

Easthampton High School

2018 - 2019

Student and Family Handbook

MESSAGE FROM THE SCHOOL COMMITTEE

Our goal, as a School Committee, is to provide our students with the best possible educational opportunities. The key responsibilities of the School Committee are as follows:

1. Hire the Superintendent of Schools (The School Committee hires, establishes contracts, evaluates, and makes other employment decisions relative to the Superintendent.)
2. Establish policies for the district
3. Review and approve the school department budget
4. Develop system-wide goals and objectives with the Superintendent
5. Design and assess performance standards with the Superintendent

There are seven School Committee members, including the mayor. Each member is elected for a two-year term. Our meetings are typically held twice per month at the School Department's Central Office (50 Payson Avenue, 2nd Floor, Easthampton). All are welcome to attend our meetings. We encourage and appreciate community and family involvement in our schools.

SCHOOL COMMITTEE MEMBERS

The Easthampton Public Schools are governed by a seven-member school committee, which includes the mayor, elected every two years.

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<p>Suzanne Colby</p> <p>Executive Assistant to the Superintendent and School Committee Email: scolby@epsd.us Municipal Building – 50 Payson Avenue – 2nd Floor Easthampton, MA 01027 413-529-1500 – Ext. 121</p>	<p>Student Representative c/o Easthampton High School 70 Williston Avenue Easthampton, MA 01027 413-529-1585 – Ext. 133</p>

DISTRICT STAFF

CENTRAL OFFICE

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 50 Payson Avenue – 2nd Floor

Easthampton, MA 01027
Website: <http://www.epsd.us>

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ACCEPTABLE USE POLICY

The Easthampton Public Schools (EPS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, including:

- The EPS network is intended for educational purposes.
- All activity over the network or using district technologies/services may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- EPS makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

EPS may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, Office 365 and more. This Acceptable Use Policy applies to both school-owned technology equipment utilizing the EPS network, the EPS Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Acceptable Use Policy also applies to privately-owned devices accessing the EPS network, the EPS Internet connection, and/or private networks/Internet connections while on school property. As new technologies emerge, EPS will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and into the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

EPS provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the EPS Technology Service Ticket Help Desk.

Email

EPS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from

unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, EPS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

EPS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Social Media Policy

The district has a separate Social Media Policy that applies to all staff, and may have implications for students. By signing the Acceptable Use Policy users are acknowledging they have been made aware of the Social Media Policy and agree to abide with the requirements of the Social Media Policy. Violations of the Social Media Policy are in effect violations of the Acceptable Use Policy.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- Create a personal mobile "hot-spot" or utilize a "proxy site" for the purpose of circumventing network safety measures and filtering tools.
- Create, distribute or deploy multi-user servers or gaming software on or within the EPS network.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.

- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

EPS will not be responsible for damage or harm to persons, files, data, or hardware.

While EPS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

EPS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Consequences for Misusing School Computers

First Offense:

- a. Student may be placed on probation for an amount of time specified by the principal or assistant principal based on the severity of the infraction. Additional disciplinary action may be taken. (Violation may result in loss of access if the violation is considered especially egregious.)
- b. Parent will be notified.

Second Offense:

- a. An informal hearing will be conducted to determine if a student will lose access to computers in the school. The hearing will be comprised of an administrator, the classroom teacher, the students, and parents/guardians.
- b. Loss of computer privileges does not exempt students from computer-based assignments.

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

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

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

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

ASBESTOS

Environmental Protection Agency regulations require that the School Department annually notify parent, teacher and employee organizations that an asbestos management plan has been prepared in accordance with the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos management plans have been developed for the following list of educational facilities, (Grades K-12) which have asbestos containing materials present. These plans are available and accessible to the public at each individual school office and at the School Department Business Office, 50 Payson Avenue, 2nd floor, Easthampton.

Educational Facility	Address
Administrative Offices	50 Payson Avenue – 2 nd Floor, Easthampton
Center Elementary School	9 School Street, Easthampton
Easthampton High School	70 Williston Avenue, Easthampton
Maple Elementary School	7 Chapel Street, Easthampton
Pepin Elementary School	4 Park Street, Easthampton
White Brook Middle School	200 Park Street, Easthampton

The above facilities were all initially inspected in July, 1988. Re-inspections and periodic surveillance will take place in accordance with AHERA regulations.

