



H AVERHILL HIGH SCHOOL

Haverhill High School is where YOU belong!



STUDENT HANDBOOK

2016-2017

Haverhill High School
137 Monument Street
Haverhill, MA 01832

Introduction - Principal's Message

To Haverhill High School Students, Parents and Guardians:

I want to welcome our new and returning students to Haverhill High School! I am very excited about our new year and look forward to success for all in the 2016-2017 school year!

The Student Handbook contains rules and procedures that govern the operation of Haverhill High School. Please note that it is very difficult to create an all-inclusive document. The Student Handbook is meant to supplement the administration and faculty's judgment and discretion in the operation of our school. This document is revised annually and all interested groups are encouraged to submit their suggestions.

The Student Handbook has been prepared in order to provide you, your parents, and guardians with as much information as possible about Haverhill High School. It is my hope that all students have a successful and productive experience while attending Haverhill High School. To assist with this, it is your responsibility to become familiar with all the information provided within this booklet. While every question may not have been addressed, there is a directory included that will assist you with locating the person responsible for providing you with the required information.

It is imperative that all students comply with all the safety precautions that have been established for this school year. Stated simply, school faculty, support staff, and administrative members are charged by the Commonwealth of Massachusetts and the City of Haverhill with providing students with the most rigorous and comprehensive educational opportunities that available resources allow. That opportunity must be offered within a school environment that is safe, orderly, and conducive to quality academic, non-academic, and social learning. We are all committed to meeting these important obligations.

Another area that will continue to be a priority this year is the issue of **attendance and tardiness**. It is absolutely essential that students are at school on time and that they are in attendance for their classes; excessive absences or tardiness will seriously undermine their learning, their ability to successfully pass the MCAS, and graduate from high school.

Students have the opportunity and responsibility to participate in sports and/or student activities, and to follow rules of conduct and procedures stipulated in this handbook. We expect that all of us will treat one another fairly and with a deep concern for the positive values of our school community.

I hope and expect that you will invest a substantial amount of effort in your schoolwork. It is also expected that you will conduct yourself in a manner that will bring respect to you, your classmates, and to Haverhill High School. Students find that they become enthusiastic supporters of all programs by getting involved in our many extra-curricular activities. Take advantage of all the opportunities that are available to you, so that your high school experience is rewarding.

We look forward to a positive and productive 2016-2017 school year! This is an exciting time to be a Haverhill High Hillie!!

Sincerely,



Beth Kitsos
Principal

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∞ Haverhill High School Mission Statement ∞



The Mission of Haverhill High School is to produce self-directed learners who read, write, and speak effectively in Standard English and who apply analytical and technological skills to interpret information and problem solve.

∞ Statement of Purpose ∞

Haverhill High School, in cooperation with parents and community members, is committed to preparing all students with the skills necessary to become productive and socially responsible citizens in an ever-changing world. To this end, students plan their educational experiences with a view toward career choices, set goals, seek the assistance necessary to achieve their goals, and have high expectations for academic and personal growth.

Recognizing that our students have different backgrounds, interests, and abilities, Haverhill High School provides a wide range of educational programs and extracurricular activities to allow students to challenge themselves. The school offers a curriculum dedicated to linking a broad foundation in the liberal arts tradition with a variety of practical choices to prepare students for the transition to life and learning after high school.

All participants in the Haverhill High School partnership—students, teachers, administrators, support staff, parents, and community members—work together to create and sustain a safe, healthy, and supportive learning environment and physical facility. Our school is one where mutual respect and caring fosters personal and social growth and responsibility.

∞ Expectations for Learning ∞

Expectation #1	Academic	All students should read effectively in Standard English.
Expectation #2	Academic	All students should write effectively in Standard English.
Expectation #3	Academic	All students should speak effectively in Standard English.
Expectation #4	Academic	All students should apply analytical skills to interpret information and solve problems.
Expectation #5	Academic	All students should apply technological skills to interpret information and solve problems
Expectation #6	Social	All students should respect themselves and others, understand their rights and responsibilities, and welcome other students to become part of our learning community.
Expectation #7	Civic	All students should participate in one or more of the following: government, civic organizations, and/or community service.
Expectation #8	Civic	All students should contribute to a safe and healthy learning environment by respecting and maintaining the building and grounds.

Statement on Parent Responsibilities

It is the responsibility of parents/guardians to help ensure proper discipline and attendance in the school by:

1. Reading discipline policy themselves, explaining policy to their child, and acknowledging they have received policy and done so.
2. Showing interest in their child's school progress and working with school personnel to solve disciplinary and academic problems.
3. Getting to know their child's school, its staff, curriculum, programs, and activities; attending parent-teacher conferences and school-parent functions.
4. Assisting their child in maintaining good health habits and grooming.
5. Making sure their child goes to school, on time, every day unless their child is ill or has a contagious disease or family emergency.
6. Following the state attendance law which requires that all persons between the ages of 6 and 16 must be enrolled in an approved education program.
7. Contacting the school, explaining why their child is absent, and provide absent notes within 5 days or they may not be accepted.
8. Teaching their child, by word and example, respect for the law, for school, and for the rights and property of others.
9. Providing their child with the resources needed to complete class work.
10. Discussing quarterly progress reports, report cards and work assignments with their child.
11. Providing an updated list of home, work, cell, and additional emergency contacts and telephone numbers for the school.
12. Notifying school of any medical concerns or special circumstances the school should know about.
13. Supporting the behavior and academic expectations of the school.
14. Ensuring that students are properly immunized (per 105 CMR 220.000).

Class Officers

Class of 2017

Advisor: Susan Beaudoin
President: Darby Connolly
Vice President: Anna Rossi
Secretary: Emily Schultz
Treasurer: Audrey Therriault

Executive Committee:

Amy Hunt

Class of 2019

Advisor: Zachary Simmons
President: Kristen Clohecy
Vice President: Grace Michitson
Secretary: Keighley Credit
Treasurer: Hanna Freeman

Executive Committee:

Molly McCracken
L.J. Trevette

Class of 2018

Advisor: Grace McIntyre & Caitlin Jenkinson
President: Olivia Azzarito
Vice- President: Brian Nguyen
Secretary: Meredith Budds
Treasurer:

Executive Committee:

Victoria Martin
Ian Bushnell

Class of 2020

To be Elected
Advisor:
President:
Vice President:
Secretary:
Treasurer:

Executive Committee:

Student Council

The Student Council is an organization that serves as liaison between the school administration, the faculty, and the student body. Students with concerns and suggestions should express them regularly at scheduled Student Council meetings.

All activities of any school organization must be submitted to an Assistant Principal for review. Application forms for activities are available in the Main Office.

In addition to serving as a clearinghouse for student activities, the Student Council will be responsible for the following functions:

1. To work as a group with the school administration in regard to recommending changes and innovations in school policy;
2. To work as a service organization for the school and community;
3. To provide social activities for the student body in general;
4. To work in conjunction with all Class Executive Committees for coordinating activities;
5. To work with and in support of all student groups.

Student Council Officers

President: Jacqueline Connolly

Vice-President: Nina Elfakih

Secretary: Lexie Molloy

Treasurer: Isabella Yepes

Students who participate in extra-curricular clubs and activities, including Class Officers, Student Council and Student School Advisory Council, are expected to maintain exemplary conduct as representatives of Haverhill High School. Eligibility for such student activities and clubs is identical to the eligibility requirements for the athletics program of HHS. Participating students are expected to maintain their commitments to the programs through full participation. It should be noted that students may not serve as both Class Officers and Student Council.

Code of Class Officers and Student Council

Being a Class Officer or Student Council Representative is an enormous responsibility. We believe students should lead by example and be held to high standards of academic performance, ethics, and behavior.

The following applies to students who run for office, serve as a class officer or Student Council Representative.

Failure to adhere to any of the terms outlined below will result in immediate withdrawal of the nomination or the removal from office.

Grades – Academics should come first in all aspects of your high school career

- No more than two “D’s”
- No F’s on any report card (during any term of the year a student runs for office and the year a student serves.)

Attendance

- If a student receives Administrative Failure, they will be precluded from running for office or they will be removed from office.

Behavior

- Only one office detention is permitted
- Any suspensions may result in disqualification from running for office, or removal from office
- Any serious out-of-school incidents will be reviewed by advisors and administration and may result in disqualification or removal from office

Ethics

- Any incident of cheating or plagiarism will result in immediate disqualification from nomination, or removal from office

Election of Class Officers and Student Council

- Elections will be run by the Student Council members and their advisor. All candidates for Class Office will have an opportunity to have posters run off by class advisors and have an opportunity to speak (up to 3 minutes) to their class at an assembly
- If the Executive Committee is losing all members there will be a re-election for all three spots.
- Candidates who are elected will be sworn in at Senior Chapel each year

Ballots

- Each homeroom will be given ballots for election of Class Officers and Student Council
- Ballots will be counted by neutral third parties and successful candidates will be announced

Removal from Office

- Any student removed from candidacy or office under terms of behavior and/or ethics, is no longer eligible to run for any office. Students removed for attendance or grades, may run for office in the future if they meet the criteria
- The removal and replacement from Class Office or the Student Council will involve consultation with remaining class officers, class advisors and administration
- If the class president is to be removed from office, the vice president would take over. If any of the other office members are to be removed, the executive committee member with the most votes would take over

Failure to Fulfill Duties

- Class Officers or Student Council members who do not complete the responsibilities of their position as listed on their signed obligation sheet, may be removed from their positions

National Honor Society

The purpose of the National Honor Society is to recognize students who have excelled in areas of scholarship, leadership, character and service. It is a national organization sponsored by the National Association of Secondary School Principals (NASSP). The national organization provides the guidelines to be used in the selection and dismissal procedures.

Selection Criteria Philomathian Chapter of the National Honor Society Haverhill High School

NHS OFFICERS

*President – Madalyne Buco
Vice-President – Mikayla Sargent
Secretary – Bryana Michitson
Treasurer – Esmeralda Vargas*

Article VI – Constitution – Section 1-3

Section 1. The selection of new members shall be made once a year; after the second quarter for members of the junior class based upon scholastic average for three years, character, leadership, and service requirements.

Section 2. Candidates must have been in attendance at Haverhill High School for equivalent of one semester. Some candidates may be ineligible because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians who have been transferred in their work. The present principal should seek a recommendation from the previous principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Section 3. Candidates for selection must meet specific scholastic criteria: Cumulative Average of 115 quality points **and** unweighted Grade Point Average of 3.4. No marking period thereafter should bring a selected student's average below these standards. These criteria shall be periodically reviewed. Should the potential number of class offerings in a school day be increased, the Faculty Council and Administration reserves the right to adjust the selection standards accordingly.

Article VI-By-Laws of the Constitution, Section 1-7

The following procedure shall be followed in the selection of new members:

1. Pertinent academic records shall be gathered and examined to determine whether each candidate meets the criterion for scholarship.
2. Attendance records examined include all of the following: excused and unexcused absences from school, tardies to school, tardies to class, tardies to homeroom and dismissals from school. Potential candidates may be asked to submit statements that address some or all of these issues.
3. The Faculty Council shall examine and discuss material gathered and make up a list of potential candidates.
4. The Faculty Council may submit this list to the faculty at large as a final screening.
5. Candidates who meet the criteria examined above shall be invited to submit a record of their service to school and community, evidence of leadership, character rating sheets for their current teachers, coaches, and club advisors and one outside non-familiar and non-school related adult. The packet shall also include a copy of the constitution and by-laws to be read by candidates and their parents do that they will be familiar with the particulars of involvement in the Honor Society.
6. Faculty Council shall make a final vote on the list of candidates.
7. Candidates shall be notified of selection by the principal with a letter to their parents.

Please see the Constitution and the By-Laws of the Constitution for more details regarding National Honor Society selection and other procedures.

The National Honor Society Induction and officer installation ceremony will be held in September for members who are admitted in the spring. Students who are admitted in the fall will be members of the NHS, but will receive their certificates during the Senior Scholarship Night.

Student Identification

Students will be issued photo identification cards. For security reasons and for the safety of the student body, a student is expected to wear his/her student identification card at all times. The identification card may be requested before admittance to any function or activity sponsored by the school. The identification card will be shown when materials are borrowed from the library or guidance office. **It will also be used in the school lunch program.** Students who do not have an ID should see one of the secretaries in the guidance office. If a student loses his or her ID an excessive amount of times, they will need to pay \$5.00 for each additional replacement.

Under Mass School Records Regulations, 603 CMR 23.07 (4) (a) Haverhill High School may release the following information without prior consent of the eligible student or parent: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletics team members, class (YOG), participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. However, if parents or students 18 years of age or older wish to withhold such consent, they may do so by making contact with the high school main office, 978-374-5700.

Athletics Information

Haverhill High School sponsors a broad-based athletics program, offering 35 sports programs and fielding over 55 different teams. All programs are also governed by rules of the Massachusetts Interscholastic Athletic Association (MIAA).

The materials outlined below define some of the policies and procedures for all students participating in our High School Athletic program. Additional Rules and Regulations can be found in the MIAA Handbook and Haverhill Parent/Student-Athlete Guide.

Fall Season

Cheerleading (Football)	Cross-Country, B/G
Crew, B/G	Football, (V/JV/FR)
Field Hockey, (V/JV/FR)	Soccer, B/G, (V/JV)
Golf	Volleyball, G (V/JV/FR)
Swimming, G	

Winter Season

Basketball, B/G (V/JV/FR)	Wrestling (V/JV)
Ice Hockey, B (V/JV), G (V)	Skiing, B/G
Swimming, B	Indoor Track, B/G
Cheerleading (Basketball)	Gymnastics

Spring Season

Baseball, (V/JV/FR)	Softball, (V/JV/FR)
Tennis, B/G	Track and Field, B/G
Volleyball, B (V/JV)	Lacrosse, B/G, (V/JV)
Crew, B/G	

Starting Dates

Fall Season: August 19, 2016 for Football & August 25, 2016 for All Other Sports

Winter Season: November 28, 2016

Spring Season: March 20, 2017

Participation Requirements

Student-athletes and parents must submit the following prior to participation:

- **Participation Packet** – includes HHS Permission Form, Medical History and NRH Consent.
- **Physical Examination** - Student-athletes must present a valid physical on an annual basis. Physicals are valid for 13 months. Any student who has an expired or invalid physical will NOT be permitted to participate under any circumstances. Updated physicals should be submitted online or to the athletic department office through the course of the year. Physical examinations must be performed by a duly registered physician, physician's assistant, or nurse practitioner.
- **User Fee** - \$100 per student, per sport / Fee due prior to start of season.
- **Waivers** - Student-athletes who qualify for free lunch will have all user fees waived. Student-athletes who qualify for reduced lunch will pay a reduced fee of \$50 per student/per sport. Families must apply through the school's official free/reduced lunch application process. Application material can be found on the www.hillies.org under Food Services. Waiver requests will be completely confidential.
- **Refunds** - Student-athletes who do not make a team will be issued a complete refund. All other refund requests will be reviewed on a case-by-case basis.

