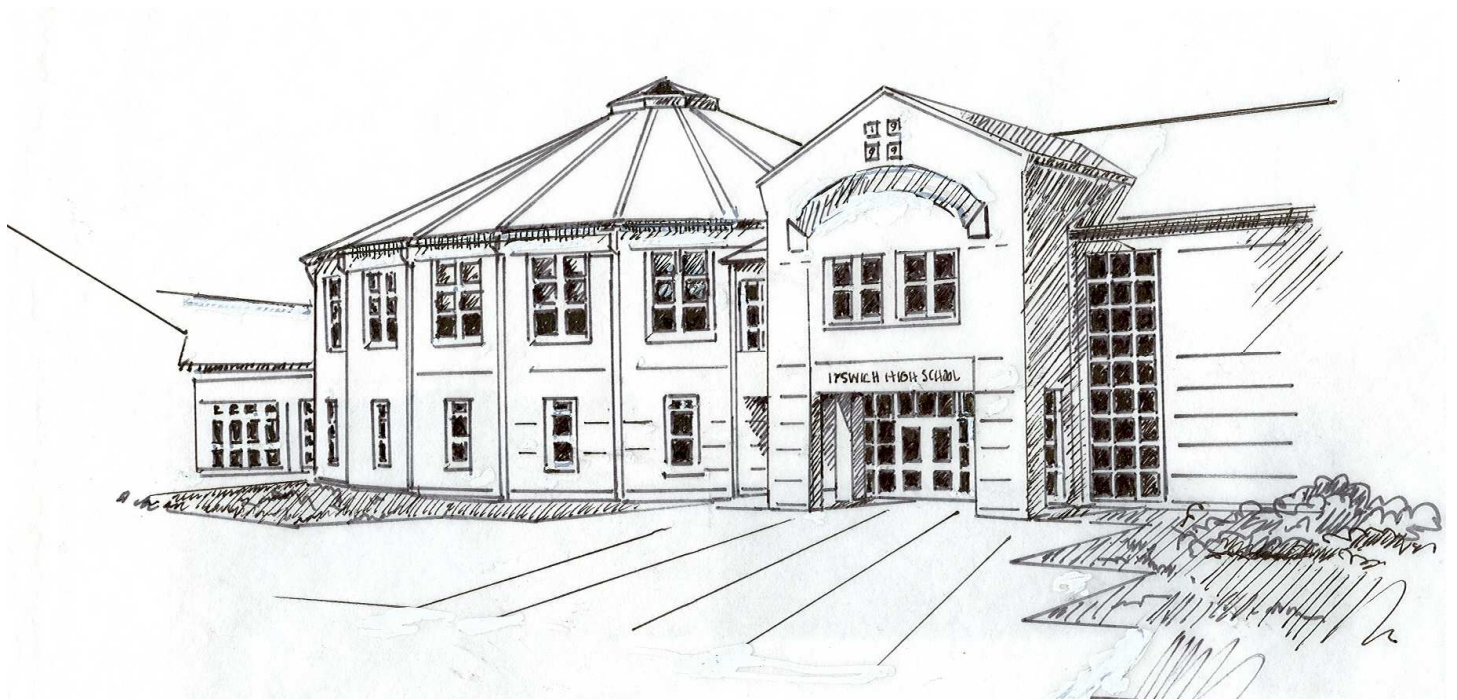


IPSWICH HIGH SCHOOL



STUDENT-PARENT HANDBOOK 2010 – 2011



IPSWICH HIGH SCHOOL STUDENT-PARENT HANDBOOK

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Barry R. Cahill
Principal
bcahill@ipswichschools.org

IPSWICH HIGH SCHOOL

134 High Street, Ipswich MA 01938-1247
(978) 356-3137 Fax: (978) 356-3720



David R. Dalton
Assistant to the Principal
drdalt@rcn.com

July 1, 2010

Dear Students and Parents:

Welcome to Ipswich High School. We are delighted to offer you a quality high school education in a setting that is new, exciting and very student-centered. Our schedule provides a learning situation that encourages active student involvement in all classes. As students take a more active role in their learning, the level of responsibility rises. Classroom preparation, daily attendance and completion of homework assignments all become more significant.

This handbook represents a call to personal responsibility. The series of major rules and resulting disciplinary actions are designed to insure an atmosphere that promotes learning. We have a high level of expectation that students, faculty and administration will interact in a manner that promotes honesty, respect and personal responsibility. To have an effective high school, our rules and guidelines are designed to provide each student with a safe, respectful and ordered environment. Student and parent cooperation are key to our success.

We look forward to a very successful school year. In building a relationship of trust and involvement among students, parents and faculty, we continue to move towards quality and excellence. Our curriculum, instruction and new Middle/High School are all in alignment with providing the very best education for students of Ipswich in the 21st century.

We wish all our students a wonderful and fulfilling school year.

Sincerely,

Barry R. Cahill
Principal

Mission Statement

Ipswich High School is a community of collaborative learners motivated to acquire the skills and knowledge essential to become successful and responsible citizens.

Academic expectations for student learning

- Access, comprehend, analyze and interpret information
- Organize and effectively convey ideas through oral and written communication
- Define problems, develop strategies, and evaluate, modify and implement solutions
- Utilize technology as an effective learning and instructional tool

Social Expectations

Upon graduation all Ipswich High School students will:

- Respect themselves and appreciate the individuality and diversity of others
- Accept responsibility for their actions and their impact on others
- Participate in school activities and decision-making.

