administration

The District Equity Coordinator is responsible for receiving and addressing reports or complaints of violations of this Policy at the district level. A report or complaint involving the District Equity Coordinator should be filed with the Superintendent; a report or complaint involving the Superintendent with the School Committee.

**B. REPORTING PROCEDURES**

1. Any school employee, independent contractor, or school volunteer who becomes aware or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have occurred must promptly report the alleged incident(s) to a designated official.
2. Any student or other person (who is not a school employee, independent contractor or school volunteer) who becomes aware or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime

has occurred or may have occurred is strongly encouraged to and should promptly report the incident(s) to a designated official. In situations where a student or other person does not feel comfortable reporting the incident to a designated official, (s)he may report it to a trusted school employee, who must promptly transmit the report to a designated official.

3. Any school community member may also report possible incidents of harassment, bullying, discrimination, retaliation, or a hate crime directly to a Principal, the District Equity Coordinator or to the Superintendent. Students or other persons may also make anonymous reports.
4. Upon receipt of a written or oral report or complaint, the principal (or his/her designee) and the District Equity Coordinator will promptly notify one another of the facts alleged and any initial action taken.
5. When a report or complaint involves physical injury, the principal (or his/her designee) will promptly report the incident to the Superintendent.
6. All complaints or reports about a violation of this Policy must be documented on the District's "Reporting/Complaint Form". The form is available at the front office of each school and at the central office. If a complainant or reporter is either unwilling or unable to complete the District's Reporting/Complaint Form, the school principal (or designee) who receives the oral complaint or report will promptly prepare a written report, by filling out the District's Reporting/Complaint Form, using, to the extent practicable, the reporter's or complainant's own words to describe the potential violation.
7. On the District's Reporting/Complaint Form, the principal (or designee) will summarize any initial action taken and forward a copy to the District Equity Coordinator.
8. Reporting Sexual Abuse and Other Serious Criminal Conduct
  - a. General Laws Chapter 119, Section 51A, makes administrators, teachers, school nurses, guidance counselors and other school staff members mandated reporters for purposes of reporting child abuse and neglect to the Department of Children and Families (DCF). Under G.L. c. 119, Section 51A, a school staff member who has reasonable cause to believe that a student under the age of 18 years is suffering physical, sexual, or emotional abuse, or neglect, by a parent, guardian, school staff member, or other caretaker, must immediately report the abuse or neglect either directly to the DCF or to the person designated by the school to accept those reports, who, in turn, must promptly report the abuse to the DCF.
  - b. The principal, Equity Coordinator and/or Superintendent will report certain forms of sexual harassment and conduct (i.e., unwanted sexual touching or sexual assault) that may constitute a crime to the local police.
  - c. The principal, Equity Coordinator and/or Superintendent will report physical injury, destruction of public property, potential hate crimes, certain bullying conduct and other acts of a criminal nature to the local police for criminal investigation.

#### **C. FILING A COMPLAINT OR REPORT**

1. The complainant or reporter files a written complaint or report with a designated official, using the District's Reporting/Complaint Form, identifying the name(s) of the subject of the complaint, if known; describing the facts and circumstances of the incident or pattern of behavior; providing the time(s) and date(s) of the incident(s); and identifying any witnesses and relevant documentary information.
2. A complainant or reporter may also file an oral complaint or report. In those circumstances, a designated official will complete the District's Reporting/Complaint Form based on the oral information, using, to the extent practicable, the complainant or reporter's own words. The complainant will sign the Reporting/Complaint Form.

#### **D. PROCEEDINGS**



### **STEP ONE**

1. The designated official will separately meet in a timely manner with the complainant and the subject of the complaint. If a student is involved, the parent(s) or guardian(s) will be notified and may be invited to attend the meeting. The official will talk about the formal process, explain the prohibition against retaliation, and determine the corrective action the complainant seeks. The designated official will also explain that the investigation will be kept as confidential as possible, but that the District cannot promise absolute confidentiality, and may not be able to withhold the complainant's identity from the subject of the complaint, since such a promise could interfere with the District's ability to enforce its Policy, conduct a fair and thorough investigation, or impose disciplinary or corrective action.

### **STEP TWO**

2. A designated official will conduct an investigation in accordance with the procedures described in Section E, Investigations.

### **STEP THREE**

3. The designated official, in consultation with the District Equity Coordinator, will determine whether the allegations have been substantiated, and whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct, has been violated. If the complaint is substantiated, the designated official, in consultation with the District Equity Coordinator, will decide, based on the investigative findings, on the appropriate action. If legal issues arise, the designated official will seek the advice and guidance of legal counsel for the District.
4. The designated official, in consultation with the District Equity Coordinator, will prepare a written report that includes the investigative findings, the investigative steps taken, and the reasons for those findings. These findings will specify whether the allegations have been substantiated, whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct, has been violated, and any decision for disciplinary and corrective action.
5. The principal, the employee's supervisor (if the subject of the complaint is an employee), or the Superintendent will impose any disciplinary or corrective action. The disciplinary actions will balance the need for accountability with need to teach appropriate behavior. The disciplinary actions will be consistent with the Student Code of Conduct, and state and federal law.

### **STEP FOUR**

6. The designated official will promptly notify the complainant and the subject of the complaint in writing to let them know whether the complaint has been substantiated. If the complaint is substantiated, the designated official will also promptly notify the complainant of any non-disciplinary corrective action imposed to protect him/her from future Policy violations. If the complaint is substantiated and the offender remains a student in the school, the designated official will meet with the offender and his/her parent or guardian, to describe the disciplinary and/or corrective action imposed, the school's expectations for future behavior and the potential consequences for retaliation or future violation of the Policy.
7. If a complaint is substantiated, a report of the incident and its resolution will be placed in the offender's applicable student record or employee personnel file.
8. File Retention: If the incident occurs at the school level, the principal (and if the principal is the subject of the complaint, the District Equity Coordinator), will (a) maintain in a separate confidential file the original completed Reporting/Complaint Form, investigatory interview notes and reports, findings made, the results of the investigation, including any decision for action, and other relevant investigatory materials, (b) provide a copy of the file to the District Equity Coordinator, and (c) maintain a copy of the file in the applicable student record or employee personnel file. If the complaint occurs at the district level, the District Equity Coordinator will maintain the original documents.

9. If the District's investigation results from a third party report, the designated official will inform that person that the District has taken steps consistent with the Policy, while not providing information about any disciplinary action imposed or any other information that would violate applicable state and federal confidentiality laws or student record regulations.
10. Any disciplinary or corrective action against a student or employee must conform to the due process requirements of federal and state law.

#### **STEP FIVE**

11. A designated official will monitor the situation, and will follow-up with the complainant at least weekly for two months to determine whether there are further incidents or concerns, and whether the corrective action imposed has been effective. The designated official will maintain a written record of the follow-up.

#### **STEP SIX**

12. The complainant may ask the District Equity Coordinator to review, and, if appropriate, revise any non-disciplinary corrective action imposed through a Formal Proceeding, if the complainant believes that the corrective action is not adequate to protect him/her from future harassment, discrimination, bullying, retaliation, or a hate crime.
13. Any right of appeal from a disciplinary decision is governed by the Student Code of Conduct, the school's disciplinary code, applicable collective bargaining agreements, and Massachusetts and federal law.

#### **E. INVESTIGATIONS**

1. Prompt and Thorough Investigations: The school or District, through a designated official, in consultation with the District Equity Coordinator, will promptly investigate all reports or complaints of an alleged violation of this Policy (even where the offender is unknown), as set forth below. The nature and duration of an investigation will depend on the circumstances, including the type, severity and frequency of the alleged conduct. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint. No complaint is considered frivolous; on the other hand, culpability is never presumed. These procedures are intended to protect the rights of a target and the rights of a wrongfully accused individual.
2. Emergencies: School officials will immediately call 911 in case of a threat of imminent physical harm or actual physical harm to a school community member or where police, fire, medical, or other emergency assistance is needed.
3. Opening Investigations: Upon receipt of a report or complaint, a designated official, in consultation with the District Equity Coordinator, will promptly undertake an investigation or authorize a third party designated by the District or school to undertake an investigation.
4. Investigative Procedure: The designated official investigating the incident will gather and preserve evidence, and identify all involved parties and witnesses. If the incident involves physical injury, destruction of public property, or other acts of a serious criminal nature, the designated official will confer with the local police department or other law enforcement agencies prior to gathering or preserving evidence to determine if the incident requires law enforcement involvement. Until the designated official confers with the local police, however, s(he) will secure the evidence from contamination or removal. The investigation will generally consist of personal interviews with the complainant, the subject(s) of the complaint and others who witnessed or may have potentially relevant knowledge about the alleged incident or circumstances giving rise to the report or complaint. Interviews will be conducted in a manner that protects the privacy of individuals to the extent practicable under the circumstances. The designated official should take notes during interviews, or prepare them soon thereafter, for the purpose of maintaining accurate records. The designated official will also generally review and evaluate any other information or document, including video recordings, voice mails, e-mails, instant messages, information regarding any prior incident(s) committed by the subject of the complaint, or any other item deemed relevant to the allegations.
5. Communication During Investigation: Throughout the investigatory and complaint resolution process, the designated official will make reasonable efforts to regularly inform the complainant and the subject of the complaint and their parent(s) or guardian(s) of the status of the complaint, and the anticipated timing for

concluding the investigation, and making a determination. The designated official will notify each person interviewed or made aware of the investigation that the investigation is confidential and should not be discussed with other students or District employees. The designated official will tell them that the District will not tolerate retaliation against the complainant or reporter, or anyone else who cooperates with the investigation. The District will notify the parents or guardians of a target of the action taken to prevent any further acts of harassment, bullying, discrimination or retaliation.

6. Time for Investigations: The designated official will complete his/her investigation as soon as practicable after (s)he receives the complaint or report.
7. Ensuring Safety During Investigation: The designated official, in consultation with the District Equity Coordinator, will take any step s(he) determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation. Those steps for students may include, but are not limited to, ordering interim disciplinary action under the Student Code of Conduct, appropriate adult supervision, reassigning classroom seating, temporarily transferring the student subject of the complaint from his/her class(es) with the complainant or to an alternative school assignment, instructing the subject of the complaint to avoid communication or contact with the complainant and to maintain a safe distance (for example, fifteen feet) from the complainant while on school property or in school-related activities, and monitoring compliance and reporting non-compliance of protective orders issued by a court. Prior to a resolution of the complaint or report, the designated official will make reasonable efforts to monitor the success of the interim measures in achieving their goals. At the discretion of a school and/or District administrator, a student complainant may also temporarily transfer classes or schools, where available, but only where the student and his/her parent or guardians voluntarily consent to the transfer.
8. Target Assistance: The designated official (or his/her designee) will make appropriate referrals for target assistance, including counseling and crisis intervention, if requested, or as needed.
9. Target Non-Cooperation: Where a violation of the Policy has been reported by a third party, and the alleged target fails to cooperate with the investigation, or denies the incident occurred, disciplinary and corrective action may be precluded, or limited, depending on the circumstances and the availability of information from other sources.
10. False Charges: Any person who makes knowingly false charges or brings a malicious complaint is subject to disciplinary and/or corrective action.