ATHLETIC CONCUSSION POLICY

The Easthampton School Committee has adopted a concussion policy and regulations consistent with Massachusetts General Law and regulations. The full text of the policy and administrative regulations can be found in the district’s policy manual, Section J – policy JJIF and JJIF-R. This policy is available on the district web site (www.easthampton.k12.ma.us). This policy applies especially to student athletes, but can apply to any student who sustains a blow to the head, jaw, or spine while engaged in school-sponsored events.

A concussion is defined as a transient alteration in brain function without structural damage. The damage to the brain is at a microscopic level in which cells and cell membranes are torn and stretched. The damages to these cells also disrupt the brain at a chemical level as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnosis because the injury cannot be seen. An MRI or CT scan cannot diagnosis a concussion, but they can help rule out a more serious brain injury to a student. Because concussions are difficult to detect, student athletes, in particular, must obtain medical approval before returning to athletics following a concussion.

The signs and symptoms are many, as can be reported by an adult observing the student or by the student him/herself:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent, event
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by student):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)

- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs and symptoms is observed after a suspected blow to the head, jaw, spine or body they are indicative of a concussion and the student must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

It is extremely important to educate our coaches, students, and the community about concussions. On a yearly basis, all coaches must complete the online course called Concussion in Sports: What You Need to Know. This course is offered by the National Federation of State High School Associations (NFHS). Our students also need to know the importance of reporting a concussion to their coaches, parents/guardians, athletic trainer, band director, and other school personnel. Every year students in marching band or athletics should watch an educational video on concussions. There are online training programs that provide great information about concussions so our students can learn the importance of reporting a concussion and understanding what a concussion is.

- Heads-Up Online Training (CDC) – http://www.cdc.gov/concussion/HeadsUp/online_training.html/
- Play Smart: Understanding Sports Concussions – BIA-MA (Brain Injury Association of Massachusetts – <http://www.biama.org/playsmart.html>)

The athletic director will also offer educational trainings and concussion materials yearly. This will be an opportunity for the athletic director to speak to parents and students in their programs about concussions and to discuss the Easthampton Public Schools’ policy and protocol. When it comes to concussions, everyone should be aware of the potential dangers and remember that a concussion is a mild brain injury. Whenever anyone has a doubt about a student with a brain injury, SIT THEM OUT and have them see the appropriate healthcare professional!

BULLYING PREVENTION

Pursuant to M.G.L. c. 71, Section 370 and Easthampton School Committee policy JICFB, acts of bullying, which include cyber-bullying, are prohibited:

1. On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-¬related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
2. At a location, activity, function, or program that is not school-¬related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 370, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

Please refer to www.easthampton.k12.ma.us for the Easthampton Public Schools Bullying Prevention Plan and a copy of the incident reporting form to report bullying behavior.

Below is a link to the 2010-2011 Easthampton Public Schools Bullying Prevention Plan:

http://www.epsd.us/plans/eps_bullying_policy.pdf

CANCELLATION OF SCHOOL

The following radio stations will make school cancellation announcements: WHMP – Northampton, WHYN – Springfield, WSPR – Springfield, WTTT – Amherst, WMAS, WPKS, WNNZ, and WRNX.

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

1. Initial school delay/closing decisions will be made no later than 6:15 A.M. Identified radio and TV stations will be notified immediately.
2. Parents will be notified by a phone call home by the School Messenger System and the cancellation will be posted on the district website.
3. In the event that a one (1) or two (2) hour delay has been announced and subsequent information is obtained which jeopardizes student safety, any decision to change from a “delay” to “close” will occur by 7:15 A.M. No delay will extend beyond two (2) hours.
4. Parents are advised to continue to monitor information until times indicated by the delay policy.
5. When a decision is made to close schools for the day, no changes will be made.