Academic Eligibility

A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional yearlong major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving schools eligibility standards. (see Rule 57.7.1)

A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional yearlong major English courses.

To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four traditional yearlong major English courses.

Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.

Department of Athletics Disciplinary Policies

All school rules and regulations are in effect for our athletes. In addition, the Department of Athletics has more stringent disciplinary measures and rules. Student-athletes must adhere to all rules set forth in the Parent/Student-Athlete Guide. Student-athletes involved in conduct deemed detrimental to the reputation of the school, team, or activity, will be reprimanded and could be suspended from the team. Additionally, student athletes will be held accountable to the following standards of behavior:

1. Chemical Health

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes); marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. Additionally, Haverhill High School student-athletes may not be in the presence of any controlled substance in a situation that would be deemed unlawful.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [i.e.] during the fall season of the next academic year).

2. School Equipment

Student-athletes are responsible for proper care and maintenance of all athletic equipment and uniforms issued to them. Athletes will be charged replacement value for equipment that is lost, stolen or damaged. Stealing property of team members (Haverhill High School or our opponents) will result in expulsion from a team. Failure to turn in equipment at the end of season will render a student ineligible to participate in any other sport until all items are returned. Graduating seniors who do not return equipment will have their names submitted to the Assistant Principal for appropriate action.

3. Team Rules & Regulations

At the start of each season a coach, with the approval of the athletic director, may issue a set of team rules and regulations. It is recommended that these be in written form and distributed to all team

members. These rules, which are not to be in conflict with any regulations of the High School or MIAA, may vary to reflect the program philosophy, the nature of the sport and the practice/competition schedule. Coaches may immediately suspend athletes from participation for violations of any rules and regulations.

PROCEDURES

1. Class Attendance Policy

An athlete must be in attendance in school before 8:00 a.m. and must stay in school for the entire school day in order to participate in practice sessions or contest. If a contest is scheduled for a weekend, the athlete must be in school on Friday by 8:00 a.m. The Director of Athletics will assess extenuating circumstances on an individual basis. Students who are chronically tardy or absent, in-season or out-of-season, will not be allowed to participate in our programs.

2. School Suspensions

Students who have been suspended from their regular classes (either in-house/Education Resources Center or out-of-house) are not eligible to practice or compete until the day following their last day of suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Students who are suspended three times, or more than five school days cumulatively, will be ineligible to participate in sports for the remainder of the school year.

For further information on participation in athletics, please refer to the Haverhill Parent/Student Athlete Guide on the www.hillies.org. If you have any questions, please contact the Department of Athletics at (978) 374-5732 or athletics@haverhill-ps.org.

Facilities and Services

School Counseling Program

A comprehensive program of guidance services and activities is provided to help students understand themselves, their abilities and interests, and to enhance their educational experience within the school system. Administration, school counselors, teachers, and students work together to promote the best interests of the school and the individual student.

Each student is assigned to a school counselor upon entering the high school. Generally, students will remain with the same counselor throughout their high school years. As a student, you are entitled to and should seek out the counseling services and other assistance that is provided in the school counseling office.

The focus of the school counselor is to work with the students and their parents/guardians in matters pertaining to educational, vocational, personal, emotional, and social issues. This could include adjustment to school, registering for courses, placement in classes, college and career exploration, testing, tutoring, and personal/emotional concerns. The counselors have access to a wide variety of community and collegiate resources in order to provide the students with the best possible options for all their needs.

Students can make an appointment with their counselor by visiting the School Counseling Office in the L Wing before or after school. Parents are encouraged to call or email their child's counselor to make an appointment to discuss any areas of concern. Conferences may be arranged before or after school or at designated time during the school day. Please note if an appointment is scheduled during the school day the parent/guardian must have state issued identification (driver's license, state ID) in order to gain access to the building.

Conferences with College Representatives

In the fall, individual college representatives make appointments to meet with interested HHS students. A list of admission counselors visiting each fall is available on Naviance, under the Colleges tab. These visits afford students the opportunity to speak one-on-one with admissions officers at a particular college to learn about academic offerings, the application process, scholarships/financial aid, and more.

Additionally, the department hosts a College Fair each spring for sophomores and juniors. Representatives from colleges, universities, technical programs, and branches of the armed services are in attendance to speak with interested students and parents.

Notification for these events are made by announcements, flyers, and School Messenger phone calls and e-mails. Additionally, all scheduled department events can be found on the HHS calendar.

Financial Aid and Scholarships

In view of the ever-increasing costs of college, families are encouraged to take advantage of all resources available to help finance their child's higher education. The department partners with MEFA (Massachusetts Educational Financing Authority) to bring parents and students the most up-to-date information and assistance regarding financial aid for college. Parents are able to access this information from the school counseling website or by visiting the following:

- www.mefa.org
- www.fafsa.ed.gov
- www.collegeboard.org

As a service to families, the school counseling department sponsors various Financial Aid Workshops each year with personnel from MEFA and other professional organizations to assist families in the process of securing financial aid and the preparation of the FAFSA (Free Application for Federal Student Aid) and the CSS-PROFILE.

Scholarships from other sources: Throughout the year, local, state, and national organizations notify HHS about various scholarship opportunities for our students. These scholarships are primarily from business, industrial, professional, and fraternal organizations. Criteria for these awards are usually based on academic achievement, community service, test scores, essays, and leadership qualities. These scholarships are publicized and updated weekly on HHS Naviance Family Connection and can be accessed through a student's individual Naviance account. It is the responsibility of the student to regularly check Naviance Family Connection for updates and deadlines, and to pursue these opportunities. Counselors are available to offer any assistance with this process in regards to information, recommendation letters, and transcripts.

In addition, it is important for families to inquire about scholarships offered by their own employers, fraternal and veteran organizations, and church groups.

Local scholarships for HHS students: In addition to the scholarships on Naviance, numerous local scholarships are also available specifically for Haverhill students at the high school. These scholarships are published yearly on our HHS website with instructions for students as to how to pursue each scholarship. Selection for most of these scholarships is based on need and merit, and upon being awarded, will be announced at the various end of the year ceremonies held for the senior class. Please check the website regularly for updates on deadlines and funding.

School Counseling Office

Jami Dion, Director of Guidance and Student Support Services K-12
Daniel Ross, MCAS Coordinator
Marie Gravel, Principal Clerk 978-374-5700, ext. 1134
Debra D'Orazio, ESP Guidance 978-374-5700, ext. 1117

School Counselors

Mr. Andrew Alsup, ext. 1108
Ms. Jennifer Foster, ext. 1135
Mr. Stephen Gwinn, ext. 1107
Mrs. Erica Sullivan, ext. 1127

Mrs. Susan Beaudoin, ext. 1106
Ms. Samantha Massahos, ext. 1137
Mr. Bruce Powers, ext. 1132

Test Administered

Standardized Testing

The following is a summary of the testing programs made available to the students through the school counseling office. Most of this testing is voluntary; however, students who plan to attend college after high school should take full advantage of all the testing opportunities available. These tests are usually a requirement for college admissions, so students must do their research to see what each school or organization requires.

Information about testing will be available on the HHS school counseling website and on Naviance Family Connection, however, it is the responsibility of the student to register for these exams, watch their deadlines, and to research which colleges require additional testing (such as the SAT Subject Test).

The standardized tests recommended by the guidance department are:

- **PSAT/NMSQT- Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test**
- **SAT - Scholastic Aptitude Test**
- **ACT – American College Test**

PSAT/NMSOT- Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test

This two-hour version of the SAT is valuable for practice and to ensure that you are on the right track for college planning. This test is available for sophomores and juniors at Haverhill High School.

All juniors are HIGHLY ENCOURAGED to take this exam, as it will qualify you for National Merit Scholarship opportunities. Juniors will be offered registration for a fee of \$20. Fee waivers may be available for juniors who qualify for free or reduced lunch.

A detailed individual online report is provided to each participant. This online score report will provide summaries of a student's performance in each test and content area, highlight what a student has done well and what he/she should focus on to better prepare for the SAT, and assess college and career readiness via benchmark scores. This test is offered only once per year and will be offered at HAVERHILL HIGH SCHOOL ONLY on the Wednesday testing date. Registration information will be available in the student counseling office at the beginning of each school year.

**Haverhill High School will offer the PSAT on
WEDNESDAY, OCTOBER 19, 2016**

SAT- Standardized Aptitude Test - The SAT is a globally recognized college admission test that lets you show colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, writing, and mathematics subjects that are taught every day in high school classrooms. Most students take the SAT during their junior or senior year of high school, and many colleges and universities use the SAT to make admission decisions. Practice tests, tips, as well as registration information is available at www.collegeboard.org.

The cost for the SAT for the 2016-2017 school year will be:

- **\$45 without the essay option**
- **\$57 with the essay option**

We encourage all students to opt for the SAT test with the essay. Fee waivers are available for students who receive free or reduced lunch or who meet other criteria as stated by the College Board.

Visit <https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers> for eligibility guidelines.

SAT Subject Test - Subject Tests are hour-long, content-based tests that allow you to showcase achievement in specific subject areas where you excel. These are the **only** national admission tests where **you** choose the tests that best showcase your achievement and interests.

SAT Subject Tests allow you to differentiate yourself in the college admissions process or send a strong message regarding your readiness to study specific majors or programs in college. There are twenty (20) SAT Subject Tests in five general subject areas: English, history, languages, mathematics, and science. Some of the more competitive colleges REQUIRE 2-3 SAT Subject Tests; it is the responsibility of the student to see if it is necessary for the colleges they are applying to. You may take up to three (3) subject tests on one exam day.

SAT Testing Dates

Haverhill High School is an official testing center for the SAT Program. Interested students should pay close attention to test and registration dates. Students must sign up for this test through the CollegeBoard website. Please visit www.collegeboard.org for registration and testing information, or see your counselor anytime. All SAT tests are administered on Saturday mornings. SAT testing dates for the 2016-2017 school year are as follows:

- October 1, 2016 (registration deadline is September 1st!)
- November 5, 2016
- December 3, 2016
- January 21, 2017
- March 11, 2017 (SAT Subject Tests NOT offered on this date)
- May 6, 2017
- June 3, 2017

ACT – American College Test - The ACT is also a nationally accepted college entrance exam and is looked at interchangeably with the SAT and SAT Subject Tests. It assesses high school students' general education development and their ability to complete college-level work. The multiple choice test covers four skill areas: English, mathematics, reading, and science. The writing test, which is optional, measures skill in planning and writing a short essay. In order for the ACT to be considered in place of the SAT for college admissions, the student MUST take the optional writing section. Visit www.actstudent.org for additional information, practice tests, and registration and test location information.

The cost for the ACT for the 2016-2017 school year will be:

- **\$42.50 without the writing option**
- **\$58.50 with the writing option**

We encourage all students to opt for the ACT with the writing. Fee waivers are available for students who meet eligibility criteria as stated on the ACT Fee Waiver Form. Students should see their counselor to determine eligibility.

ACT Testing Dates

Haverhill High School is an official testing center for the ACT Program. Interested students should pay close attention to test and registration dates. The ACT test is administered on Saturday mornings. ACT testing dates for the 2016-2017 school year are as follows:

- September 10, 2016
- October 22, 2016
- December 10, 2016
- February 11, 2017
- April 8, 2017
- June 10, 2017

MCAS Appeals Process: Students who do not pass the MCAS exam but can provide in other ways that they are capable of doing 240-level work will be eligible to be considered for graduation. In order to be considered, students will need to have: taken the 10th grade MCAS at least 3 times; maintained at least 95% attendance level during the previous school year and the year of the appeal; and participated in the tutoring and academic support services made available by the school.

Students who took the MCAS Alternate Assessment will be considered eligible if the student has submitted at least 2 portfolios in the subject area in question, and achieved a minimum level of progressing. In order

for a diploma to be granted, a competency determination must be awarded by the Massachusetts Department of Elementary and Secondary Education after review of a student's Alternate Assessment Portfolio.

Once deemed eligible for the appeal, the student's district superintendent will file the performance appeal. The appeal will contain evidence of the student's knowledge and skills in the subject area, including teacher recommendations, the student's grades or grade point average for courses taken in the subject area. The appeal could also include grades and MCAS scores of other students who passed the MCAS in the subject area being appealed. All appeals will be reviewed by a performance appeals board appointed by the Commissioner of Education. Students granted an appeal would be eligible to receive a diploma. **(Subject to revision by the Massachusetts Department of Elementary and Secondary Education)**

Health Services

Health Services are available to all high school students for in-school injuries, illnesses, and school-related accidents. Students are assessed by a registered nurse, and treatment provided as appropriate. In consideration of the importance of time on learning and attendance, every effort will be made to see students in a timely manner in an effort to get students back in class.

Medications: Students are not allowed to carry medicine (over the counter or prescription) in school, *unless* appropriate medication administration documents are on file in the nurse's office, including current physician prescription, parent/guardian permission form, and nurse validation of ability to self-carry. This includes Epi-pens and rescue inhalers. If a student must take medicine during school hours, an order from a licensed physician, and a signed permission form from a parent or guardian must be on file each school year in the nurse's office. All medications must be delivered to the nurse's office by an adult. Medication must be in an original pharmacy labeled container with current prescription. Nurse and student will identify an appropriate time of day for routine medication administration in the nurse's office.

Student Profile Information Sheets must be returned to the main office completely filled out and signed by a parent or guardian immediately after they are received on or before the first day of school. This information is necessary in the event a parent or guardian must be reached during the day. On this information sheet you may also include additional names and contact numbers in the event of an emergency. Please notify the school of any changes in emergency telephone numbers during the school year.

Absences of five (5) or more consecutive days due to illness require a note from a physician when the student returns to school.

Parents and students with serious student health problems (i.e. diabetes, seizures, etc.) must notify the school nurse annually. Parents are encouraged to call or visit the nurse concerning any student health problems. The telephone number is 374-5700, ext. 1111 or 1112. Parents are notified of needed required immunizations. Students will be excluded from school if they are not properly immunized.

Please observe the following procedures when visiting the Nurse's Office:

1. A student who feels ill must obtain a *student pass* from the scheduled teacher to the Nurse's Office. **[Students are not to call their parents to be dismissed prior to seeing the nurse]**
2. A student must not report to the Nurse's Office without a pass except in an emergency.
3. A student must not leave school unless dismissed by the school nurse.
4. A student must not fail to attend a class unless permission is granted.
5. Injuries that occur or have occurred other than on school grounds or during school-sponsored activities cannot be treated by the school nurse or other school personnel except in an emergency situation.
6. All accidents or injuries that occur at school or school-sponsored activities must be reported to the school nurse.

