



2017 - 2018

Student and Family Handbook

EASTHAMPTON HIGH SCHOOL

Dear Student:

Welcome to Easthampton High School. As you pursue your education, you will benefit most from your learning if you participate in as many curricular and extra-curricular activities as possible. We want to share our commitment to help you participate by increasing the number of opportunities available to you.

You will have the greatest appreciation for these opportunities if you keep the following suggestions in mind:

- 1. Select courses and activities which give you the most options for your career goals and enhance your life.*
- 2. Do your very best at everything you do.*
- 3. Care enough for other students to support their efforts and their right to learn.*
- 4. Respect and honor the differences among people.*
- 5. Appreciate the opportunities provided by your families and your community.*

If you do these things, you will realize the greatest possible gain from your high school years; and we will feel that we have served you best.

It is our responsibility to prepare you to be successful for the rest of your life. To this end, we commit to being a learning community that is guided by the following values:

Nurture a Safe and Inclusive Environment

Engage in Complex Learning with a Growth Mindset

Support School and Community Engagement

Together we Teach and Learn with Effective Practices

As a participant in this community, we expect you to graduate from Easthampton High School (EHS) as:

- Engaged, collaborative, reflective, and flexible learners*
- Active and complex learners*
- Growth mindset learners*
- Logical, effective, and creative communicators*
- Engaged community members*
- Skilled consumers, processors, and creators of information*

From the entire staff,

Good luck to you in the coming year!

At the request of a parent or student whose primary language is not English, a translated handbook or student code of conduct will be made available by the District.

EASTHAMPTON HIGH SCHOOL FACULTY AND STAFF

Karen	Allen	Special Education
Alex	Alvarez	Mathematics
Melissa	Amaro	Paraeducator
David	Beauregard	Special Education
Gerard	Benoit	World Language/English
Joan	Bonsignore	English
Brian	Brown	Social Studies
Kelley	Brown	Social Studies
Kevin	Burke	Principal
Gail	Canon	Library Teacher
Paul	Carrier	Head Custodian
Sandra	Carr	Special Education
Kathrin	Catlett	Paraeducator
Sofia	Checa	Mathematics
Eileen	Claveloux	Technology/Graphic Arts
Amy	Davis	Art
Michael	DeMento	English
Nellie	Donohue	Mathematics
Patti	Dougherty	Athletic Director
Kevin	Drozdowski	Science
April	Duguay	Instructional Technology
Nancy	Dunn	Health
Karen	Dupre	LPN
Evan	Eisentrager	Paraeducator
Satina	Furness	Paraeducator
Cassandra	Gore	Paraeducator
Rose	Guerra	Social Studies
Carrie	Hague	Paraeducator
Jennifer	Hamilton	Administrative Assistant to the Principal
Molly	Jacobson	English
Bryan	Kline	Custodian
Andrew	Lawrence	Physical Education
Bonnie	LeDoux	Administrative Assistant to the Counseling Office
Antigoni	Lively	Special Education
Erik	Lokensgard	Math
Quinn	Lonchick-Renehan	Design Technology
Ivelisse	Lozada	Administrative Assistant for Student Accounts & Activities
Catherine	MacDonald	Mathematics
Rebekah	Madera	English
Toni	Mango	World Language
Susan	Mason	Health/Tiny Tots

Lisa	McCullough	Administrative Assistant to the Assistant Principal
Chad	McGuire	School Counselor
Brian	Miller	Physical Education
Jared	Orne	Social Studies
Alyse	Pasek	Science
Linda	Perlmutter	School Psychologist
Paul	Peelle	Mathematics
Maureen	Phaneuf	English Learners
Abe	Phelps	Science
Rick	Rogalski	School Resource Officer
Amanda	Rosenburg	Speech & Language Pathologist
George	Sampson	Adjustment Counselor
Shawn	Sheehan	Science
Christine	Soverow	School Counselor
Sean	Uliasz	Music
Nancy	Weld	Special Education Coordinator
Susan	Welson	Assistant Principal
Edward	Wojcik	Night Lead Custodian
Edward	Zuchowski	World Language

GENERAL INFORMATION

School's Responsibilities

The school will:

- Provide an environment conducive to learning. All school staff will treat students with respect and in a positive manner
- Provide, to the extent financially feasible, school-related activities such as athletics, band, choir, and/or field trips at age appropriate levels
- Maintain communication with the home and have an “open-door” policy with parents/legal guardians within the guidelines of the school
- Apply reasonable disciplinary measures consistently and fairly, subject to the circumstances of a given situation
- Provide busing to all students who are eligible under state and local guidelines

Student Rights and Responsibilities

Student responsibilities include regular school attendance, promptness to school and class, a conscientious effort in classroom work and conformance to school and classroom rules. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning.

No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of all whom are involved in the educational process.

It is the responsibility of parents/legal guardians and students, whenever possible, to make appointments and plan vacations, which do not conflict with regularly scheduled classes or school activities.

Rights of Eighteen-Year-Old Students

When a student reaches the age of eighteen, they shall have the following rights:

1. They may call themselves out absent from school. School officials may require satisfactory verification as to the cause of the absence.
2. They may sign their own permission slips for field trips.
3. They may authorize or limit access to their own school records.
4. They may permanently withdraw from school without the permission of a parent or guardian.
5. They have all of the rights that would belong to a parent or guardian in relation to the special education process, including the right to consent or object to their educational plan.
6. They may not sign themselves out of school for dismissal without the permission of an administrator and parent/guardian notification.

Right of Students to Freedom of Expression

- Pursuant of Massachusetts General Laws, Chapter 71, Section 82, “the right of students to freedom of expression in the public schools of the Commonwealth shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include, without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish and disseminate their view, (c) to assemble peaceably on school property for the purpose of expressing their opinions.”
- Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school principal or their designee.

- No expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school official shall be held responsible in any civil or criminal action for any expression made or published by the students.

For the purpose of this section, the word student shall mean any person attending the high school. The Easthampton Public Schools may regulate student speech and assembly based upon legitimate educational needs, including, but not limited to, the time, place, manner of student speech and assembly, and reasonable methods to insure non-interference with the learning process.

The Massachusetts Civil Rights Act

The Attorney General's Office (AGO) enforces the Massachusetts Civil Rights Act ("MCRA"), M.G.L. c. 12, §§ 11H, 11I, 11J, which protects the rights of all residents and visitors to Massachusetts to be free from bias-motivated threats, intimidation, and coercion that interfere with their civil rights. The MCRA protects the right to use public parks and transportation, walk on public streets, attend school, live peacefully, and enjoy other basic rights.