Civic Expectations

Upon graduation all Ipswich High School students will:

- Be prepared to participate in society as informed and responsible citizens
- Recognize the value of contributing to the school and community

2010-2011 IPSWICH HIGH SCHOOL CALENDAR

| | |
|---------------------------|--------------------------------------------------|
| August 30 & 31 | Teacher Workshops |
| September 1 | First Day of School for Students |
| September 3 | No School |
| September 6 | Labor Day |
| September 14 | Parent Curriculum Night |
| September 21 | Bridge Kickoff |
| October 11 | Columbus Day |
| November 5 | First Quarter Ends |
| November 9 | Career Day |
| November 11 | Veteran's Day |
| November 16 | Report Cards Issued |
| November 24 | Early Dismissal – HS 11:05 |
| November 25 | Thanksgiving Holiday |
| November 26 | No School |
| December 23 – December 31 | Winter Vacation |
| January 3 | School Resumes |
| January 17 | Martin Luther King Day |
| January 20, 21 | First Semester Finals |
| January 21 | Second Quarter Ends |
| January 24 | Workshop day for Teachers/No school for students |
| January 28 | Bridge Application Deadline |
| February 2 | Report Cards Issued |
| February 2 | Parent Curriculum Night |
| February 21 | President's Day |
| February 21-25 | Winter Vacation |
| April 1 | Third Quarter Ends |
| April 4 | Bridge Program Begins |
| April 12 | Report Cards Issued |
| April 18 | Patriot's Day |
| April 18-22 | Spring Vacation |
| May 11 | Job Shadowing Day |
| May 13 | Junior Prom |
| May 24 | Bridge Program Presentations |
| May 25, 26 & 27 | Senior Exams |
| May 26 | Senior Prom |
| May 30 | Memorial Day |
| May 31 | Senior Banquet |
| June 1 | Baccalaureate |
| June 5 | Graduation |
| June 15& 16 | Final Exams |
| June 16 | Last Day of School |
| June 23 | Last Day of School (5 Snow Days) |

**IPSWICH PUBLIC SCHOOLS
CALENDAR FOR SCHOOL YEAR 2010-2011**

AUGUST 2010

| M | T | W | T | F |
|----|----|---|---|---|
| WS | WS | | | |

Aug 30 and 31 Workshop Days for Teachers

SEPTEMBER 2010

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | | 1 | 2 | - |
| H | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |
| No. of School Days 20 | | | | |

Sep 1 - First Day of School for Students
3 - No School
6 - Labor Day Holiday

FEBRUARY 2011

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| | 7 | 8 | 9 | 10 |
| | 14 | 15 | 16 | 17 |
| H | - | - | - | - |
| 28 | | | | |
| No. of School Days 15 | | | | |

Feb 21- Presidents' Day
21-25 - Winter Vacation

OCTOBER 2010

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| H | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| No. of School Days 20 | | | | |

Oct 11 - Columbus Day Holiday Observed

MARCH 2011

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| | 7 | 8 | 9 | 10 |
| | 14 | 15 | 16 | 17 |
| | 21 | 22 | 23 | 24 |
| | 28 | 29 | 30 | 31 |
| No. of School Days 23 | | | | |

NOVEMBER 2010

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | H | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | H | - |
| 29 | 30 | | | |
| No. of School Days 19 | | | | |

Nov 11 - Veterans' Day Holiday Observed
Early Dismissal on November 24:
Secondary: 11:05 a.m.
Elementary: 11:45 a.m.
No PM Kindergarten
No lunch served
Nov 25 - Thanksgiving Day

APRIL 2011

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | | | | 1 |
| | 4 | 5 | 6 | 7 |
| | 11 | 12 | 13 | 14 |
| H | - | - | - | - |
| 25 | 26 | 27 | 28 | 29 |
| No. of School Days 16 | | | | |

Apr 18 - Patriots Day
18-22- Spring Vacation

DECEMBER 2010

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | - | - |
| - | - | - | - | - |
| No. of School Days 16 | | | | |

Dec. 23-31 Winter Vacation:

MAY 2011

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| H | 31 | | | |
| No. of School Days 21 | | | | |

May 30 - Memorial Day Observed

JANUARY 2011

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | 3 | 4 | 5 | 6 |
| | 10 | 11 | 12 | 13 |
| H | 18 | 19 | 20 | 21 |
| WS | 25 | 26 | 27 | 28 |
| 31 | | | | |
| No. of School Days 19 | | | | |

Jan 3 - School resumes for Students and Teachers
17 - Martin Luther King Day Holiday Observed

Jan. 24 - Workshop Day for Teachers/No School for Students

JUNE 2011

| M | T | W | T | F |
|-----------------------|----|----|----|----|
| | | 1 | 2 | 3 |
| | 6 | 7 | 8 | 9 |
| | 13 | 14 | 15 | 16 |
| | 20 | 21 | 22 | 23 |
| | 27 | 28 | 29 | 30 |
| No. of School Days 12 | | | | |

*Early Dismissal if June 16 is last day of school.
**June 23 - Last of Day of School

| | |
|----|-------------------|
| WS | Full Workshop Day |
| - | No School |
| H | Holiday |

*June 16 or last day of school will dismiss according to the Thursday schedule.