Lost & Found

The Lost & Found area is located in the shipping and receiving area (across from the iSchool) of Haverhill High School, as well as the Main Office. Students who have lost articles should look in the Lost & Found frequently, as the article may not be turned in immediately. If everyone follows this procedure, the return of lost articles to their owners will be expedited.

Cafeteria

Please Note:

All students must present a Haverhill High School ID card to purchase school breakfast/lunch.

School breakfast/lunches at no or reduced cost are available to those students whose family income meets certain standards set by the federal government. Students, who believe that their families may be eligible, may pick up applications in the Main Office or Cafeteria. All students are issued an ID card/ticket for daily use. A replacement cost will be charged for lost cards. **Misuse of ID card/ticket may result in disciplinary action.** Students must present valid ID to purchase a breakfast/lunch. Also, any students who request an emergency breakfast/lunch must pay by the next school day.

The cafeteria is to be used as a student would use the dining area in his or her own home. Students are responsible for appropriate social behavior in the cafeteria at all times. Trays and empty containers are to be removed and other trash disposed of before students leave the cafeteria. Students are not to take food or drinks (except water) out of the cafeteria area. Any inappropriate behavior will result in disciplinary action that may include assigned seating, detention, or suspension. Cooperation of all students is expected. All school rules apply in the cafeteria.

An online payment option called, My School Bucks, will be available the start of the school year. My School Bucks allows parents to monitor their students' meal history, set spending limits, set-up recurring payments, and receives low-balance e-mail notifications. To enroll, please visit www.MySchoolbucks.com. The district's account number is **122249**. The applications are also available on the Haverhill Public School website under Food Services.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print audiotape, American Sign Language, etc), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaints_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of Assistant Secretary for Civil Rights
1400 Independent Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

School Store

The Hillies Shop is operated by students in the Learning for Life classes and sells school apparel and supplies. The store is located in the mall between the Library and Cafeteria.

Student Support Services

Special Education Services

Special education services are in place at Haverhill High School to enhance and supplement learning opportunities for students presenting specific needs. Support services are offered in the regular education classroom and in academic support resource centers. In addition to supporting the traditional curriculum, the resource room serves as a setting where students can engage in separate and modified course work. Special education services, including pre-vocational opportunities through a school café, school store and work-study program are available. This area includes both experiential and classroom exposure to the work world. A fulltime subject-oriented resource room is an important part of Special Education Services at Haverhill High School. This resource provides a multi-graded setting where students can meet educational requirements while receiving significant support. In addition, counseling, speech and language therapy, physical therapy and occupational therapy are provided to our students. Such services may be delivered in various combinations. An in-house evaluation team including the student and his or her parents determines services delivery.

Transition planning is an important part of the Special Needs Program. Parents can request further information directly from Haverhill High Special Needs team. Transition planning is also part of preparation for graduation. During the high school years, the team discusses future goals for living, working and further education. These goals are also part of the Individual Education Plan and may involve adult services providers such as the Department of Developmental Services, the Department of Mental Health and Massachusetts Department of Rehabilitation.

Schedule Adjustment Procedure

The registration process is designed to select an appropriate schedule for each student. Graduation requirements, teacher input, and student choices are all carefully considered when a student's schedule is created. The school counseling department encourages students to thoughtfully select their courses each year as the opportunity for changing or dropping electives is extremely limited once the schedule is created. Dropping, adding, and changing classes should be done with careful consideration and is on a space available basis. If an adjustment might be appropriate for student's schedule during the school year, it should not be made unless the following criteria are met:

1. The classroom teacher will provide input regarding the student's classroom performance. The teacher may determine whether or not the student is capable of doing the work assigned as evidenced by supporting data or if a schedule change is appropriate. It is highly recommended that contact is made between parent and teacher to discuss potential changes.
2. A student must meet with his/her school counselor to discuss a proposed schedule change. If this change in schedule is in regards to switching the level of a class, the conversation must always begin with the student and the classroom teacher. If a student is looking to drop a class, they must maintain a minimum of 6 units of credit on his/her schedule. The school counselor may then provide the student with a Request for Schedule Change Form. This form gathers feedback from student, teacher, parent, the school counselor, and the department supervisor.
3. A statement by a parent or guardian must be included on the Request for Schedule Change Form. The parent or guardian's statement will be included after considering the input of the teacher. If the parent or guardian does not agree with the teacher statement, a parental conference with the teacher is highly recommended.
4. A member of administration will review the statements by classroom teacher and parent or guardian and determine whether an adjustment may be made. If the administrator feels the adjustment is not appropriate, the school counselor will contact the parent. A conference involving the teacher, student, parent, administrator, and school counselor will be arranged.
5. Students who wish to drop a class must continue to attend that class until all criteria are met and their counselor informs them that the class has been changed. They will then receive a new

schedule. Students who stop attending class without meeting all criteria will face disciplinary action.

Timeline for Schedule Adjustments

<u>Action</u>	<u>Deadlines</u>	<u>Requirements</u>	<u>Important Comments and Notes</u>
Course Changes	6 th day of course	Parent signature Student must present solid rationale for the course change	Acceptable Rationale: <ul style="list-style-type: none"> ○ Scheduling errors ○ Final Summer School adjustments ○ Misplaced levels ○ Career goal changes for which a course change is absolutely necessary ○ Student previously failed the same course with the same teacher
Add Courses	6 th day of course	As in “Course Changes” above	Full year and semester courses can only be added within the first 6 days of the semester
Drop Half Year Courses	End of the 5 th week of Semester 1 or Semester 2	Request for Schedule Change form Signatures from: <ul style="list-style-type: none"> ○ Teacher ○ Parent/Guardian ○ School Counselor ○ Guidance Director 	A student cannot drop a course if: <ul style="list-style-type: none"> ○ Dropping course will result in less than 6 classes ○ The request is made after the deadline ○ The proper signatures are not obtained
Drop Full-Year Courses	End of Semester 1	As in “Drop Changes” above	As Above
Change Levels for Half Year Courses	End of the 5 th week of Semester 1 or Semester 2	Request for Schedule Change form Signatures from: <ul style="list-style-type: none"> ○ Teacher ○ Parent/Guardian ○ School Counselor ○ Director 	<ul style="list-style-type: none"> ○ Change of levels will be done if students demonstrate clearly that the level they are seeking is consistent with their documented ability. ○ Students must first discuss their reasons for the level change with the teacher.
Change Levels for Full Year Courses	End of Semester 1	As in “Change Levels” above	As Above

Student Employment & Working Papers

Enrolled Haverhill High School students aged 14-17 are required to have working papers when seeking employment. Applications for working papers may be obtained at the School Department Central Administrative Office, located at City Hall, 4 Summer Street, Room 104, during the hours 2:00 p.m. - 4:00 p.m. Monday-Friday, or, during the school year, in the Attendance Office in C-Wing, 11:30 a.m. -12:30 p.m. All applicants must present evidence of their chronological age, and that they have successfully completed grade 6.

Summer School

Haverhill High School Summer School is a six-week session beginning soon after the close of the academic school year. Offerings are contingent upon the number of course registrations and the availability of instructors. Students from schools other than Haverhill High School may attend. The objectives of the Summer School are as follows:

1. To give students an opportunity to make up work failed during the regular school year. Summer school is offered as an opportunity for students to make up classes in which a “good faith effort has been made to pass.”
2. To raise grades in sequential subjects, thus permitting a student to continue with the subject.
3. To preview and/or review courses for self-education.

The question of course credit, in every instance, is to be resolved by school administration. A printed announcement describing school rules and course fees is distributed at registration.

Academic Policies

Graduation Requirements

Twenty (20) credits are required for graduation. In addition to the requirements below, all graduates must pass the MCAS test as required by state regulations.

Guidelines for Promotion:

Grade 9 to 10: Earn 4.5 credits **and** pass both English I **and** Algebra I

Grade 10 to 11: Earn 9.0 accumulated credits **and** pass English II

Grade 11 to 12: Earn 13.5 accumulated credits **and** pass English III

<u>Requirements Area</u>	<u>Credits</u>
English	4.0
History (must include US History)	3.0
Mathematics	3.0
Science	3.0
Computer Literacy	0.5
School-to-Career	1.0
Fine Arts or World Language	1.0
Wellness	2.0 (1.0 for the Class of 2017)
Public Speaking	0.5 (for Class of 2019 and beyond)
Electives	2.5 (Class of 2017 & 2018)
	or
	<u>2.0</u> (Class of 2019 and beyond)
Total	20.0

Students must take a minimum of 6 credits per semester academic year.- All freshmen must be enrolled in seven (7) credits. It must be emphasized that the above represents the minimum graduation requirements. If a student is planning to pursue a career in law, medicine, engineering, business, or other professional areas, certain prerequisites will be imposed by colleges that will require our students to place their emphasis in a

certain area. The requirements cited above will in no way impose hardships on any post-secondary aspirations.

All seniors are required to submit an Exit Portfolio to their English teacher as a final exam requirement. The portfolio must demonstrate that the student has sufficient language art skills to pass senior English and earn a diploma from Haverhill High School.

Advanced Placement Program

Are you ready for a unique learning experience that will help you succeed in college? Through AP’s college-level courses and exams, students can potentially earn college credit, stand out in the admission process, and build the skills needed in the college years. Advanced Placement classes provide students with a rigorous curriculum where students engage in intense discussions, solve problems collaboratively, strengthen study habits and time management skills, and prepare students for the academic expectations of future college classes.

Haverhill High School offers a rich program of Advanced Placement courses designed for students who wish to pursue this unique learning experience. In addition to courses taught at HHS, students also have the option to take AP courses offered through Virtual High School*. (* additional lab/equipment fees may apply)

Many colleges/universities in the United States award students college credit, allow students to place out of introductory courses and move directly into upper-level classes, or both on the basis of AP Exam Scores. By entering college with AP credits, students may have additional openings in their schedule for a second major or minor, taking extra electives, or pursuing other interests such as study abroad.

All students who enroll in and participate in an AP course at Haverhill High School must take the AP exam administered in May of the school year. This exam is NOT optional. There are additional fees for these exams.

Advanced Placement Exams (AP)

AP Exams are offered in May to all students who have participated in an AP course throughout the school year, either at the high school or online through Virtual High School (VHS). There are currently 17 AP courses offered at HHS, with the opportunity to take other classes not offered at HHS online through VHS. Students who enroll in any AP course at HHS or through VHS are required to sit for and take the corresponding AP exam in May. This is not optional. It is important to note that students who do not take the AP exam are still responsible for some AP fees and will also lose the AP credit and weight on their transcript, which could impact grade point average and class rank.

Exam Costs: The AP Program sets the cost of the exams each year. Currently the cost per exam for the 2016-2017 school year is \$92. Fee reductions are available to students who receive free or reduced lunch or meet other eligibility requirements. Fee reduction amounts are released in the spring.

2016-2017 AP Exam Dates

* denotes exams for courses offered at HHS

<u>WEEK 1</u>	<u>MORNING 8AM</u>	<u>AFTERNOON 12PM</u>
Monday, May 2	AP Chemistry* AP Environmental Science*	AP Psychology
Tuesday, May 3	AP Computer Science A* AP Spanish Language and Culture*	AP Art History* AP Physics 1: Algebra-based*
Wednesday, May 4	AP English Literature and Composition*	AP Japanese Language and Culture AP Physics 2: Algebra-based
Thursday, May 5	AP Calculus AB* AP Calculus BC	AP Chinese Language and Culture AP Seminar
Friday, May 6	AP German Language and Culture	AP European History*

	AP United States History* AP Studio Art*- last day for school to submit digital portfolios. Students should have submitted portfolios to teacher well before this date.	
<u>WEEK 2</u>	<u>MORNING 8AM</u>	<u>AFTERNOON 12PM</u>
Monday, May 9	AP Biology* AP Music Theory	AP Physics C: Mechanics 2pm- AP Physics C: Electricity and Magnetism
Tuesday, May 10	AP United States Government and Politics*	AP French Language and Culture AP Spanish Literature and Culture
Wednesday, May 11	AP English Language and Composition*	AP Italian Language and Culture AP Macroeconomics
Thursday, May 12	AP Comparative Government and Politics AP World History	AP Statistics*
Friday, May 13	AP Human Geography AP Microeconomics*	AP Latin*

Class Rank and GPA

Grade Point Average (GPA): A student's GPA is calculated at the end of each semester. Therefore, Haverhill High School calculates GPA twice a year coinciding with the end of semester one and semester two.

Class Rank: A student's class rank is calculated on three occasions: at the end of junior year, senior mid-year, and at the end of senior year.

Grade Point Average (GPA): At Haverhill High School GPA is un-weighted. This means GPA is a straight average of courses taken over the course of a student's high school career based on the earned GPA value for each course. The following chart shows the grades and their equivalent GPA value:

Grade	Numeric range	GPA Value
A+	(97-100)	4.00
A	(93-96)	3.85
A-	(90-92)	3.70
B+	(87-89)	3.30
B	(83-86)	3.00
B-	(80-82)	2.70
C+	(77-79)	2.30
C	(73-76)	2.00
C-	(70-72)	1.70
D+	(67-69)	1.30
D	(63-66)	1.00
D-	(60-62)	0.70
F	(Below 60)	0.00

For example: A student who earns a 95 (A) in a class has a GPA value of 3.85 for that class.

Group Level: Levels courses at Haverhill High School have been assigned to one of the four group levels, each group level being assigned a group level value as follows:

<u>Group Level</u>	<u>Group Level Values</u>
Level 1- Advanced Placement/College Courses	3.0
Level 6- Honors Accelerated	2.7
Level 2- Honors	2.5
Level 3- College Preparatory	2.0

Class Rank and Quality Points: Rank at Haverhill High School is weighted and determined by a quality point calculation. To calculate quality points one must multiply the grade point value by the weight of the group to which the pupil is assigned. The quality points are then divided by the total credits attempted to determine a Quality Point Average (QPA).

Honor Roll

<u>Honor Roll Group</u>	<u>Requirement</u>
Distinction-Highest Honors	No grade below 90
High Honors	Avg. grade 87 or higher, no grade below 83
Honors	No grade below 80

Homework Requirements

Your success in school is dependent on your ability and how well you apply yourself. Study and work at home are necessary for achievement. Without effort and study, the attainment of good grades is almost impossible. For this reason, the Haverhill High School Homework Policy is as follows: *Homework will be assigned frequently and will reinforce classroom learning. Homework assignments will also reflect the current homework policy of the Haverhill School Committee.*

Independent Study Courses

Independent Study is for students who would like to explore a specific course or topic in depth. A standard contractual agreement between a teacher and a student is necessary to work out a program that will fulfill the requirements for each term. A letter or pass/fail system will be used, dependent upon the approval of a Curriculum Supervisor and teacher. The Independent Study Courses do not carry quality points, but if a passing grade is earned, the student will be given full or partial credit. The credit value will be determined by the length of time spent in the program by each student. Independent Study will be approved for students who are scheduled for a full school day, and for courses not offered in the Program of Studies. Teachers who conduct approved independent study courses do so on a voluntary basis. The appropriate Dean and the Associate Principal must approve all independent studies.