The AGO prosecutes civilly violations of the MCRA that have three basic elements:

- **Underlying Conduct:** The perpetrator engaged in threats, intimidation, or coercion.
- **Interference With Civil Rights:** The perpetrator used threats, intimidation, or coercion to interfere, or attempt to interfere, with the victim's secured civil rights.
- **Bias Motivation:** The perpetrator's conduct was motivated by bias against the victim because of the victim's membership in a protected group (e.g., race, national origin, religion, age, gender, gender identity, sexual orientation, or disability) or protected activity (e.g., exercising the right to vote or the right to associate).

It is important to know that hateful and offensive speech or symbols, standing alone, do not necessarily violate the law. Rather, the law prohibits certain kinds of physical or verbal conduct. A "threat" occurs when the perpetrator does or says things with the intent to make another person fearful or apprehensive of injury or harm. "Intimidation" occurs when the perpetrator intentionally puts another person in fear for the purpose of compelling or deterring conduct by that person. "Coercion" occurs when the perpetrator uses force, either physical or moral, to compel another person to do something against their will that they would not otherwise have done.

Non-Discrimination

Consistent with State and Federal laws, and the policies of the District, no student shall be discriminated against in admission into Easthampton High School, or in obtaining the advantages, privilege and courses of study in Easthampton Public Schools on account of race, gender, color, disability, religion, national origin, gender identity, sexual orientation, ancestry, or genetics. Nothing in this handbook prevents the District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

Bulletins, Displays, and Announcements

All displays, announcements, and leaflets must be approved by a school administrator.

Visitors

An EHS student may bring a visitor to school only with the approval of the assistant principal. No visitors will be allowed the day before or after a school vacation or during an exam period. The following is the procedure for bringing a visitor to school:

- A student who wishes to bring a visitor must request a visitor's pass from the assistant principal at least two days in advance of the visit.

- The assistant principal will contact the parents of the host student to communicate and confirm the visit.
- If the parent and the assistant principal agree that the visit is appropriate, the assistant principal will sign the visitor's pass.
- The student will then obtain the signatures of all of their teachers on the pass and return the pass to the assistant principal.
- If a student brings a guest to school without prior permission of the assistant principal, the guest will be asked to leave school.

Publications and Productions

The goals of Easthampton High School publications and productions are to portray events at school and to provide information or entertainment on topics of interest. Publications and productions are never intended to malign or insult anyone. Persons contributing to publications and productions must not use vulgar or suggestive language. Materials should be screened and approved by a building administrator to ascertain that only the highest standards of journalism are employed.

STUDENT LIFE

Clubs and Activities

Art & Photography	Key Club	Year Book	Mountain Biking
Band	Newspaper	Ski Club	S.A.D.D.
Drama Club	As Schools Match Wits	Outdoor Club	Culinary Arts Club
Diversity Club	World Language Club	Student Council	NHS
GSA	Chorus	Renaissance	Musical Production
Model United Nations			

Interscholastic Sports

Boys JV & Varsity Soccer	Girls JV & Varsity Softball	Football
Boys JV & Varsity Basketball	Girls JV & Varsity Soccer	Girls JV & Varsity Basketball
Boys JV & Varsity Baseball	Girls Varsity Volleyball	Golf
Cheerleading	Golf	Wrestling
	Swimming	

Dress and Grooming

Public Schools are delegated with the responsibility of educating students and maintaining an effective and orderly learning environment. The following guidelines promote school safety and enhance the learning environment at Easthampton High School.

Personal dress and appearance that violates reasonable standards of health, safety, cleanliness, or disrupts or creates disorder that substantially interferes with the educational process or with another student's ability to receive an education is prohibited. In addition,

- Students shall not wear anything that depicts drugs, violence, obscene words or pictures, profanity, sexually suggestive words or images, or that promotes violence or illegal activities for high school age students - which may include alcohol, guns, knives, and other illegal activities.
- Hate speech, including symbols, on clothing is barred.
- Clothing that depicts slurs or derogatory images of individuals based upon sex, gender, religion, race, ethnicity, disability, sexual orientation, and /or other protected status is prohibited.
- Undergarments should not be exposed.
- Attire covering the top of the body must extend over the shoulders and be long enough to cover the navel and the torso.
- Gang apparel or symbolism is not permitted.

- Students must wear clothing or jewelry which is safe in school, such as no sharp or pointed studs, no sunglasses, and appropriate footwear that is secure on the foot.
Hoodies are to be worn with the hood down in school.
- Student’s personal dress and appearance must comply with all OSHA and safety regulations while attending a lab or shop class.

The school administrators will make final decisions about the implementation of the dress code. Students not adhering to these guidelines will be asked to change into other clothes or have a change of clothes brought in for them. If the student refuses to comply, disciplinary action may be taken.

HONOR ROLL

An honor roll is determined at the end of each marking period by averaging academic grades.

- 1st HONORS - “A” AVERAGE (93% or above)
- 2nd HONORS - “B” AVERAGE (83% or above)

A “D” or an “F” or an “I” in any subject disqualifies a student for consideration for the honor roll. An “I” (Incomplete) made up within 10 school days will allow a student to be eligible for consideration for the honor roll.

National Honor Society

Election to the National Honor Society is based on character, scholarship, leadership and service to the community and school during a student’s high school career. Selection of candidates will be made in October of their Junior and Senior year based on GPA in Grades 10 and 11. Induction into the National Honor Society will be held following the selection of candidates. Faculty members serve on the selection committee. Students who achieved a 3.5 GPA and have Proficient or better in the math and English portions of the 10th grade MCAS test are invited to apply.

Renaissance Program

Students are eligible for the EHS Renaissance rewards and incentives program at the end of every marking term. Selected students are honored with a food celebration, T-shirts, pins, and other gifts, raffled-off gift certificates, reduced admission to school events, and other discounts. This program is supported through fund raising with our vending machines and community contributions. There are three levels of membership, Golden Eagle, Soaring Eagle and Improving Eagle.