**Actual last day of school with 5 snow days included.

**EARLY DISMISSAL SCHEDULE FOR ALL SCHOOLS EVERY THURSDAY:
SECONDARY SCHOOLS WILL DISMISS EVERY THURSDAY AT 1:02 P.M.
ELEMENTARY SCHOOLS WILL DISMISS EVERY THURSDAY AT 1:50 P.M.**

| | |
|--------------------------------------------------|-----|
| Number of Instructional Days through March 2011: | 132 |
| Number of Instructional Days April-June: | 49 |
| Total Number of Instructional Days: | 181 |
| Workshop Days for Teachers: | 3 |
| Number of Work Days for Teachers: | 184 |

Ipswich Public Schools Calendar for 2010-2011
Approved by Ipswich School Committee: April 8, 2010

**IHS BELL SCHEDULE
2010 - 2011
MONDAY, TUESDAY, WEDNESDAY & FRIDAY**

| TIME | SEMESTER ONE | SEMESTER TWO |
|---------------|----------------------------------------------------------------------------|----------------|
| 7:30 – 8:57 | Period One | Period One |
| 8:57 – 9:01 | | |
| 9:01 – 9:48 | Directed Study | Directed Study |
| 9:48 – 9:52 | | |
| 9:52 – 11:19 | Period Two | Period Two |
| *11:19-11:24 | 1 st Lunch 11:19 – 11:44 or 2 nd Lunch 12:12 – 12:37 | |
| 11:24 – 12:37 | Period Three | Period Three |
| 12:37 – 12:40 | | |
| 12:40 - 2:06 | Period Four | Period Four |

THURSDAY, Early Release Day (NO DIRECTED STUDY), 1:02 Dismissal)

| TIME | SEMESTER ONE | SEMESTER TWO |
|----------------|----------------------------------------------------------------------------|--------------|
| 7:30 – 8:53 | Period One | Period One |
| 8:53 – 8:56 | | |
| 8:56 – 10:19 | Period Two | Period Two |
| *10:19 – 10:22 | 1 st Lunch 10:19 – 10:45 or 2 nd Lunch 11:10 – 11:35 | |
| 10:22 – 11:35 | Period Three | Period Three |
| 11:35 – 11:38 | | |
| 11:38 – 1:02 | Period Four | Period Four |

***Lunch determined by location of Period 3 class.
(1st Lunch: All Academic Pods A Wing and B Wing)
(2nd Lunch: All C-Wing, Band, Orchestra, Chorus, Library)**

TO: ALL STUDENTS
FROM: BARRY R. CAHILL
DATE: SEPTEMBER 1, 2010
RE: RECEIPT OF STUDENT-PARENT HANDBOOK

Welcome back to school. Please take the time to read over the new Student-Parent Handbook. It is designed to assist you with the daily routine of I.H.S. and you are responsible for adhering to the handbook.

Please sign and return this handbook receipt. Your signature also acknowledges the fact that you have been informed of and have received a copy of the "Act Prohibiting Hazing", Chapter 269, Sect.17, 18 and 19 (Appendices I and IA).

Please tear out and return to the main office:

We have received and read the 2010-2011 STUDENT-PARENT HANDBOOK

| | | | |
|----------------------------|---|---------------------|---------|
| _____ | / | _____ | _____ |
| NAME | | CLASS | DATE |
| _____ | / | _____ | _____ |
| (Parent Signature) (Print) | | (Student Signature) | (Print) |

STUDENT'S CODE OF CONDUCT AND REGULATIONS

As an Ipswich High School Student you will be preparing to take your place in an increasingly complex world that requires self-motivation, a sense of responsibility, respect for oneself and the individual differences of others. You will be challenged academically and encouraged to participate in as many aspects of school life as possible. It is our goal to assist you in the development of the skills necessary for you to succeed in high school and in life as well as to prepare you for your role as a responsible adult in the world.

Your handbook is designed to assist you with the daily routine of IHS. The Code of Conduct is alphabetized by category and other related information can be located in the Appendix. Discipline is considered an aspect of the learning process and it is hoped that all students will exercise the highest form of discipline: self-discipline. You are responsible for abiding by the handbook. It should be used as an outline to guide you in areas that may lead to disciplinary consequences for your actions. Your self-reporting, honesty and cooperation will be taken into consideration if there is to be disciplinary action for an infraction to the Code of Conduct. The handbook is not all inclusive. Any handbook violation deemed of a serious nature may be referred to the Superintendent and or School Committee for additional disciplinary action. The Ipswich School Committee has adopted the Code of Conduct and reserves the right to impose disciplinary action in case of an emergency.

ALCOHOL BREATHALYZER PROGRAM

Attendees at school dances and proms will be subject to random alcohol screening using a Breathalyzer device. Students will be selected using a random method determined prior to each event. The random process may involve assigning numbers in advance (every 10th student who enters) or a computer assigned random selection. The process will remain random. Students who display behaviors or actions that warrant particular suspicion will be subjected to a Breathalyzer.

School officials administering the Breathalyzer will receive training in advance to insure proper use of the equipment.

ACTIONS:

1. A student who refuses a breathalyzer test will not be admitted to the event, will be denied access to similar events for the remainder of that year, and parents will be notified.

A guest who refuses to take a Breathalyzer test will be denied admission and will be restricted from attending any future events at Ipswich High School.

2. A student who records a Breathalyzer reading of .02 or greater will be considered to be under the influence of alcohol. The students' parents will be notified and requested to transport the student home from the event. A hearing will be scheduled with the school administrators. Handbook rules will apply. The punishment will include a suspension from school of 5 days. Attendance at similar functions will be denied for the remainder of the school year.