Internet Use Policy

Access to telecommunications will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging message with people throughout the world. The School Committee believes that the benefits to students and staff from access in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards to their children should follow when using media and information sources. To that end, The Haverhill Public School System supports and respects each family's right to decide whether or not to grant permission for supervised access.

The School Committee authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement. Copies of the Internet Policy are available in the Main Office.

Attendance Policies

The goal of the student attendance policy is to ensure the safety of our students and promote consistent and daily school attendance. The expectation is that all students will have, at a minimum, attended at least

ninety-five percent (95%) of the school year or fewer than 9 days absent in school. A student who is truant, frequently absent or frequently tardy to school without adequate reason is in violation of this policy.

National research indicates students who miss over 10% (18 days) of the school year have lower academic performance and are at high risk of being dropouts later in life. Based on that knowledge, Haverhill Public Schools is strengthening its enforcement of Massachusetts General Law Chapter 76 Sections 1-4 and Chapter 119 Section 21, and Haverhill School Committee Policy JH-R2, regarding school attendance. These regulations and policies require students to attend school on a daily basis, for parents to send their children to school daily and to contact the school on any day their child is absent.

The District will work to recognize students who are not attending school consistently and attempt to intervene early. To accomplish this goal parents will be notified daily of their child's absence through an automated phone system. School staff will reach out to students and their families when a pattern of absenteeism is recognized and At-Risk Trackers and Attendance Officers will conduct home visits. Students, who despite our best efforts continue to be absent, may be referred to the Department of Children and Families or to the Essex County Juvenile Court for the filing of a Child Requiring Assistance (CRA) Petition.

Documented and Undocumented Absences

Documented Absences

Students absent for the following reasons with written documentation will be allowed makeup work with full credit.

<u>Reason</u>	<u>Required Documentation</u>
Student Illness	Doctor/Nurse Note
Death in Family	Documented
Religious Holiday	Note from parent
Court Appearance	Note from Court
Two College Visits Per Year	Note from parent or college

Documentation must be submitted to the main office within two days of returning to school.

Undocumented Absences

If documentation is not brought into school within two days of returning, the student's absences will be considered undocumented. Other examples of undocumented absences include caring for siblings, oversleeping, missed bus, car problem, parent notes, and family trips or vacations. Makeup work with full credit for undocumented days absent will be at the teachers' discretion.

Students are expected to attend each class daily, those students who accrue over 5 absences will be subject to administrative failure policy in that class. Administrative failure can be waived at administrator's discretion.

Students who are not in school for at least half of the day by state law are considered absent. Those students that arrive after 10:45 a.m. will have their attendance marked as Tardy/Absent and those that leave prior to that time will be recorded as Dismissed/Absent.

If a student is absent five (5) or more consecutive days, or is showing a pattern of excessive absenteeism a doctors note is by required.

Ten-Day Consecutive Absences

Consecutive absences of ten (10) days without notification to the school will result in a letter informing the student of pending removal from school enrollment. Students and/or parents have ten (10) days to then notify the school of continued attendance.

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of the ten days from the student's tenth consecutive absence to the parent or guardian of such student in both the primary

language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice.

Administrative Failure Policy

In order to reinforce our commitment to the value of daily student attendance and to adhere to the state attendance guidelines, Haverhill High School has created a proactive approach to attendance issues that is connected to our philosophy towards grading practices. The following represents our procedure for tying grades into our attendance requirements:

Six (6) or more undocumented absences in a quarter for a course will result in an “administrative failure” and a loss of credit (.25) for that quarter for that course. Credits can be made up by attending Saturday School. Absences for any given quarter must be made up by the end of the succeeding quarter; for example, Q1 absences must be made up by the end of Q2, etc. Note: As there are no days available after Q4 to make up absences for this quarter, the absences must then be made up by the end of Q4. It is expected that any student who has 6 or more unexcused absences in a quarter (and thus an administrative failure) will attend the newly instituted Saturday School to make up any absences in excess of the allowable 5 for each quarter.

Regarding classes for which a student has lost credit due to an administrative failure: the student will receive their actual grade(s) and, if passing for the final grade, that course will “count” towards the student’s specific course requirements or other course sequence considerations. *However, any lost credit in these situations will still need to be accounted for through additional courses in that subject area in order to meet our cumulative graduation credits requirements.* Please reference the Haverhill High School credits requirements per subject area.

Appeal Process

Within five days of receiving a report card with an administrative failure, a student may request an appeal of their administrative failure. The request must be made in writing to the Principal or their designee in the main office. Please include any relevant information and documentation in your request to assist in the review.

Automated Call System

Parents/Guardians will be informed of student absences by an automated call system. It is essential that parents and students provide up-to-date telephone numbers. Calls are made daily informing parents of absences. Parents who receive an automated call and are unaware of an absence, or have other attendance issues, should call the attendance office at (978)-374-5700, ext. 1113 or 1158

Tardiness to School

Students arriving to school after 7:25 a.m. must enter through the front door and check in at the main office. Only tardiness accompanied by a medical or legal note shall be considered documented. Chronic tardiness may result in temporary or permanent suspension of parking privileges and/or referral to their Assistant Principal. Students who are unable to attend regular school sessions may not attend or participate in extra-curricular activities.

Tardiness to Class Procedure

Students are expected to report directly to classes and not linger in hallways.

1. First Offense: Students will receive a warning from the teacher.
2. Second and Third Offense: Students will receive appropriate discipline from the teacher.
3. Fourth and subsequent offenses will result in a disciplinary referral to an assistant principal.

Please Note:

- Over 15 minutes late to class equals one undocumented absence from class.

- Every three (3) undocumented tardies to class (less than 15 minutes) will be counted as one undocumented absence and be subject to the administrative failure policy.

Dismissal

Students who need to be dismissed during the day must bring a parental note to the Main Office **before** school, where they will be issued an official dismissal slip to present to their teacher at the assigned dismissal time. The student must leave the dismissal slip and sign out in the Main Office. Only dismissals from the nurse or a medical note requesting the dismissal shall be considered documented.

Please note:

- *The school cannot dismiss students nor permit students to be absent from school to work at elections.*
- *Only students who are 18 years of age and have an Age of Consent form on file may dismiss themselves.*
- *Students may not initiate dismissals. Students who use a cell phone to initiate dismissals are subject to disciplinary action.*

Make-Up Provisions

Any student who has a documented absence from classes will be permitted to make up work without the assessment of any penalty. Make-up is the responsibility of the student and has priority over extracurricular activities, sports and work. Make-up provisions vary depending on the duration and type of absence:

- **One Day** – Work is to be made up by the end of next school day after the teacher assigns it.
- **Two to Five Consecutive Days** – Work is to be made up by the end of the next period of two to five school days after a teacher assigns it.
- **More Than Five Consecutive Days** – Arrangements are not to be made with each teacher.

Absence Due to Illness – Students who are absent five (5) or more consecutive days for reasons of illness must report to the nurse's office before they can be readmitted.

Discipline Policies

Haverhill High School recognizes that largely the level of interaction between students, parents, teachers and administrators determines the quality of any discipline policy. One of our primary goals is to foster an atmosphere of trust and communication, which encourages and seeks parental input. Parents are vital to the success of the school process. They have the responsibility in shared partnership with the school to reinforce acceptable standards of behavior as well as the entire learning process at home.

Students are expected to maintain proper standards of behavior and will:

- Respect the rights of others;
- Exercise common sense, good judgment and self-discipline;
- Apply themselves to the best of their abilities to continued educational growth;
- Contribute to a positive school environment;
- Accept responsibility for their behavior and actions.

It is expected that students and staff will treat one another with dignity and respect; that teachers will consistently enforce all school rules and policies.

The school administration is charged with maintaining a school environment conducive to optimum learning. It is also the responsibility of the administration to implement the school code of discipline in a consistent, firm and fair manner. The administration recognizes the importance of exhibiting compassion and understanding, when possible and appropriate, in dealing with specific violations of the code by individual students. All decisions will be made based upon available facts, good faith judgment, common sense, consistency, and the general good of the school and what is in the best interest of all students.

Rules and Procedures Regarding General Conduct

A. Cooperation in Class

1. A student may not use abusive, obscene, or otherwise disruptive language at any time.
2. Students are expected to follow the rules and procedures specific to each class and school situation.
3. Students are expected to be honest and truthful when dealing with school personnel.

B. Conduct with Others

The guiding principle for conduct between students is to maintain respect for others. Respect and civility in both language and behavior are expected of all students.

1. Abusive name calling, teasing, taunting, bullying and hazing are prohibited.
2. The use of racial or ethnic epithets (names) is abusive and is not allowed.
3. Cursing or shouting obscenities is not allowed.
4. Intimidation of others is not allowed.
5. Fighting is not allowed.
6. Striking another is not allowed.
7. Taking something belonging to another without permission is not allowed; attempting to force such permission is also not allowed.

C. Lunch Period Procedures and Conduct

1. Lunch lines are to be orderly and students are not to cut into lines.
2. Each student is expected to clean his or her area after lunch.
3. Students are not allowed to leave the cafeteria areas without a hall pass.
4. Students are not allowed to leave the building without permission.
5. Students are not to remain near snack bar windows.
6. Students are not to take food or drink from the cafeteria to other parts of the building.
7. Use of beverage machines in the gym lobby and cafeteria is not permitted during class hours. Use of juice machines in the cafeteria is permitted only during lunch.
8. Bottled water only may be permitted outside cafeteria.
9. Students who are at lunch must remain in the cafeteria or mall only. The parking lots and other areas of the school are off limits.

D. Rules of Dress

It is expected that all Haverhill students will be dressed appropriately while in school. Clothing, footwear and hair should be neat and clean and conform to acceptable health and safety standards.

Students are not permitted to dress in any manner that is distracting to teaching or other students or disrupting to the educational process or environment of the school. Clothing that is considered to be distracting includes but not limited to be:

- Hats and hoods (headwear will only be allowed for religious/medical exceptions).
- Extremely short skirts or shorts.
- Shirts or blouses with bare midriffs.
- See-through clothing.
- Sleeveless shirts are acceptable, however tank tops with less than 1” straps, tops with spaghetti straps, halter tops, strapless or low cut shirts are unacceptable.
- Low rider pants and pants that do not cover one’s underwear.
- Clothing or jewelry that advertises or promotes products or activities that are illegal (ie. Alcohol, other drugs and violence)
- Clothing containing inappropriate or suggestive language or pictures.

- Clothing that identifies students as members of a gang or in imitation of gang paraphernalia will not be permitted in school. This includes but is not limited to bandanas, pins, insignias, colors, jewelry, emblems, and wave caps.
- Clothing and/ or jewelry that advertises or promotes products or activities that are illegal.
- Cannot wear studded accessories i.e.: belt buckles, studded bracelets, chains, etc.
- Any other dress that distracts, disrupts, intimidates or provokes can be deemed inappropriate by the Principal, Associate Principal, or Assistant Principals.

Students who do not comply with the dress code must arrange for their own transportation home to make necessary changes in clothing. The Principal may announce modifications to this policy when extenuating circumstances make it necessary.

E. School Lockers

1. School lockers assigned to students for their use remain the property of the school district and are subject to search by school personnel at any time.
2. Students will use lockers in a safe and hygienic manner.
3. Students who permit others to use their lockers continue to assume full responsibility for that locker and its contents.
4. Students assume the responsibility for any intentional damage or defacing of assigned locker.
5. Students are encouraged to **lock** their belongings at all times. This includes wellness lockers in P.E. areas. Any locker problems or theft should be reported to the Assistant Principal.
6. Lockers must be cleaned out at the end of the school year on the designated date. Anything left in lockers may be discarded. Students will be responsible for lost/ missing books.

F. Automobiles and Motorized Vehicles

Driving on school grounds is a privilege not a right, and as such may be suspended or revoked for cause, including, but not limited to, misuse of motor vehicle, failure to wear seatbelt, using vehicle to leave school property without permission, speeding, and not complying with security personnel. As such, automobiles brought on school property by students may be subject to a search by school officials.

All vehicles parking on school property must be registered with the main office and exhibit a permit.

Student's car must be registered in Massachusetts. Students must follow the below regulations in order to receive a parking permit.

1. Students are to park in their assigned spot and **display their parking tag at all times.**
2. Students may lose their parking privileges if they do not park responsibly.
3. Students that are found to have left property without permission will lose their parking privileges as follows:
 - a) 1st offense – 1 week
 - b) 2nd offense – 2 weeks
 - c) 3rd offense – 1 month
 - d) 4th offense – 3 months
 - e) 5th offense – Rest of the school year

Students should park behind the school in their assigned parking spot. There is absolutely no parking on the grass, in fire lanes or handicapped areas and violators may be towed and subject to disciplinary action.

Chronic infractions of the attendance policy will result in revocation of driving and parking privileges

Vehicles on school grounds are subject to search for banned materials or substances when reasonable suspicion exists. Seat belts must be worn at all the times and safety is of paramount importance when students are behind the wheel.

This permit is helpful if a student has left lights on or an emergency arises. Security personnel are here to help you look after your property during the school day. Your cooperation with them is for the good of all concerned.

When entering or leaving the parking lot from the Brook Street entrance, **please** respect the rules of the road and our neighbors. **Please note:** On school property and Brook Street speed limit is 10 mph.

It is important for the student to realize the responsibility of obtaining a parking permit. If the permit is “lost”, the student will reapply for the permit, costing \$10.00.

G. Appropriate Use of Electronic Devices.

The Haverhill Public School District is committed to aiding students and staff in creating a 21st century learning environment. In an effort to put students at the center and empower them to take control of their own learning, Haverhill High School will allow students to use personal technology devices during the school day with certain conditions in place for classroom usage.

The words “electronic device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod touches, cell and smart phones. The student takes full responsibility for his or her device and keeps it with himself/herself. The school is not responsible for the security of the device.

Students may have silenced electronic devices on their person. Students will be allowed unrestricted access to their personal devices until 7:20 a.m. (at the first bell) and after 2:05 p.m. Between 7:20 a.m. - 2:05 p.m., students will refrain from making phone calls; phone calls should be made with permission in a nearby office.