Golden	Soaring	Improving Eagle
Quarter Average of 90%	Quarter average of 80%	Academic Improvement
No more than 1 absence, tardy, or dismissal (total)	No more than 2 absences, tardy, or dismissals (total)	No more than 2 absences, tardy, or dismissals (total)
No office detentions or disciplinary referrals	No office detentions	No office detentions
No “F”	No “F”	No “F”

REQUIREMENTS FOR GRADUATION

Credits Required for Graduation: 108 credits

Subjects Required for Graduation:

- 16 Credits of English
- 16 Credits of Math (C-TEC requires 12 credits)
- 12 Credits of Social Studies (U.S. Hist.; 2 yrs. World Hist.; 1 yr.) (C-TEC requires 12 credits)
- 12 Credits of Science (C-TEC requires 8 credits)

- 8 Credits of World Language (2 levels of the same language) (C-TEC not required)
- 10 Credits of Physical Education (C-TEC not required)
- 4 Credits of Computers
- 6 Credits of Health (C-TEC not required)
- 4 Credits of Technology (C-TEC not required)
- 4 Credits of Fine and Performing Arts

Students must also pass the Math, ELA and Science MCAS. Students with failing MCAS grades meeting all other graduation requirements will be issued a certificate of attainment.

High School Graduation Plan Policy

Position statement: All students will have a graduation plan based upon individual needs and goals.

- All students will have a four-year plan for graduation. Plans will be developed with guidance counselors and reviewed annually.
- All students will become members of a graduating class upon entrance to Easthampton High School. They will remain as members of that class based on accumulated credits (0-25 grade 9, 26-53 grade 10, 54-77 grade 11, and 78 and above grade 12) until graduation or the completion of required credits for graduation.
- Students must earn a passing grade of 60.
- For the purpose of class meetings and activities, including the class dues, students will be considered first years, sophomores, juniors, and seniors.

Education is a student’s right and obligation. It is the shared responsibility of the student, their family, and the school to maintain a good attendance record. Failure to attend school without a valid excuse may warrant school personnel seeking help for the student and the student’s family through court action and potential loss of credit per our attendance policy.

To be considered a full time student the student must be enrolled in the equivalent of four classes each semester.

ACADEMIC INTEGRITY AND HONESTY

Academic Integrity

Standards of academic ethics and integrity should be of the highest concern of every student, parent, and faculty member in the EHS community. Everyone involved in the education of EHS students must be committed to upholding these standards.

Academic integrity is the demonstration of commonly accepted standards of honesty and ethics in a school community. Academic integrity requires that all academic work is the original product of an individual student or group of students. Proper documentation must be used when borrowing material from other sources.

At EHS, academic integrity is expected of all students. Therefore, students must assume responsibility for maintaining honesty in all of their work submitted for a course. Students should be expected to report incidents of academic dishonesty to the appropriate faculty member or administrator.

Examples of Academic Integrity

1. Taking tests and or completing assignments on the days that tests are given or papers due.
2. Maintaining a good attendance record, especially on days when assignments are due.
3. Doing your share when engaged in group work.
4. Not completing work for one class while attending another.
5. Making academics a priority over job responsibilities, and/or sports teams and extracurricular activities.
6. Asking permission from your teacher before missing class to do work for other classes or activities.

7. Not discussing exam questions or answers with other students who will take the exam at a later time.
8. Not plagiarizing homework or written work.
9. Not allowing students to copy your homework and not copying another student's homework.
10. Reading assigned books instead of abbreviated notes or summaries of the actual text.

Academic Honesty

The school expects all students to be academically honest. Students have the responsibility to acknowledge the work of others, only taking credit for work that is solely their own.

CHEATING is defined in The Random House Dictionary of the English Language as the following:

1. “to take an examination or test in a dishonest way, as by improper access to answers.”
2. “to defraud or to practice deceit; to violate rules or regulations.”

Cheating on tests, copying assignments, or sharing work in any way not directly assigned by the teachers are forms of academic dishonesty. Giving or receiving help on tests or projects, unless specifically permitted by the teacher, are also forms of cheating.

PLAGIARISM is defined in The Random House Dictionary of the English Language as the following: “The unauthorized use of close imitation of the language or thoughts of another author and the representation of them as one's own original work.” To use the ideas or words of others without giving them credit is plagiarism.

Cheating and plagiarism are prohibited in all areas of study, including but not limited to, the following areas: homework, tests, quizzes, lab reports, research papers and projects.

This policy applies to any student who cheats or plagiarizes and/or any student who willingly assists another student in cheating or plagiarizing. In the event that a student cheats or plagiarizes, the process will be as follows:

1. The student receives no credit for the assignment.
2. The teacher will notify the student's parent(s)/legal guardian(s) of the incident.
3. The teacher will notify the administration, who may take further disciplinary action including a conference with the parent(s)/legal guardian(s), student, and school counselor and/or loss of privileges, detention, suspension and/or expulsion if deemed necessary.

Homework and Makeup Work

Homework is an expected part of most classes. It provides you with an opportunity to work independently on material studied in class. Homework helps to reinforce classroom teaching by providing additional practice.

Students who have been absent are required to make up missed work. If a student is going to be out of school for more than 2 days, they should contact the administrative assistant to the School Counselors to arrange for their work to be brought to the counseling office. The student is responsible for having someone pick up their homework assignments in the counseling office.

Parking

Parking spaces are available for students in last four rows in the South end of the parking lot. The following policy is in effect and will be enforced:

1. Students must apply for a parking pass to park on campus.
2. If there are not enough spaces for all completed applications, selection will be based on factors including seniority, need, and availability.
3. All students who park on campus must secure an EHS parking permit from the Assistant Principal. These permits are given to students at no charge unless they are lost or not returned at the end of the school year. The replacement fee for a parking permit is \$5.00.

4. Parking is a privilege that can be revoked for any of the following reasons:
 - a. Excessive office discipline
 - b. Poor academic standing
 - c. Poor parking/driving behavior on school property
 - d. Parking in an area not designated for students
4. Students that do not wish to park on campus must park on Williston Avenue or Bryan Avenue.
5. Any student who parks in an area not designated for student use will be ticketed and/or towed.

SCHOOL DELAYS, CANCELLATION AND EARLY DISMISSALS

School Delays and Cancellations

The following radio stations will make cancellation and delay announcements: WHMP--Northampton, WHYN--Springfield, WSPR--Springfield, WTTT--Amherst, WMAS, WPKS, WNNZ, & WRNX. Local television stations will also broadcast school cancellation and or delay announcements.

The following guidelines will be followed when closing or dismissing students early:

- Initial school delay/closing decisions will be made no later than 6:15 A.M.
- Any decision/change from a one- (1) hour delay to close school will occur by 7:15 A.M. No delay will extend beyond two (2) hours.
- Parents are advised to continue to monitor information until times indicated by the delay policy.