Students who recorded a .02 or greater on the Breathalyzer and who acted as the driver of a car that transported other students or themselves will be reported to the police for legal action. The driver of a car is considered to have a greater burden to act in a manner designed to avoid harm to the occupants of their vehicle.

A student who has driven to the event, and found under the influence as a result of a Breathalyzer test, will have the vehicle searched. The vehicle will be released to only the parents or police officials.

APPEAL PROCESS

Discipline administered to a student by the Assistant Principal may be appealed by a student or parent to the Principal. Discipline administered by the Principal may be appealed to the Superintendent of Schools if the punishment falls outside the prescribed punishment listed in the Student-Parent handbook or if unusual or extenuating circumstances exist and were not considered in the original disciplinary hearing. Discipline may not be appealed solely on the basis of the discipline if it falls within the handbook guidelines. The Principal or Superintendent reserves the right to increase the punishment that has been appealed if the circumstances warrant additional punishment. (See grievance procedures page 37.)

ATTENDANCE

It is important that we do everything possible to encourage your regular attendance at school. There are two types of absences from school: excused and unexcused.

An excused absence allows the student to make up missed work. It should be noted that only written and reading assignments or tests can be made up. Class participation and interaction with the teacher, from which much knowledge and growth occurs, is impossible to make up. As a result of an unexcused absence, the student cannot make up the missed work and receives a failing grade for missed work.

The school administration will grant excused absences for the following reasons:

1. Illness or incapacitation
2. Court summonses
3. Family emergencies
4. Medical or dental emergency appointments
5. Pre-planned family educational trips, college visits and school field trips.
6. Religious holidays
7. Other emergencies approved by the administration.

Ipswich High School is equipped with voice mail which helps to accommodate our attendance policy. Messages may be left at any time of day. A parent/guardian must contact the office at extension 101 before 8:00 on the date of absence. A student must be in school by 8:15 a.m. to participate in or attend any extracurricular event on that day. It is the student's responsibility to provide documentation for any absences. Upon returning to school, the student must first report to the main office with a parental note which includes the full name of the student, date and reason for the absence. Failure to do so will result in an office detention. The note will be placed in the student's file and may be referenced if there is a discrepancy or to explain any reasons for long term absences. Please note that voluntary student absences (vacations, family trips, etc.) will not be waived and will count towards a student's total absences for the year.

ATTENDANCE-Effect on Grades

Students will not receive credit for a year-long course if their total absences (excused, unexcused or voluntary) from class exceed 19. Students will not receive credit for a semester course if their total absences from the course exceed 10. Students enrolled in a course that meets for one quarter must not exceed 5 absences from the class. The administration may notify a student that continual excessive tardiness to class will result in an unexcused absence. This includes courses that receive full credit and meet for a semester.

Waivers for exceptional circumstances may be granted by the Assistant Principal. College visits and field trips must receive prior administrative approval to be considered for a waiver. Requests for waived absences must be submitted to the Assistant Principal within 10 days after the end of the quarter during which the absence(s) occurred. Requests submitted after the 10 days have expired will not be granted.

BOOK BAGS

Student lockers are designed to accommodate book bags. All book bags are to be left in lockers during the school day. Students are not permitted to bring book bags to class.

BULLYING

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture directed at a victim that results in one or more of the following:

1. Causes physical or emotional harm to the victim or damage to the victim's property.
2. Places the victim in reasonable fear of harm to himself or of damage to his property.
3. Creates a hostile environment at school for the victim
4. Infringes on the rights of the victim at school
5. Materially and substantially disrupts the education process or the orderly operation of the school.

Cyberbullying involves bullying through the use of any electronic communication. If the communication involves any of the 5 above listed conditions, it is considered cyberbullying.

Bullying regulations apply not only in school buildings but also on school grounds, at school sponsored events and activities, and through the school's technology and electronic devices. Bullying at non-school activities or locations that involves any of the 5 above listed conditions is subject to these regulations.

Upon confirmation of a bullying incident, students will be subject to disciplinary actions that range from a conference to suspension from school. The Superintendent of Schools and/or police department may be notified if further action is deemed necessary.

BUS CONDUCT FOR STUDENTS (Ipswich School Committee Policy EEACC)

Transportation to and from school is provided for those students who do not walk to school. There is no after school transportation. The Director of School Support Services located at the Central office 356-2935 x.121, is the contact person regarding transportation. Buses will leave the school at approximately 2:06, except on Thursday's when they leave at 1:02.

All school transportation should be a safe, orderly and efficient activity. The Ipswich School Committee expects system wide transportation in accordance with the law and administrative regulations. Students should be aware, however, that transportation is a privilege and not a right and that the School Committee has delegated the administration of all discipline issues to the transportation contractor. The Principal must be notified of all disciplinary actions by the contractor.