HAZING PENALTIES

Massachusetts General Laws, Chapter 269, Sections 17-19 states the following:

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “**hazing**” is used in this section and in sections eighteen (18) and nineteen (19), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conducts shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen (17) and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

NON-DISCRIMINATION POLICY

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretation.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial, and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, or disability, their complaint should be registered with the Title IX Compliance Officer, Sarah Mochak.

PARENT APPEAL PROCESS FOR COMPLAINTS

Complaints and grievances shall be handled and resolved, whenever possible, as close to their origin as possible.

Although no member of the community shall be denied the right to petition the School committee for redress of a grievance, the complaints shall be referred back through proper administrative channels for solution before investigation or action by the School Committee. Exceptions are complaints that concern school committee or school committee operations only.

The School Committee advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

- Teacher
- School principal
- Superintendent
- School Committee

Any complaint about school personnel will be investigated by the administration before consideration and action by the School Committee.

PARENT INVOLVEMENT POLICY

The Easthampton School Committee recognizes the crucial role of parents in providing children with the values and skills essential to school and in later life. Effective parent involvement is related to better student learning. Sustained involvement with schools does influence children's chances of success.

As the child's first teacher, parents have a responsibility to participate actively in the education of their children and to advocate for the best possible schools for their children. To this end, parents must be involved in helping their children learn, and participating in the schools and the decision-making process of the schools. Schools have a responsibility to provide the opportunity for parents to exercise their role and to create an environment where parents feel welcome and needed.

The School Committee therefore adopts a three-tier parent program to involve parents at every level of school activity to enhance parent involvement:

- As members of the School Councils
- As Active participants in schools
- As members of a broad-based support group

This building-based parent involvement program will be enhanced and supported through the on-going development of programs designed to bring together schools, home, and community – all major stakeholders in the educational process of our youth. The community is viewed as a rich pool of educational resources. Utilizing the skills and interests of our school family will permit us to involve parents as partners, parents as teachers, parents as learners, and thereby create new bridges between school, home, and community for the purposes of improving the quality of relationships and achieving educational goals.

SAFETY DRILLS

Fire Drills

There will be periodic fire drills in during the school year. Teachers will prepare students for such drills in each of their classes. The teacher will assign students to close the windows before the classroom door is opened. Student may not leave until the teacher indicates accordingly. All students will precede the teachers into the hall and then proceed orderly, quickly and quietly. During fire drills, students pass in single file, at a walking pace. Students should be prepared to exit the building by alternate routes. Your teacher will inform you of all routes or directions will be posted in your classroom.

Other Drills

Other drills, including **shelter in place**, **lockdowns**, and **full school evacuations** will also be practiced as required by law.

SCHOOL ADMISSIONS

All resident children of school age will be entitled to attend the public schools, as will certain non-resident children who are admitted under school committee policies relating to non-resident students, or by specific action of the school committee.

Advance registration for prospective Kindergarten students will take place in the Spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the principal and proof of vaccination and immunizations as required by the state and the school committee. Proof of residency of legal guardianship may also be required by the school administration.

SEXUAL HARASSMENT

All persons associated with the Easthampton Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Easthampton School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed nor intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made wither explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will than attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.

The Grievance Officer:

**Sarah Mochak
50 Payson Avenue – 2nd Floor
Easthampton, MA 01027
413-529-1515**

After reviewing the record made by the grievance officer, the Superintendent, **Dr. Allison LeClair, 50 Payson Avenue, 2nd Floor, Easthampton, MA 01027, 413-529-1500, Ext. 121**, or designee, may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings, the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.

The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

SPECIAL EDUCATION AND 504

Discipline for Students with Disabilities

Building Administrators and Special Education Teams will follow the guidelines outlined in the Discipline of Special Education Students under IDEA 2004 flowchart, issued by the Massachusetts Department of Elementary and Secondary Education (DESE) in December 2007. This flowchart shall be read in conjunction with discipline procedures in state law, MGL c. 71 §§ 7H and 37H ½, and district-wide and school-wide student codes of conduct.

