

AMESBURY INNOVATION HIGH SCHOOL STUDENT HANDBOOK

2019 - 2020

Amesbury Innovation High School
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Section 1: INTRODUCTION

WELCOME

Dear Students and Families,

Welcome to the 2019-20 school year. We are looking forward to a wonderful year! This year's student handbook looks different than those of the past in an effort to make it easier to learn about the school's and the district's rules and policies. We encourage you to review this handbook, through either the printed copy that your student will receive at school, or through the online version, located on our website.

We look forward to working with all of you this year!

Sincerely,

Eryn Maguire
Principal

INTRODUCTION

Amesbury Innovation High School (AIHS) was founded in 2015. Formally, AIHS was the Amesbury Academy Charter Public School. AIHS is part of the Amesbury School District and serves a population of 50 students primarily from the town of Amesbury. AIHS also accepts students from other districts on a tuition basis.

MISSION STATEMENT

AIHS will exhibit unconditional commitment to every child, ensuring that all students experience success through the development of attitudes and skills necessary for lifelong learning. We will provide the highest quality staff, meaningful learning experiences, and a vitally involved community. Our goals include achievement as well as mastery of the skills needed to become workers, parents and citizens in a democratic society.

ENROLLMENT POLICY

AIHS shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or foreign language, or prior academic achievement.

Students are encouraged to apply prior to the start of the school year, but may apply at any time throughout the school year. Acceptance is on a rolling basis until spots are filled. If there are no spots available, applicants may be placed on a wait list.

Enrollment process:

1. Complete and submit the application form. The application is available on the school website or in the main office.
2. Schedule an interview and tour by calling 978-388-8037. Also, applicants may participate in a shadow day with a current student.
3. The application is reviewed by the admissions committee. A determination is usually made within 1 to 3 days. You will receive a decision by phone and mail.
4. All new students will be on a trial basis before being considered. A team consisting of staff, parents/guardians, the student, and any other involved parties will meet within the first 30 days to determine if the transition has been successful and discuss any necessary changes to the educational program.

Upon Acceptance:

1. Staff will review the student's records including their application, transcript and grades, MCAS scores, IEP or accommodation plan (if applicable), and any other pertinent information. An initial schedule will be given to the student.
2. The student will participate in an array of assessments that may include a CANS assessment, MAP testing, social/emotional assessments, learning style testing, and academic testing.
3. The parent/guardian will be asked to complete additional paperwork detailing their child's medical information, psychiatric/counseling information, current medications, and any involvement with legal issues.
4. Staff will review the results of all testing and submitted paperwork. Any adjustments to the student's schedule as well as additional emotional, behavioral, and academic supports will be put in place at this time.

STAFFING

Administration

Eryn Maguire, Principal
Dana Fagerquist, Administrative Assistant

School Committee

Mayor Ken Gray, Chairperson Debra LaValley, Peter Hoyt, Robert Lavoie, Robert Chamberlain, Tim Kisieleski, Joseph Mroszczyk

Superintendent of Schools

Mr. Jared Fulgoni

Director of Finance and Operations

Joan Liporto

Director of Teaching and Learning

Lyn Jacques

Director of Special Education

Dr. Lynn Catarius

Academic Staff

Patrick Hamilton – Social Studies Teacher
Thomas Olsen – Math Teacher
Patrick Pingeton – English Teacher
Daniel Swansen – Science Teacher
Michael Hildt–Special Education/Teacher
Evan Melanson-Special Education/Teacher
Bethany Noseworthy – Guidance Counselor
Jacquelyn Deorocki - Paraprofessional

QUARTER DATES 2019-2020

First Quarter: Begins: Wednesday, August 28

Progress Reports: Thursday, October 3 (by 3 pm)

Quarter Ends: Friday, November 1

Grades Due: Wednesday, November 6 (by 3 pm)

Second Quarter: Begins: Monday, November 4

Progress Reports: Thursday, December 12 (by 3 pm)

Quarter Ends: Friday, January 24

Grades Due: Wednesday, January 29 (by 3pm)

Third Quarter: Begins: Monday, January 27

Progress Reports: Thursday, March 5 (by 3 pm)

Quarter Ends: Friday, April 3

Grades Due: Wednesday, April 8 (by 3 pm)