Early Dismissal

In the very rare event that extremely severe weather, or other emergency conditions, causes school officials to determine an early dismissal, radio and TV stations will be notified and all attempts will be made to reach as many parents/guardians as possible.

Ultimately, parents/guardians make the final decision regarding their child's safety. Parents/guardians who feel conditions are not appropriate for their child's safety may choose to keep their child at home or pick-up their child early from school. These absences, if documented in writing by the parent/guardian, will be excused absences.

LIBRARY

The Easthampton High School library exists for use by the student body. It provides an opportunity for research and recreational reading. Books, periodicals or other media borrowed by students should be returned within the time designated on the book card. To do so results in denying some other person the same use. The procedure for not returning material on time is as follows:

Following notification of past due library materials, continued failure to return the materials will result in the following disciplinary actions:

- Referral to Assistant Principal
- Suspension of library privileges
- Restitution for unreturned material

The school library is open during the school day and after school until 2:15 p.m., or later as dictated by afterschool activities. All students except National Honor Society members need passes which may be obtained from the subject teacher. Regulation passes are to be used and should have one name per pass. All students must sign the library attendance sheet at the beginning of every period spent in the library. Books may be borrowed for a two-~~(2)~~ week period and may be renewed at the end of that time. Students also have access to electronic references and Internet services.

Work Permits

Work permits for EASTHAMPTON residents are available in the main office and the counseling office of the high school Monday-Friday, 8:00 A.M.-3:00 P.M. Persons between the ages of 14 and 17 are required to obtain a Promise of Employment Certificate. A physician's approval and parent/guardian signature is also required for students ages 14 -15 before a permit can be completed. These papers must be returned to the school office by the student for a personal signature in the presence of the person authorized to issue the permit. You do not need a work permit if you are 18 years old. A birth certificate must be presented when applying for a work permit.

Hall Passes

Students should remain in all classes for the entire class period. When there is an important need to leave the classroom, students must sign out and sign in and have a hallway pass from a teacher or obtained through a process facilitated by school administration.

All passes must be carried by the student and presented to staff members when requested. In order to go to another teacher during class time, sending teacher must call that teacher first.

Lost and Found

When a student finds an article, take it to the main office. If you lose something, inquire at the office or look in the lost and found bin--before or after school. Each year many items of clothing are turned in to the office, unidentified and never claimed. The school is not responsible for lost articles, but will cooperate with you in trying to find what is lost.

REGULATIONS FOR DANCES, OPEN GYM, AND GRAD NIGHT

Students who leave the building during the dance will not be readmitted. All school policies will be in effect. Students must not congregate in or around cars in the parking lot before or during the dance. Noisy and disorderly conduct will not be tolerated. Students found in unauthorized sections of the building will be asked to leave and can expect further disciplinary action. Four chaperones (educators) must be present. Arrangements should be made for police and custodial services. Posters advertising the dance must be collected by the sponsoring group during the next school day. The cafeteria may be used as an area to serve refreshments and to deposit coats. (The school cannot be held responsible for any article lost or stolen.)

SPORTS/EXTRACURRICULAR/CLASS OFFICER ELIGIBILITY

The responsibility for determining eligibility lies with the Principal. A roster of team members, alphabetically by class, must be submitted to the Athletic Director one week prior to the first contest. All MIAA Rules of Eligibility will be strictly followed.

Student Activities Code

Students that participate in school activities must agree to the following code:

“As an active participant, I will use sound judgment and conduct myself as a good citizen. Furthermore, I shall not at any time, while a member of any school activity group, use tobacco, alcoholic beverages, or drugs in any form, except by prescription. I have a special responsibility as a school representative to exercise good sportsmanship and to conduct myself in an acceptable manner so as to not bring embarrassment to myself or to the school community. I understand that all school rules are in effect at all times during my participation in my activity. I also understand that the administration, coach, or advisor has the right to remove any participant who violates the code”.

Many activity groups with elected or appointed officers, in order to ensure the success of the program, have contracts where the character, behavior, and leadership expectations for student leaders are clearly spelled out.

Senior Activities

Senior year brings with it several events and activities. Admittance to these events is a privilege, not a right. In order to participate in senior events, a student must be a senior in good academic and disciplinary standing and all financial responsibilities need to be met (for example: class dues, library resources, academic books, and lunch fees). Violation of school rules may result in loss of participation in senior events.

Eligibility

For students to be eligible to participate on athletic teams, participate in extracurricular activities, or be a class officer the following guidelines apply:

Fall Sports/Extracurricular Activities: To be eligible for fall sports/extracurricular activities, students must have passing final grades in all second semester classes from the previous year and pass all fourth (Q4) Quarter grades from the previous semester.

Winter Sports/Extracurricular Activities: To be eligible for winter sports/extracurricular activities, students must have passing grades in all classes for the first marking term (Q1). To continue eligibility or to gain eligibility at the end of the first semester, students must have passing grades in all classes for both the second marking period (Q2) and final first semester grades.

Spring Sports/Extracurricular Activities: To be eligible for spring sports/extracurricular activities, students must have passing grades in all classes for both the second marking term (Q2) and final first semester grades. To continue or to gain eligibility at the end of the third marking period, students must have passing grades in all classes for the third marking period.

*Final grades made up through credit recovery (during the school year) or summer school may be used for eligibility.

In addition, students cannot try out for a sport if ineligible at the time of tryouts. Students must be dropped from the team if they become ineligible in the middle of the season.

PLEASE NOTE: The principal, assistant principal or coach may order suspension or dismissal from the team, extracurricular events and/or senior week activities for infractions of the school rules. (See Athletic Handbook for all rules and policies regarding sports teams.)

*ALL DETENTIONS MUST BE SERVED FOR A STUDENT TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AND CLASSROOM ACTIVITIES DURING OR AFTER SCHOOL HOURS WHICH REQUIRE STUDENTS TO LEAVE SCHOOL GROUNDS.

SCHOOL ZONE/SMOKING POLICY

The school zone includes the fenced in area around EASTHAMPTON HIGH SCHOOL and up to Williston Ave. in front of the building. Per an agreement with the Parks and Recreation Department., the athletic fields of Daley Field are considered part of the school zone for an hour before school, during the school day and for an hour after school. All school regulations apply within the school zone (including the athletic fields of Daley Field) and during school related activities out of the school zone. SMOKING IS NOT PERMITTED anywhere in the school building or in the school zone.