All students are expected to meet the requirements for behavior set forth in this Handbook. IDEA 2004 requires that additional provisions be made for students who have been found eligible for special education and students for whom the district is deemed to have knowledge that the student might have a disability (students who have not yet been found eligible, but the school had a basis of knowledge of a disability, including students who have been referred for initial evaluations).

At any point, the parent and district can agree to change a student's placement for disciplinary reasons. Agreements shall be in writing and signed by the Director of Special Education and parent.

Disciplinary Removal Procedures

1. When a student with a disability has a disciplinary removal for less than ten consecutive school days and there have been less than ten cumulative school days of disciplinary removal in the school year, the district may exclude the student from the current placement without obligation to provide FAPE (Free Appropriate Public Education) unless the district provides services without disabilities who are similarly removed.
2. When a student with a disability has had disciplinary removal for less than ten consecutive days, but more than ten cumulative days, the IEP Team will meet to determine if the removal is a pattern constituting a change in placement by the tenth cumulative removal.
 - a. If it is determined that the removal is not a pattern of behavior that constitutes a change in placement, the district may apply relevant disciplinary procedures in the same manner and duration as to students without disabilities.
 - b. If it is determined that the removal is a pattern of behavior that constitutes a change in placement, the district will:
 - Notify parents immediately of the decision to change placement for disciplinary reasons and of procedural safeguards
 - Conduct a Manifestation Determination by the tenth day of removal
3. When a student with a disability has disciplinary removal for eleven or more consecutive days, the removal constitutes a change in placement. The district will:

- Notify parents immediately of the decision to change placement for disciplinary reasons and of procedural safeguards
- Conduct a Manifestation Determination by the tenth day of removal

Manifestation Determination

When determining if the conduct is a manifestation of the student's behavior is a result of his or her disability, the Team must consider:

- Is the conduct a direct result of the district's failure to implement the IEP?
 - Does the conduct have a direct and substantial relationship to the student's disability?
1. If it is determined that the conduct is not a manifestation of the student's disability, the district may apply relevant disciplinary procedures in the same manner and duration as to students without disabilities.
 - The IEP Team will determine the extent to which FAPE services are needed to enable the student to continue to participate in the general education curriculum and progress toward meeting IEP goals.
 - The IEP Team may provide, as appropriate, a Functional Behavioral Assessment (FBA) and behavioral intervention services and modifications.
 - The student will return to the placement when the disciplinary period expires unless parent and school agree otherwise or student is lawfully expelled.
 2. If it is determined that the conduct is a manifestation of the student's disability, the district:
 - Must take immediate steps to remedy the deficiencies and review the IEP **IF** the conduct was a direct result of failure to implement the IEP
 - Conduct a Functional Behavioral Assessment and develop a Behavioral Intervention Plan (BIP) **OR** review and modify an existing plan as needed
 - Must return the student to placement unless (1) parent and district agree to a different placement, (2) a hearing officer orders a new placement, or (3) removal is for 'special circumstances' under 34 CFR § 300.530(g)

Disciplinary Removal for 'Special Circumstances' Under 24 CFR § 300.530(g)

When a student with a disciplinary removal for 'special circumstances' (weapons, illegal drugs, controlled substances, or serious bodily injury) school personnel may remove the student to an Interim Alternative Education Setting (IAES) for up to 45 school days, regardless of the manifestation determination. The IAES shall be determined by the student's IEP Team. In the IAES, the student shall:

- Receive educational services to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the IEP, **and**
- Receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

Prior Knowledge of a Disability

The district is deemed to have prior knowledge of a disability when one of the following criteria has been met.

1. The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the student, that the student is in need of special education and related services.
2. The parent of the child requested an evaluation of the child.
3. The Building Support Team expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Director of Special Education.

The district is not deemed to have prior knowledge of a disability when one of the following criteria has been met.

1. The parent has not allowed an evaluation or has refused services.
2. The student has been evaluated and found not to have a disability.

When the district has prior knowledge of a disability, the district shall follow the disciplinary removal procedures outlined in this section.

Students with Section 504 Accommodation Plan

Students are expected to meet the expectations for behavior identified in this Handbook. The district shall follow the disciplinary removal procedures outlined in this section.