Fourth Quarter: Begins: Monday, April 6

Senior Progress Reports: Monday, May 4 (by 3pm)

Progress Reports: Thursday, May 14 (by 3 pm)

Senior Exams: Thursday, May 28 and Friday, May 29

Senior Grades Due: Monday, June 1 (by 3 pm) Quarter

Exams: TBD Quarter Ends: TBD Grades Due: TBD

All dates/schedules are subject to change. Last Revised 6/24/19

Section 2- ACADEMICS

GRADUATION REQUIREMENTS

A minimum of eighty-nine (89) credits earned over four years, successful completion of the MCAS, and 40 hours of community service are necessary to qualify for a diploma.

16 QUARTERS OF ENGLISH 9,10,11,12

16 QUARTERS OF MATH

12 QUARTERS OF SCIENCE

12 QUARTERS OF HISTORY/SOCIAL SCIENCES

40 HOURS OF COMMUNITY SERVICE

16 QUARTERS OF WORK/INTERNSHIP PLACEMENT

4 QUARTERS OF SOCIAL EMOTIONAL LEARNING (S.E.L.)

4 QUARTERS OF DEVELOPMENTAL GUIDANCE/TRANSITIONAL PLANNING

1 QUARTER PHYS ED

THE FOLLOWING ARE REQUIRED COURSES FOR EACH GRADE

GRADE 9 ELA I
Integrated Math I
Biology I
Modern World History
Work/Internship

GRADE 10 ELA II
Biology II
US History
Integrated Math II
Work/Internship

GRADE 11 ELA III
Science
Social Studies
Integrated Math III
Work/Internship

GRADE 12 ELA IV
Integrated Math IV
Work/Internship

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 40 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 Bethany Noseworthy, 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 12th for students in grades 9-12 and May 15th for seniors.
- When a student completes more than 10 hours in a given year, the additional hours will be applied to the cumulative total.

HEALTH REQUIREMENT 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 Innovation High School to discuss any aspect of the program.

INTEGRITY AND PLAGIARISM It is hoped that students maintain the highest of academic standards and integrity throughout their years of Amesbury Innovation 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 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.

RESPONSIBLE RESEARCH USING MLA FORMAT 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 please visit the following link:

- Amesbury Innovation 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

COURSE GPA WEIGHTS

A+ 4.3 5

A 4.0 4

A- 3.7 4

B+ 3.4 4

B 3.1 4

B- 2.9 3

C+ 2.6 3

C 2.3 3

C- 2.0 2

D+ 1.7 1.

D 1.4 1

D- 1.1 1

F 0.0 0

SUMMER READING Reading is the key to success in all areas. To encourage lifelong reading habits, there is a requirement for reading before a student enters a new grade level. 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 find the information on the school website.

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. Incomplete grades due to excused absences must be resolved within two weeks following the marking period unless a written extension is granted.

HONOR ROLL To be named to the High Honor Roll, a 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.

Section 3: ATTENDANCE

School Committee Policy JH- Student Absences and Excuses Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program Each Principal or his/her designee will notify a student's

parent/guardian daily of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Recognizing the importance of consistent daily attendance in schools, those students who do not maintain consistent regular attendance in school may be subject to disciplinary action.

Attendance Rules for School Activities Once students have entered the building, they are expected to remain on school property. If they leave the building, they must also leave the school grounds, and they are not permitted to return to the activity.

Students who are absent from school, or dismissed from school, are not permitted to attend or participate in co-curricular activities on the same day or evening.

Dropout Prevention No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten(10)consecutive days of unexcused absence. The notice shall be sent within five(5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (1) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten(10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC LEGAL REFS: M.G.L. 76:1;76:1B;76:16;76:18;76:20 Updated: January 7, 2019

Unexcused Absences, Tardies, Missed Class time When the student's absence, tardy, or missed class time from school is unexcused, the student's parents will be notified of the absence. The student will receive Flex Time minutes equal to the number of minutes of school/class time missed.

Any students knowing 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 appointments and emergency medical/dental appointments, and 2) schedule court appearances. All other tardiness will be considered unexcused.

Dismissal 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.