#### **F. BASIS FOR DETERMINING WHETHER POLICY VIOLATED**

A designated official, in consultation with the District Civil Rights Coordinator, will determine whether a particular action or incident constitutes a violation of this Policy. The determination will be based on all the facts and surrounding circumstances, including the context, nature, frequency and severity of the behavior, how long the conduct continued, where the incident(s) occurred, the number of persons involved in the wrongful conduct, the ages of and relationships between the parties, past incidents or patterns of behavior, and whether the conduct adversely affected the education or school environment of the target or other school community members or materially or substantially disrupts the education process or the orderly operation of the school.

#### **G. CONFIDENTIALITY**

The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and its Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable and state and federal confidentiality laws and student record regulations.

## **VI. DISCIPLINARY AND CORRECTIVE ACTION**

### **A. IMPOSING DISCIPLINARY AND CORRECTIVE ACTION**

If a designated official, in consultation with the District Equity Coordinator, concludes that the subject of the complaint has violated this Policy, the District will in a timely manner impose disciplinary measures and/or corrective action reasonably calculated to end the complained of conduct, deter future conduct, and protect the complainant(s) and other similarly situated individuals. In imposing disciplinary and corrective measures the District will take into account harm the target and other members of the school community suffered and any damage to school climate or property. The decision whether discipline is imposed and the nature of any disciplinary action must comply with the District and school's disciplinary policies and state and federal law.

### **B. ACTION CONCERNING STUDENTS**

Disciplinary and corrective action concerning a student may include, but is not limited to, a written warning; classroom or school transfer; short-term or long-term suspension; exclusion from participation in school sponsored functions, after-school programs, and/or extracurricular activities; limiting or denying access to a part or area of a school; exclusion, expulsion, or discharge from school; adult supervision on school premises; parent conferences; an apology to the target; awareness training (to help students understand the impact of their behavior); participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations classes; mandatory counseling, or any other action authorized by and consistent with the Student Code of Conduct, school disciplinary code, or state and federal law. In appropriate cases, the District may contact law enforcement agencies or other state agencies.

#### **Discipline for Students with Disabilities**

The District will comply with the federal and state law requirements that apply to the discipline of students with disabilities, including the federal "Individuals with Disabilities Education Act" ("IDEA"). Students who receive their education pursuant to an IEP may not be removed from his or her current placement for more than 10 school days without a determination as to whether or not the behavior that forms the basis of the disciplinary action is related to the student's disability. The District Director of Special Education will be notified regarding the discipline of any student with a disability. For more information regarding the discipline of students with disabilities please contact the Director of Special Education, Kathleen Glennon at 978-388-0531.

#### **Discipline for Students with a 504 Plan**

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance because of his/her disability. 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. 104 et seq. School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination. For more information on the discipline of students on 504 plans, contact the Equity Coordinators, Roy Hamond or Elizabeth McAndrews at 978-388-4800.

### **C. ACTION CONCERNING SCHOOL EMPLOYEES**

Disciplinary and corrective action concerning a school employee may include, but is not limited to, a written warning, suspension, transfer, and demotion, removal from certain duties, employment termination, supervision, training, and counseling.

### **D. ACTION CONCERNING INDEPENDENT CONTRACTORS**

Disciplinary and corrective action concerning an independent contractor may include, but is not limited to, a request to the employer of the independent contractor to warn, suspend or terminate its employee; limiting or denying the individual contractor access to school premises or school-related activities; terminating the contract with the District or school, and training.

**E. ACTION CONCERNING SCHOOL VOLUNTEERS**

Disciplinary and corrective action concerning a school volunteer may include, but is not limited to, a written warning, suspending or terminating the volunteer relationship, limiting or denying access to school premises or school-related activities, supervision and training.

**F. ACTION CONCERNING OTHER SCHOOL COMMUNITY MEMBERS**

Corrective action concerning any other school community member, including parents and legal guardians of students, and visitors to District schools may include, but is not limited to, a warning; counseling; and limiting or denying the parent, guardian or visitor's access to school premises or school-related activities.

**G. PREVENTION AND REMEDIATION**

The District will employ a variety of prevention and remediation strategies to maintain to the extent practicable a safe school climate conducive to learning, and ensure that all school community members assume responsibility for their behavior and its consequences.

**H. ACTION CONFORMING TO LAW AND APPLICABLE CONTRACTS**

Any disciplinary or corrective action taken for violation of this Policy will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal law, and District policies. The District will contact law enforcement agencies if and as appropriate.

**VII. ADDITIONAL PROVISIONS**

**A. OVERSIGHT OF DISTRICT'S COMPLIANCE WITH POLICY**

The District designates Roy Hamond and Elizabeth McAndrews as the District Equity Coordinators who, under the supervision of the Superintendent, will ensure the successful administration of and compliance with this Policy. The District will post conspicuously in the central office and in each school the District Equity Coordinator's name and his/her mailing address, telephone number and email address. The District Equity Coordinator's responsibilities include:

1. Maintaining complaint and investigation records under this Policy and of Informal and Formal Proceedings;
2. Maintaining and regularly analyzing documentation of incidents of harassment, bullying, discrimination, retaliation, and hate crimes throughout the District;
3. Advising and assisting with and/or conducting investigations of complaints and reports of violations of this Policy;
4. Regularly assessing the need for and arranging training of school and District personnel and students on the requirements of and compliance with this Policy;
5. Assisting the Superintendent in regularly reviewing the effectiveness of the District's efforts to correct and prevent harassment, bullying, discrimination, retaliation, and hate crimes and proposing improvements in those efforts, consistent with 603 CMR 26.07 (1) & (4);
6. Ensuring that appropriate District and school officials are informed about violations of this Policy and the adequacy of the response;
7. Reviewing this Policy annually for compliance with state and federal law and updating it as necessary; and
8. Ensuring that s(he) and the District and school Title II, Title VI, Title IX and Section 504 coordinators are provided appropriate training to serve in this capacity and receive regular updates on changes in laws, regulations, policies and procedures concerning harassment, bullying, discrimination, retaliation, and hate crimes.

## **B. POLICY DISSEMINATION**

1. At the beginning of each school year, the District will distribute this Policy to all school employees, provide a summary of the Policy to volunteers and independent contractors, and publicize the Policy within the school community.
2. The District and its schools will incorporate a summary of this Policy in the Student Handbook and in each school's code of conduct, and explicitly state that a violation of this Policy is subject to disciplinary action under the school's code of conduct. These documents will be provided to students, parents and guardians each year and will inform them of this Policy in the same manner that they inform parents and students of other policies. The Superintendent will publish disciplinary policies in Student Handbooks, which shall prohibit bullying and shall include the bullying prevention and intervention plan required by Chapter 71, §37O of the Laws of the Commonwealth. Student handbooks shall include age-appropriate summaries of the student-related sections of the district's bullying prevention and intervention plan.
3. The District will ask each student (if in grade 5 and over) and his/her parent or guardian to provide written confirmation that they received, read and understand the Student Handbook that includes a summary of this Policy, and agree to comply with the Handbook's provisions.
4. To the extent practicable, the District will translate a summary of the Policy into the non-English languages spoken at home by a significant number of parents or guardians of District students.
5. The District will post this Policy and a summary of the Policy on its District's website and conspicuously in each school building in areas easily accessible to students and staff.

## **C. TRAINING OF SCHOOL EMPLOYEES AND STUDENTS**

1. The District will provide in-service training at least annually for all school employees, independent contractors, and school volunteers regarding the prevention and appropriate methods for reporting and responding to harassment, bullying, discrimination, retaliation, and hate crimes; their responsibilities under the Policy; requirements imposed by state and federal civil rights and education laws, including CMR 26.00; and the District's mission, goals and requirements under this Policy.
2. The District will provide education at least annually for all its students in the fifth through twelfth grades regarding how to identify, report and file a complaint or report under this Policy; their rights and responsibilities under civil rights and education laws; and the District's goals and requirements under this Policy. The District will also provide instruction at least annually to all students in kindergarten through fourth grade regarding how to identify and report harassment and bullying.
3. The Superintendent will develop administrative guidelines and procedures for implementation of this policy, consistent with the requirements of M.G.L. Chapter 71 §37O and related guidelines issued by the Department of Elementary and Secondary Education.

## **LEGAL REMEDIES**

Any school community member may also pursue legal remedies or other avenues of recourse, including filing a complaint with the Massachusetts Department of Elementary and Secondary Education (Problem Resolution System), at (617) 338-3000; the Massachusetts Office of Attorney General, Civil Rights Division, at (617) 727-2200; the Office of Civil Rights of the United States Department of Education, at (617) 223-9662, the Massachusetts Commission Against Discrimination, at (617) 727-3990 or (413) 739-2145; or the Equal Employment Opportunity Commission, at (617) 565-3200; filing a civil lawsuit; or pursuing criminal prosecution.

## **GLOSSARY OF TERMS**

### **BULLYING**

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (a) causes physical or emotional harm to the target or damage to the target's property; (b) places the target in reasonable fear of harm to himself or of damage to his property; (c) creates a hostile environment at school for the target; (d) infringes on the rights of the target at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyber-bullying. (See Student Code of Conduct for how the District addresses bullying not covered by this Policy.)

### **COMPLAINANT**

A person who complains about conduct covered by this Policy who is the alleged target of the conduct, and if a student, their parent or guardian.

### **CYBER-BULLYING**

Cyber-bullying is 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 (a) the creation of a web page or blog in which the creator assumes the identity of another person or (b) 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 (a) to (e), 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 (a) to (e), inclusive, of the definition of bullying.

### **DISABILITY**

A physical or mental impairment that substantially limits one or more major life activities (a) where the person has such an impairment, (b) has a record of such an impairment, (c) is regarded as having an impairment, or (d) has an individualized education program (IEP).

### **DISCRIMINATION**

Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of his/her race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability. A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

### **HARASSMENT**

Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, or to interfere with or limit an individual's employment, by creating a hostile, humiliating, intimidating, or offensive educational or work environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational or work environment. A single incident, depending on its severity, may create a hostile environment.

Harassment based on a person's protected status may include, but is not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays (such as swastikas), or symbols on school or another person's property (e.g., books or backpacks);
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letters, e-mails, instant messages, or websites;
- Defacing, damaging, or destroying school (e.g., desks, lockers or school walls) or another person's property; or throwing objects (eggs, paint).