Appeals Process for Disciplinary Placement Decisions for Students with Disabilities

A parent of a student with a disability who disagrees with any decision regarding the child's disciplinary placement, or the manifestation determination, may appeal the decision by requesting a hearing at the Bureau of Special Education Appeals (BSEA). Reasons for appeal may include but are not limited to disagreement with the student's removal to an interim alternative educational setting (IAES), disagreement regarding the manifestation determination, disagreement regarding the determination of whether the removal is a change of placement, disagreement regarding the educational services the student receives during the period of removal, and disagreement regarding the functional behavioral assessment and/or implementation of a behavioral intervention plan.

If the district believes that maintaining the student's current placement is substantially likely to result in injury to the child or others may file a request for hearing at the BSEA.

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 the 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 will notify a student's parent/guardian within 3 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 (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.

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 (10) days for an 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 that 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.

STUDENT HEALTH SERVICES

The administration and faculty of Easthampton Public Schools consider this one of the most important sections of your handbook. Good health is a prerequisite to learning. As a matter of fact, good health is essential to most successful activities. Following are a few simple regulations that are requested of students in order that we may help to maintain safety and health for all students.

Nurse's Office

The school nurse is available for any student who requires medication, feels ill, has a health-related problem, or is injured during the school day.

Information on the following subjects may be obtained by contacting the school nurse:

- Communicable diseases
- Scoliosis screening
- Physical examinations
- Physical education medical excuse policy
- Vision and hearing screening
- Immunizations Policy
- Medication Policy

Physicals

The Massachusetts Department of Public Health mandates that all schools have on file a current physical exam for all students dated within one year of entrance to school and then at intervals of every 3 years (or 4th, 7th, and 10th grade). A student transferred from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

Immunizations

Massachusetts Law M.G.L. Ch. 76 Sec. 15 states that children must be administered immunizations in accordance with the law in order to attend school.

The following immunizations are required for your child to attend school:

- DPT – Five (5) doses
- Polio – Four (4) doses
- HEP B – Three (3) doses
- MMR – Two (2) doses
- Varicella – Two (2) doses
- Tetanus Booster (Tdap) is required for those students entering 7th grade or at least 12 years of age

Medical or Religious exemptions are required in writing.

Please have your child's physician forward or FAX a copy of the appropriate health records to the school nurse

Mandatory Screenings

- Heights and Weights are done in grades 1st, 4th, 7th, and 10th
- Hearing Screenings are done in grades K-3rd, 7th, and 9th
- Vision Screenings are done in grades K-5th, 7th, and 9th
- Postural Screenings are done in grades 5th through 9th

Letters will be sent home prior to screenings. You may choose to opt out of these screenings for your child.

Medications

Massachusetts has a very strict law concerning the administration of medications in school.

Completed parental consent forms and a physician's order form must be in school prior to administration of any medication, prescription or "over-the-counter" medications. Ibuprofen (Advil®), Acetaminophen (Tylenol®), and cough drops are covered by our school doctor's order, but still require a completed parental consent form.

- In the case of short-term (up to 10 school days) prescription medications (such as antibiotics), in their original labeled pharmacy container will be accepted as the doctor's order.
- Students who self-medicate (inhalers, Epi-pens, etc.) must also have parental consent and a doctor's order.
- Orders dated after July 1, will be accepted for the following school year.
- Only a thirty (30) day supply of medication may be kept in school. It must be brought to school and picked up by an adult. Inhalers, Epi-pens, and other emergency medications may be carried back and forth by students with nurse approval.
- If your child will be taking medication on the first day of school, the doctor's order and parental consent must be brought to the school office prior to the first day of school.

Accidents and Insurance

The school is responsible only for immediate first aid. The School Committee does not pay any medical or hospital bills incurred as a result of accident to the pupil at school. The parent/guardian is responsible for payment of such bills.

In the case of accident, no matter how minor, the student will report the accident to a teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parent/guardian will be notified.

Communicable Diseases

Students returning to school after recovering from a communicable disease must be readmitted through the school nurse's office.

Information on the following subjects may be obtained by contacting the school nurse's office.

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, S.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c.71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law, 603 CMR 23.00 should be liberally construed for these purposes.