The Flex Time policy holds students accountable for the time out of school due to unexcused tardies or absences **from class**. Flex Time gives students the opportunity to recover missed class time. Although school attendance is considered an obligation, AIHS understands students face situations that may prohibit them from a perfect daily attendance record. In an effort to offset these gaps in learning, Flex Time was established to provide students with adequate time and support to fulfill their yearly obligations towards their academic success. All students are required to attend school for 990 hours per year.

Flex Time

- Flex Time accumulates each day a student has an unexcused tardy, unexcused absence, or is out of class or the building without a valid reason. ***PARENTS/GUARDIANS NEED TO CALL IN TO EXCUSE A STUDENT BY 9:00 AM - AFTER THAT ABSENCES MAY NOT BE COUNTED EXCUSED WITH REGARDS TO FLEX TIME***
- Students who are over the age of 18 who sign themselves out or call themselves out may be subject to providing additional documentation for the missing time, under the Principal's discretion
- Flex Time occurs during the hours of 8:00am to 8:30am and 1:30 to 2:30
- Flex Time may be completed during lunch under the supervision of a designated staff member
- If a student cannot stay for a valid reason, as determined by the Principal, he or she has the option of making arrangements with the Principal to stay the following day. These arrangements need to be shared with the Flex Time Monitor
- If a student chooses not to stay and does not discuss a plan with the Principal, they will be given 120 minutes of Flex Time and be subject to additional discipline
- In certain cases of repeated absences (more than 3) or failure to adhere to Flex Time policies, a call home will be made and a meeting with a parent or guardian will be arranged.

- A student will be at risk of failing classes if more than 300 minutes of Flex Time is not made up, in addition to other interventions as determined by the Principal and staff
- Students with Flex Time balances **MAY NOT** leave the building to walk downtown during lunch

During Flex Time, students are expected to:

- Work silently in the designated Flex Time Classroom
- Work on schoolwork to earn minutes
- Work **ONLY** in the Flex Time Classroom, unless otherwise given permission by Flex Time Monitor or the Principal
- Refrain from the use of cell phones and other electronics other than Chromebooks for schoolwork
- Students should conduct themselves as though they are in an academic class
- The Flex Time Monitor and/or Principal reserves the right to either award or decline to award Flex Time minutes based on student behavior and productivity in the Flex Time room

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.

Loss of Credit for Absenteeism Any student whose absence from any class exceeds 5 class periods per quarter may lose credit in that course.

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 Principal, a student will have three school days to appeal. The teacher and 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 Principal of the student.

Attendance and MCAS Appeals 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.

Section 4: POLICIES AND PROCEDURES

Fifth Year Students Once approved, the fifth year 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. Fifth year students who are not 18 must have parental permission to be off campus when not in class.

Acceptable Use of Electronic Devices The use of electronic devices (school owned or personal) with access to the internet, e-mail, social media, music, camera, etc. is a privilege and intended for educational purposes only. Using electronic devices 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.

When logging into the school network and WiFi, students must agree to the Acceptable Use Contract. Refer to school policy IGNNB. The school network may be monitored and the violation of such guidelines may result in the loss of electronic media privileges and/or other consequences.

Use of electronic devices 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.

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 In order to promote a safe and secure school environment, police may also conduct sweep searches of all areas of the school. This may include the use of specially trained dogs.

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 the back of the school is reserved for the office personnel, visitors, staff and students.

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.

Guests Guests are not allowed in school or at school sponsored events unless permission is granted by the principal or designee and appropriate paperwork is submitted to 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.

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. A copy of the student's birth certificate is required.

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, Ms. Eryn Maguire. 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.

Leaving During the School Day Students may be granted permission to leave the building during the school day if they are interns, work study students, dual enrollment students. Students are expected to remain in the building while they have scheduled classes.

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 report cards 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. The 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.

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 Innovation High School’s Mission Statement. Accordingly, all male and female students and their guests attending Amesbury Innovation High School are expected to adhere to the following guidelines concerning personal appearance:

- 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.
- Footwear 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.
- Faculty and/or administration may ask students to remove hoods at any time. Failure to do so will be considered insubordination.