ATTENDANCE

Regular and punctual school attendance is essential for success in school. Parents and guardians of children attending ~~our~~ Easthampton Public 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; 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 school work is an important factor in the shaping of their character. Parents and guardians can help their children by not allowing them to miss school needlessly.

Accordingly, parents and guardians 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.

Reporting Absences

If your child is going to be absent, please call 529-1585 and press 3. Leave a message including your name, student's name and grade, and phone number where you can be reached. A parent or guardian must make attendance calls.

Credit Attendance Policy

In order to receive full credit for a course, a student is required to be in attendance 90% of the class sessions for each course, including excused absences as defined above. Failure to attend 90% of a class session or absent more than 9 unexcused days for a semester course, will result in loss of credit. Warning notices will be sent at five (5) unexcused absences in a semester and loss of credit notices will be sent at nine (9) unexcused absences. Students who exceed nine (9) unexcused days will be allowed to make up a maximum of five (5) unexcused absences in a semester through arrangement with the classroom teacher and/or administration.

College Visits

Students are allowed 2 approved college visits per year.

To get approval you must:

1. Complete the college visit/interview form signed by your:
 - Teachers
 - School counselor
 - Parent or guardian
2. Return it to the main office at least one day prior to your visit
3. Submit a college admission's note documenting an admission's interview or orientation

Absence from Class or School

All unexcused absences will be counted toward the semester totals. In the event of multiple days' absence due to medical illness the school administration may request a physician's statement certifying such absences be justified. School based activities and field trips will be designated as field trips in PowerSchool and, as such, will not count as absences. In addition, an attendance review team shall be convened for the purposes of hearing appeals for students who fail to judiciously use the make-up process for a maximum of five (5) unexcused absences per semester to avoid loss of credit. The decisions of this team, in turn, may be reviewed upon appeal, by the building principal.

No credit will be awarded in those cases in which the student knowingly cut class or school.

Student Absence Notification Program

Each Principal will notify a student's parent/guardian within three days 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 or more excused school days (a school day shall be equal to two 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 services, housing, and nonprofit agencies.

Loss of Credit Appeal

Students who exceed the absence policy are in violation of the attendance standard and may file an appeal with the Assistant Principal. An Attendance Review Board (ARB) will review the appeal paperwork, schedule a hearing (if

necessary) and render a decision as to whether credit will be granted or denied. Decisions of the ARB may be appealed to the building principal.

Make up Work

Guidelines for make-up work should be outlined within each teacher's classroom syllabus. All work missed because of an absence must be made up on a date and time designated by the teacher or **WITHIN TWO DAYS** of the absence. Students are expected to make up all work missed. In addition to making up work, students can arrange to make up a maximum of five (5) unexcused absences with their teachers and or administration in a semester.

Withdrawal from School

Students who have not graduated from high school shall not 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 days of the tenth consecutive day of absence and shall offer at least two dates and times within the next ten days for an interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten-day timeframe. The timeframe maybe 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 and guardian present, provided that Superintendent has documented a good faith effort to include the parent and 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 and guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Early Arrival to School

Upon arrival to school, students are expected to report to the Café Commons and wait for the bell. Students should not leave the Café-Commons area before 7:40 a.m. without permission of a morning supervisor. Students should leave the school building by 2:15 p.m. unless attending a school-sponsored activity. Students should not loiter on the Williston Avenue or Hisgen Avenue approaches to school.

Tardiness to School

Regular and punctual attendance is essential for school success. It is the responsibility of students to be in their advisory at 7:44 am. Students who are tardy to school and/or fail to serve their lunch detentions will not be allowed to attend field trips or participate in any extracurricular activities that day.

Disciplinary Consequences

- Students who arrive after 7:44 am must sign in at the Main Office and will be issued a tardy slip.
- On the third tardy, students will receive one lunch detention and parents/guardians will receive written notification.
- On the sixth tardy, students will receive two lunch detentions, and parents/guardians will receive written notification. On the ninth tardy, students will receive three lunch detentions and a parent/guardian will be called and a conference will be requested.
- Every third tardy after the ninth (i.e. twelfth, fifteenth, eighteenth etc...) will result in loss of Café Common privileges, until five consecutive days of no tardiness have been reached and a parent/guardian conference will be requested.

Excused tardiness will not count toward disciplinary consequences. However, tardiness can contribute to potential credit loss. The only acceptable excuses for being late to school include documented medical appointments that could not be scheduled after school hours, a documented court appearance, a town emergency or weather extremes.

Academic Consequences

Students who miss more than 15 minutes of class will be considered absent for that class. That absence will contribute to credit loss as outlined in the attendance policy.

Early Dismissal

Any student leaving school during the school day must present to the office a written reason(s) for the dismissal signed by a parent/guardian. The Principal or Assistant Principal must approve all dismissals.

All dismissal requests will be verified. False requests may result in a Saturday school detention. Emergency dismissals may be allowed at the discretion of the administration. Upon return to school within the same school day, the student must sign in at the main office. Failure to comply with sign in will result in 1 (one) detention.

Any student leaving school without permission shall be assigned disciplinary consequences.

Attendance and School Activities

Students who participate in school activities are expected to be in school from 7:44 a.m. to 2:00 p.m. on the day of any scheduled event. Students who are externally suspended from school may NOT participate in extracurricular activities during the period of their suspension, whether they take place in the Easthampton Public Schools or some other venue.

SCHOOL COUNSELING SERVICES

EHS has two School Counselors, a School Adjustment Counselor, and an administrative assistant to assist students. The counseling telephone number is 529-1588 and the fax number is 529-1591. In order to make an appointment to see a school counselor, students must obtain a pass from either the administrative assistant or their school counselor.

Student Schedules

Student schedules for a school year are generated in the spring of the previous year. Schedule changes for the academic year must be made during the summer prior to the start of semester 1 or during the five day add/drop period available during Semester 1. Schedules will be generated ONLY for new students or for students whose status has changed due to attendance at summer school for other academic reasons. Other schedule changes can occur at the principal's discretion.

REPORT CARDS AND INTERIM REPORTS

Computers are used to print report cards. Dates when report cards are issued will be published so that parents/guardians will know when they should be seeing this document. Students are responsible for bringing home and sharing with their parents/guardians all reports and correspondence by the school. Be certain to keep your parents/guardians informed of your progress.