1. These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
2. If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
3. If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L.c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.
4. Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

1. School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
3. The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (ST. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent, who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L.c.71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L.c.71B (St. 1972, c. 766) and 603 CMR 28.00.

School Committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L.c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 604 CMR 23.04.

The temporary record: shall consist of all the information in the **student** record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third Party: shall mean any person or private or public agency, authority, or organization other than the eligible **student**, his/her parent, or authorized school personnel.

Access to Records

Log of Access. A log shall be kept as part of each student's record. If parts of the **student** record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the **student** record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless **student** record information is to be deleted or released, this log requirement shall not apply to:

- a. authorized school personnel under 603CMR 23.02(9)(b), who inspect the **student** record;
- b. administrative personnel office staff and clerical personnel under 603 CMR 23.02(9)(b) who add information to or obtain access to the **student** record; and
- c. school nurses who inspect the **student** health record.

Access of Eligible Students and Parents. The eligible **student** or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the **student** record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire **student** record regardless of the physical location of its parts shall be made available.

- a. Upon request, copies of any information contained in the **student** or the parent record shall be furnished to the eligible **student** or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible **student** from exercising their right, under federal law, to inspect and review the **records**.
- b. Any **student**, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- c. The eligible **student** or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the **student** record interpreted.
- d. The eligible **student** or the parent may have the **student** record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible **student** or parent, prior to gaining access to the **student** record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the **student records** of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible **student** or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07 CMR(4)(h), no third party shall have access to information in or from a **student** record without the specific, informed written consent of the eligible **student** or the parent. When granting consent, the eligible **student** or parent shall have the right to designate which parts of the **student** record shall be released to the third party. A copy of such consent shall be retained by the eligible **student** or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a **student** record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible **student** or parent.

- a. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible **student** or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10. Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible **student** of the order or subpoena in advance of compliance.
- b. A school may release information regarding a **student** upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections SIB, 57, 69 and 69A respectively.
- c. Federal, state and local education officials, and their authorized agents shall have access to **student records** as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
- d. A school may disclose information regarding a **student** to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the **student** or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
- e. Upon notification by law enforcement authorities that a **student**, or former **student**, has been reported missing, a mark shall be placed in the **student** record of such **student**. The school shall report any request concerning the **records** of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
- f. Authorized school personnel of the school to which a **student** seeks or intends to transfer may have access to such student's record without the consent of the eligible **student** or parent, provided that the school the **student** is leaving, or has left, gives notice that it forwards **student records** to schools in which the **student** seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- g. School health personnel and local and state health department personnel shall have access to **student health records**, including but not limited to immunization **records**, when such access is required in the performance of official duties, without the consent of the eligible **student** or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat

to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or

2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

SUSPENSIONS

External 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 his or her 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 he/she has 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 his or her 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 his or her designee, must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal, or his or her 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 his or her 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 his or her designee, may impose an in-school suspension as defined above according to the following procedures:

The principal, or his or her 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 his or her designee, determines that the student committed the disciplinary offense, the principal, or his or her 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 his or her 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 his or her 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 his or her 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 his or her 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 his or her designee, for the purpose set forth above, if such meeting has not already occurred. The principal, or his or her 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 his or her 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 his or her 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 his or her designee, will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal, or his or her designee, will provide notification in writing of his/her 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 his or her 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 his or her 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 his or her 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 his or her designee as soon as possible after the date of the suspension. At the principal's discretion, or his or her 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).
3. Bullying and harassment

These terms are defined as overt acts by one or more students on school grounds or at school-sponsored activities that are intended to ridicule, humiliate, or intimidate another student. Any acts of bullying, including, but not limited to:

- Physical violence
- Verbal taunts
- Name-calling and put-downs including ethnically-based verbal abuse and gender-based put-downs
- Threats and intimidation
- Extortion or stealing of money and possessions
- Deliberate exclusion from a peer group

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

1. Smoking in a school building, on school grounds, in a school bus or at school functions. (See Alcohol, tobacco, and Drug Use by Students Prohibited Policy, contained herein.)
2. Failure to serve a Saturday Detention.