Cell Phone Policy With the technology available on many cellular devices today, students can be tempted to visit non-academic sites, use non-related apps, communicate unnecessarily via texting, Facebook, email etc. We have found, therefore, that cell phone use has a negative influence on academic culture and can distract students from their academic responsibilities. As such, AIHS prohibits the use of cell phones during the school day.

Students have two options regarding their cell phones:

1. Check your phone in at the office before school, and retrieve it at the end of the school day.
2. Keep your cell phone OFF, away and out of site, in a purse, backpack or pocket.

If at any time a teacher or staff member witnesses a student using his/her phone for any purpose, (texting, checking the time, using apps, listening to music, using a social media site, etc.) the phone will be confiscated and put in a safe location by the staff member. The student can retrieve the phone at the end of the day.

If the student refuses to turn in the cell phone to the staff person, the student will be directed to the main office. A parent/guardian will be called and the student will be picked up for the remainder of the day.

Section 5: DISCIPLINE

Conduct must always reflect respect for the rights of others and for the entire school environment. Violations of certain school conduct rules will result in appropriate consequences including suspension. AIHS believes in the Restorative Practice model and this will use then initially in all disciplinary situations. Restorative Practice mimics real life consequences. When the violation is too significant for Restorative Practice, suspension will be the consequence.

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.

General Expectations:

- Students and staff are expected to treat one another with care and respect at all times. Even during times of difference, school members must remember to respect the thoughts, values and perceptions of others.
- During class, any student who uses the restroom or visits the nurse or guidance must sign out of class.
- All students are expected to eat lunch in designated rooms unless they have received administrative approval.
- No food is to be thrown.
- No gambling of any kind is permitted.

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.
4. Re-entry meeting with student, parent and administration must take place before a student can return to school following a suspension.

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 school policy to meet with the parents/guardians and the student following any out of school suspension. A clear understanding between the school and the parent/guardian is the best way to promote improved behavior by the student.

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 an intent to cause harm.

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. If an incidence of dating violence occurs, interventions will include disciplinary action up to and including expulsion. 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.

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.

Destruction of Property Destroying, defacing, or otherwise vandalizing school or others personal

property will not be tolerated. Any student reported for this type of offense will be referred to Administration. Out of school suspension, along with restitution, may be required before a student may return to class. Also, a parental conference may be required.

Disruptive Classroom Behavior Any student requested by a teacher to leave an assigned classroom must:

1. Report directly to the main office.
2. The teacher may submit a referral form directly to administration. Consequences will be administered by administration.
3. According to Massachusetts regulations, a student excluded from class must make up the time that is missed. Administration may impose disciplinary consequences for this action.

SUSPENDABLE OFFENSES

All suspensions require a re-entry meeting of student, parent/guardian, and administration prior to the student returning to school. Each table below will contain potential and progressive consequences for first, second, and subsequent offenses.

ACADEMIC DISHONESTY

First • Notification of parent/guardian

- Notification of dept. head/administration
- A zero (0) will be assigned for the assignment, quiz, text, paper, etc.
- A discipline referral will be made and included in Aspen/X2.
- Up to one (1) day out of school suspension
- If a student is part of an honor society, that advisory will be notified.

Second • Notification of parent/guardian

- Notification of dept. head/administration
- A zero (0) will be assigned for the assignment, quiz, text, paper, etc.
- A discipline referral will be made and included in Aspen/X2.
- Up to one (1) day out of school suspension
- If a student is part of an honor society, that advisory will be notified.

Subsequent • Discretion of the administration

Other pertinent information:

- Student, parent, or teacher may request a conference at any point in this process.

- Teachers will clearly define when students are permitted to work on assignments together.

BUS CONDUCT

First • Up to one (1) day of Out of School suspension.

- Parent/Guardian notification

Second • Up to one (2) days of Out of School suspension

- Parent/Guardian notification
- Loss of bus privilege

Subsequent • Up to three (3) days of Out of School suspension.

- Parent/Guardian notification
- Extended loss of bus privilege

DESTRUCTION OF PROPERTY/VANDALISM

First • Up to five (5) days out of school suspension

- Restitution
- Conference with parent/guardian

Second • Up to five (5) days out of school suspension

- Restitution
- Conference with parent/guardian

Subsequent • Discretion of the administration

ASSAULT/PHYSICAL ATTACK/FIGHTING

First • Up to five (5) days out of school suspension

Second • Discretion of the administration

Subsequent • Discretion of the administration

INAPPROPRIATE USE OF TECHNOLOGY/SOCIAL MEDIA

First • Up to one (1) day of out of school suspension.