Report cards listing students' achievements in each subject area are issued four times a year. Interim reports are issued midway through each marking period, and will indicate a grade to that point in time.

*Grades and attendance are available in the parent portal throughout the year.

Promotion and Retention

Promotion and retention are based strictly on a student's credit status.

- To grade ten: 26 credits including passing all four major subjects
- To grade eleven: 54 credits including passing all four major subjects
- To grade twelve: 78 credits including passing all four major subjects

Credits required for graduation: 108 credits. Students must also pass the 10th grade MCAS in Math, ELA, and Science.

Promotions occur in June and January if sufficient credits have been earned.

Student Records

Any high school student who has reached their fourteenth birthday or entered the ninth grade may see their student records. The principal or designee shall let a student see their record within two days of the request. Copies of records will be provided for a reasonable fee. Students of any age have the right to receive a copy of their transcripts.

Any parent/guardian or student eighteen years of age or older, after the student's year of graduation or formal withdrawal from school may sign and receive the contents of the student's academic folder. This does not include the permanent record card. Students may receive copies of this document. Seniors who are graduating are given their cumulative folders at the last rehearsal before graduation by signing a release of records form. The cumulative folder also contains their Medical records. Records not taken by students will be stored for a period of seven years and then destroyed, except for permanent record cards. Please see the Easthampton Public School website for more comprehensive information on this policy.

DISCIPLINE

Goals/Philosophy of the Code of Conduct and Discipline Policy

Easthampton High School is committed to helping students develop personal responsibility. We want students to recognize that they are in control of and accountable for their actions in a community which balances structure and support. Easthampton High School's disciplinary system describes our expectations of students' behavior and articulates the consequences of poor decisions. For this reason, it is crucial that students and parents/guardians spend some time together to discuss what EHS expects of its students and how the school will respond in a disciplinary situation. It is our belief that people operate effectively in a community in which expectations and consequences are clear, consistent and just. To this end, the school will respond to every disciplinary situation consistently. Every student will be treated equally. The following rules make clear the way in which students can expect the school to react to specific guidelines. However, this serves only as a guideline.

Progressive discipline is a process used to determine consequences based on the severity and frequency of behavior. Please note these are example behaviors and consequences used to inform, not constrain, decisions made by teachers, staff members, and school administration.

Example Level 1 Behaviors	Example Level 1 Consequences
Tardiness to class Being unprepared for class Talking and other minor disruptions in class Dress code violation Unauthorized use of hallways Minor disruptions in the hallways Inappropriate use of electronic devices Other minor disruptions to the learning environment	Conference between teacher and student Parent contacted by teacher Teacher detention Possible academic or extracurricular consequences
Example Level 2 Behaviors	Example Level 2 Consequences
Repeated violation of Level 1 Behaviors Disorderly, rude, or disrespectful behaviors Insubordination Unexcused absence from lunch Unexcused absence from class Leaving the school building during school hours without permission Failure to serve teacher detention Misuse or falsifying school passes or tardy slips Words and/or actions that substantially disrupt the learning environment Defacing school or personal property	All examples Level 1 consequences Parent contacted by administration Administrative detention (lunch or afterschool) Discipline referral Behavior plan/contract Additional academic and extracurricular consequences
Example Level 3 Behaviors	Example Level 3 Consequences
Repeated violation of Level 2 Behaviors	All examples Level 1-2 consequences

Misuse of social media constituting any of the behaviors in Levels 1-4 Verbal or written taunts or threats Hate speech Physical violence Theft of school or personal property Bullying behaviors	Short term suspension
Example Level 4 Behaviors	Example Level 4 Consequences
Repeated/Serious violation of Level 3 Behaviors Possession of a dangerous weapon Assault and battery Possession, use, and/or distribution of a controlled substance Felony charges or federal delinquency complaint	All examples Level 1-3 consequences Long term suspension Hearing with Superintendent Possible expulsion

Restorative Discipline

Restorative discipline is one of the tools administrators may use in response to a disciplinary incident. Restorative discipline focuses on the repairing of relationships as primary to changing behaviors. The goal of restorative practices is to empower students to give back to the community in a comparable manner to how that student's offense harmed the community. For example, a student who has used derogatory language may be able to volunteer with the population that the derogatory term harmed. If a student continues exhibiting similar behaviors, the severity of the discipline will also increase. All information available will be considered for decisions regarding discipline, from which administration will arrive at a fair consequence.

Disciplinary Procedures in the Classroom and Hallways

All educators are responsible for establishing standards of conduct within the classroom and hallways. They will use de-escalation strategies to diffuse or stop situations that interfere with the educational process. They will also recognize the individual differences of students. Staff are strongly encouraged to refer students to school counselors when appropriate, as there may be underlying causes for a student's disruptive behavior.

Staff members are encouraged to utilize all school resources including school counselors, the adjustment counselor, nurses, the Building Support Team, other teachers and administrators. Teachers shall contact parents and guardians when appropriate to enhance communication between home and school. Teachers should utilize these resources before situations need the attention of the Principal or Assistant Principal.

Some areas of discipline should remain in the classroom and be handled by the classroom teacher. These include, but are not limited to: (please also refer to the Discipline Matrix as a guide)

- Tardiness to class
- Being unprepared for class
- Talking and other minor disruptions
- Social Media/Texting/Cell phone use/Electronic device use
- Minor horseplay
- Food in the classroom
- Non-participation in classroom activities/assignments

A student should be sent to the administration for repeated offenses or serious disruptions as outlined in the Discipline Matrix.

Teacher Detention

Detention is defined as the time a student is assigned to stay after school for infractions of unacceptable student behavior and/or poor attendance to class. When assigned a detention, students must serve the detention within 48 hours of it being assigned. This notice may only be waived by mutual consent of both parties for students enrolled in grades 9-12.

Each teacher is responsible for the students they detain after school. A student may be detained according to the discipline code.

Students must serve detentions within 48 hours of receiving the detention. The student is charged with the responsibility of notifying their parent(s)/guardian. Teacher detention length is at the discretion of the teacher and should not last beyond 3:00 p.m. Un-served teacher detentions will result in a sixty (60) minute office detention.

Office/Lunch Detentions

Office/lunch detentions must be served as assigned by the Assistant Principal after school or during lunch in Room 107. Office detention times will be set at 30 minutes and 60 minutes. Lunch detention times are to be served during the student's assigned lunch period. A student serving lunch detention goes directly to room 107. Students may also serve office detentions before school at the discretion of the assistant principal.