## **HAZING**

The term "hazing" shall mean any conduct or method of initiation, even if consented to, 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, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Whoever knows that another person is the target of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

## **SEXTING**

Sexting is the act of sending sexually explicit photos, images, or messages electronically, primarily by cell phone and/or the Internet.

**Examples of Specific Types of Harassment** (depending upon the circumstances):

### **Disability Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her disability or perceived disability, including damaging or interfering with use of necessary equipment, imitating manner of movement, using slurs like "retard," or invading personal space to intimidate.

### **National Origin Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her national origin, ancestry, or ethnic background, such as negative comments about surnames, customs, language, accents, immigration status, or manner of speaking.

### **Racial Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her race or color, including racial slurs or insults based on characteristics of a person's race or color, racial graffiti or symbols, hostile acts based on race, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.



## **Religious Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her religion, including derogatory comments about religious beliefs, traditions, practices (includes non-belief), or religious clothing.

## **Sexual Orientation Harassment**

- Unwelcome verbal, written or physical conduct, directed at a person based on his/her actual or perceived sexual orientation, such as anti-gay slurs or insults, imitating mannerisms, taunting, or invading personal space to intimidate.

**Sexual Harassment: (refer to Amesbury Public Schools Policy GBCBD/JFCD)**

## **HATE CRIME**

A crime motivated by hatred or bias, or where the target is targeted or selected for the crime at least in part because the person is a different race, color, national origin, ethnicity, religion, gender, or sexual orientation from the aggressor or because the targeted person has a disability. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

**Indicators** that a crime may constitute a hate crime include:

- Use of racial, ethnic, religious or anti-gay slurs;
- Use of symbols of hate, such as a swastika or burning cross;
- Similar behavior toward others who are members of the same protected class;
- The aggressor's protected class is different from the target's;
- The incident occurs while the target was promoting a racial, religious, ethnic/national origin, disability, gender or sexual orientation group, such as attending an advocacy group meeting, or participating in a students' gay-straight alliance, or a disability rights demonstration.

## **INDEPENDENT CONTRACTOR**

Any person, organization, or company who contracts with and/or provides goods, supplies, or services to the District or a school, and who is not a school employee and is not under the direction or control of the District (for example, bus drivers and school vendors).

## **NATIONAL ORIGIN**

A person's ancestry, country of origin, or the country of origin of the person's parents, family members or ancestors.

## **RETALIATION**

Any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this Policy, or for taking action consistent with this Policy.

## **REPORTER**

A person reporting an incident who is a third party and not the target of the alleged conduct that violates the Policy.

## **SCHOOL COMMUNITY MEMBER**

Any student, District or school employee, school committee member, independent contractor, school volunteer, parent or legal guardian of a student, or a visitor on school premises or at a school-related or school-sponsored function or activity.

## **SCHOOL EMPLOYEE**

Any District or school administrator, teacher, school counselor, nurse, secretary, librarian, and any other professional or support staff member employed by the District, and subject to the District's direction or control (and who is not a school volunteer).

## **SCHOOL-RELATED ACTIVITY**

Any school-sponsored activity, such as a field trip or an athletic competition; any school-related function or event, such as a PTO meeting; where school officials have supervisory responsibility for students; or where students are using school transportation or are at a designated school bus stop.

## **SCHOOL VOLUNTEER**

Any person who without compensation provides goods, supplies, or services to the District or its schools on a one-time or an ongoing basis, and who is not a school employee or independent contractor.

<sup>[1]</sup> Whenever this policy refers to any time frame, it shall mean as soon as practicable under the circumstances.

<sup>[2]</sup> **Any other conduct harmful to school climate and subject to discipline is governed by the Student Code of Conduct and other District policies.** This Policy only covers conduct directed at a target because of his/her race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability, or to bullying behavior. **See Glossary of Terms.**

<sup>[3]</sup> Where there is a felony complaint or conviction of a student involving reported or complained-of conduct in violation of this Policy, the principal of the school where the student is enrolled may decide to proceed under the requirements of General Laws Chapter 71, § 37H 1/2.

<sup>[4]</sup> Pursuant to state law, bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (a) causes physical or emotional harm to the target or damage to the target's property; (b) places the target in reasonable fear of harm to himself or of damage to his property; (c) creates a hostile environment at school for the target; (d) infringes on the rights of the target at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyber-bullying.

Legal Refs: M.G.L. c.71, §37H & 37H 1/2  
M.G.L. c.119 §51A  
Section 504, Rehabilitation Act of 1973  
29 U.S.C. §794  
34 C.F.R. 104 et. seq.  
603 CMR 26.07 (1) & (4) & CMR 26.00

Replaces: JFCB/GBCBC & GBCBC/JFCB

Adopted: 2005

Revised: 2006; 2007; 2008; 2010

The Amesbury Public Schools prohibit sexual harassment of school district employees, applicants for employment, or students by any employee, student, or non-employee who conducts business with the school district. This policy applies to conduct during and relating to school, school sponsored activities, and school district business. The Amesbury Public Schools consider sexual harassment in the work and educational environment to be inappropriate and offensive.

#### Definition of Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, in any form such as e-mails, instant messages, sexting via cell phone or websites, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is made, either expressly or by implication, a term of condition of any individual's employment or educational program;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting the individual;
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment or of adversely affecting the employee's or student's performance, advancement, assigned duties or any other condition of employment, career development, or educational programs;
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, assignments, programs or activities available in the work environment or through the educational institution.

Examples of conduct which may constitute sexual harassment, whether committed by a supervisor, any other employee of the schools, student, or any non-employee doing business with the Amesbury Public Schools, include but are not limited to:

1. Leering, staring, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading description
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gestures via cell phone or any other electronic form (sexting) that disrupt the educational or work environment
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual way
7. Cornering or blocking of a sexual nature of normal movements
8. Displaying sexually suggestive objects in the educational or work environment

#### Discipline/Consequences

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in the sexual harassment of students may be subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and District Equity Coordinator shall be disciplined appropriately.

The Amesbury School System's ability to discipline a non-employee will be limited by the degree of control that the Amesbury Public Schools has over the alleged harasser or employer of the alleged harasser.

### Reporting Procedure/Investigation

1. The Amesbury Public Schools encourages and expects employees and students to report incidents of sexual harassment to their building principal and/or designee and the District Equity Coordinators for the Amesbury Public Schools, Roy Hamond or Elizabeth McAndrews, 5 Highland Street, Amesbury, 01913, 978-388-4800.
2. Any building principal or designee who receives a complaint, verbally or in writing must notify the District Equity Coordinator within twenty-four (24) hours or within a reasonable extension of time thereafter for good cause.
3. No complainant shall be required to report an allegation of sexual harassment to the individual who is the harasser.
4. It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved parties may request a formal investigation at any time. Based on the seriousness of the charge, the District Equity Coordinator may decide that a formal investigation is most appropriate to address the issues. Also, the informal procedure may be inappropriate for subsequent allegations of similar conduct by the same individual. Steps taken under this informal procedure will be documented by the District Equity Coordinator.
5. Upon receipt of an allegation of sexual harassment, an investigator will initiate an investigation into the complaint within forty-eight (48) hours.
6. The Amesbury Public Schools will designate specific employees at each school who are trained to investigate sexual harassment complaints. All complaints will be resolved within thirty (30) days.
7. Verbal reports of sexual harassment will be put in writing by the individual complaining or by the person who receives the complaint
8. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances

The investigation will consist of personal interviews with the complainant(s), the individual(s), against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether “alleged conduct” constitutes a violation of this policy, the Amesbury Public Schools shall consider the surrounding circumstances: the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all facts and surrounding circumstances.

9. The complaint investigator will put his/her findings in writing and will forward a copy to the Title IX Compliance Manager within one week or a reasonable extension of time thereafter for good cause after concluding the investigation.
10. The investigator will communicate his/her findings to the complainant and the alleged harasser as expeditiously as possible.
11. Results may be indeterminate. If so, the matter will be recorded as unresolved and the record of the investigation will be maintained by the Amesbury Public Schools separate and apart from any student or personnel file.

### Appeals Procedure

A party may appeal the Title IX Compliance Manager’s decision in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure. The Title IX Compliance Manager’s decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Superintendent will make a decision and provide it in writing to involved parties within thirty (30) school days.

### Corrective Procedures

Upon completion of an investigation and substantiation of the alleged harassment the Amesbury Public Schools will take appropriate corrective action. Such action may include, but is not limited to, an apology, direction to stop the offensive behavior, counseling or training, warning, suspension, exclusion, expulsion, transfer, remediation, termination of employment.

### Sexual Harassment

The Amesbury Public Schools district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Massachusetts and federal laws and Amesbury Public School policies.

The result of the Amesbury Public School's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Amesbury Public Schools in accordance with state and federal laws regarding data or records privacy.

The result of the Amesbury Public Schools' investigation of each complaint filed under these procedures will be reported in writing to the alleged harasser by the Amesbury Public Schools in accordance with state and federal law regarding data or records privacy.

### Retaliation

Any employee who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint of sexual harassment will be subject to disciplinary action up to and including dismissal.

Any student who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of any complaint of sexual harassment will be subject to disciplinary action up to an including expulsion.

Any non-employee doing business with the Amesbury School District who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint of sexual harassment will be disciplined subject to the extent that the Amesbury Public Schools has control over the non-employee or his/her employer.

### Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Massachusetts Dept. of Elementary and Secondary Education, Massachusetts Commission Against Discrimination, Equal Employment Opportunity Commission, and the Office of Civil Rights of the U.S. Dept. of Education,, J. W. McCormack, POCH, Room 222, Boston, MA 02109, telephone: 617/223-9662, initiating civil action or seeking redress under criminal statutes and/or federal law.

### Sexual Harassment as Child Abuse

Under certain circumstances, alleged sexual harassment may also constitute abuse or neglect under M. G.L. c.119 51A. If so, the requirements for mandatory reporters still apply.

Legal Refs. Title VI, Civil Rights Act - 1964

Title IX, 1972 Education Amendments to Civil Rights Act

Section 504 of the Rehabilitation Act - 1973

The Age Discrimination in Employment Act

The Americans with Disabilities Act

c.622 of Acts of 1971

M.G.L. c.151B and c151c. M. G.L. c.119 51A

Adopted: 1996

Reviewed: 2003; 2004

Revised: 2007; 2008; 2010

## **TECHNOLOGY USE**

### **Introduction**

The Amesbury Public Schools shall provide access for employees, students and others to the District's electronic networks, including connections to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The network will also be used to improved productivity and to increase communication among staff, parents, the community, governmental organizations, and businesses.

The Superintendent or designee shall implement, monitor, and evaluate the district's network for instructional and administrative purposes.