- Loss of ability to use school technology
- Parent/Guardian notification

Second • Up to two (2) days out of school suspension

- Loss of ability to use school technology
- Parent/Guardian notification

Subsequent • Discretion of administration

INSUBORDINATION

First • Up to one (1) day of out of school suspension

Second • Up to two (2) days out of school suspension

Subsequent • Discretion of the administration

PROFANITY

First • Up to two (2) days Office Detentions and/or one Saturday School Suspension

Second • Up to one (1) day Saturday School Suspension

Subsequent • Discretion of the administration

PROFANITY DIRECTED TOWARD STAFF

First • One (1) day out of school suspension

Second • Up to two (2) days of suspension

Subsequent • Discretion of the administration

STEALING

First • Up to two (2) days out of school suspension

- Legal action may be taken

Second • Up to five (5) days out of school suspension

- Legal action may be taken

Subsequent • Discretion of the administration

Other pertinent information:

- Possession of stolen materials is considered the same as stealing the materials.

THREATS Verbal, Written, and/or Cyber

First • Up to two (2) days out of school suspension

Second • Up to five (5) days out of school suspension

Subsequent • Discretion of the administration

DISTRIBUTION of alcohol, drugs, synthetic drugs, tobacco, vaping and/or paraphernalia related to these items on school premises or at school events. Paraphernalia is included but not limited to empty cartridges/containers, chargers, vaporization liquid, alternative smoking devices (pens, etc.), etc.

First • Up to five (5) days of suspension from school

- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities (two weeks), including athletics (25% of the season)
- Other action as deemed appropriate by the administration

Second • Up to ten (10) days of suspension from school

- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities, including athletics, for 60% of the season
- Other action as deemed appropriate by the administration

Subsequent • Discretion of the administration

- Ineligible for participation in all co-curricular activities, including athletics, for 60% of the season

POSSESSION of alcohol, drugs, synthetic drugs, tobacco, vaping and/or paraphernalia related to these items on school premises or at school events. Paraphernalia is included but not limited to empty cartridges/containers, chargers, vaporization liquid, alternative smoking devices (pens, etc.), etc.

First • Up to One (1) day of suspension from school

- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities (two weeks), including athletics(25% of the season)
- Other action as deemed appropriate by the administration

Second • Up to Three (3) days of suspension from school

- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities, including athletics, for 60% of the season
- Other action as deemed appropriate by the administration

Subsequent • Discretion of the administration

- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities, including athletics, for 60% of the season.

USE of alcohol, drugs, synthetic drugs, tobacco, vaping and/or paraphernalia related to these items on school premises or at school events. Paraphernalia is included but not limited to empty cartridges/containers, chargers, vaporization liquid, alternative smoking devices (pens, etc.), etc.

First • Up to three (3) days of suspension from school

- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities (two weeks), including athletics(25% of the season)
- Other action as deemed appropriate by the administration

Second • Up to five (5) days of suspension from school

- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities, including athletics, for 60% of the season.

- Other action as deemed appropriate by the administration

Subsequent

- Discretion of the administration
- Notification to parent/guardian
- Ineligible for participation in all co-curricular activities, including athletics, for 60% of the season.

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

Section 6: STUDENT SERVICES

GUIDANCE DEPARTMENT 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.

ARMED FORCES RECRUITMENT 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.

COLLEGE FAIRS & VISITS Representatives from trade schools, technical schools, business schools, nursing schools, junior colleges and four-year colleges will visit AIHS 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.

INCOMPLETE GRADES It is the responsibility of the student to make-up incomplete work within two weeks after the date the quarter grades are posted. Failure to resolve the incomplete may result in loss of credit.

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.

TRANSFER STUDENTS Credits are awarded to incoming transfer students based on the official transcript of the sending school. Transfer students are still responsible for meeting AIHS graduation requirements.

HEALTH SERVICES

Nurse's Office 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.