Office/Lunch detentions are assigned to a student by the administration. The infractions below may result in a minimum of one (1) thirty-minute office detention or at least one (1) lunch detention:

- Unexcused tardiness to class/school
- Insolence/rudeness
- Defiance
- Disruptive, rude or discourteous behavior
- Disorderly behavior in school, on school grounds, or at school events
- Failure to follow directions
- Disrespect
- Unexcused absence from lunch
- Failure to sign-in immediately upon entering the building when tardy

The infractions listed below may result in a minimum of one (1) sixty-minute office detention or at least two (2) lunch detentions:

- Misuse or falsifying school passes or tardy slips
- Failure to identify oneself properly to a staff member
- Unexcused absence from class/unexcused tardy
- Failure to serve a teacher detention

Employment, athletic practices/games, club meetings, artistic rehearsals, or any other after school commitments do NOT exempt students from completing their assigned detentions. Students who fail to serve an assigned office/lunch detention may receive an extended office/lunch detention time.

Tobacco Products

Tobacco products, vapes, and e-cigarettes are not allowed. They will be confiscated and not returned to the student.

Food and Drink

Food and drinks are allowed with teacher permission in the classroom. No food and drinks are allowed in any carpeted area and the gymnasium. Water is allowed. **Students are not allowed to have food delivered from a business during school hours.**

Electronic Devices

1. Cameras are not allowed except for use of teacher supervised projects. Videos and/or photographs are not allowed without the consent of the individual being filmed/photographed.
2. Electronics may be used in the classroom to help achieve lesson objectives as defined by the teacher.
3. Cell phone use will be allowed before and after school, between classes and during lunch.
4. For safety, students must be able to hear announcements and directions as they move through the hallways.
5. Cell Phones shall not be visible or on during class times unless specifically requested by the teacher to help achieve lesson objectives.

Consequences:

- **First Offense:** Student receives verbal warning of either hallway or classroom policies regarding electronic devices.
- **Second Offense:** If in the classroom, student receives a 30-minute teacher detention. If outside of the classroom, student receives a 30-minute administrative detention.
- **Third Offense:** Student receives a 60-minute administrative detention. Parent and guardian will be contacted.
- **Repeat Offenses:** Conference with parent and guardian. Cell phone may not be allowed in school or may be required to be turned into the office at the start of the school day and returned at the end of the school day. Other disciplinary actions may occur at the discretion of the administration.

Skateboards, Longboards and Scooters:

Skateboards, longboards and scooters are not allowed to be used on campus. Skateboards, longboards and scooters are not allowed in the hallways between 7:44 a.m. and 2:00 p.m. They must be stored in a locker or another safe place, not a classroom. Students are responsible for securing their property.

- **First Offense:** Student receives verbal warning of either hallway or classroom policies regarding skateboards, longboards and scooters.
- **Second Offense:** Skateboards, longboards and scooters will be confiscated and returned to the student at the end of the day.
- **Third Offense:** Skateboards, longboards and scooters will be confiscated and returned only to the student's parent or guardian.
- Students who refuse to turn over their skateboards, longboards and scooters will be considered insubordinate, resulting in disciplinary action.

Repeat Offenses will result in disciplinary action including office detention, lunch detention, internal/external suspension or loss of privilege.

SUSPENSIONS

General Information

Suspension involves the exclusion of a student from school and/or school-sponsored activities. As administered by the Easthampton Public Schools, suspension shall include: (1) removal of the student from class; (2) removal of the student from the school building if the student's parent or guardian can be contacted; and (3) continued exclusion of the student from school, school grounds, or attendance or participation in school-sponsored activities until the period of suspension has run and the student has been readmitted to school. At the principal's discretion or their designee, a student may be assigned to an in-school suspension, if such a program is available.

If a student who holds an appointed or elected position (such as Team Captain, Class Officer, National Honor Society, Student Council Officer) said student may lose the position for a designated period of time, the privileges of that position,

and will enter a probationary period to be determined by the administration in consultation with appropriate school personnel. The student may return to the position if they have no further incidents that warrant disciplinary action.

Due Process for Suspensions: Notice of Proposed Suspension

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including the potential length of the student's suspension;
- d. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e. the date, time, and location of the hearing;
- f. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate.

The principal, or their designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal, or their designee, must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal, or their designee, sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal, or their designee, and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

In-School Suspension Under 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal, or their designee, may impose an in-school suspension as defined above according to the following procedures:

The principal, or their designee, shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal, or their designee, determines that the student committed the disciplinary offense, the principal, or their designee, shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal, or their designee, shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal, or their designee, shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal, or their designee, is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal, or their designee, shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal, or their designee, for the purpose set forth above, if such meeting has not already occurred. The principal, or their designee,

shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal, or their designee, and the parent.

Short-Term External Suspensions

Due Process for Short-Term Suspensions: Hearing and Principal Determination

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal, or their designee, is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal, or their designee, will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal, or their designee, will provide notification in writing of their determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal, or their designee, shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

All written communications regarding the hearing and principal, or their designee, determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal, or their designee, and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

The parent or guardian may be required to attend a student re-admittance conference with the principal or their designee as soon as possible after the date of the suspension. At the principal's discretion, or their designee, the re-admittance conference may be held by telephone. Conditions for the student's reentry to school shall be outlined at this re-admittance conference.

Grounds for Short-term External Suspension

1. Consistently leaving school during school hours without permission
2. Consistent unauthorized absences from school (truancy) or from class (see Attendance Policy, contained herein).
3. Bullying

Bullying is a series of repeated acts by one or more students on school grounds or at school-sponsored activities that are intended to ridicule, humiliate, or intimidate another student or students. Acts of bullying include, but are not limited to:

- Physical violence
- Harassment (non-sexual or sexual)
- Verbal taunts
- Name-calling and put-downs including any which are ethnically, racially, disability, sexuality, or gender-based.
- Threats and intimidation
- Extortion or stealing of money and possessions
- Deliberate exclusion from a peer group

All members of the Easthampton High School community will not tolerate these acts. Any such acts must be reported to the administration for immediate investigation and appropriate disciplinary action.