Access to the network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all regulations and procedures governing acceptable use of the network and shall agree, in writing, to comply with such regulations. Noncompliance with these policies and procedures may result in suspension or termination of user privileges and may be subject to restitution for costs associated with hardware, software, and system restoration, as well as other disciplinary actions consistent with the policies of the Amesbury Public Schools. Violations of law may result in criminal prosecution as well as in disciplinary action by the Amesbury Public Schools.

### **ACCEPTABLE USE**

As members of a networked community, users have specific responsibilities with regard to the efficient, ethical and legal utilization of computer devices, as well as all networked and Internet resources. All users must strictly adhere to the following guidelines and conditions of use.

### **Security**

- Users are responsible for the proper use of accounts issued to them, such as email, Internet or access to software, and must not provide or display their passwords and login information to anyone, nor leave an application open when unattended.
- Users should change their passwords regularly and make efforts to use passwords that are unique and not easily guessed.
- Users are responsible for all activity under their account.
- Attempts to compromise the security, integrity, or functionality of the system, or possession of tools, while on school or district property, designed to do so, is a violation of this policy. This includes, but is not limited to:
  - intentional uploading or creation of computer viruses
  - unauthorized use of another user's credentials
  - deletion or alteration of another user's files or applications
  - removing protection to gain access to restricted areas
  - unauthorized blocking of access to information, applications, or areas of the network
- Any user identified as a security risk may be subject to severe restriction of, or cancellation of, privileges.
- It is a federal offense to break into any security system. Financial and legal consequences of such actions are the responsibility of the user.
- If you feel you have identified a security problem on the network, notify the MIS Department. Do not demonstrate the problem to other users.
- It is a violation of this policy to introduce or attach any software or hardware that is not owned by the Amesbury Public Schools, or specifically authorized by the MIS Department, to technology used in the Amesbury Public Schools.
- No modification to any hardware or software owned or managed by Amesbury Public Schools may be made without specific authorization by the MIS Department.

### **System Resources**

System resources are limited and are intended to support the educational objectives of the Amesbury Public Schools.

- The use of technology systems must be consistent with and support educational objectives. Therefore activity on the

network, such as Internet sites accessed, communications via email, listservs, forums or chat rooms must support the District's objectives.

- File space has its limits and users should regularly review and delete unnecessary files and email messages on the network.
- Users should make a conscientious effort to conserve district resources. Use of high-bandwidth resources, such as video-conferencing, online music, or streaming video must be related to educational goals and authorized by the MIS Department at the school or district level.
- Users are responsible for backing-up copies of documents that are important to their jobs. The District will not be responsible for loss of data.

### **Privacy**

Communications, including voicemail messages, email, attached documents and images are not private. In theory, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection.

- Amesbury Public Schools reserves the right to examine, restrict, or remove any material that is on or passes through its communication systems.
- Users are asked to use judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.
- Users may not reveal home addresses, personal e-mail addresses or personal phone numbers of colleagues or students.

### **Internet**

The Internet provides access to schools, people and informational sites all over the world. The educational potential is limitless; however, users must understand that neither the Amesbury Public Schools nor any Amesbury Public Schools employee controls the content of the information available on the systems. The school district does not condone the use of controversial or offensive materials and cannot be held responsible for such use. The Amesbury Public Schools is in compliance with the Children's Internet Protection Act (CIPA). Filtering services are in use on all computers with access to the Internet.

- Users are expected to take individual responsibility for their appropriate use of the Internet
- Student use of the Internet must be supervised and adults must be aware that filtering does not guarantee that students will not access inappropriate sites
- All communications must be polite and use appropriate language. Swearing and vulgar language are considered inappropriate and are a violation of this agreement.
- Messages relating to, or in support of, illegal activities may be reported to local law enforcement authorities.
- Employees and students, under the direction of a teacher, may publish materials on the Internet on District approved sites that support the school district's objectives and are relevant to school-related activities. In publishing information on the Internet, users must adhere to all previously stated conditions and guidelines as well as the following:
  - An Internet web page may include pictures of students or items of student work, provided that (a) the students are not identifiable or (b) if permission from the students' parents/guardians have been received.
  - No web page will be linked to a personal web address on another server without permission from the respective employee's or student's principal.
  - Copyright laws must be adhered to. Permission to copy or use materials must be obtained from the copyright owner and must be cited. The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials.
  - The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district systems is prohibited.
  - Some examples of unacceptable use of district systems include:
    - Conducting commercial activities, product advertisement, political lobbying, or unethical/illegal solicitation.
    - Supporting illegal activities, such as the illegal sale or use of drugs or alcohol, criminal gang activity or threats, intimidation or harassment of any other person or for any activity prohibited by district policy.
    - Accessing, distributing or selling files or web sites that contain pornographic or obscene pictures, videos, stories, or other material; or exposing others to such material.
    - Purchasing goods or services, without authorization, that requires one to submit a credit card number, or obligates the school or district to another party. The School District will not be held responsible for any financial obligations for goods or services purchased over the Internet or via telephone conversation without appropriate authorization.
    - Responding to any messages, files, or web sites that solicit personal information about you or someone else, or request a personal contact with you or another user.

## **Email**

The Amesbury Public School District (*Amesbury Public Schools*) provides electronic mail resources (*email system*) to its staff members. Email is defined as any document created, transmitted and/or received through the Amesbury Public Schools' email system using either a personally-owned electronic device or a device owned by the school district. It is the intent of the Amesbury Public School District to maintain the privacy and integrity of email created using the email system. However, employees should be aware that any and all email transmitted or received by any staff member is considered public record, and subject to the Massachusetts Public Records law, M.G.L. Chapter 66. (For more information, go to: <http://www.sec.state.ma.us/arc/arcrmu/rmubul/bul199.htm>)

Email correspondence may be subject to public inspection and may be requested during evidentiary discovery in legal actions. Employees should also know that while every attempt will be made to secure the email system, Amesbury Public Schools does not guarantee the privacy of email sent, received, or stored.

### **Acceptable Use of the Email System**

The purpose of the email system is to provide Amesbury Public Schools' authorized users with the ability to communicate through email for educational purposes and other school business. Communication with peers for academic or school-related business purposes is acceptable, as well as email to students, parents, and the community. Employees should be aware, however, that any written communication is considered to be a legal document and is subject to M.G.L. Chapter 66 above.

### **Unacceptable Use of the Email System**

- Allowing an unauthorized user to access the system. This includes sharing of email passwords that allows another person to access your account.
- Using email for personal monetary gain.
- Harassing other authorized users or generating harassing email to anyone.
- Sending information that violates copyright laws, such as copied images, documents and music files.
- On-line gambling, including sports pools.
- Distribution of pornographic or other offensive materials or images.
- Advocating for products or services
- Advocating for political issues and/or candidates
- Generation of email using a false identity, or pretending to be someone else (spoofing).
- Generation of junk emails, chain letters, or SPAM.
- Forwarding of jokes, prayers, etc.
- Any unauthorized use of the system, including but not limited to, attempt of disruption of services, interception of other users' emails, or attempt to breach the security of the mail system.

### **Rights of Amesbury Public School District**

The Amesbury Public School District, as owner of the email system, has the right to obtain, copy, and archive all documents or communications created using the system. These documents may be subject to public inspection under the Massachusetts Public Records Law. Deleting a document from a personal mailbox only removes the electronic pointer to the document stored on the server. Even if documents are deleted from users' mailboxes, they continue to be stored on the mail system and are retrievable from the archive.

Amesbury Public Schools may also monitor any email communication at any time for the purpose of maintaining the integrity and continued operation of the email system without providing notification to the employee. To the extent of the law, Amesbury Public Schools also retains the right to disclose the contents of an employee's mail without the consent of the employee. Disclosure of email would occur if requested by authorized personnel or law enforcement officials, as a response to a request for information in an investigation of unacceptable use or misconduct. All users should be aware that the content of their email is subject to review at any time by authorized personnel.



## **Confidentiality**

Notwithstanding the Amesbury Public Schools' right to retrieve and read any electronic mail or Internet messages or material, such messages or material should be treated as confidential by other users and accessed only by the intended recipient. Users are responsible for maintaining the confidentiality of material on the systems. Certain departments may have additional confidentiality obligations regarding records, for which additional policies will be implemented. Without prior management authorization, users are not permitted to retrieve or read email messages that are not sent to them; with prior management authorization, the contents of such electronic mail, Internet access, voicemail messages or materials are subject to being accessed and/or disclosed to others.

## **Warranty**

The Amesbury Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Amesbury Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by system upgrade or repair, its own negligence, or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Amesbury Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The guidelines and conditions outlined in this policy in no way limit the school district's prerogative to manage its technology systems as it sees fit, or restrict its authority to take any actions it deems necessary to adequately supervise, protect, and, if necessary, discipline its users. The district reserves the right to revise this policy at any time, and all revisions will take effect immediately as per district governance.

The signing of this Acceptable Use Policy indicates the party who has signed has read the terms and conditions carefully and understands their significance.

## **Signature**

I have read and understand the Amesbury Public Schools Technology Systems Acceptable Use Policy. I am aware that district technology, including the Internet and network access, is designed for educational purposes. However, I also recognize it is impossible for the Amesbury Public Schools to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I further understand that the provisions of this policy are subordinate to local, state and federal statute and that violations are unethical and may constitute a criminal offense. Should I commit a violation my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or other school policies.

---

Employee/Student Signature

Revised: 2009

## **CELL PHONES AND PORTABLE COMMUNICATION DEVICES**

**EGAF**

The School Committee recognizes that today's society is different from previous generations. Cell phones and portable communication devices (PCDs) play an important part in employee and student safety and communications. Cell phones and PCDs are defined as current and emerging technologies that are wireless units that send and/or receive electronic communications in an analog or digital data transmission. The possession or use of cell phones and PCDs are prescribed for employees and students as follows:

### **I. Employees**

- a. Employees of Amesbury Public Schools are granted permission to possess and use cell phones and PCDs in the official job capacity consistent with their job descriptions.
- b. Employees who possess and use cell phones and PCDs in their official job functions will be provided a cell phone owned by the Amesbury Public Schools. The use of these units is for school business only. Any personal calls may be charged against the employee if the call causes a financial charge to the district.

- c. Administrators and designated employees who are issued school-owned cell phones should keep their phones on and charged during the school day and while conducting school business/events.
- d. Employees who own a personal cell phone and/or PCD must ensure that the device does not ring or interrupt the academic classroom environment or the job performance of the employee. Employees must take pro-active steps to ensure that the cell phones do not ring during their instructional hours.
- e. The school committee may review employee phone call records and charges for any school owned cell phone or PCD at any time.