Appropriate personal use of devices is allowed during lunch in the cafeteria and in the mall area. The use of the use of headphones (especially sound cancelling) is not allowed in the halls, as it is a safety concern.

Students in study halls may use their electronic devices. They are also allowed to use their listening device as long as the volume is low enough for the teacher to be able to communicate with the student and it is not a distraction to others.

Students shall not turn on any electronic device in locker rooms and bathrooms; any violation of this policy may result in suspension or other disciplinary proceedings

Each teacher has the right to allow (or disallow) the use of mobile devices (e.g. cell phones, laptops, iPods, personal data assistants) during instructional time. All teachers will have their individual policies posted visibly in their classroom, in their syllabi, and with the appropriate Assistant Principal. Students who are insubordinate will be addressed by the teacher and consequently addressed by the assistant principal on an as-needed basis with the proper documentation of write up slips, calls home, and disciplinary actions similar to the ones already used for school infractions.

While classroom material is being presented, discussed, or distributed, students might be asked to put away their devices. Students must comply with classroom policy. Students cannot audio or videotape teachers and students without their expressed permission. Audio or video taping of teachers without their expressed permission shall never be allowed and the audio or videotape shall never be used in any disciplinary proceedings of teacher.

During assessments (such as quizzes and tests) students might be asked to store their devices in their backpacks or in a box at the teacher’s desk. Again, students must comply with classroom policy. Students shall not be allowed without the express permission of the teacher, to turn on or use any cell phone or electronic device when taking any test or quiz. Violations of this policy may be considered cheating and the student may face disciplinary action.

Utilizing technology is a privilege and a responsibility that all students must learn; however, inappropriate and malicious use of the device and its applications will not be tolerated in the school community. Inappropriate use, insubordination to the classroom rule, or using it in a disruptive manner will result in disciplinary action. Taking or capturing images with devices and/or recordings with devices is not permitted at any time without prior approval from a teacher or an administrator. Failure to comply will result in disciplinary action.

And, in the event of an emergency at the high school, all students will cooperate and cease use of technology. They must pay attention to the situation at hand and follow the given directions.

Consequences for use of electronic devices during permissible classroom time:

First Offense: The teacher may issue teacher detention and revoke the student's right to participate with an electronic device.

Second Offense: The teacher will write up the student to the appropriate Assistant Principal. The student will serve an office detention, and the parents of the student will be contacted.

Third Offense: The parent/guardian meets with an administrator, student, and teacher. Additional disciplinary actions may be taken.

For multiple offenses, the school reserves the right to severely limit or ban a student's use of electronic devices/and student will face possible suspension.

At any time, the teacher can revoke the students' right to use electronic devices in class if she feels it is disruptive to the learning environment.

H. Food and Drink

Students arriving late to school will not be allowed to carry in any food or drink, with the exception of **water**. Students who are here for breakfast may report to the cafeteria at 7:00 a.m. and should leave the cafeteria by 7:20 a.m., with all food disposed of before leaving the cafeteria.

Additional Rules & Procedures

A. Student ID's

1. Students will be issued ID's at the beginning of the school year.
2. All students are required to wear ID's while in school or using school transportation.
3. Students must present ID's during lunch in the cafeteria
4. Students who do not have an ID on their person will be issued a one-time temporary ID.
5. A permanent replacement ID will cost \$5.00

B. Student Passes

1. No student is to be anywhere in school or on school grounds without a properly signed, dated, and time noted on the student pass (except when directly accompanied by a staff member or other authorized adult, or during passing periods).
2. A student excused or summoned from class must carry a properly, authorized pass. **No passes shall be issued after 1:40 p.m. except in an emergency.**
3. A student entering a class after the tardy bell must present a proper pass.
4. A student attending a class other than one that has been assigned must have approval from both teachers.

C. Student Visitors to School

1. No student visitors are allowed without the prior permission of an HHS Assistant Principal.
2. The host student must gain permission for the visit from each teacher and the Assistant Principal at least one full day in advance. Assistant Principals will provide specific instructions.
3. On the day of visit the host student and guest will report to the Assistant Principal's office.
4. The guest student will follow the class schedule of the host student. During the physical education class, the guest student will unobtrusively observe but not participate in that class.
5. No student visitor is to be in the building without a visitor's pass and must enter through the main entrance at the main office security kiosk.
6. A visitor who has not received prior permission will be required to leave.
7. Visitors will not be allowed on Fridays or the day preceding a holiday or school vacation.
8. Students will not be allowed to visit Haverhill High School when their own schools are in session.
9. A guest student who fails to behave properly at all times will be removed from the building and grounds, whether or not a parent of a guest or host student can be located or informed.
- 10. Visitors must be students currently enrolled in grades 9-12**

D. Bus Rules

The safety of all students while riding in school busses is a major concern. Students are expected to behave in a courteous and safety-conscious manner while on school busses. Haverhill High School students are required to obey the directions of the bus driver and to conduct themselves in a reasonable and orderly manner. Ride on assigned bus only. The following bus policies apply to all students. Parents are urged to ensure that the following expectations are met:

1. Waiting for the bus

- a. Be on time for the bus but do not arrive at your bus stop earlier than ten minutes before the time at which the bus usually arrives.
- b. Do not allow younger children who are not yet attending school to accompany you to the bus stop.
- c. Observe all safety precautions while waiting for your bus.
- d. Avoid "Horse Play."
- e. Be respectful of the property in your neighborhood.

2. Riding the bus

- a. Obey all instructions issued by the driver.
- b. Keep seated.
- c. Do not throw anything.
- d. Do not extend arms or other body parts out of windows.
- e. Do not change seats while the bus is moving.
- f. Do not shout or make excessive noise (drivers cannot be distracted)
- g. Help keep busses clean.
- h. Be courteous to other students.
- i. No smoking.

3. School Authority

Violations of the Haverhill Public Schools conduct and discipline codes which occur during the time a student is being transported, waiting to board a school bus, or has just disembarked from a school bus are

subject to punishment including temporary and long term denial of bus transportation. Additional disciplinary guidelines are posted on the Transportation Department page of the Haverhill Public Schools website.

E. School Dances and Events

1. Dances are intended for Haverhill High School students only.
2. Students wishing to sponsor a guest from another high school must get administrative approval 24 hours prior to the dance. (Limit 1 high school age guest per Haverhill High School student).
3. Students absent from school on the day of the dance or event will not be allowed to attend the dance or event unless they have received prior approval.
4. Students who have been suspended from their regular classes will not be allowed to attend the dance or event until the day following their last day of suspension.
5. Students who fail to complete assigned disciplinary consequences may be denied participation in any school sponsored activity.
6. Students who leave the building during a dance will not be readmitted to the dance.
7. Designated times for dismissal will be posted for certain special events (i.e., proms, bonfire, senior activities, etc.)
8. All dances unless specifically noted will run from 7:00 p.m. to 10:00 p.m., if any change in this time frame, notice will be given as soon as possible.
9. Students, who appear to be under the influence of alcohol or other drugs will be denied entry, have parents notified and face disciplinary action.

F. Internet Guidelines

1. No student will be allowed to access/use any on-line service, the Internet, or e-mail system unless a parent/guardian permission slip is on file.
2. No students will access/use any on-line service, the Internet or e-mail system unless they are under teacher supervision.
3. All use of a school's local area network, internet connection, or e-mail system must be in support of education and research and consistent with the purposes of Haverhill Public Schools.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
5. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the LAN/internet.
6. Malicious use of the LAN/internet to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or computing system is prohibited.
7. Use of the LAN/internet to access or progress pornographic material, inappropriate text files, or files dangerous to integrity of the local network is prohibited.
8. LAN/internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
9. All communications and information accessible via the LAN/internet should be assumed to be private property.
10. Any use of the LAN/internet for commercial or for-profit purposes is prohibited.
11. Any use of the LAN/internet for personal and private business is prohibited.
12. The illegal installation of copyrighted software for use on Haverhill Public School computers is prohibited.
13. Making copies of copyrighted software is prohibited.
14. Use of the LAN/internet for direct purchase and/or sale of any physical item or service is prohibited.
15. Access to the Internet will be allowed via School District Accounts only unless special permission is given.
16. No student will be given access to Internet or on-line services passwords.
17. No student will incorporate the user guidelines into their respective discipline codes.

18. From time to time, the Haverhill Public Schools' Supervisor of Instructional Technology will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

G. Cheating/Plagiarism

Haverhill High School expects all students to apply themselves and to work to the best of their abilities within the guidelines of class policies, school policies, and general honesty. Personal honesty and integrity are values that are developed in our students through adult models, reflection, and individual and group efforts.

Students who cheat or plagiarize are subject to failure for the assignment and additional disciplinary action by the teacher and the administration. After verifying an incident of cheating or plagiarism on the part of a student, appropriate disciplinary action will follow including the possible removal from any team, club, organization or elected office affiliated with Haverhill High School. A letter will be sent to the student's parents, and the incident may be recorded in the student's permanent file. All students will be required to sign a form acknowledging they have been made aware of the plagiarism policy. This sign off will occur early in the school year. Students will be instructed on plagiarism (including internet plagiarism) and receive a packet of information detailing the correct way to acknowledge sources and prevent plagiarism.

Definitions:

- Cheating – (taking) an examination in a dishonest way, as by having improper access to answers.
- Plagiarism- The unauthorized use of the language and thoughts of another author and the representation of them as one's own.

Public Safety Rules, Regulations and Laws

A. Weapons

1. All weapons including, but not limited to, knives, clubs and guns are banned from school, school grounds, and school-sponsored events.
2. Sharp objects of any kind are totally banned without exception.
3. Items, that can be used as weapons, including but are not limited to, chains, wallet chains, spiked jewelry or leathers or similar items, are not permitted in school.

B. Smoking and Use of Tobacco may be life threatening for the user and for those subjected to second hand smoke

1. Students may not use or be in possession of tobacco products in school, on school grounds or at school-sponsored events.
2. Students who remain where tobacco products are being used will be considered in violation of our tobacco policy.
3. Students in violation of our tobacco policy will be subject to disciplinary action as outlined in Violation of Rules, Section 6-1.

C. Drugs, Alcohol and Other Intoxicants

1. Students may not sell, give away or possess drugs, alcohol or other illegal substances.

2. Students may not be under the influence of such substances.
3. Any other substance used as an intoxicant is similarly banned.
4. Any and all forms of prescription and non-prescription drugs if required must be administered under the supervision of the school nurse.

D. Drug Paraphernalia

1. Students may not be in possession of pipes, cigarette rolling papers, or other such devices associated with the use of drugs or other banned substances.

E. Fire Safety Rules

1. Students may not ignite or be in possession of matches, lighter, or other flaming devices.
2. Igniting any material or property will be considered arson and subject to discipline and referral to the police and fire departments.
3. Students may not possess or ignite any fireworks, firecrackers or other incendiary or explosive device.
4. In the event of fire alarm, students are required to follow the evacuation procedure.

F. False Fire Alarm

1. Setting off a false alarm is a violation of school rules and will be referred to the police and fire departments for prosecution.

G. Vandalism and Property Damage

1. Students will not deface or damage school property or the property of others.
2. Malicious defacement including “tagging” or destruction of property is vandalism and will be disciplined and referred to the police.
3. Tampering with AED (cardiac resuscitation machines), tampering/vandalizing video surveillance equipment or science lab equipment will result in disciplinary action and restitution.
4. Students will be held liable for all damages.

H. Physical Abuse, Assault, Assault and Battery

1. A student who assaults another student will be subject to discipline, which could include expulsion. In addition, in the event such conduct is suspected to be criminal activity, it may be referred to the police.
2. Any student who assaults educational personnel or other school employees or volunteers is subject to expulsion by the Principal (or School Committee) as provided in the applicable law. In addition, in the event such conduct is suspected to be criminal activity, it may be referred to the police.

Students should be aware that the definition of “assault” includes not only harmful or offensive, but also threatening such contact.

I. Insubordinate or Uncooperative Conduct

1. At all times students must respond immediately to directives from adults. Students who fail to do so will be disciplined.
2. Students must provide their name when asked by a staff member.
3. Physical Restraint Policy-Haverhill Public Schools’ students may in rare circumstances require physical restraint when non-physical interventions would not be as effective and the student’s behavior poses a threat of imminent, serious physical harm to self and/or others. Such physical restraint should be limited to the use of such reasonable force as necessary to protect a student or another member of the school community from assault or imminent, serious physical harm.

J. Gambling

1. Gambling and/or card-playing/dice, etc. are not allowed on school property. Students will be subject to disciplinary action.

K. Book Bags

1. Teachers may require that book bags be placed in a specific location in the classroom in order to minimize hazards and distractions.
2. In accordance with state and federal law, safety circumstances may arise that require book bags to be searched.

L. Bomb Threats

1. Bomb threats or other threats against public safety, as clearly stated in state and federal laws, will result in severe discipline and referral to the police and fire departments.

**Guidelines for Students, Parents, and Guardians for
Communications with Staff**

Generally, the primary contact person for parents and guardians is the guidance counselor. Other staff may be contacted as well as for various reasons. Examples are listed below:

<u>Concern</u>	<u>Contact Person</u>
A. Student Attendance	Attendance Office, Main Office, Guidance Counselor, or Assistant Principal
B. Student's performance level or behavior in a class	The teacher of that course, Dean, Guidance Counselor or Assistant Principal
C. Student's general performance in school	Guidance Counselor
D. General behavior problems in school	Guidance Counselor or Assistant Principal
E. General questions about curriculum, grading system, school records, etc.	Guidance Counselor, Dean
F. If a teacher or Guidance Counselor has been contacted but the issue is not resolved.	Director of Guidance or the Dean for that Subject course or Associate Principal
G. If the issue has not been resolved at the E level	Associate Principal
H. If the issue has not been resolved at the F level	Principal
I. If the issue has not been resolved	Superintendent

The effort should be made to resolve an issue or concern at the level from which it arises.

State and Federal legislation Summaries of Interest to Students

(1) Rights of Privacy

Your privacy will be respected by school staff. You cannot be required to reveal anything about your personal life or family as part of a classroom activity.

Classroom discussions will focus on the subject you are learning, not on you personally. Sometimes you will talk about personal things in class, such as your feelings or attitudes. Nevertheless, you cannot be required to reveal anything about your family, relationships, problems, or anything else about your personal life. You also will not be required to make any comparisons involving yourself or your family.

MCPS may use audio and video camera surveillance in public locations with posted notification. Any student may be disciplined based on evidence gathered through audio and video surveillance.

(2) **Drug Free School Zones-An Act Providing for Such**

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand feet of an elementary, vocational, or secondary school will face a two- year mandatory prison sentence. It will not matter whether the dealer knew he was near a school, whether it is a public or private school, or in session. The law will pertain to drug distributors, manufacturers, or persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed but not in lieu of the two year term of imprisonment.