Concussions/Head Injuries Following an assessment by the nurse, a formal accident/incident report may be completed in conjunction with person injured.

The nurse is responsible for maintaining records of concussions and head injuries. If a student sustains a head injury outside of school, the parent shall complete the Report of Head Injury Form and submit it to the nurse. Refer to the District Policy JJIF-R for more information regarding concussions and head injuries.

Opioid Information Massachusetts is in the midst of an opioid epidemic. Athletes in particular, due to their risk of injury and the resulting pain, may be a risk for misusing prescription opioids. Please refer to the following links below: <http://masstapp.edc.org/rx-student-athlete>

Prescription Drug Procedure 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.

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.

Section 7: ATHLETICS AND CO-CURRICULAR ACTIVITIES

ATHLETICS

Athletic Mission Statement The mission of the Amesbury High School Athletic Department is to provide student-athletes with an opportunity to compete successfully in a high school program that is an integral part of their educational experience. These opportunities will enhance the intellectual, physical, social, moral, and cultural development of the whole person. The AHS Athletic Department encourages student-athletes to exhibit good sportsmanship and conduct themselves with honesty and integrity.

Sports The following sports are offered at Amesbury High School:

Fall	Winter	Spring
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	Boys Lacrosse
Soccer (Boys’/Girls’)	Co-Op Girls Ice Hockey w/Masco	Co-Op Girls Lacrosse w/Whittier

Membership Amesbury High School is a member of the Cape Ann League (CAL) and the Massachusetts Interscholastic Athletic Association (MIAA).

Participation In order to be eligible to participate in co-curricular athletics, students must meet the following requirements. Please note, all students are expected to follow the rules set forth by the MIAA.

1. Academic Eligibility

- a. All students must be secure during the last marking period preceding the contest with 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 report cards for that ranking period have been posted or issued to the parents/guardians of the student.

b. If a student retakes a course for which he/she has already received credit, that course cannot be counted toward eligibility.

c. Students receiving services under Chapter 71B 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.

2. Physical Examination

a. In order to be eligible, a student must pass a required physical examination each year. Private physicals are good for 13 months. A copy of an up-to-date physical must be on file with the school nurse.

3. Online Registration

a. Registration for athletics must be completed online at www.familyid.com/amesbury-high-school b. All agreements in the online registration must be electronically signed by the student-athlete and/or parents/guardians. Registration covers expectations about concussions, opioids, hazing, chemical health, AHS local sports rules, and MIAA rules.

4. User Fees

a. There is a \$285 user fee per student- per sport due at registration. Payment can be made on-line or by check to the athletic department. There is a family maximum of \$900. Waivers can be requested and free and reduced lunch situations do apply.

5. Team Roster Guidelines

a. The following tables represent the numbers of players a team must roster before cutting a candidate from the program.

Award Requirements Conditions Governing All Sports In order to qualify, candidates for any award must:

1. Display good sportsmanship and the spirit of fair play at all times.
2. Exhibit respect for the school personnel, coaches, game officials, and opponents.
3. Be in good standing at the end of the season.
4. Be recommended by the head coach and approved by the athletic director.
5. Finish the season as a bonafide member of the playing squad.
6. Follow all MIAA rules. Any violations of MIAA rules may result in loss of eligibility for athletic awards.

Each sport has recommended criteria as to what earns a Varsity letter. These factors include, but are not limited to contribution, attendance, work ethic, academics, number of years the student has been associated with the program, or recommendation of the coach. In addition, the following criteria may be a factor:

1. *Football*: Play in half of the total quarters of varsity games.
2. *Field Hockey*: Play one half the total halves of varsity games.
3. *Soccer*: Play in one half of the total halves of varsity games.
4. *Cross Country*: Participate in 50% of the varsity meets and finish in the top 10 within the team.
5. *Basketball*: Play in one half of the total number of quarters of varsity games.
6. *Ice Hockey*: Play in one half of the total periods of varsity games. Goalies are the exception.
7. *Baseball/Softball*: Play in half of the total innings of varsity games. Pitchers are the exception.
8. *Track*: Participate in at least 50% of varsity meets.
9. *Tennis*: Participate in one half of all varsity matches.
10. *Golf*: Participate in one half of all varsity matches.
11. *Cheerleading*: Cheer in at least half of the games and participate in all competitions.
12. *Managers*: The student must adhere to all general rules and regulations of athletes and fulfill all the duties as outlined by the coach.