**II. Students**

- a. Students may possess and carry cell phones and PCDs; however, these units must be turned off during the academic school day to ensure that disruptions and interference of the instructional and academic climate of the school do not occur. Please refer to building-specific policies as noted in student handbooks.
- b. The school administration may, in its sole discretion, grant exceptions for cell phones and PCD use based upon critical need and appropriate documentation.
- c. Students who violate this policy may face disciplinary actions by the administration. Additionally, cell phones that are used during the day will be confiscated; students may pick them up after school. Repeated infractions may result in parent notification.
- d. Amesbury Public Schools will not be liable for any property not picked up within 2 school days.

**III. Public Meetings**

- a. **During all public meetings, any communication devices must be put in the “silent” mode. In case of an emergency interruption, an individual must excuse themselves from the meeting and communicate in a private location.**

Adopted: 2004

Reviewed: 2007

Revised: 2010

**DRUG AND ALCOHOL USE BY STUDENTS**

**JFCH**

The Amesbury School Committee recognizes that the use of alcohol and other drugs and the problems associated with it are becoming increasingly commonplace in our society and among youth. One’s own chemical use or that of a family member or friend can have serious and lifelong consequences.

The Amesbury School Committee recognizes that students often need education, assistance and support because of their own drug use or because of drug-related problems in peers and family. The school system is committed to providing education and assistance to any student in need. Also, many students require support for their decision to remain drug free.

The Amesbury School Committee believes that to take steps to promote, enhance and maintain a drug free school system and student body is in the best interest of the community. Together with parents and the community at large, it shares responsibility for helping students remain drug free.

The possession, use, delivery, transfer, or sale of alcoholic beverages or controlled substances by students, while in school, prior to or during school sponsored events, or within a radius of 1,000 feet of school property, is illegal and is expressly forbidden.

The Amesbury Public Schools and the Amesbury Police Department jointly execute the conditions set forth in the Memorandum of Understanding, signed annually.

Legal Ref: M.G.L. c94c:31

Adopted: 1991

Revised: 1993, 1996, 2006

Reviewed: 1998, 2003

**ALCOHOL and OTHER DRUG USE BY STUDENTS**

**JFCH-R**

**I. VIOLATIONS AND CONSEQUENCES**

**FIRST OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation of this policy in school or at a school sponsored event. The student will be suspended for up to five (5) days and will be ineligible for participation in all extracurricular activities for a period of two (2) weeks. The principal may reduce the suspension and the loss of extracurricular eligibility if:

1. Student agrees to see a designated Intervention Team (IT) member and follow his/her recommendations satisfactorily; OR
2. The student and family agree to an Alcohol and Other Drug Abuse (AODA) assessment provided at a State approved AODA agency in the community and conducted by a certified AODA counselor and follow his/her assessment.

**SECOND OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation of this policy in school or at a school sponsored event. A second offense will result in a suspension up to ten (10) days. Any reduction in suspension days is at the discretion of the principal. Appearance before the school committee for disciplinary action will be at the discretion of the building principal. The principal will require that:

1. The student agrees to see a designated IT member and follow his/her recommendations satisfactorily; OR
2. The student and family agree to an AODA assessment provided at a State approved AODA agency in the community and conducted by a certified AODA counselor and follow his/her recommendations.

**THIRD OFFENSE:** Parents and law enforcement will be contacted immediately upon verification of the violation of this policy in school or at a school sponsored event. A recommendation for expulsion will be made to the school committee. Any further action will be at the discretion of the school committee.

Because of the potential dangers to the student presented by his/her acute intoxication with alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation or a drug overdose in school or at a school sponsored event will be transported immediately to the local hospital, followed by immediate notification of parents and police. Following his/her return to school this policy guideline will be implemented.

Reductions in length of suspension or extracurricular ineligibility, or of withholding expulsion may be revoked whenever a student fails to demonstrate compliance with expectations of or satisfactory progress in the IT Program.

All school staff is expected to refer to the IT in their building:

1. Any student who they witness in violation of the above policy;
2. Any student who exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it (IT referral forms attached herewith);
3. Any student exhibiting signs, symptoms or indications of an AODA related problem;
4. Any student who's self-disclosed AODA related behavior places them or others at risk or imminent danger.

## II. INTERVENTION TEAM PROGRAM

Referral of a student to the IT by itself does not constitute an allegation that a student has an AODA related problem.

1. Students may also be referred to the IT through self-referral or referral by peers, parents, or community representatives.
2. An essential feature of the program is that students and their family members are encouraged to contact the building administrators and/or the IT for help with AODA related problems, with the assurance that such contacts will be handled sensitively and confidentially.
3. Upon referral to the IT, he/she may consult with the student, parents, and/or staff members in an attempt to assess the nature and scope of the student's problem. This initial screening will result in one or more of the following recommendations:
  - a. No apparent personal or performance problem at this time; no further action is necessary at this time;
  - b. No apparent AODA related problem at this time; however, referral to other in school or community services is appropriate;
  - c. Further assessment interviews with the IT are needed;
  - d. The student needs to contract for specific behavioral changes in AODA related behavior, monitored through regular meetings between the student and the IT;
  - e. The student needs to satisfactorily complete an IT recommended support group after which additional recommendations will be made;
  - f. The student requires an in-school assessment, involving the student, parents, and IT staff, conducted by a certified AODA counselor for an approved AODA agency in the community;
  - g. The student requires referral to an approved AODA agency for a professional assessment;
  - h. Assessment information supports the need for chemical dependency treatment in an inpatient or outpatient program in the community;
  - i. The student requires involvement in other community services, such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc.
4. Except for violations reported under Section 1, a student who self-refers to the IT Program and who is making satisfactory progress in following IT recommendations will not be liable to suspension, extracurricular ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:
  - a. the student discloses conduct already reported under Section 1, as a witnessed violation; OR
  - b. the student fails to follow the IT recommendations or to make satisfactory progress in the IT Program.
5. Evaluations concerning "satisfactory progress in the IT Program" will be made by the building IT in consultation with the building administrator, and support group facilitators as necessary.
6. Participation in the IT Program is voluntary. At all times it is the prerogative of the student and/or parent to accept or reject referral to the IT coordinator/counselor or to community-based services.
  - a. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to bring school performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
  - b. If a student accepts treatment for chemical dependency, that fact will be considered as it would for any other illness with respect to the student's rights, benefits and privileges.
  - c. When either the student or parent(s) do not wish to cooperate in making needed assistance available, the student's status in school may have to be reevaluated, taking into account the best interest of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
  - d. Any student judged by the building administrator to present a risk of imminent danger to himself/herself or others may be removed from the school pending the results of a professional evaluation.

- e. The school district regards chemical dependency to be a chronic, progressive illness which is fatal if left untreated. Consequently, refusal by parent to seek treatment for a chemically dependent child will result in a report to the Department of Children and Family Services for suspected child abuse/neglect under Section 41A of MGL.
7. No records of the student's participation in the IT Program will become part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent", in addition to pejorative labels, are never to be used in documents referring to a student. Additionally, professional discretion should be exercised in conversation about the student with third parties by any staff member.
8. The use of prescription medications is to be considered an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing student medications.
9. Parents of all students participating in a drug or alcohol intervention IT Program will be specifically notified of their child's involvement at some point.
  - a. Parents will be informed of their child's involvement in the IT Program immediately in case of violations of this policy.
  - b. In cases where students participate in the program through self-referral or other avenues (Section 4), parents will be notified as soon as practical. The IT staff will document reasons behind their decision to postpone parent notification and involvement.
  - c. Prior parent notification and consent will be required in all cases before student contact with any certified AODA counselor who is from an approved AODA community agency and who is not a school district employee.
10. The school committee's protection from liability will be extended to all staff to the extent that they act in accordance with this policy and observe the procedures consistent with it established within their respective buildings.
11. The responsibility for operating the IT Program will be in the hands of each building administrator, or designee, who will interpret the district's policy to students, staff, parents and the community.
  - a. Final decisions regarding disciplinary action and the consequences of other violations of this policy will be made by the building administrator in consultation with the IT and other members of the building core team.
  - b. It shall be the responsibility of each building administrator, or designee, in conjunction with the IT, to develop procedures consistent with this policy and to permit the staff training and in-service necessary for their implementation.
12. The school committee will make available resources sufficient for personnel and training necessary for the implementation of this policy.
13. A resource directory and referral system will be available to students, parents and staff in each school.
14. In all cases the school committee recognizes that M.G.L. Ch. 71, s37H and 37H ½ are utilized in addition to the school policies.

Adopted: 1993

Reviewed: 1998; 2003

Revised: 2006

**ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

**JICH**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district’s website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L.71:2A; 71:96; 272:40A

CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs

GBEC, Drug Free Workplace Policy

**ADDITION OF FILE: JICH REGARDING ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

Opioid Law addition regarding synthetic marijuana

**Synthetic marijuana**

- **Synthetic marijuana is now covered as a controlled substance in Class C under G.L. c. 94C, § 31.** See Attachment A. Police officers may arrest anyone in possession of a Class C substance. 94C, §§ 34 and 41. They may also arrest anyone, including a store owner, who possesses a Class C drug with the intent to distribute, or who actually distributes the drug. 94C, § 32B.
- Note: Even if the chemical composition of the strain of synthetic marijuana somehow slips outside of the language in 94C, § 31 (which is very doubtful), it will still be classified as an “analogue substance” under 94C, § 1. See Attachment B. This would allow law enforcement to pursue cases based on the new substance’s similar effects to what is currently listed under Class C. See *McFadden v. United States*, 135 S.Ct. 2298 (2015) (analogue act is fundamentally sound).

**TEEN DATING VIOLENCE**

**JFCV**

The Amesbury Public Schools is committed to creating a school climate that is supportive, respectful and safe. It is further committed to a climate that is free of violence and harassment among students, staff and visitors in its schools.

The Amesbury Public Schools will not tolerate any displays of teen dating violence in its schools, on school grounds or at school functions. Acts of violence will be dealt with promptly and consequences will be based on the nature and history of the act. If an incident of dating violence occurs, interventions will include disciplinary actions up to and including expulsions. Additionally, recommendations may be made for counseling.

In the event of a dating violence incident, the following persons will be notified: the principal or his designee, caretakers of victim, caretakers of offender, guidance counselor and school nurse. Additionally, notification to outside resources may include: the police, hospital, women’s crisis center, District Attorney and Department of Children and Family Services.

**DEFINITION**

Teen dating violence is a pattern of coercive control one person exercises over another. It mirrors adult domestic violence in terms of it existing on a continuum of controlling behaviors. Such behaviors include the actual or threatened psychological, physical, sexual, or economic abuse of an individual by someone with whom they have or have had an intimate relationship. The specific behaviors may range from verbal and emotional abuse, physical assault, to murder and rape. In addition, teen dating violence is seen by some as a stage in intergenerational cycle of violence, linking witnessing or experiencing violence during childhood to perpetrating or experiencing intimate violence in adulthood.