BUS RULES

1. Be on time for the bus
2. Stay off the street while waiting for the bus
3. Board the bus in a single line, in an orderly manner; do not push and rush toward the bus door
4. Be seated promptly without disturbing others & remain seated while the bus is moving

5. If the bus driver assigns you to a particular seat, take it without arguing
6. Do not bring animals (dead or alive), toys or large objects on the bus; knives and other weapons are not allowed
7. Do not shout or make loud noises; use only language that would be proper in the classroom
8. Keep aisles clear of books, lunch boxes, bags and other objects
9. Do not push, fool, fight, wrestle or otherwise annoy anyone
10. Keep arms, hands, head and objects inside the bus
11. Do not throw objects or missiles from the bus, at the bus or inside the bus
12. Eating or drinking on the bus is not allowed
13. No smoking or lighting of matches or other kinds of fire will be allowed
14. Do not operate, tamper with or otherwise disturb any door, equipment or other facility for regular or emergency exit
15. Getting off the bus other than at school or your regular bus stop is prohibited
16. Help keep the bus clean; do not soil or damage seats, glass or other parts of the bus, do not litter
17. Show respect for the bus driver and follow instructions without arguing
18. Bus riders should not distract the bus driver

These rules are necessary for the protection of the health, safety and welfare of all students riding the buses. Abuse of these rules could result in denial of the privilege of riding the bus as well as being financially liable for the damage caused.

CAFETERIA CONDUCT

Hot and cold lunches are served in the cafeteria during regularly scheduled lunch periods. The cafeteria will operate on an I.D. number system using a debit approach. We encourage students to access the recycling bins as part of the disposal of trash. All students will receive student identification cards. Weekly/monthly lunch can be purchased in advance.

Students are expected to conduct themselves in an orderly manner during lunch periods and to properly dispose of trash upon completion of their lunches. Students who misbehave during lunch periods and/or fail to dispose of their trash upon completion of lunch will be assigned 1 day of detention for the first offense. Subsequent violations will result in 3 to 5 days of detention. Students involved in food fights in the cafeteria will warrant a suspension from 1 to 3 days.

CLASSROOM DECORUM

Students should be properly prepared for class, having appropriate materials and texts, take care of the property within the classroom and maintain respectful behavior towards staff and fellow students. If a student's behavior is such that the student is asked to leave the classroom, the student must do so immediately. Failure to leave the classroom and/or refusing to report to the office is a suspendable offense. Science labs, Art, Technology Education and Physical Education are examples of classes where inappropriate behavior could jeopardize the safety of others. Depending on the severity, misbehavior in these settings may result in a suspension.

COMPUTER USE/ABUSE

The use of the Internet and other computer software is a privilege. This privilege may be revoked at any time for abusive conduct. Examples of behavior which may result in the loss of the Internet/computer privileges:

1. Sending hate mail, making discriminatory remarks and any other antisocial behavior
2. Accessing or processing pornographic material, inappropriate text files, or any files dangerous to the integrity of the local network
3. Using the Internet for financial or commercial gain
4. Using the Internet to harm other people
5. Interfering with other people's computer work
6. Trespassing in other people's files
7. Using someone's name without their permission
8. Downloading and using software for which you have not paid
9. Using other people's computer resources without authorization
10. Using the Internet for illegal activities

There is access to many areas of the Internet. Students are reminded that each area has its own policies and procedures. It is the user's responsibility to be knowledgeable of and abide by each area's specific policies and procedures. Students are responsible for good behavior on-line. Students are expected to abide by the generally accepted rules of network etiquette. These include (but not limited) to the following:

1. Be polite, use appropriate language and do not send abusive messages to others
2. Illegal activities are strictly forbidden
3. Do not reveal personal information about yourself and family or members of the school
4. Do not use the network in such a way that the use of the network by other users would be disrupted
5. Assume that all communications and information accessible via the network is private property

Student computer files and disks are considered to be school property and are subject to search.

The consequences for abusing the Internet will be determined by school officials. The severity of the consequences will depend on the severity of the offense. Consequences include loss of access to computers for the remainder of the school year as well as disciplinary action up to and including suspension. (For reference see Appendix Y)

CONDUCT AT OFF-SCHOOL ACTIVITIES

Students behavior at all school related sponsored events, regardless of where the events are held, is governed by the rules listed in the Parent-Student Handbook. Proper behavior, consideration for others and general good manners are expected at all school events.

DANCE RULES AND PROCEDURES

1. All school rules apply
2. Registered/approved guests are welcome. The host student is responsible for their guest
3. Once admitted, students who choose to leave the dance will not be readmitted and must leave school property.
4. Breathalyzer Policy applies.

DETENTION (Teacher)

Teachers may assign students to report to them after school until 2:50 p.m. to discuss behavior, make up work, provide extra help, etc. A twenty-four hour notice will be given before the assigning of a teacher detention. If a student is simultaneously assigned teacher detention and office detention, teacher detention takes precedence. The student is responsible for bringing a teacher signed note to the office detention room.

The student must reschedule the office detention at that time. Failure to report to a teacher detention will result in 3 days office detention.

DETENTION (Office)

Detention will be assigned for failure to abide by the rules as stated in the Code of Conduct or for failure to report to teacher detention. Students will be notified the day before the detention is to start. Failure to report to office detention will result in 5 days detention. Subsequent failure to attend office detention will result in suspension. Students may not accumulate more than 10 consecutive days of office detention. The accumulation of more than 10 consecutive days of office detentions will result in suspension and/or the parents will be contacted. After the successful completion of a suspension, all prior office detentions will be waived.

DISMISSALS

Parents/Guardians may request the dismissal of their student by submitting a note to the office no later than 7:30 a.m. In the event of an emergency or unforeseen circumstances a phone call requesting the dismissal will be accepted with a written note brought to the office on the return to school. The note should include the name of the student, date, time and reason for dismissal and the signature and telephone number where a parent/guardian can be reached. Dismissal requests may be verified by a telephone call from the school office.