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 prior to the start of the season. A copy of these rules will also be given to the high school principal or designee.

CO-CURRICULAR ACTIVITIES

AHS prides itself on providing many opportunities for our students. Students are highly encouraged to get

involved. Coaches and co-curricular advisors are expected to work together when possible to avoid scheduling conflicts; however, students will not be penalized for choosing to represent one activity over another.

Co-Curricular Offerings Amesbury Innovation High School participates in Amesbury High School Co-curricular offerings. 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:

Camera & Art Club Math Team Band Activities*

Newspaper Big Brother/Big Sister*

Peer Leaders

Book Worms Club

Peer Mediation Chorus*

Model UN Debate/Speech Club

MVP Program

Drama Club

Science Team

Environmental Club

Student Advisory Council

Gay/Straight Alliance

Student Council

Interact Club Yearbook*

Literary Magazine

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

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. All activities must be approved in advance by the principal. All appropriate forms must be completed including the Master Calendar Request Form for Fundraising and Events and the Building Use form (if applicable). Once the event has been approved, 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.

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.

Attendance Students who are absent from school, or dismissed from school are not permitted to attend or participate in co-curricular activities on the same day or evening.

Fundraising Lottery In order to fairly allot fundraising activities, a fundraising lottery is held at the beginning of the year. Organizations wishing to hold fundraisers should attend these lotteries. The President of the Student Council and the Chairperson of the Student Advisory Council co-facilitate this process.

Section 8- DISTRICT POLICIES

IGDF - STUDENT FUNDRAISING ACTIVITIES

Legal Refs.: Title IX of the Education Amendments of 1972 The Committee acknowledges that many school groups seek to supplement school programs and activities by raising funds, through various activities, and donating them to the school system. While the Committee generally appreciates these endeavors, it is concerned about issues of safety and liability of schoolchildren representing an organization which solicits funds through sales or donations in the community. The Committee

especially discourages activities which might involve students in door-to-door solicitation.

Such groups must also be aware that fundraising activities require coordination, with regard to both the methods and the frequency of fundraising. All groups which intend to utilize students to raise funds for any school-related activity or program shall submit, in writing, a description of the proposed fundraising project. Each proposal shall include information pertaining to the reasons for the project, methods of fundraising, coordinators, solicitors, timelines, and anticipated goals, and shall be submitted to the principal(s) of the school(s) for approval. Any proposal that includes online fundraising and/or solicitation will be approved in compliance with school committee policy GBEBD. Principals will then forward form [IGDF-E](#) to the Superintendent's office for placement on the Master Calendar.

Any community organizations desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

Adopted: 1983

GBCBC/JFCB - PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, SEXUAL HARASSMENT, HAZING, BULLYING, CYBER BULLYING, SEXTING, DISCRIMINATION, AND HATE CRIMES 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^[1] 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, gender identity, 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, gender identity, sexual orientation, age, or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy.[2]

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, gender identity, 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 is 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 Coordinator, Lyn Jacques, 5 Highland Street, Amesbury, MA, 978-388-0507.

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, Mary Houde at 978-388-0507.

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 Coordinator, Lyn Jacques at 978-388 0507.

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, 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 Eryn Maguire as the District Equity Coordinator 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, §370 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 §370 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, gender identity, 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.

GENDER IDENTITY ANTI-DISCRIMINATION

A person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.

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, gender identity, 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, gender identity, 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 ongoing basis, and who is not a school employee or independent contractor.

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

[2] 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, gender identity, sexual orientation, age, or disability, or to bullying behavior. See Glossary of Terms.

[3] 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.

[4] 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; 2011; 2012; 2017

ACA - NONDISCRIMINATION ON THE BASIS OF GENDER The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of gender in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to gender, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. This person is Lyn Jacques. She can be reached at 978-388-0507. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)

BESE 603 CMR [26.00](#)

Cross Ref.: AC Nondiscrimination

Adopted: 2012

Student Support, Care & 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 37H1/2 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 37H1/2 the following section:- Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal, headmaster, or 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 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 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.