Because teens lack experience with intimate relationships, those in abusive relationships, often have difficulty in defining abuse as problematic. Incidents of the adolescent victim using physical violence toward his/her partner occur with more frequency than between adult victims toward adult perpetrators. Young people may perceive possessive jealousy and controlling behaviors as loving devotion.

Abusive teen dating relationships, similar to adult domestic violence, generally exhibit a pattern. The major elements include the following:

- Violence that affects people from all socio-economic, racial, and ethnic groups
- repeated violence that escalates
- Violence that increases in severity the longer the relationship continues
- Violence and abusive behaviors that are interchanged with apologies and promises to change
- Increased danger for the victim when trying to terminate the relationship
- Occurrence in heterosexual and gay and lesbian relationships

## **COMPLAINT PROCEDURES**

A complaint of dating violence may be filed by a victim, student, parent or staff member. The complaint may relate to verbal, nonverbal, written, physical or sexual behaviors which are observed, reported or experienced. The complaint may be filed verbally or in writing using the harassment complaint form, to the principal, his/her designee or equity coordinator. A prompt inquiry of the allegations will be initiated following the protocol for sexual harassment investigation as outlined in the student handbook. The investigation will maintain confidentiality to the extent consistent with a fair and full investigation whenever practicable.

### Legal References:

Civil Rts. Act - 1964

Title IX, Educational Amendments - 1972

Mass. Gen. Laws: Chapters 265, 209A, 119 Section 51A, 151B, §3A

Adopted: 1998

Reviewed: 2003

Revised: 2008

## **TEEN DATING VIOLENCE REGULATION**

**JFCV-R**

Interviews will be conducted with the victim and person filing the complaint to determine if the behaviors are dating violence or other forms of harassment. The alleged offender will be interviewed separately. When the investigation is complete, parties involved will be informed, to the extent appropriate, of the results.

Investigations involving teen dating violence involving a minor will require parent/guardian notification. In addition, contact may be made with the police, Department of Children and Family Services, under Massachusetts Law Chapter 119, Section 51A and District Attorney's office.

## **DISCIPLINARY ACTION**

If it is determined that teen dating violence has occurred, it will be acted upon promptly to eliminate the offending behavior and, as appropriate, impose disciplinary action in accordance to the student handbook. The consequences may range from verbal warning/education to suspension/expulsion.

### **PROVISION OF SUPPORT SERVICES**

The principal, in collaboration with selected support staff (equity coordinator, guidance counselor, nurse, teachers) will be responsible for development and implementation of a safety plan for the victim. Counseling and/or other referrals will be made available within both the school and community. Referrals for discipline/diversion/remediation programs will be made to the offender, either in school or to agencies with whom the school system has an agreement to provide such service.

### **PROTOCOL FOR RESTRAINING ORDERS**

The parents/guardian, student or police will notify the school system that a Restraining Order (209A) has been issued. The principal or designee will hold separate meetings with each student and his/her parents/guardian to review the order and its implications.

The Principal, or his designee, in collaboration with counseling staff and school nurse, will develop and implement a safety plan. (attached form) The safety plan should include, but not be limited to:

- A review of the victims needs, concerns
- Identification of support and safe staff should violations occur
- schedule changes and issues

Follow up meetings will be scheduled to review the status of the plan as needed.

With the named defendant, who is a student, a meeting will be held to review the terms of the order, expectations for appropriate behavior and the consequence for violation of the order. Violation of a restraining order is a criminal offense and will be reported to police. The onus of the restraining order is on the defendant. A victim cannot violate the restraining order.

With the named defendant who is not a student, description and/or photograph will be kept on record. Police contact will be made to coordinate monitoring of the student victims safety and defendants behavior on or near school property and at school functions.

Legal References:

Civil Rts. Act - 1964

Title IX, Educational Amendments - 1972

Mass. Gen. Laws: Chapters 265, 209A, 119 Section 51A, 151B, §3A

Adopted: 1998

Reviewed: 2003

Revised: 2008

### **SCHOOL WELLNESS POLICY**

**JLA**

The Amesbury Public School district is committed to establishing a school environment that helps students learn and maintain lifelong healthy eating and lifestyle habits. This commitment recognizes that good nutrition and physical activity are essential for students to maximize their full academic potential, reach their physical and mental potentials, and achieve lifelong health and well-being. Improved health optimizes student performance potential and ensures that all children have the opportunity to excel.

It is the goal of the Amesbury Public Schools to promote the student's physical, emotional and social well being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, counseling services, nutritious school meals, health education, Family and Consumer Science education and opportunities for physical education and activity. It is the intent of this policy to enable students to become independent and self directed learners by taking initiative to meet their own health and nutritional needs as is developmentally and individually appropriate.



The purpose of this policy is to provide direction to the school system for promoting student wellness through nutrition education, physical activity, and the selection of nourishing foods and beverages, fulfilling the requirements of Public Law 108-265, Section 204, June 30, 2004, Child Nutrition and WIC Reauthorization Act of 2004.

This policy is reflective of the Amesbury Public Schools' mission statement:

*The Amesbury School District is unconditionally committed to every child, ensuring that all students experience success through the development of attitudes and skills necessary for lifelong learning by providing the highest quality staff, meaningful learning experiences, and a vitally involved community.*

The wellness policy will be made available at each school building and on the district website for parent review.

Federal Law:

Child Nutrition and WIC Reauthorization Act of 2004; Public Law 108-265

Section 204 of Public Law 108-265—June 30, 2004.

Richard B. Russell National School Lunch Act, (42 U.S.C.1758(f)(1), 1776(a)

### **Health and Wellness Administrative Guidelines**

The Health and Wellness Advisory Committee is responsible for establishing and measuring the implementation of the district's Local Wellness Policy. Committee members will work collaboratively and offer multiple perspectives to assure the Local Wellness Policy is consistent with district educational and budgetary goals, designed to optimize the health and well-being of students, and fulfills the requirements of Section 204 of The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265).

Members shall include but not be limited to Nurse Leader – (Chair), parent(s), student(s), food service director, physical education and health curriculum faculty, and family and consumer science faculty. If possible, representation from administrative, school board and community health professionals is advisable.

The Board responsible for drafting this revised Wellness Policy shall remain engaged in monitoring the policy's implementation and presenting recommendations to the School Board. Established quality indicators will be used to measure the implementation of the policy. These measures shall include, but not be limited to, an analysis of nutrition education; nutritional content of meals served; student participation rates in school meal programs; any sales of non-nutritious foods and beverages in fundraisers or other venues outside the District's meal programs; feedback from food service personnel, school administrators, school health councils, parents/guardians, students, and any other appropriate persons; analysis of physical education/activity and wellness communication and promotion.

## **I. Nutrition Education and Promotion**

### **A. Program Design**

1. The Health curriculum and Family and Consumer Sciences curriculum shall be revised and updated, as needed, to comply with state standards and mandates that ensure instructional strategies reflect current best practice. Nutrition topics shall be integrated at every grade level.
2. Staff responsible for health and nutrition education shall be adequately prepared and certified to implement through best practice and through participation in continued professional development activities.
3. Food Services shall work with Family and Consumer Science to integrate nutrition learning in both the cafeteria and classroom.

## **II. Physical Activity and Physical Education**

### **A. Physical Education**

1. Physical education classes are taught by state certified instructors.
2. Physical education will be held in an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.

3. The district will incrementally adjust the physical education opportunities for student to meet the optimum level of instruction as recommended by the National Association of Sport and Physical Education (NASPE).
4. Physical education will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.

#### **B. Recess Breaks**

1. Recess for elementary grades will be scheduled before lunch when feasible so that children will come to lunch less distracted and ready to eat.

#### **C. Physical Activity Opportunities Before, During and After School**

1. Students will be given opportunities for physical activity during the school day through daily recess periods, physical education (P.E.) classes, walking programs, and the integration of physical activity into the academic curriculum. Schools will promote an environment supportive of physical activity.
2. Students will be given opportunities for physical activity through a range of after-school programs including intramurals, interscholastic athletics, and physical activity clubs, depending on available space.

#### **D. Physical Activity and Punishment**

1. Physical activity (e.g. running laps, pushups) will not be used as a form of punishment. APS believes that physical activity is an integral part of a child's day. Staff in the Amesbury School District shall judiciously limit the use of withholding physical activity as a punishment. This guideline does not apply to extracurricular sports teams.
2. All schools in the district will provide a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically inclined.

#### **E. Incorporating Physical Activity into the Classroom**

1. Opportunities beyond regular physical education class and recess should be incorporated into the classroom as part of their learning or energizing breaks.

### **III. Nutrition Standards for School Foods and Beverages**

#### **A. Menu Choices**

1. Foods and beverages available to students at District schools should support the health curriculum and promote optimal health.
2. The school meals program will operate in accordance with the National School Lunch Program standards and applicable laws and regulations of Massachusetts. Schools will offer a variety of age appropriate healthy food choices that are consistent with the federal government's current Dietary Guidelines for Americans. This will include but not be limited to:
  - a. Fresh fruit and vegetables
  - b. No trans fat foods
  - c. No high fructose corn syrup
  - d. No fried foods
  - e. Increased vegetarian choices
  - f. Increased whole grain foods
  - g. Drink choices to include water, low-fat milk, flavored low-fat milk, skim milk and 100% juices in appropriate serving sizes. (Massachusetts Action for Healthy Kids Report, 2005 and American Beverage Association)
3. Menus will be planned with input from students, family members, and other school personnel.

4. Food pricing strategies and food marketing programs will be designed and used to encourage students to purchase nutritious meals.
5. When possible, contract with local farms for produce.
6. School Food Services should recognize and reasonably accommodate individual students' dietary concerns related to religious practices.
7. With appropriate medical documentation, modified meals shall be prepared for students with food allergies or other special dietary needs.
8. School meals will be prepared in a way that maximizes nutrient density and reduces fat and sodium.
9. Parents and caregivers are encouraged to support a healthy school environment by providing a variety of nutritious foods if meals or snacks are sent from the home.
10. Families shall receive educational information that encourages healthful eating and physical activity.
11. To encourage consistent health messages between the home and school environment, Health Services, the Advisory Committee and/or faculty may disseminate health information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, the district or school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.
12. Foods and beverages sold at school in the cafeteria and vending machines shall comply with USDA federal and state guidelines.
13. Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779 (a) and (b), as they apply to schools. (Richard B. Russell National School Lunch Act)
14. All a la carte snacks and beverages offered for sale to students during the school day comply with USDA regulations prohibiting the sale of "foods of minimal nutritional value."
  - a. FMNV: Foods of Minimal Nutritional Value: Refers to the four categories of foods and beverages (soda water, water ices, chewing gum and certain candies) that are restricted by the U. S. Department of Agriculture under the child nutrition programs.
  - b. FMNV Exemptions: These guidelines do not apply to school nurses using FMNVs during the course of providing health care to individual students.