The reasons for which the administration will excuse a dismissal will be the same as those for an excused absence (see section on ABSENCES). Students dismissed for any other reason will receive an unexcused absence. The administration reserves the right to deny a dismissal request for cause. A student who is dismissed before 1:15 p.m. Monday, Tuesday, Wednesday and Friday or 12:15 p.m. on Thursdays forfeits the privilege to participate in and/or attend any extracurricular activities on that day.

Students must sign out at the main office at the time of their dismissal and when applicable must sign in upon their return.

DRINKING (Use of Alcoholic Beverages)

The possession, odor of, use, sale, supplying, giving or purchase or the attempt to possess, use, sell supply give or purchase alcohol, will result in the student being suspended from school for 5 days maximum with a referral to the Superintendent of Schools. Subsequent offenses will be referred to the Superintendent for further action including the possibility of long-term suspension. A portion of the suspension may be waived by the Principal/Assistant Principal if:

1. The student and the family agree to a drug/alcohol treatment agency and to follow the recommendations of the agency's counselor. The student will be readmitted to school upon providing evidence of a scheduled appointment for the assessment. The student will have a two-day grace period in which to make the appointment.
2. The student agrees to seek some other form of assistance consistent with the student's religious beliefs and practices and that decision is approved by the school administration.

DRUGS

Illicit drugs include prescribed controlled drugs used without a physician's authorization; over-the-counter drugs used for recreation and controlled illegal drugs including marijuana, cocaine, amphetamines,

barbiturates, opium and derivatives; other hallucinogens and mind altering drugs. Any abusable glue, aerosol paint or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, or inhalation of other substances as described or listed in Massachusetts General Laws c. 270, ss 18, 19 are also included within the meaning of illicit drugs. The possession, odor of, use, sale or purchase of these substances or what is represented to be these substances is forbidden on school grounds.

In accordance with expulsion provisions required by the Education Reform Act of 1993, any student who is found on school premises or at school sponsored or school related events, including athletic games, in the possession of a controlled substance as delineated in Chapter 94 of the General Laws, including but not limited to, marijuana, cocaine and heroin will be subject to long term suspension or expulsion. Expulsion is the permanent exclusion from school.

If a student receives a long-term suspension, a portion of the suspension may be waived by the school administration if the student successfully participates in a drug abuse counseling or treatment program. The amount of suspension time waived will depend on the length and quality of the student's participation in the counseling or treatment program.

Students suspended for violation of these rules may be required to provide a physician's statement verifying the student's physical and psychological ability to return to school.

If a student has the odor of alcohol and/or any other drug on their breath or person and tries to attend school or a school function, that student will be denied admission and suspended from school for up to 5 days for the first offense. Repeated offenses will result in suspension and a possible referral to the superintendent. This situation gives school officials the right to perform a search of the student and his/her possessions.

Students who use alcohol or drugs on a school trip or at a school sponsored event will be subject to the same disciplinary action including suspension and possible expulsion and criminal charges, as for in-school use and may be sent home at the family's expense.

Police will be notified whenever illegal drugs are found. Disciplinary action, up to and including expulsion and criminal charges may result.

Please see the reference on page 26 under Weapons for more detail of the guidelines for expulsion under the Education Reform Act of 1993 for possession of weapons or controlled substances. (MGL c.71:37H1/2)

ELECTRONIC DEVICES

The use of radios, tape players, headphones, beepers, cell phones or similar devices in school without prior approval of the administration is prohibited. Failure to comply will result in the forfeiture of the device until after school and may result in office detention or suspension

ELIGIBILITY

In order to participate in extracurricular activities, students must meet the following guidelines:

1. Have fewer than 6 tardies in any quarter
2. Have fewer than 6 absences in any quarter (documented medical absences will be waived)
3. Must arrive in school before 8:15 am and may not be absent
4. May not be dismissed from school on a day the student arrives tardy
5. No dismissals before 1:15pm or 12:15pm on Thursdays

EXTRA-CURRICULAR ACTIVITIES

Participation by students in Interscholastic Athletic Activities is limited to students who are academically eligible based on MIAA regulations. Students receiving more than one failing grade will be ineligible for participation from the date of the delivery of a report card until the next grading period has concluded and a report card has been issued. Student attendance regulations apply to all extra-curricular activities.

FAILURE TO SIGN IN/OUT

Students who fail to sign out when being dismissed from school or fail to sign in when returning will be assigned office detention.

FALSE ALARMS

Bomb threats, false fire alarms and the inappropriate use of 911 calls, jeopardize the safety and security of the entire school building. These offenses will result in up to ten days suspension, a referral to the Superintendent of Schools and notification to the police department. Criminal statutes related to bomb threats and false fire alarms are:

1. G.L.C.268, & 32:
penalty
Tampering with police or fire alarm system
Up to two years in jail or \$500 to \$1,000 fine or both fine and imprisonment.
2. G.L.c.269,& 13:
penalty
Making or circulating a false alarm of a fire
Up to one year in jail or \$100 to \$500 fine.
3. G.L.c.269,& 13A:
penalty
Making a false report of a crime to a police officer
Up to one year in jail or \$100 to \$500 fine or both fine and imprisonment.
4. G.L.c.269,& 14:
penalty
Making a false bomb threat
Up to 20 years in state prison or up to two and one-half years in jail or up to \$10,000 fine or both fine and imprisonment.
5. G.L.c.272& 40:
penalty
Disturbing a school or assembly
Up to one month in jail or up to \$50 fine.
6. Third offense
within one year
One month in jail

FIELD TRIP REGULATIONS

While participating on field trips, students are expected to obey the instructions of chaperones, guides and any applicable rules of the place being visited. Violations of the Code of Conduct will result in disciplinary action as described in the handbook. All school rules apply while on field trips.