3. Exhibitionism, lewd, wanton and 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.)
4. The possession, dissemination, or use of 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.)
5. 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.
6. 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.
7. 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.)
8. Organizing or participating in “hazing”. (See Hazing--Penalties, contained herein.)
9. Violation of Civil Rights--Students have the right to be free from discrimination based upon race, color, religious creed, national origin, ancestry, gender, sexual orientation, gender identity, disability.
10. Violation of federal or Massachusetts’s law.
11. 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.
12. 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 his/her 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 his/her 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 his or her 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 his or her 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:

1. 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;
2. 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;
3. 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
4. The right to cross-examine witnesses presented by the school district;
5. 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 his or her 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 his or her designee, decides to impose a long-term suspension, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. 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 provide more detailed information.
5. Inform the student of the right to appeal the principal's decision to the superintendent or his/her 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 his or her 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 his or her 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.

3. 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.
4. 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.
5. 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).
6. 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.
7. 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.
8. 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 Suspensions

A student who is placed on a long-term suspension shall have the right to appeal the principal's, or his or her 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 his/her written decision which meets the criteria required of the principal's, or his or her 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 37H½

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 his or her 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 his or her 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 his or her designee, may, in his/her 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 his/her 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 his or her designee, if the Principal, or his or her 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 his or her 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 his or her 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 his or her designee. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission I 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 his/her 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 his or her 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 his or her 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 his or her 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 his or her designee, determination in a long-term suspension or short-term suspension, as applicable.

TRANSPORTATION POLICY

Bus Eligibility

The Easthampton School Department will have bus transportation available to the school of attendance for students who meet the following criteria:

- A. Students attending a public or private school within Easthampton:
 - Students in grades Kindergarten through four (K-4) who reside more than one and a half (1.5) miles from their school of attendance.

- Students in grades five through twelve (5-12) who reside more than two (2.0) miles from their school of attendance.
 - Mileage for eligibility purposes will be measured by the Easthampton School Department from the front of the home to the school of attendance along the shortest route.
- B. Students approved for attendance in grades nine through twelve (9-12) at vocational programs outside of Easthampton.
- C. Students approved for attendance at special education programs will be transported in accordance with A and B above unless their Individual Education Plan specifies otherwise.
- D. Students of choice attending Easthampton Public Schools are not eligible for transportation from and to any location in or out of Easthampton.

Reasonable accommodations will be made for students having physical or mental disabilities in accordance with the American Disabilities Act.

Students not meeting the above criteria will not be transported by the Easthampton School Department. For the entire transportation policy, refer to the website:

<http://www.epsd.us/plans/policies.html>

Bus Discipline Code

Behavior on a school bus is a safety issue. The job of the driver is one that requires constant attention and concentration. Students, therefore, are expected to adhere to the bus rules, which will include the following:

1. Students are to follow the driver's instructions immediately, whatever the situation or circumstance.
2. Students are to seat themselves in accordance with directions from the driver regarding seat assignments.
3. Students are to remain in their seats at all times, except when the bus has come to a complete stop at their bus stop approved by a parent and a school administrator.
4. Students are to speak in normal tones, and use of foul or abusive language will not be tolerated.
5. Students are to keep their hands, heads, and all objects inside the bus.
6. Students will not fight on the bus.
7. Students will not damage the bus or the belongings of another student.
8. Students will sit facing the front of the bus.
9. Students will not eat or drink on the bus.
10. Students are not to smoke on the bus.
11. Students will not throw items out of the bus windows, around the inside of the bus, or on the floor.

If a student fails to follow the bus rules, the driver will submit a written report describing the student's infraction to a school administrator. Building administrators will maintain a file of misbehavior reports and a summary of consequences. Any consequences assigned will be handled by a building administrator, as will movement from one level to another in the discipline code.

If a student fails to follow the bus rules, the student may be denied the privilege of riding the school bus. This would occur only after the student and the parent are notified of a reason for the suspension of bus privilege, and the action to be taken. Students and parents have the right to request a meeting with the building administrator to discuss the violation and/or the consequences.