## **B. Competitive Foods**

1. Nutrition information for a la carte snacks and beverages offered in snack bars, meal service lines, vending and school stores is readily available to students, parents and the school community.
2. Guidelines for Snacks:
  - No more than 200 total calories per package
  - No more than 35% calories from fat
  - No more than 10% calories from saturated fat
  - No more than 480 mg sodium
  - No more than 35% sugar by weight
  - Excludes fruits, vegetables, nuts, seeds, and nut butters.

## **C. Food Environment**

1. Students should be encouraged to eat a healthful breakfast.

2. Students should be provided adequate time for lunch.
3. Students participating in after-school programs should be encouraged to eat a healthful snack that follows the guidelines on this policy.
4. Drinking water should be available to students throughout the school day.
5. Hand-washing facilities and supplies will be conveniently located, and students are taught the importance of frequent hand washing.

**D. Food Safety and Security**

1. For the safety and security of the food and facility, access to the food service facilities is limited to authorized personnel.
2. Hazard Analysis and Critical Control Points\* (HACCP) plans and guidelines shall be implemented to prevent food borne illness.
3. At least one manager at each site shall be *Serve Safe Certified\** and will have completed a Life Threatening Allergy awareness program.
4. Local Board of Health inspections shall occur at least twice annually per National School Lunch Program.

\* HACCP is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

\*SERVSAFE is a certification program developed by the National Restaurant Association (NRA). The focus of this program is to train foodservice handlers about general food safety principles and Hazard Analysis Critical Control Point (HACCP) concepts. The ServSafe program has become the industry standard in food safety training.

**E. Nutrition Practices in Classrooms**

1. If and when beverages are consumed in the classroom, they should be limited to water, 100% juice and milk.
2. Snacks are encouraged to be healthy and in appropriate portion sizes.
3. Food should not be used as either an incentive or a reward for good behavior or academic performance.
4. School personnel shall not withhold student access to snacks as punishment.
5. The district recognizes that classroom parties and celebrations are a tradition at school. School staff and parents are encouraged to include healthy food offerings at school parties and events to support a healthy environment throughout the district.
6. Food and beverages for classroom parties and celebrations will conform to the same standards as competitive food sales. Class parties or celebrations shall be held after the lunch period when possible.

**F. Fund Raising Activities**

1. Non-food promotions activities, especially those involving physical activity, are encouraged following the District's Nutritional Standards. Fundraising activities involving food items should attempt to abide by the same nutritional standards.

**G. Staff as Role Models/Staff Wellness**

1. School staff is encouraged to model the components of the wellness policy.

2. Amesbury Public Schools highly values the health and well-being of every staff member and will plan and implement Employee Wellness activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

ADOPTED: 2006  
REVIEWED: 2009  
REVISED: 2010, 2011

### **Physical Restraint Of Students**

**JKAA**

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Amesbury Public Schools has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students. None of the foregoing paragraph or the policy/procedures which follow, precludes any teacher, employee or agent of the Amesbury Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

603CMR s46

MGL c71:37G

Adopted: 2002

Reviewed: 2007:2009

### **CHAPTER 622/TITLE IX GRIEVANCE PROCEDURE**

The law reads as follows: 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 schools on account of race, color, sex, sexual orientation, ability, religion, or national origin.

Grievance complaint forms are available in the main office. The complaint will go to the principal or designee. The principal or designee will respond in writing within ten days of receiving the complaint. All grievances should be forwarded to Elizabeth McAndrews, Title IX Coordinator, Amesbury Public Schools, 978-388-4800.

AMESBURY PUBLIC SCHOOLS

### **VEHICLE IDLING REDUCTION**

**EEAEB**

Idling vehicles pollute the air and present several health and environmental hazards. Gasoline and diesel vehicles produce carbon monoxide, carbon dioxide, volatile organic compounds (VOCs) and oxides of nitrogen (NOx). Carbon monoxide causes respiratory distress and in high concentrations can be lethal; carbon dioxide is a primary contributor to global warming; and VOCs and NOx and form ozone, ground-level smog and impair lung function. In addition, diesel exhaust contains fine particulate matter, which the U.S. Environmental Protection Agency has designated as a likely carcinogen. The elderly, chronically ill and children are all particularly vulnerable to these health effects because their lung function is respectively decreased, impaired or still in development.

In addition, Massachusetts General Law (MGL Chapter 90, Section 16A) and the Massachusetts Department of Environmental Protection (DEP) idling reduction regulation (310 CMR 7.11(1)(b) both prohibit unnecessary vehicle idling by stating that the engine must be shut down if the vehicle will be stopped for more than five minutes. Exemptions include: 1) the vehicle is being serviced and the idling is required to repair the vehicle; or 2) the vehicle is making deliveries and needs to keep its engine running (to power refrigerators, for example); and, 3) the vehicle's accessory equipment needs to be powered, such as a fork lift or a truck's rear dump bed, or a wheelchair lift in a bus or van.

In order to reduce the health and environmental effects of vehicle exhaust, comply with the state's idling reduction regulation and law, and decrease our use of fuel by reducing unnecessary idling, the following actions shall be implemented to the maximum extent practicable:

**The school system will make idling reduction a common practice by inserting the law and this policy into all future contracts with bus vendors, place signs in appropriate school spaces, and inform the community of our standards through school-based discussions, school committee meetings, and our website.**

Legal Refs: MGL Ch.90,§16A, DEP 310 CMR 7.11(1)(b)

Adopted: 2010

Reviewed: 2011

# SCHOOL COMMITTEE POLICIES

## AMESBURY PUBLIC SCHOOLS

### **RESIDENCY**

**JFAA**

In order to attend Amesbury Public Schools, students must reside in Amesbury. Students who are enrolled in the School Choice Program are allowed to attend Amesbury Public Schools as well. "Residence" is the place where a person dwells permanently, not temporarily, and is the place of his/her domestic, social and civic life. Temporary residency for the purpose of attending Amesbury Public Schools will not be considered residency under this policy.

Amesbury can verify residency by several means. In the event residency is in question, school officials will reserve the right to ask for 3 different types of documentation, including but not limited to: a lease agreement for your current apartment or copies of any utility or telephone bill registered to your name. The City Clerk may be asked to verify you are a registered voter in Amesbury, or the Assessor's office may be asked to verify the name on the residency. If you do not have any of the above means, you may additionally be asked for proof of rent payment to an Amesbury address through a cancelled check or money order.

If you cannot provide residency documentation, the Amesbury Public Schools will ask the attendance officer to investigate the living situation. If it is determined that you do not reside in Amesbury, your child will be dismissed immediately from the Amesbury Public Schools. The average most up-to-date per pupil cost to educate a student in Amesbury will be charged. Additional penalties, including fines and legal action, may be imposed on families found to be in violation of the residency policy.

Any attempt to subvert this policy is considered theft of services by the Amesbury Public Schools. This decision may be appealed first to the Assistant Superintendent, and finally to the Superintendent of Schools, whose decision shall be final.

Legal References: MGL Ch. 71 §6a, MGL Ch. 76 §6

Adopted: 2010

Revised: 2011; 2012; 2013

## SCHOOL COMMITTEE POLICY

### AMESBURY PUBLIC SCHOOLS

#### **NON-RESIDENT STUDENTS**

**JFAB**

Students who do not legally qualify as “residents” of the city may attend under the following circumstances:

1. To provide temporarily for the continuous progress of children whose families may move out of the city after May 1<sup>st</sup> and would like their child to finish the current school year.
2. To assist residents who have undertaken the legal guardianship or custodial care of children from outside of the city due to a child’s need for such care because of special family circumstances.
3. To bring into the school system on occasion students from other countries who are the guests of residents under an established Exchange Program that have been recognized for purposes of school attendance by the School Committee.
4. To educate those students who the School Committee has entered into a Memorandum of Understanding (M.O.U.) for the purpose of educating such student(s). (i.e., the M.O.U. with the South Hampton, NH School Board.)

Legal Refs. M.G.L. c.76:12B; 71:6, 71:6A, 74:8, 76:6, 76:12

Revised: 2007; 2008; 2013





## **INTERAGENCY MEMORANDUM OF UNDERSTANDING FOR SCHOOLS**

### **Understanding between the Amesbury Public Schools, the Amesbury Police Department, and the Essex County District Attorney's Office.**

This document recognizes the formal working relationships agreed upon by participating agencies to provide a safe and violence-free educational setting.

#### **I. GENERAL POLICIES**

- A. The Amesbury Public Schools, the Amesbury Police Department, and the Essex County District Attorney's Office agree to develop and coordinate their response to violent, delinquent or criminal acts by students, including weapons reporting and alcohol and other drug use, that occur on school premises, school buses, or at school-related events. Additionally, the policies and procedures developed will pertain to non-students and other visitors on school premises or at school-related events. To ensure a safe educational environment, this cooperative effort between the school administration, law enforcement, and agencies supports "zero tolerance" for violence, weapons, drugs, harassment and civil rights violations, in accordance with State and Federal Safe School Acts.

Massachusetts General Laws, Chapter 71, Section 37H, requires each school district to have a Code of Conduct reflected in student handbooks, setting forth standards and procedures to assure building security and safety of students and school personnel. This code should include the suspension and exclusion procedures, the disciplinary measures, and due process rights in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or civil rights violations. In addition, reference to this Memorandum shall be made in these handbooks.

- B. Each of the participating agencies agrees, within the statutory authority of its agency, that every effort will be made to share information to provide a safe and violence-free educational setting. These agencies include the Department of Children and Families, the Department of Youth Services, the Department of Mental Health, the Essex County District Attorney's Office, the Amesbury Police Department and the Amesbury School Department.

## **II. REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND THE DEPARTMENT OF CHILDREN AND FAMILIES**

Under M.G.L. Ch. 119, Section 51A, school personnel (mandated reporters) who have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse (including sexual abuse) or from neglect, shall report such condition to the Department of Children and Families. *“Reasonable cause to believe” means known or suspected instances of child abuse or neglect, regardless of whether the person or persons responsible for the abuse or neglect was in the position of caretaker.*

Included within this definition are incidents of abuse by other students, as well as school personnel. If the incident involves criminal conduct, including physical abuse, violation of a restraining order, assault and battery, indecent assault and battery, rape, or rape and abuse of a child under age 16 (so-called "statutory rape"), school officials shall also report the incident to the police.

During the ten day 51A investigation (Section 51B) school personnel are required to disclose to DCF any information that it determines is relevant to the investigation, including student record information. School staff is expected to cooperate with DCF during this investigation, especially when circumstances of the case necessitate interviewing the child at school. It is suggested that such interviews be conducted in the presence of a teacher or other school personnel, without prior notification to parents or guardians if notice could put the child at further risk.