In accordance with School Committee policy IICA-F4, all students must present a signed "Parental Consent, Release From Liability and Indemnity Agreement" form to the teacher in order to participate in the field trip.

If a student does not return the indemnity form to the teacher, no written or phone authorization for that student to participate on the field trip can be accepted.

The school district shall provide secondary auto insurance coverage for parents and employees who use their private vehicles to transport students and/or other employees for pre-approved school activities. The owners of private vehicles shall furnish primary auto liability insurance coverage as needed.

FIGHTING

Students involved in fighting will have their parents notified, be sent home immediately and receive a minimum of 3 days suspension. Fighting at school related activities will result in suspension and forfeiture of privileges to attend such functions for the remainder of the season or year.

Second offense will result in a minimum of 5 days suspension and a referral to the Superintendent of Schools for further disciplinary action. A 3rd offense will result in referral to the Superintendent of Schools for a 10-day suspension or possible expulsion.

FLAG SALUTE

All students are encouraged to participate in the flag salute. An atmosphere of respect and stillness is expected while the flag salute is being held.

FOOD AND DRINK

All food and drink is to be consumed in the cafeteria unless the cafeteria is being utilized as a classroom. The consumption of food and/or beverages in the classroom and other areas of the building, including the gymnasium, is not allowed. Food deliveries to the building are not permitted. Gum chewing, lollipops and the like are not permitted in the school building. Clear bottled water may be brought to class in commercial containers.

FUNCTIONS AND CO-CURRICULAR APPROVAL

All requests to hold class, club or organizational activities must be submitted to and approved by the Assistant Principal at least 3 days prior to the event.

HARASSMENT - SEXUAL (Student)

Sexual harassment is unwanted sexual attention from anyone with whom the student may interact in the course of receiving their education in school or at school sponsored activities. The following behaviors from an individual are considered examples of sexual harassment:

- staring or leering with sexual overtones
- spreading sexual gossip
- unwanted sexual comments
- pressure for sexual activity
- unwanted contact of a sexual nature
- sending sexual notes or pictures
- pulling off someone's clothes
- pulling off your own clothes
- making comments and references about another's body

If a student believes that they have been sexually harassed by another student, they should report it to a trusted teacher, guidance counselor, parent/guardian, Assistant Principal or Principal. Any accusation of sexual harassment will be investigated by the Assistant Principal or Principal. A written report of the investigation will be filed with the Principal and Superintendent of Schools.

If it is determined that a student has sexually harassed another student the consequences will be:

1. A parent-student conference will be held with the Assistant Principal or Principal.
2. The student may be asked to apologize to the victim.
3. The student may be asked to write a paper on the topic of Sexual Harassment.
4. Depending on the severity of the incident, a student will be assigned 3 to 5 days of office detention and/or receive suspension from school.
5. In cases of repeated harassment by a student, recommendation will be made to the Superintendent and/or School Committee for further disciplinary action and/or possible expulsion from school.
6. Depending on the severity of the incident, a referral will be made to the local police.

Reprisals, threats or intimidation of a student who reports incidents of sexual harassment will be treated as a serious offense and will result in a five-day suspension. A referral may be made to the Superintendent of Schools for disciplinary action including referral to the School Committee for further action up to and including permanent expulsion from school.

All reports of sexual harassment will be treated as confidential and will be maintained in such a way as to protect both the student and the accused.

HARASSMENT-SEXUAL (Adult)

Any sexual behavior or inappropriate sexual comments from an adult towards a student is unethical and is considered sexual harassment. The adult is fully responsible for their behavior. If it is believed that an incident of sexual harassment has occurred the student should report the incident to a trusted teacher, guidance counselor, parent/guardian or administrator. The staff member is required to report the incident to an administrator. The administrator will conduct an investigation and file a written report with the Superintendent of Schools. If it is determined that the adult has sexually harassed the student, a referral will be made to the Superintendent of Schools for disciplinary action.

Reprisals, threats or intimidation of the reporting victim by the accused adult will not be tolerated and must be reported to the Principal/Assistant Principal.

HAZING

Hazing is prohibited at Ipswich High School. Hazing is 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. Hazing is a violation of Massachusetts law and violators of this law will face criminal punishment. See School Committee Policies for the full law.

HONESTY

Students are expected to be honest and truthful in their dealings with each other and school personnel. A student who uses or attempts to use a note, corridor pass or other document containing a forged or altered signature may receive 5 days office detention by the Assistant Principal. Lying or misrepresenting the truth to a staff member as it relates to observance of school rules or the law may result in suspension.

Plagiarism and cheating is not acceptable behavior. Once the incident is reported to an administrator, the student will receive a zero on the paper, exam, etc. and be suspended from school for 3 days, be ineligible to the National Honor Society for one year and be ineligible for the Distinguished Achievement Award for one year from the date of the offense. Leadership roles in clubs, activities or extra-curricular teams will be lost for the remainder of the school year and the following school year.