Consequences for bus misconduct are as follows:

- Level 1: Administrative warning to the student and contact with the parent(s) and possible administrative detention or suspension, based on the severity of the first offense.
- Level 2: Suspension of bus riding privileges between one (1) and five (5) days with advance notice to parent(s) and possible suspension from school.

Level 3: Suspension of bus riding privileges between six (6) and twenty (20) days with advance notice to parent(s). During the suspension period a conference will be held with the student, parent(s), and school administrator, with possible suspension from school.

Level 4: Loss of all bus riding privileges for the balance of the school year and possible suspension from school.

WELLNESS GUIDELINES

The goal of the Easthampton Public Schools is to partner with our families in promoting a positive and healthy learning environment that includes education, physical activity, and healthy food choices. The district wellness policy provides the following guidelines:

School Sponsored Events and Celebrations

1. Each school council will establish healthy guidelines for school celebrations and school sponsored events that increase the healthy options available and encourage the consumption of healthy food and drink alternatives for children.
2. The serving of soda and candy during the school day is not permitted.
3. Non-school sponsored organizations, such as booster clubs, will be given copies of the policy and encouraged to have fundraisers that promote health and wellness.

School Sponsored Fundraising

All schools are encouraged to use fundraising projects that follow the Wellness Policy nutrition standards, or use non-food items, or activities that promote physical activity such as:

- Walk-a-thons, jump-rope-a-thons and fun runs
- Talent shows
- Raffles for spa treatments or sporting events, concerts, or movie tickets donated by local businesses
- Items with school logos
- Car washes
- Read-a-thons
- Book fairs
- Community service projects

To see a complete Wellness Policy, follow this link:

<http://www.epsd.us/plans/policies.html>

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:

Nurturing a Safe and Inclusive and accepting Environment

Encourage Complex Learning with a Growth Mindset

Supporting School and Community Engagement

Together we Teach and Learn with Respect and Effective Practices

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

- Engaged, collaborative, reflective, and flexible learner*
- Active and complex thinker*
- Growth mindset learner*
- Logical, effective, and creative communicator*
- Empathetic community member*
- Skilled consumer/processor 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
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
Dan	Lussier	Custodian
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
Jennifer	Metzger	School Adjustment Counselor
Mark	Page	Paraeducator
Alyse	Pasek	Science
Linda	Perlmutter	School Psychologist
Maureen	Phaneuf	English Learners
Abe	Phelps	Science
Rick	Rogalski	School Resource Officer
Amanda	Rosenburg	Speech & Language Pathologist
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
TBD		Inclusive Therapeutic Program

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	Tennis	Track & Field	

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 parking/driving behavior on school property
 - c. 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-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 7:35 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 7:39 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 7:39 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.

Lunch detentions will be served in Room 107 or alternative placement provided by Assistant Principal. 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 7:39 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	All examples Level 1 consequences Parent contacted by administration Administrative detention (lunch or afterschool) Discipline referral Behavior plan/contract Additional academic and extracurricular consequences

Defacing school or personal property Failure to follow Tobacco Procedure	
Example Level 3 Behaviors	Example Level 3 Consequences
Repeated violation of Level 2 Behaviors 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 Failure to follow Tobacco Procedure	All examples Level 1-2 consequences 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 and student reports to the Main Office at the beginning of the detention. 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 Procedure

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

The use/possession of tobacco products, e-cigarettes and Juuls presents potential health risks and may be used for the purposes of using illegal drugs.

We will use restorative discipline and progressive discipline for failure to follow the Tobacco Policy.

Consequences

Possession Tobacco products, vapes, e-cigarettes and Juuls

First offense Restorative discipline, 60 minute detention, and parent/guardian contact

Second offense Restorative discipline, internal suspension, and parent/guardian conference

Repeat offense Restorative discipline, up to 3 days suspension, and parent/guardian conference

Use Tobacco products, vapes, e-cigarettes and Juuls

First offense Restorative discipline, up to 2 days suspension, and parent/guardian conference

Repeat Restorative discipline, 3-5 days suspension, and parent/guardian conference

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 7:39 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 provide 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.