## **III. REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND POLICE**

The school principals are responsible for reporting criminal activity to the police department to ensure a coordinated response. For any life-threatening or emergency situations, calls should be made to 911. Other calls needing an immediate (but non-emergency) response should go to the main police department. Follow-up and on-going communication will be provided.

School officials retain their sole prerogative to impose any disciplinary sanctions, for infractions of school rules and policies in addition to any police involvement or investigation that may be warranted. School notification to the student and his/her parent or legal guardian should be an integral part of this process.

When the school has reported an incident to the police, the police will be responsible for making the decision as to the course of the criminal or delinquency investigation. In certain cases, based on the information and facts provided to the police, an incident report prepared by the school may be requested and filed in lieu of a formal police investigation. Such incident reports may also be sent to the police department concerning repeated violations of school policies that do not meet the standard for formal charges (e.g., chronic disruption and verbal abuse).

The school agrees to notify the police department before suspending a student under the provisions of M.G.L. Chapter 71, Section 37H½, if the suspension is based on information received by the school of a pending felony charge or felony disposition.

- A. Any teacher or other school employee who has reasonable grounds to believe that a student has committed a violation of the school's discipline code or what is considered a mandatory reportable act, as defined here, on school premises, school buses or at school related events shall ensure the student appears before the principal or designee.

Mandatory reportable acts include:

- Any serious incident of assaultive behavior, such as any assault resulting in an injury of a staff or student, provoked or unprovoked attacks, or use of a dangerous weapon as defined in the student handbook and/or statute, or use of any object in a manner capable of causing injury;
- Destruction or attempted destruction of property by any means, including graffiti, arson, or vandalism;
- Theft of school property or personal property;
- Violation of a restraining order, a "stay away" order, or a no-contact order;
- Threats to assault another or to damage property; bomb threats, false fire alarms;
- Incidents of domestic/dating/relationship violence;
- Repeated incidents of criminal harassment;
- Any sexual assault or inappropriate sexual behavior which may include indecent exposure, sexual touching or fondling, and forcible rape or rape and abuse of a child (statutory rape);
- Civil rights incidents: any assaults, threats, destruction of property, or harassment committed with intent to intimidate because of race, color, religion, national origin, sexual orientation or disability, or with intent to interfere with one's free exercise of civil rights.
- Unlawful possession of a dangerous weapon as defined by statute or as defined in the student handbook;

- Actual or constructive possession (the ability to exercise dominion and control) of what is reasonably believed to be a controlled substance as defined by state law;
  - Having a reasonable belief that any student has sold or offered to sell or otherwise distributed a drug which is believed to be a controlled substance under the law; and
  - Finding any student who is reasonably believed to be in possession of or to be under the influence of alcohol, inhalant, or other drugs.
- B. In accord with the procedure for school discipline, the principal or designee shall ask the reporting teacher/employee what happened and take custody of any physical evidence. The principal or designee shall inform the student and his/her parent or legal guardian of the nature of the offense. The principal or designee shall offer the student the opportunity to respond to the teacher/employee report if the school intends to impose disciplinary action.

The Principal or designee shall in the case of a mandatory reportable act notify the police of the incident, even if unable to contact the student's parent or guardian first, and shall inform the student and his/her parent or guardian that upon report the police may conduct an investigation independent of school discipline. The Principal or designee shall also report to the police the existence of any physical evidence related to the incident. All contraband (e.g., drugs, alcohol, firearms, dangerous weapons and stolen goods) or any other physical or documentary evidence found by the school shall be immediately shown to the responding police department, which shall take custody of such contraband or evidence.

- C. In addition, the Principal will comply with M.G.L. Chapter 71, Section 37L, concerning any incident involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled. Consistent with the law, the Superintendent shall file copies of the "weapons" report with the police chief, the Department of Children and Families, and the local school committee.

D. Search and Seizure

It is the policy of the Amesbury Public Schools to subject a student to a search of his or her person and/or personal possessions, including clothing, gym bag, purse, backpack, or motor vehicle, if the authorized school personnel have, independent of information provided by the police, a reasonable suspicion to believe that such student is carrying or concealing material, the possession of which is prohibited by federal, state, or local law, or by the provisions of the School Discipline Code (e.g., alcohol, drugs, illegal

substances, or weapons or any other object which may result in physical injury or harm to students on the school grounds or in the school building). Lockers and desks used by students remain the property of the school and may be opened without notice at any time as part of non-investigatory school practices. The contents of personal items found in desks and lockers may be searched as provided by law. The Principal(s) or designee shall include this practice in the student handbook or inform students in writing at the beginning of each school year. The Principal or designee shall keep a record of such searches detailing time and date, the reason for the search, the witness (es) to the search, what or who was searched, and what was found. If contraband or evidence of a crime is found, the police shall be notified at once.

- E. The Police will communicate regularly with the school administration to share information with the schools on felony arrests and any other community concerns that affect the safety and general welfare of all students.

#### **IV. PROSECUTORIAL ALTERNATIVES**

##### **A. JUVENILE DIVERSION**

When appropriate, first time offenders under age 18 who commit minor misdemeanors will be referred to the Essex County District Attorney's Juvenile Diversion Program. The Juvenile Diversion Program is an alternative to the court system. The District Attorney's Office will determine whether such offender will be offered this alternative. Participating youth are required to attend and complete counseling/education programs, perform community service and when applicable, pay restitution. Youth who successfully complete the Juvenile Diversion Program prior to issuance of a complaint will have no court record. Cases that are not appropriate for the Juvenile Diversion will be prosecuted through the Juvenile Justice System.

##### **B. YOUTHFUL DIVERSION**

Youthful Diversion is offered to certain first-time offenders between the ages of 18 and 21 involved in certain minor drug and alcohol offenses. As with Juvenile Diversion, participants must attend and complete a counseling/education program and perform community service in lieu of going through the court system.

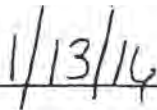
C. DRUG DIVERSION

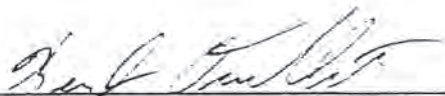
The Essex District Attorney's Drug Diversion Program is a pre-arraignment and post-arraignment program for non-violent offenders with substance abuse issues, primarily between the ages of 17-28, who are charged with drug-related offenses. This program seeks to reduce drug abuse and improve public safety by offering treatment. Cases involving possession of drugs may be eligible; however, offenders charged with possession with intent to distribute or drug trafficking will be vigorously prosecuted and are not eligible for the program.

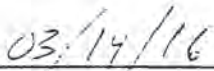
V. COMMUNITY COLLABORATIVE INITIATIVE

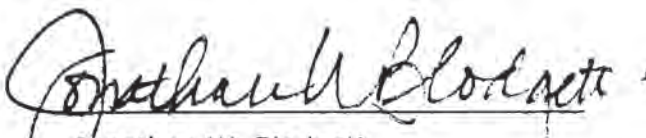
The District Attorney's Office will continue to facilitate the Community Collaborative Initiative as mandated by MGL Chapter 221 of the Acts of 2004 and seeks the participation of the below-mentioned agencies pursuant to said statute.

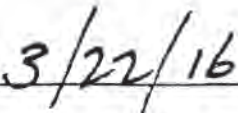
  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief of Police

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jonathan W. Blodgett  
Essex District Attorney

  
\_\_\_\_\_  
Date



# AMESBURY PUBLIC SCHOOLS

## 2016-2017 SCHOOL YEAR CALENDAR



August 2016							September 2016							October 2016								
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa		
					1	1						20	21							20	41	
	1	2	3	4	5						1	V			3	4	PRT	6	7			
	8	9	10	11	12		H	6	7	8	9	H	11	12	13	14						
	15	16	17	18	19			12	13	14	15	16		17	18	19	20	21				
*	22	TI	TI	TI	26			19	20	21	22	23		24	25	26	27	28				
	T	PD	ST					26	27	28	29	30		31								
November 2016							December 2016							January 2017								
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa		
					18	59						17	76							20	96	
		1	2	3	4						1	2		H	3	4	5	6				
	7	PD*	9	10	H			5	6	7	8	9		9	10	PRT	12	13				
	14	15	16	17	18			12	13	14	15	16		H	17	18	19	20				
	21	22	ER	H	V			19	20	21	22	23		23	24	25	26	27				
	28	29	30					V	V	V	V	V		30	31							
February 2017							March 2017							April 2017								
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa		
					15	111						23	134							14	148	
										1	2	3										
			PRT	2	3			6	7	PRT	9	10		3	4	PRT	6	7				
	6	7	8	9	10			13	14	15	16	17		10	11	12	13	H				
	13	14	15	16	17			20	21	22	23	24		H	V	V	V	V				
	H	V	V	V	V			27	28	29	30	31		24	25	26	27	28				
	27	28																				
May 2017							June 2017															
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa									
					22	170						11	181									
	1	2	3	4	5						1	2										
	8	9	10	11	12			5	6	7	8	9										
	15	16	17	18	19			12	13	14	15	PD										
	22	23	24	25	26			M	M	M	M	23										
	H	30	31					26	27	28	29	30										

**INDICATES NO SCHOOL**  
**STUDENT YEAR: 181**  
**SCHOOL STARTS: 8/31/16**  
**SCHOOL ENDS: 6/15/17 (181<sup>ST</sup> DAY)**  
 S.C. Approved: 3/7/16\*(calendar updated)

**CALENDAR CODES:**

- V** – School Vacation
- TI** – New Teacher Induction Days (No School)
- H** – Holiday (No School)
- ER** – Early Release Day (See Release Times)
- PD** – Prof. Dev. (No School)
- PRT** – Professional Release Time Day (See Release Times)
- ST** – Student’s First Day
- T** – Teachers/Staff Only (No School)
- M** – No School Make-up Days  
June 16 is scheduled as a professional development day for teachers, per contract. If make up days are needed, this PD day will be extended accordingly.

**SCHOOL HOURS:**

		<b>DISMISSAL TIMES</b>	
		<b>ER</b>	<b>PRT</b>
7:30-2:30	<b>High School</b>	10:50	12:30
7:40-2:25	<b>Middle School</b>	10:50	12:30
8:30-3:00	<b>Elementary</b>	11:30	1:00

**No School Announcements:**

Connect-Ed, WBZ, WCBV, WHDH, and/or Fox 25

**\*Election Days: 9/8/16 – School is Open- voting in AHS gym  
11/8/16 – School is closed – voting AHS cafe**

Disclaimer: In the case of excessive snow days or other reasons to close school, the Superintendent may use the Good Friday no school day as a school day and/or declare school on a Saturday.