4. Harassment

Non-sexual – The delivery of disrespectful messages in any format related to gender, gender identity, ethnicity, race, religion, disability, physical features, or other protected class

Sexual – Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment

5. Smoking in a school building, on school grounds, in a school bus or at school functions. (See Tobacco Free Policy, contained herein.)
6. Exhibitionism, lewd, or lascivious behavior, disorderly conduct and distracting and inappropriate sexual contact between students. Depending on its severity, such an offense may result in a long-term suspension and referral to law enforcement agencies. (See Massachusetts General Laws, Chapter 272, Sections 16 and 53.)
7. The possession, dissemination, or use of hate speech or obscenity in any form, especially, speech, writing or explicit sexual pictures or drawings. The use of this language or material in an intentional, disrespectful and disruptive manner will not be tolerated in a school setting and may result in a long-term suspension and referral to law enforcement agencies. (See Massachusetts General Laws, Chapter 272, Sections 29 and 31.)
8. Threats and/or intentional acts threatening the health and safety of self and/or others (i.e. fights, false fire alarms, extortion, engaging in seriously unhealthy acts, gang-related activity, etc.). A determination regarding the severity of such acts will be made by the appropriate administrator and staff member, and a long-term suspension and referral to law enforcement agencies may be recommended.
9. Lack of respect for school staff and visitors, including, but not limited to, insubordination, disobedience to a teacher, administrator or staff member, the willful disregard of express or implied directions by a teacher, administrator or staff member and the use of insulting and/or profane language and gestures. Theft or vandalism of school property or the property of others in a school setting. Reasonable proof of the offender is necessary. Restitution by the offender is required. If the appropriate administrator judges the offense particularly severe, a long-term suspension and referral to law enforcement agencies may be recommended. (See Massachusetts General Laws, Chapter 266, Sections 30, 98, 100, 127A, etc.)
10. Organizing or participating in “hazing”. (See Hazing--Penalties, contained herein.)
11. Violation of Civil Rights--Students have the right to be free from discrimination based upon any protected characteristics, including race, color, religious creed, national origin, ancestry, gender, sexual orientation, gender identity, disability.
12. Violation of federal or Massachusetts’s law.
13. Any school related act, on or off school property, which interferes with or restricts another student’s ability to enjoy the educational benefits afforded or offered within, and outside of the school setting. Such acts include, but are not limited to, incidents that interfere with or threaten the well-being or order of the school, its staff, students or the general public.
14. Refusal to take, or cooperate with administration of, the MCAS exam.

If available, In-School Suspension may be used in some cases as an alternative to external suspension. This will be at the discretion of the administration based upon the infraction, student cooperation, staffing and availability of space.

First offenses may range from 1-10 day’s loss of school time based on the magnitude of the offense. Suspensions and time out of school should be progressive in nature. Subsequent offenses may result in a greater loss of school time. In determining the length of a suspension, administrators should also consider the student’s prior school behavior. Internal and External suspensions do not count toward the 10-day credit policy.

Long-term Suspensions and Expulsions

Definitions: Long-term Suspension is the removal of a student from their educational program for more than ten (10) school days but less than thirty (30) school days. Expulsion is the exclusion of a student from school either permanently or for the remainder of the school year, or for a designated period (for example, 45-day alternative placement or one calendar year).

Long-term suspensions and expulsions shall be utilized in circumstances involving serious misconduct, and the decision to suspend or expel a student shall be made by the school administrator, in their discretion.

Due Process for Long-Term Suspensions: Hearing and Principal or Designee Determination

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal, or their designee, is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal, or their designee, will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. The right to be represented by counsel or a lay person of the student's choice, at the student's and/or parent's/guardian's expense;
- iii. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. The right to cross-examine witnesses presented by the school district;
- v. The right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal, or their designee, shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal, or their designee, decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provided more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or their designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

All written communications regarding the hearing and principal, or their designee, determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal, or their designee, and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

*As in the case of a suspension of less than 10 days, a re-admittance conference must be held.

Grounds for Long-Term suspension or Expulsion

1. Possession of a firearm (see United States Code, Section 921 of Title 18) on school premises or at school-sponsored or school-related events, including athletic games.
2. Possession of a dangerous weapon, other than a firearm (including, but not limited to, a knife, mace, pepper spray, BB gun, throwing star, club, sling shot, blackjack, brass knuckles, nunchakus, and chains (see Massachusetts General Laws, Chapter 269, Section 10), on school premises or at school-sponsored or school-related events, including athletic games. Assault/assault and battery by means of a dangerous weapon (see Massachusetts General Laws, Chapter 265, Sections 15A and 15B), on school premises or at school-sponsored or school-related events, including athletic games.
3. Assault/assault and battery upon a Principal, Assistant Principal, teacher, teacher's aide, or other school staff member (see Massachusetts General Laws, Chapter 265, Sections 13A and 13D), on school premises or at school-sponsored or school-related events, including athletic games.
4. Possession, use and/or distribution of a controlled substance as defined in Massachusetts General Laws, Chapter 94C, including, but not limited to, marijuana, cocaine, crack and heroin, on school premises or at school-sponsored or school-related events, including athletic games (see Substance Abuse Policy and Outline of Disciplinary Procedures below).
5. Pursuant to Massachusetts General Laws, Chapter 71, Section 37H 1/2, a student charged with a felony or the subject of a felony delinquency complaint may be suspended, or a student convicted, adjudicated, or admitting guilt with respect to a felony or felony delinquency may be expelled, provided that the Principal determines, after a hearing that the student's continued presence poses a substantial detrimental effect on the general welfare of the school.
6. Possession, under the influence of, use and/or distribution of alcohol on school premises or at school-sponsored or school-related events, including athletic games.
7. Serious offenses as defined in Grounds for short-term Suspension, Items 3, 6, 7, 8, 10, 11, 12 and 13.

Due Process for Suspensions: Appeal of Long-Term Suspension

A student who is placed on a long-term suspension shall have the right to appeal the principal's, or their designee, decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue their written decision which meets the criteria required of the principal's, or their designee, determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

Suspension or Expulsion for Disciplinary Offences under M.G.L. 71 Sec. 37H and 37H.5

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

Possession of a dangerous weapon, possession of a controlled substance, or assault of staff

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal, or their designee, determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal, or their designee, shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal, or their designee, may, in their discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The

student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

Felony complaint or issuance of felony delinquency complaint

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal, or his or her designee, may suspend a student for a period of time determined appropriate by the Principal, or their designee, if the Principal, or their designee, determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal, or their designee, shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal, or their designee, will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal, or their designee. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of their request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Emergency Removal

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's, or their designee, judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal, or their designee, shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal, or their designee, shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's, or their designee, determination in a long-term suspension or short-term suspension, as applicable.