Any person who violates the provisions of the law while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school whether or not in session shall be punished by a term of imprisonment in the state prison for not less than two and one-half or no more than fifteen years or by imprisonment in a jail or house of correction for not less than two no more than two and one-half years. No sentence imposed under the provisions of this section shall be for less than a mandatory minimum term of imprisonment of two years.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provision of this section.

(3) ***Tobacco-Chapter 71 2A, General Laws of the Commonwealth of Massachusetts***

An Act prohibiting The Use of Tobacco in the Public Schools of The Commonwealth of Massachusetts

Section 2A. It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use or to be in possession of tobacco products of any type on school grounds during normal school hours.

Each school committee shall establish a policy dealing with students who violate this law. This policy may include, but is not limited to, mandatory education classes on the hazards of tobacco use.

Section 2. This act shall take effect September first, nineteen hundred and eighty-nine.

(4) ***Motor Vehicles-Chapter 90, General Laws of the Commonwealth of Massachusetts***

An act providing for suspension of a license to operate a motor vehicle upon conviction of violation of the controlled substance act.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 22 of chapter 90 of the General Laws, as appearing in the 1988 Official Edition, is hereby amended by adding the following paragraph:

(f) The registrar shall suspend, without hearing, the license or right to operate of a person who is convicted of a violation of any provision of chapter ninety-four C or adjudged a delinquent child by reason of having violated any provision of chapter ninety-four C; provided, however, that the period of such suspension shall not exceed five years; provided further, that any person so convicted who is under the age of eighteen years or who is adjudged a delinquent child by reason of having violated any provision of chapter ninety-four C, and is not licensed to operate a motor vehicle shall, at the discretion of the presiding judge, not be so licensed for a period no later than when such person reaches the age of twenty-one years.

(5) ***Hazing- M.G.L. Chapter 269, Section 17, Crime of Hazing; Definition; Penalty***

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

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

(6) *M.G.L. Chapter 269, Section 18, Failure to Report Hazing*

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

M.G.L. Chapter 269, Section 19, Statues to be Provided to Student Groups; Compliance Statement and Discipline Policy Required

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however; that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to affiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition's or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested 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, 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 case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by I 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 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 which fails to make such report.

(7) *Felony Complaints and Felony Convictions- M.G.L. Chapter 71, Section 37H1/2*

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is

enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

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

(8) Discrimination-Title IX, Chapter 622 Regulations

In accordance with Title IX regulations of the Education Amendments of 1972, and Chapter 622 of the General Laws of Massachusetts, Acts of 1971, Haverhill High School re-states its adherence to the following policies:

Title IX states "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal funds."

Chapter 622 of the General Laws States: "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, religion or national origin."

Notice of Nondiscrimination

Haverhill Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age or disability in admission to, access to, employment in, or treatment in its programs and activities. In accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1973, and Chapter 622 of the Acts of 1971 the school system shall designate a school official(s) a coordinator(s) to publicize anti-discrimination requirements and handle all complaints.

The coordinator/grievance officer for Title VI and Title IX and Section 504 is:

Assistant Superintendent of Schools
Haverhill Public Schools
4 Summer Street Room 104
Haverhill, Massachusetts 01830
978-374-5740

(9) Physical Restraint Policy

603 CMR 46.00 was promulgated by the Board of Education to govern the use of physical restraint on students in publicly funded elementary and secondary school programs. The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from unreasonable use of physical restraint.

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Physical restraint shall not be used:

- As a means of discipline or punishment;
- When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

In accordance with 603 CMR 46.00, restraint is defined as follows:

- Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation and requires approval of the principal prior to the restraint.
- Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
- Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.
- Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.

- Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.
- Parent shall mean a student's father, mother, or legal guardian or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

603 CMR 46.03 requires that public education programs develop written procedures regarding appropriate responses to student behavior that may require immediate attention. Such procedures are annually reviewed and provided to school staff and parents. Such procedures include methods for preventing student violence, self-injurious behavior and suicide. It further requires that school policy be established that explains the program's method of restraint, a description of the training requirements, reporting requirements and follow-up procedures, and a procedure for receiving and investigating complaints regarding restraint practices. To ensure procedural compliance with 603 CMR 46.03, the Haverhill School Committee commits to the following:

Required training for all staff. Each principal or director shall determine a time and method to provide all program staff with training regarding the program's restraint prevention and behavior support policy and requirements when restraint is used. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. Training shall include information on the following:

- The role of the student, family, and staff in preventing restraint;
- The program's restraint prevention and behavior support policy and procedures, including use of time-out as a behavior support strategy distinct from seclusion;
- Interventions that may preclude the need for restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances;
- When behavior presents an emergency that requires physical restraint, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restraint of extended duration;
- Administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and
- Identification of program staff who have received in-depth training pursuant to 603 CMR 46.03(3) in the use of physical restraint.

In-depth staff training in the use of physical restraint. At the beginning of each school year, the principal of each public education program or his or her designee shall identify program staff who are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff shall participate in in-depth training in the use of physical restraint. The Department recommends that such training be competency-based and be at least-sixteen (16) hours in length with at least one refresher training occurring annually thereafter.

Advisement of right of referral to law enforcement agencies. Nothing in the regulations prohibits any individual from reporting to appropriate authorities a crime committed by a student; law enforcement authorities from detaining a student or other person alleged to have committed a crime or posing a risk; or an individual's responsibilities as a mandated reporter pursuant to MGL c. 119, §51A to report neglect or abuse of a child to the appropriate state agency.

Safety requirements. Additional requirements for the use of physical restraint:

- No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.
- Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
- If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.
- Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- After the release of a student from a restraint, the public education program shall implement follow-up procedures. These procedures shall include reviewing the incident with the student to address the behavior that precipitated the restraint, reviewing the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.

Informing the principal. The program staff member who administered the restraint shall verbally inform the principal of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designated by the superintendent or board of trustees for review. The principal is to identify individual students restrained multiple times within the previous week and convene a review team (Regulation 46.06 {5}). The principal shall conduct a monthly review of school wide restraint data. (Regulation 46.06 {6}) The principal or director or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.

Informing parents. The principal or director of the program or his/her designee shall make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the school or program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

(10) Student Education Records

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under MGL c. 71, §34 D which directs that "The board of education shall adopt regulations relative to the maintenance, retention, duplication, storage and periodic destruction of student records by the public elementary and secondary schools of the commonwealth. Such rules and regulations shall provide that a parent or guardian of any pupil shall be allowed to inspect academic, scholastic, or any other records concerning such pupil which are kept or are required to be kept". 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in August 15, 2006. 603 CMR 23.00 is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

(11)The Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

As parents or eligible students you have the right to inspect and review the student's education records maintained by the school within 45 days of the day the school receives request for access. Parents or eligible students should submit a written request to the building principal identifying the specific record ((s) they wish to inspect. Principals will make notification of time and place for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for processing.

Parents or eligible students also have the right that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still does not amend the record, the parent of eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

A student record consists of the transcript and the temporary record, including all information, recording or 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 a student may be individually identified, and that is kept by the Haverhill Public Schools. The term as used in 603 CMR 23.00 shall mean all such information and material regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04. The temporary record consists of all the information in the student record which is not contained in the transcript. Such information is important to the educational process and may include standardized test results, class rank, extracurricular activities, and evaluations of the student by school staff.

Generally, schools must have written permission from the parent of eligible student to order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to the student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to state law.

Upon Request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Reasonable attempt to notify the parent of student of the records request will be provided.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA may be filed with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

(12) 603 CMR 23.10: Notification

The Haverhill Public Schools generally releases directory information: relative to its students, as that term is defined under 603 CMR 23.07 (4)(a). The following information is considered directory information which may be released to third parties without the prior consent of the eligible student or his/her parent: “a student name, address, telephone listing, date and birth place, 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 plan.”

In addition, school districts are required to provide military recruiters with the same access to secondary school students as provide to post-secondary institutions or to prospective employers. This provision includes students’ names, addresses, and telephone listings.

However, before the school releases this information it must give public notice that it releases these types of information and it must inform parents and eligible students that they have the right to request that this information not be released without prior consent. Please consider this statement as such notice. If it is your desire to request that such directory information not be released without your prior consent please contact the building principal.

(13) Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires the Haverhill Public Schools to notify you and obtain consent or allow you to opt out your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”).

1. Political affiliations or beliefs of the student or students’ parents;
2. Mental or psychological problems of the student of student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others which whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents of; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information of marketing purpose (“marketing surveys”), and certain physical exams and screenings.

The Haverhill Public Schools will provide parents, within a reasonable period of time prior to the administration of the survey and activities, notification of the surveys and activities and provide an opportunity to opt their child out, as well as an opportunity to review the surveys. If you wish to review any survey instrument or instruction material used in connection with any protected information or marketing survey, please submit a request to the building principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instruction materials before the survey is administered to the student.

Parents who believe that their rights have been violated may file a complaint with the Office for Family Compliance Policy, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

(14) Student Photographs and Issues of Privacy

Individual schools may arrange, in cooperation with the school’s parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis.

The building principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to: **1.** Enhance the safety of students through visual identification in an emergency situation, **2.** Facilitate the social, educational, and administrative activities conducted in the school, **3.** Provide a service to parents and students, and **4.** Allow any excess monies realized from the picture-taking program to be used by the sponsoring group as authorized by the building principal.

(15) Harassment Policy

The Haverhill Public School system is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Haverhill Public School system requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

In General: Harassment includes insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability.

What one person may consider acceptable behavior may be reasonably viewed as harassment by another person. Therefore, individuals should consider how their words or actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment: While all types of harassment are prohibited, sexual harassment requires particular attention. Under Massachusetts General Law Chapter 151C – Section 1 Paragraph E, the term “sexual harassment” includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (10) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Harassment and Retaliation Prohibited

Harassment in any form or reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Haverhill Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanction as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

Investigation

If any individual or his/her representative, complains that he/she has been harassed (or who has witnessed or learned and reported an incident of harassment) in the educational environment, appropriate school officials

will investigate the facts and circumstances as reported. In assessing such reports school officials will be careful to consider the viewpoint of the complaint, or reporter, especially in cases involving small children. The complainant will be informed of the grievance procedure.

School officials will promptly look into each complaint of harassment. Such inquiries will be handled at the lowest possible level, most ordinarily at the building level. Central Office staff routinely will serve only in an appellate capacity. If a determination is made that harassment has occurred, school officials will take any appropriate aforementioned action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained consistent with the school system's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse by a "caretaker" (e.g. by school staff member) and under Massachusetts General Law Chapter 119, section 51A school administrators, teachers, and other school staff must report the suspected child abuse to the Department of Children and Family Services. The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination ("MCAD"), which is located at One Ashburton Place, Suite 601, Boston, Massachusetts, 02108. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203.

WHERE TO FILE A COMPLAINT

Any student who believes that the Haverhill Public Schools has discriminated against or harassed her/him because of her/his race, color, religion, national origin, sexual orientation, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Building Principal and/or the Assistant Superintendent of Schools. These individuals are hereinafter referred to as "Grievance Administrators."

Assistant Superintendent of Schools
Haverhill Public Schools
4 Summer Street Room 104
Haverhill, Massachusetts 01830
(978) 374-5740

COMPLAINTS OF DISCRIMINATION BASED UPON DISABILITY: A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Elementary and Secondary Education's Parents' Rights Brochure rather than this grievance procedure. A copy of the brochure is available from the following individuals:

Kyle Riley, Director of Special Education,
Haverhill Public Schools
4 Summer Street Room 104
Haverhill, Massachusetts 01830
(978) 374-3435

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use the grievance procedure or file the complaint with the U.S. Department of Education at the address provided at the end of this grievance procedure.

CONTENTS OF COMPLAINTS AND TIME LINES FOR FILING

Complaints under this grievance procedure must be filed within twenty (20) school days of the alleged discrimination. The complaint must be in writing. The Grievance Administrator or any person of the grievant choosing, may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name, school, and grade level (or address and telephone number if not a student or employee) of the grievant.
2. The name (and address and telephone number if not a student or employee) of the grievant's representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent)
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s), time, and location of the alleged discrimination or harassment.
6. The name of persons who have knowledge about the alleged discrimination or harassment (witness), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

INVESTIGATION AND RESOLUTION OF THE COMPLAINT

Respondents will be informed of the charged as soon as the Grievance Administrators deems appropriate based upon the nature of the allegation, the investigation required, and the action contemplated.

The Grievance Administrator will interview witnesses whom she/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of the receiving of the complaint.

Within twenty (20) school days of receiving the complaint, the Grievance Administrator will meet with the grievant and/or her/ his representative to review information gathered and, if applicable, to propose a resolution designed to stop the a discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the grievant and/or representative, the Grievance Administrator will provide written disposition of the complaint to the grievant and/or representative and to be respondent(s).

Not with standing the above, it is understood that in the event a resolution contemplated by the Haverhill Public Schools involves disciplinary action against an individual, the complainant will not be informed of such disciplinary action. Unless it is directly involves the complainant involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment.)

Any disciplinary action imposed upon an individual is subject to applicable procedural requirements.

All the time lines indicated above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement, which sets forth a specific time line for notice and/or investigation of a complaint, such time lines will be followed.

Confidentiality of grievant/respondents and witness will be maintained, to the extend consistent with the Haverhill Public Schools' obligations relating to investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under the grievance procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

APPEALS

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant my appeal the disposition to the Superintendent with fifteen (15) school days of receipt of the disposition by the Grievance Administrator, as listed below:

James F. Scully, Superintendent of Schools
Haverhill Public Schools
4 Summer Street Room 104

Haverhill, MA 01830
(978) 374-3405

The Superintendent will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal.

Or

U.S. Department of Education.
400 Maryland Avenue, SW
Washington, D.C. 20202
(Effective: September 23, 2015)

(16) Prohibition Against Bullying

Haverhill Public Schools strives to create a safe and respectful learning atmosphere for not only its students but also the faculty and community. Therefore, we, in accord with The Massachusetts Bullying Prevention and Intervention Law, will not tolerate unlawful, disruptive behavior or any form of bullying. The Haverhill Public Schools believes that the target's sense of safety and security is necessary for learning and productivity, and therefore all reports and complaints will be addressed with prompt action. This pledge toward action and respect is supported by our school community, our curricula and extracurricular programs, staff development and procedures, and parent or community involvement.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combinations thereof, directed at a target that

- a) Causes physical or emotional harm to the target or damages the target's property
- b) Places the target in reasonable fear of harm or damage to his property
- c) Creates a hostile environment at school for the target
- d) Infringes on the rights of the target at school
- e) Materially and substantially disrupts the education process or orderly operation of a school

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include

- a) The creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (a) to I, inclusive, of the definition of bullying.
- b) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that maybe accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (a) to I inclusive, of the definition of bullying.

Furthermore, Haverhill Public Schools will act against all forms of retaliation, which is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Every student, parent, and employee of the school district must recognize the acts of bullying, cyber-bullying, and retaliation. Any student who believes that he has been a target of such should report it immediately to a teacher, principal, or member of the school community whom he/she trusts. Likewise, students and members of the school staff who witness or become knowledgeable about bullying, cyber-bullying, or retaliation should immediately report it as well.

Code for Student Conduct

A. Basic Guidelines

1. Normal procedures at Haverhill High School involve teachers, parents, administrators and other staff members.
2. All staff members are encouraged and expected to resolve minor conflicts and minor violations of rules when and where they occur.
3. Except for trivial incidents, parents are to be informed of violations as soon as possible.
4. Parents are to be informed as soon as a pattern of inappropriate behavior occurs.
5. All applicable procedures and school rules are in force off school grounds during school-sponsored activities.
2. Unresolved disagreements regarding school rules and student discipline may be appealed. If no resolution is achieved at each level authority up through the Superintendent's Office, the parent may appeal to the Massachusetts Department of Education.

B. Appeal Procedure

1. Any disciplinary action which result in detention, removal or suspension from school may be appealed by the student and parent jointly.
2. If a complaint is received, an attempt will be made to resolve the issue at the level closest to the incident.
3. If the situation is not resolved, the complaint may be brought to the next level of authority.
4. If no resolution is achieved at each level of authority up through the Superintendent's Office, the parent may appeal to the Massachusetts Department of Elementary and Secondary Education.

C. Disciplinary Actions and Persons Responsible

Conference with Student

Each school adult is responsible for bringing misconduct to the attention of students and, if appropriate, parents/guardians. If a conference alone does not or will not resolve the issue, a disciplinary referral will be made.

Detention

- a. Each professional and paraprofessional staff member is authorized to detain students after school. Teacher detention is up to 15 minutes, office detention is 50 minutes.
- b. A detention may be imposed on the day of the infraction if the staff member is satisfied that the student does not have an important prior commitment or transportation problem. Student employment, athletics or other club activities are not acceptable reasons for missing detentions.
- c. In case of such a problem, the detention may be imposed for next school day. The student shares responsibility for informing parents or guardians regarding detention(s).
- d. Parents or guardians are responsible for providing, if necessary, transportation from school.
- e. The duration of each detention is at the reasonable discretion of the staff member (within a 60 minute limit). Office detentions are 50 minutes.
- f. After-school activities or athletics will not be participated in until detentions are served.
- g. Failure to report for detention or arrange for an approved deferral may result in additional detentions or suspension from school.
- h. The second and subsequent incident of a student failing to report for detention or arrange for an approved deferral will result in suspension from school.
- i. If appropriate, parents will be informed of detentions served or to be served.
- j. Disruption of the detention room may result in a second day of detention or Suspension or Out of School Suspension.
- k. Students may be denied bus and parking privileges until assigned detentions are served.
- l. Transportation is not provided.

Removal from Class

- a. Students who disrupt classroom or other areas may be removed from those areas and directed or escorted to their Assistant Principal's office.
- b. Additional disciplinary action may be taken.

Suspension from Class

- a. A disruptive student may be removed from a class for a limited period of time if it is judged to be in the best interest of the class and/or that student.
- b. In the case of suspension from class, parents or guardians will be notified as soon as it is possible to do so. School day detention or alternative activity may be imposed for that class period until the student is returned to class or a long-term alternative is provided.
- c. A student may be suspended from class only by an administrator.

Suspension in School (ISS)

- a. A student, at the discretion of an administrator may be suspended for violations outlined in the HHS student handbook. Only an administrator may assign a student to ISS.
- b. A student who is suspended in school will comply with the stipulations listed in (d), I and (f) below.
- c. The suspended student will remain in the assigned area in the silence and will do work on school assignments continuously throughout the school day.
- d. The suspended student will behave so as to not distract others or cause any disturbance of any kind.
- f. Failure to abide by the rules and expectations of suspension in school will result in suspension from school.
- g. Disruption of in-house suspension room may result in a second day of In-School Suspension or Out of School Suspension.

Suspension from School (OSS)

- a. Student conduct which may result in suspension from school is described in this section of the Haverhill High School Handbook.
- b. A student may be suspended from school by an administrator, or designee.
- c. Under most circumstances, a student may not be excluded from school for more than five (5) school days for each suspension.
- d. In case of an emergency, critical situation, threat to students or staff, or repeated misconduct, or a student may be excluded for a period of up to ten (10) school days.
- e. A student must be told of the reasons for his or her suspension. That student must be allowed to speak on his or her own behalf.
- f. In an emergency situation or in the case of unauthorized absence, the student may be informed of the suspension through contact with a parent.
- g. In the event of a suspension, an attempt will be made to contact a parent directly before the suspension is implemented. If a parent is not contacted directly, the parent will be informed through available means.
- h. Under most circumstances, a student when suspended will not be removed from the building until a parent or guardian is informed. If, however, a student behaves in a disruptive manner after the imposition of a suspension from school, the student may be immediately removed from the building and grounds.
- i. In most instances, a student will be given notice of the charges and an opportunity to respond prior to the suspension. However, where prior opportunity is not feasible, as where the student's presence endangers personnel or property or threatens disruption of the academic process, the notice and opportunity to respond will follow as soon as practicable.
- j. Each student suspended is also obligated to inform parents of the suspension.
- k. Formal notification of suspension to parents by letter will follow each suspension.
- l. While on suspension a student **may not** be present anywhere on school grounds. Failure to abide by this rule may result in police actions, i.e.: trespassing.
- m. For the term of suspension a student **may not** participate in any school-sponsored or school-related event or activity during or after school, or at any other time.

- n. A readmission conference will be scheduled prior to readmission, to include the student, an administrator and the student's parents.
- o. Suspended students are entitled to after school make-up classes during the teacher's regularly scheduled make-up time only.

Suspension of Special Needs Students

Federal and state law provides certain procedural rights and protections regarding the suspension of Special Needs students. All students are notified through the student handbook (code of conduct) of the rules and procedural safeguards such as the opportunity for hearing (per *Goss vs. Lopez*). Any special needs student may be suspended up to 10 days in any school year without implementation of procedures below. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to receive a free and appropriate education. When suspensions exceed 10 cumulative days the following procedures apply:

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team convenes
 - a. To develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan.
 - b. To identify appropriate alternative educational setting(s); and
 - c. To determine the relationship between the disability and the behavior – a "manifestation decision" (Is IEP appropriate? Is placement appropriate? If there was a behavior plan, was it implemented? Does student understand impact and consequences of his/her behavior? Can student control behavior?)
3. If the Team determines that the behavior is **NOT** a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without special needs, except that the district must still offer an appropriate education program to the student with special needs, which may be in some other setting.
4. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 days.
 - a. If the behavior involves weapons or illegal drugs or another controlled substance while at school or a school function;
 - b. If the district provides evidence that the student is "substantially likely" to injure him/herself or other and a hearing officer orders the alternative placement; and
 - c. The interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If the Team determines that the behavior **IS** a manifestation of the disability, then the district takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan.
6. The school district provides written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the placement on the last accepted IEP or the interim alternative placement, unless the parent and the school district agree otherwise.

Police Action

Haverhill High School has a Student Resource Officer (SRO) assigned to the school on a full-time basis. The SRO is an officer of the Haverhill Police Department and serves in a preventative role. If necessary and should circumstances warrant police intervention, the SRO will respond. The SRO is also available to students during the school day for private consultations.

Expulsion from School

State law provides the Principal with authority to expel any student from school under the conditions stated below:

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletics games, in possession of a weapon, including, but not limited to, a gun, or a knife, or a controlled substances as defined in Chapter 94-C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other staff member on school premises or at school-sponsored or school-related events, including athletics games, may be subject to expulsion from the school or school district by the principal.
- c. Suspension for longer than ten (10) days or expulsion requires more formal procedures than short-term suspension. The procedural rights for students facing long-term suspension or expulsion include:
 1. Written notice of the charges;
 2. The right to be represented by a lawyer or advocate (at the student's expense);
 3. Adequate time to prepare for the hearing;
 4. The right to present witness and cross-examine witnesses presented by the school district;
 5. A reasonably prompt, written decision including specific grounds for the decision.
The school district will record, by tape or other appropriate means, a hearing which may result in a long-term suspension or expulsion, and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings. Hearings to consider expulsion for the offenses listed in Massachusetts General Laws Chapter 71, section 37H, will be conducted by the Principal.
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsions in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the section.
- e. When a student is expelled under the provision of this section, no school or school district within the Commonwealth shall be required to admit such student or provide educational services to said students. If the student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the Schools the report of expulsion.

Search and Seizure

Students and their personal belongings are subject to search by school personnel to the extent such search is reasonable. In the event of a search of a student of his belongings, the parents will be notified as soon as practicable following the search.

In the event a student refuses a search request, the parent(s)/guardian(s), will be notified and the student will be escorted out of the building. Further, that student will be subject to any sanctions deemed appropriate for the suspected offense.

In addition, students are again reminded that school lockers and desks made available to them for their use remain the property of the school district. They should have no expectation of privacy in such areas, as they are subject to search by school personnel at any time.

Students are responsible for all items on their persons or in their desks, lockers, book bags, or any other containers. If a student is assigned a locker and does not use it, the student is still accountable for all items in the locker. It is important that student report immediately to the office any items not belonging to them discovered in lockers, desks, book bags, or other containers. Sharing lockers is not allowed.

Violations of Rules and Disciplinary Actions

It is not practical or even possible to list every student action which is prohibited in a school setting and which may subject a student to discipline. Any act by a student that is disruptive to the educational environment, whether listed below or not, may result in discipline. Moreover, the particular form of discipline may vary for each student and each incident, based upon all relevant circumstances. Thus, the following list merely present examples of prohibited behavior and guidelines for response.

Note that any suspected criminal activity may be referred to the police department. Such referral is separate and distinct from discipline which may be imposed in the school setting. However, for the information of students, “police referral” is listed next to those actions which may be criminal in nature and which are thus likely to result in referral to the police department. **The disciplinary actions listed below represent a hierarchy of consequences, not a sequence.**

1-1 Tardiness to homeroom/school

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

1-2 Tardiness to class

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

2-1 Truancy from class or part of a class [Cutting Class]

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

2-2 Truancy from school for whole or part of a school day

Disciplinary Action:

- A. Conference with student

- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

3-1 Hall pass violation or loitering, or misconduct in hallways

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

3-2 Disruption in class or out of class

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Removal from class
- E. Suspension from class
- F. Parent conference and/or suspension

3-3 Lunch period misconduct

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Removal
- E. Parent conference and/or suspension

3-4 Refusal to follow direct instructions in disruptive or conflict situations

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

3-5 Misconduct while serving detention or In-School-Suspension (ISS)

Disciplinary Action:

- A. Additional Detention/Parent Contact
- B. Suspension ISS
- C. Suspension OSS

3-6 Student in unauthorized/restricted area; i.e parking lots, opposite gender restrooms or locker rooms, fields or wooded areas surrounding school, roof, etc.

Disciplinary Action:

- A. Conference with student
- B. Detention
- C. Parent conference/suspension

3-7 Misconduct on field trips

Disciplinary Action:

- A. Detention
- B. Prohibition from continued participation
- C. Parent conference and/or suspension

3-8 Possession of and/or throwing snowballs at school, on school grounds, at school bus stops or on school bus

Disciplinary Action:

- A. Conference with student

- B. Detention
- C. Parent conference and/or suspension

3-9 Misconduct during participation in school-sponsored students activities (on or off school grounds, during or after school hours)

Disciplinary Action:

- A. Detention
- B. Prohibition from activities
- C. Parent conference and/or suspension

3-10 Misconduct during transition of classes or after school/Opening locked doors to allow students/strangers entrance to the building

Disciplinary Action:

- A. Detention
- B. Prohibition from continued or subsequent presence at school
- C. Parent conference and/or suspension

3-11 Misconduct on school buses or at school bus stops

Disciplinary Action:

- A. Conference with student
- B. Parent Contact
- C. Detention
- D. Suspension of bus privileges
- E. Parent conference and/or suspension

3-12 Improper or disruptive conduct such as verbal harassment, inappropriate language, pushing, shoving, tripping, kicking, displays of affections, wrestling in hallways, classrooms or other areas.

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

3-13 Chronic misconduct that constitutes a threat to public order or presents a threat to the safety of students or staff members

Disciplinary Action:

- A. Pre-expulsion hearing conducted by Principal
- B. Recommendation to the Superintendent for expulsion

3-14 Insubordination/disrespect to school personnel-refusal to follow direct instruction from staff

Disciplinary Action:

- A. Conference with student
- B. Parent Contact
- C. Detention
- D. Parent conference and/or suspension

3-15 Violation of Internet Policy

Disciplinary Action:

- A. Conference with student
- B. Detention
- C. Detention/parent conference/suspension
- D. Possible referral to police

3-16 Violation of Student Dress Code

Disciplinary Action:

- A. Conference with student
- B. Parent Contact

- C. Detention
- D. Parent conference and/or suspension

4-1 Forged/counterfeit school related documents such as absence or dismissal notes, report cards, progress reports

Disciplinary Action:

- A. Parent Contact
- B. Detention
- C. Possible suspension

4-2 Forged signature on any school-related document such as hall pass, comment/appraisal form, etc.

Disciplinary Action:

- A. Parent Contact
- B. Detention
- C. Possible suspension

4-3 Giving a false name or refusal to give name to school personnel

Disciplinary Action:

- A. Detention
- B. Parent conference and/or suspension

4-4 Giving false information to school personnel

Disciplinary Action:

- A. Parent Contact/Conference
- B. Possible referral to police

4-5 Cheating/Plagiarism

Disciplinary Action:

- A. Credit for report/test denied
- B. Parent notified
- C. Possible removal from team, club, organization or elected office representing HHS
- D. Parent conference

5-1 Arson

Disciplinary Action:

- A. Suspension
- B. Restitution
- C. Referral to police and fire departments
- D. Possible expulsion

5-2 Vandalism

Disciplinary Action:

- A. Detention
- B. Suspension
- C. Restitution
- D. School/community service
- E. Referral to police

5-3 Vandalism of computers to computer programs

Disciplinary Action:

- A. Detention
- B. Restitution
- C. Revocation of computer access
- D. Suspension
- E. Referral to police

5-4 Theft

Disciplinary Action:

- A. Suspension
- B. Restitution

- C. Referral to police

5-5 Littering or failure to clean cafeteria table

Disciplinary Action:

- A. School/community service
- B. Detention

5-6 Misuse of motor vehicle

Disciplinary Action:

- A. Revocation of driving privilege
- B. Detention
- C. Parent conference and/or suspension

5-7 Graffiti

Disciplinary Action:

- A. Suspension
- B. Restitution
- C. Referral to police

6-1 Smoking, use or possession of tobacco products in the school building including Vapor Pens, on school grounds or at school-sponsored event:

Disciplinary Action:

- A. First offense: One (1) day of ISS suspension from school.
- B. Second offense: Three (3) days of ISS suspension from school and/or school community service
- C. Subsequent violation: Five (5) days suspension from school and school/community service.

6-2 Being in possession of a controlled substances as defined in Massachusetts General Laws, Chapter 94C. Such substances include, but are not limited to, cocaine, marijuana, heroin, barbiturates, amphetamines, and Ritalin.

Disciplinary Action:

- A. First offense: Under state law, the Principal has the discretion to expel a student for his offense. If expulsion is not imposed, long-term suspension for more than ten (10) days may be imposed. Referral to police. After suspension student will be required to meet with Substance abuse counselor if needed
- B. Second offense: Expulsion from school and referral to police.

6-3 Being under the influence of a controlled substance as defined in Massachusetts General Laws, chapter 94C, or possessing paraphernalia related to the use of such controlled substances.

Disciplinary Action:

- A. Suspension and referral to police.

6-4 Possession, use, or being under influence of alcohol

Disciplinary Action:

- A. Suspension and referral to police.

6-5 Using legal drugs in an illegal or hazardous manner, or possessing selling, or giving away such drugs

Disciplinary Action:

- A. Suspension and referral to police.

6-6 Selling, buying, receiving or giving away a controlled substances when no physical evidence can be directly associated with the student or students involved

Disciplinary Action:

- A. Suspension and referral to police.

7-1 Possession or use of lighters, matches or other flammable devices.

Disciplinary Action:

- A. Confiscation
- B. Detention
- C. Parent conference and/or suspension
- D. Possible referral to police and fire departments

7-2 False fire alarm, tampering with fire equipment, AED machines, video surveillance equipment, etc.

Disciplinary Action:

- A. Suspension
- B. Restitution
- C. Recommendation for expulsion and referral to police and fire departments

7-3 Intentionally switching off lights or power sources for tools or equipment in shops, corridors or in any other part of the school facility

Disciplinary Action:

- A. Detention
- B. Suspension (in the case of tools or equipment in shops, corridors or in any other part of the school facility)

7-4 Possession of firecrackers, sparklers, or other such devices

Disciplinary Action:

- A. Detention
- B. Parent contact and/or suspension
- C. Referral to police and fire departments

7-5 Detonating firecrackers, stink bombs or other such devices

Disciplinary Action:

- A. Suspension
- B. Referral to police and fire departments

7-6 Possession and/or use of disruptive devices: pagers, cell phones, cell phone cameras, Bluetooths, CD players, signal devices, laser pointers, squirt guns, water balloons, etc.

Disciplinary Action:

- A. Confiscation
- B. Parent Contact
- C. Detention
- D. Suspension

7-7 Gambling, and/or possession of gambling apparatus

Disciplinary Action:

- A. Confiscation
- B. Parent contact
- C. Detention
- D. Parent conference and/or suspension

8-1 Possession of a firearm

Disciplinary Action:

- A. Under federal law, a student who brings a firearm to school **must** be expelled for at least one school year, with exceptions granted by the Superintendent only. A firearm includes not only a gun, but also an explosive device. Any firearm on school property will be immediately reported to the police.

8-2 Possession of a weapon [other than a firearm]

Disciplinary Action:

- A. First offense: Under the law, the student may be expelled. If expulsion is not imposed, suspension from school may be imposed for a period of more than ten (10) days. Referral to police.
- B. Second offense: Expulsion and referral to police.

9-9 Fighting

Disciplinary Action:

- A. Suspension
- B. Possible referral to police

9-2 Assault and Battery

Disciplinary Action:

- A. Suspension
- B. Referral to police
- C. Expulsion from school

9-3 Assault and Battery against a school employee or volunteer staff member

Disciplinary Action:

- A. Suspension
- B. Referral to police
- C. Expulsion from school

9-4 Malicious physical abuse or assault

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-5 Physical abuse of others, fighting or disorderly conduct when expressly related to religion, race, ethnicity, sexual orientation, or gender

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-6 Hazing

Disciplinary Action:

- A. Suspension from school for up to five (5) school days. Prohibition from all extracurricular activities for one (1) year. Referral to police.

9-7 Use of derogatory language referring to religion, race, ethnicity, sexual orientation, or gender. Use of racial slurs in reference to any other person:

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention

9-8 Hate Crime

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-9 Sexual Harassment

Disciplinary Action:

- A. Detention
- B. Suspension
- C. Referral to police

9-10 Harassment

Disciplinary Action:

- A. Parent Contact
- B. Detention
- C. Suspension

9-11 Threats to another person, threatening note, or bomb threats

Disciplinary Action:

- A. Parent Contact
- B. Referral to Police

C. Suspensions and possible expulsion

10-1 Failure to serve an assigned (teacher/office) detention or to arrange for an approved deferral

Disciplinary Action:

- A. Parent Conference
- B. Detention
- C. Suspension

10-2 Failure to wear a seatbelt

Disciplinary Action:

- A. Conference with student
- B. Suspension of driving privileges
- C. Revocation of driving privileges

Academic Calendar and School Day Configuration

Academic Calendar 2016-2017

August 30, 2016	First Day of School
September 1, 2016	Freshman Pictures
September 2, 2016	Early Release – Students Only
September 5, 2016	No School – Labor Day
September 22, 2016	Meet the Faculty
September 29, 2016	Term 1 Progress Reports Issued
October 7, 2016	Early Release – Students Only
October 10, 2016	No School – Columbus Day
October 17-21, 2016	Spirit Week
November 10, 2016	Term 1 Report Cards Issued
November 11, 2016	No School – Veterans’ Day
November 17, 2016	Parent Teacher Conferences 6:00 -7:30 p.m.
November 23, 2016	Early Release
November 24-25, 2016	No School – Thanksgiving Holiday
December 8, 2016	Term 2 Progress Reports Issued
December 23, 2016	Early Release – Winter Recess
December 24, 2016 - January 2, 2017	Winter Recess
January 16, 2016	No School – Martin Luther King Jr. Day
January 27, 2017	Term 2 Report Cards Issued
February 2, 2017	Parent Teacher Conferences 6:00-7:30 p.m.
February, 20, 2017	No School – Presidents’ Day
February 21-24, 2017	Winter Recess
February 27, 2017	Term 3 Progress Reports Issued
April 7, 2017	Term 3 Report Cards Issued
April 13, 2017	Parent Teacher Conferences 6:00 – 7:30 p.m.
April 14, 2017	No School – Good Friday
April 17, 2017	No School – Patriots’ Day
May 9, 2017	Term 4 Progress Reports Issued
May 24, 2017	Term 4 Reports Cards Issued – Class of 2017
May 29, 2017	No School – Memorial Day
June 3, 2017	Graduation - Class of 2017
June 12, 2017	Scheduled Last Day of School

Final report cards will be mailed home for grades 9-11 after the last day of school.



SCHOOL YEAR 2016 – 2017 BELL AND LUNCH SCHEDULE

A----- 7:25– 8:15

B ----- 8:20 – 9:08

C ----- 9:13 – 10:01

D ----- 10:06 - 10:54

1st Lunch **SEE BELOW FOR CLASS/ LUNCH TIMES**

2nd Lunch **SEE BELOW FOR CLASS/LUNCH TIMES**

3rd Lunch **SEE BELOW FOR CLASS/LUNCH TIMES**

J ----- 1:15 – 2:05

<i>LUNCH E</i>	
E Lunch 1	10:59– 11:24
F/G Period	11:29– 12:17 - Class
H/I Period	12:22 – 1:10- Class

<i>LUNCH G</i>	
E/F Period	10:59 – 11:47-Class
G-Lunch 2	11:52 – 12:17
H/I Period	12:22 – 1:10- Class

<i>LUNCH I</i>	
E/F Period	10:59 – 11:47
G/H Period	11:52 – 12:40
I Lunch 3	12:45 – 1:10

School Cancellation & Delayed Openings

School closing and delayed announcements will be televised on channels 4, 5, 7, and 99; along with the School Messenger System during the early morning news programs and will be broadcast on radio stations WBZ AM 1030.

Neither the Haverhill Police Department nor the schools should be called for “no school” information.

The Haverhill Public School District has implemented a “Two (2) –hour” delayed opening of school if it is necessary to give additional time in preparing the roads for safe transportation. Students who ride busses should adjust bus pick-up time by adding two (2) hours to the regular pick-up time. Remember that on stormy days, there can still be a delay in bus pick-up. On a delayed opening day, school will begin at **9:25 a.m.**

**Haverhill High School
Two-Hour Delayed Opening Schedule**

SLOT 1 WILL ROTATE PERIODS A-D AS DELAYED OPENINGS OCCUR

SLOT 1 9:25 - 10:06

SLOT 2 10:06 - 10:54

<i>LUNCH 1</i>	
<i>E Lunch 1</i>	10:59– 11:24
<i>F/G Period</i>	11:29 – 12:17
<i>H/I Period</i>	12:22 – 1:10

<i>LUNCH 2</i>	
<i>E/F Period</i>	10:59 – 11:47
<i>G Lunch 2</i>	11:52– 12:17
<i>H/I Period</i>	12:22 – 1:10

<i>LUNCH 3</i>	
<i>E/F Period</i>	10:59 – 11:47
<i>G/H Period</i>	11:52 – 12:40
<i>I Lunch 3</i>	12:45- 1:10

J ----- 1:15 – 2:05

EARLY DISMISSAL PROFESSIONAL DEVELOPMENT

STUDENTS DISMISSED AT 10:30

The time slots will be rotated between periods A - D and J.



HAVERHILL HIGH SCHOOL DIRECTORY

(978) 374-5700

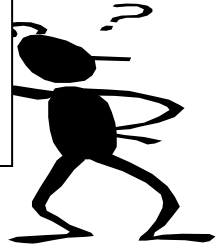
Position	Name	Extension
Principal	Beth Kitsos	x1101 or 1102
Associate Principal	Kevin McLaughlin	x1101 or 1102
Assistant Principal, Grade 9	Daniel Faircloth	x1140
Assistant Principal, Grade 10	Michael Rossetti	x1121
Assistant Principal, Grades 11 and 12	Matthew Steinberg	x1105
Athletic Director	Thomas O'Brien	x1141
Attendance Supervisor	Lorna Marchant	x1118
English	Supervisor Carol Quinney, Dean	(978) 374-3400 x4216
English Language Education	Dr. Darshan Thakkar, Supervisor	(978) 420-1926
Business Academy	Sue Finn, Dean	x4735
Fine Arts Classical Academy	Ellen Mullane, Dean	x4410/4412
Guidance & Student Support Services	Jami Dion, Director	x1134
Library / Media Services	Henry Toromoreno	x1143
Mathematics	Patricia Juranovits, Supervisor Daniel Tanguay, Dean	(978) 420-1904 X4352
Physical Education and Wellness	Thomas O'Brien	x1141
Science, Technology and Engineering	Kevin Higginbottom, Supervisor Edward Roberts, Dean	(978) 420-1976 x4106
Social Studies	Rashaun Martin, Supervisor Tom Jordan, Dean	(978) 420-1927 x4319
Special Education	Kyle Riley, Director	(978) 374-3435
World Languages	Rashaun Martin, Supervisor	(978) 420-1927

<http://www.haverhill-ps.org> or www.hillies.org

Haverhill Public Schools does not discriminate on the basis of race, color, religion, national origin, gender, gender identity, sexual orientation, or disability in admission to, employment in, or treatment in its programs and activities.

QUESTIONS?

PEOPLE TO CONTACT



<i>Issue</i>	<i>Person to Contact</i>
Academic difficulty	Course teacher, Guidance counselor
Athletics questions	Tom O'Brien, Athletic Director
Attendance question	Attendance Office, Main Office, Guidance counselor, or Assistant Principal
Career assistance	Your counselor or other counseling staff
College information	Your counselor
Computer assistance	Ms. Finn
Concerns about yourself or another student (personal, emotional, alcohol, drugs, other)	Your counselor, Assistant Principal or Andy Polanco
Course schedule	Your counselor
Difficulty finding way around school	Any staff member
Extracurricular activity questions	Your counselor
GPA/QPA, etc. questions	Your counselor
Grade error	Course teacher, Mr. McLaughlin, Associate Principal
Idea for new student organization	Student Council, Mrs. Kitsos, Principal
Illness or injury	School nurses, health office
Locker or lock problem	Security staff, Assistant Principal's offices
Lunch money, need to borrow	Lunch room staff
Medication questions	School nurses, health office
National Honor Society Information	Mrs. Baker
Need to call home during school hours?	Emergency only – Assistant Principal's office
Need a transcript or other student records	Mrs. Gravel, Guidance Secretary
Parking questions	Security staff, Assistant Principal office
Problems with teacher	Assoc Principal or Principal
Question about rules	Student Handbook; see Assistant Principal for info
Research help	Library staff
Sexual harassment	Any teacher, counselor or administrator with whom you feel comfortable, School Resource Officer
Suggestion for school improvement	Student Council, any Administrator
Supplies, pen, paper, etc.	School Store
Testing, make-up	Course teacher
Violence/ Harassment	Assistant Principal, School Resource Officer, Andy Polanco
Volunteer information	Your counselor
Work permit	Mrs. Proulx, C Wing Office, or Central Office

School and Community Support Services

Haverhill High School

Guidance Department	978-374-5700, ext 1134 or 1117
Nurses' Office	978-374-5700, ext 1111 or 1112
Special Education	978-374-5700, ext 1115 or 1116

Community

Haverhill Community Action	978-373-1971
Team Coordinating Agency (Substance Abuse)	978-373-1181
Health Quarters Reproductive Health and Education	978-521-4444
North Essex Mental Health	800-281-3223
Merrimack Valley Hospital	978-374-2000
Merrimack Valley Hospice (Grief/Bereavement)	800-475-8335

Hotlines

AIDS Youth Only Hotline	800-788-1234
National Sexually Transmitted Disease (STDs)	800-227-8922
Samaritans (Depression/Suicide)	978-372-7200
Samariteens (Teen to Teen Line)	800-252-TEEN
Gay/Lesbian Advocates	800-455-GLAD
Women's Resource Center	978-373-4041
Eating Disorders	847-831-3438
Sexual Assault	978-373-4041
Compulsive Gambling	800-426-1234
Child Abuse	800-792-5200
Smoking Cessation	800-422-6237

8.29.16