HONOR ROLL

Criteria for the Honor Roll are based on quarterly grades, a minimum of 4 courses or 20 credit equivalent.

| | | |
|-------------------|----|----------------------------------------------------------------------------------------------------|
| High Honors | A- | Students must have an average of A- or above for all grades received. No grade below A- permitted. |
| Honors | B+ | Students must have an average of B+ or higher with no grade below B- permitted. |
| Honorable Mention | B- | Students must have an average of B- or higher. One grade below B- but above C- is permitted. |

IDENTIFICATION

Students are required to give their proper name to teachers and members of the staff when asked to do so. Failure to give the correct name will result in detention or suspension based on the severity of the incident.

INAPPROPRIATE MATERIAL

The display of sexually explicit, vulgar, hateful or otherwise inappropriate material is inappropriate at school. Such material will be confiscated and turned over to the parents. Detention and/or suspension may result based upon the nature of the individual incident.

INSUBORDINATION

Insubordination exhibited to a member of the staff will result in a two day suspension and possible recommendation for further action to the School Committee for continual offenses.

LEAVING SCHOOL WITHOUT PERMISSION

Students are not permitted to leave the school grounds and/or building without prior permission. Infraction of this rule will result in a 1-day suspension. Subsequent offenses may result in a longer suspension.

LOCKERS

Each student will be assigned a locker, gym locker and lock by the Assistant Principal. Master keys to all lockers are retained by the school. Weapons, illegal drugs, alcoholic beverages, stolen property and other

contraband may not be stored in school lockers. Only school issued locks are to be used and lockers are to remain locked. Lockers are school property and the school reserves the right to periodically inspect lockers to assure compliance with school rules.

MAKE-UP WORK

Students are responsible for obtaining from each teacher the assignments which were given during their absences and to present to each teacher evidence that the assignment was completed satisfactorily. A student with an unexcused absence is not permitted to take tests that were missed or to make up work. Missed work (including tests) must be made up in a period of time after returning, equal to the number of school days absent plus one. Failure to complete make-up work on time will result in the student receiving a failing grade for that work.

NATIONAL HONOR SOCIETY (Agawam Chapter)

To be eligible for membership in the Agawam Chapter of the National Honor Society a candidate must be a member of the current Junior or Senior class and have maintained a minimum G.P.A. of 3.75.

Membership, however, is not considered on the basis of grades alone. For this reason students who are academically eligible are required to fill out a survey sheet regarding service and leadership activities. Students should understand that these surveys are not applications for membership and that review of information gathered does not guarantee selection.

A five person Faculty Council appointed by the Principal reviews the surveys completed by academically eligible students for induction into the Agawam Chapter. Students who completed surveys but were not selected may appeal to the Principal. The Principal's role is only to be sure that all facts were available and the correct procedures were followed. The Principal will notify the concerned student(s) of the results of the appeal.

For evaluating potential members for **Leadership**, **Service** and **Character**, the Faculty Council has developed the following guidelines:

The student who exercises **LEADERSHIP**

- is resourceful in proposing new problems, applying principles and making suggestions.
- demonstrates leadership in promoting school activities.
- exercises influence on peers in upholding school ideals.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- inspires positive attitudes.
- demonstrates academic initiative.

- successfully holds school offices or positions of responsibility, conducting business efficiently, effectively and without prodding, demonstrates reliability and dependability.
- demonstrates leadership in the classroom, at work and in school or community activities.
- is thoroughly dependable in any responsibility accepted.

The student who performs **SERVICE**

- is willing to uphold scholarship and maintain a loyal school attitude.

- participates in some outside activity; Girl Scouts, Boy Scouts, church groups volunteer services for the aged, poor or disadvantaged family duties
- volunteers dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance.
- works well with others and is willing to take on difficult or inconspicuous responsibilities.
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class/school in inter-class and inter-scholastic competition.
- does committee and staff work willingly.
- shows courtesy by assisting visitors, teachers and students.

The student of **CHARACTER**

- takes criticism willingly and accepts recommendations graciously.
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, office, etc.
- demonstrates the highest standards of honesty and reliability.
- shows courtesy, concern and respect for others.
- observes instructions and rules, punctuality and faithfulness both inside and outside of the classroom.
- has powers of concentration and sustained attention as shown by perseverance and application to studies.
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- actively helps to shape a positive school environment.
- shall not have been suspended for substance use, abuse or dishonesty during the year of eligibility.

N.B. Any changes to the above selection procedure must be approved by the Faculty Council and distributed to eligible students at the time of their notification eligibility.

National Honor Society Probation Procedure: If a member does not maintain the standards previously established by the Agawam Chapter of the National Honor Society, as outlined above, the following steps will be taken:

1. A letter will be sent to the student (and parent if under 18 years old) indicating that a warning period is in effect.
2. A meeting will occur with the probationary student and the National Honor Society advisor.
3. The student (and parent if under 18 years old) and the National Honor Society advisor must sign the student's contract acknowledging:
 - a. the nature of the problem,
 - b. an awareness of the student's responsibility to continue to meet the National Honor Society's requirements,
 - c. the possibility of dismissal from the Society if the probationary period is unsuccessful. If

the probationary member is unable or unwilling to meet the terms in the contract set up by the advisor and signed by the member, the member will be granted a hearing before the Faculty Council to determine if the student should be dismissed from the Agawam Chapter of National Honor Society. The Faculty Council's decision may be appealed within ten school days to the Principal.

If a member's probationary period exceeds eight weeks, the member shall not receive credit for National Honor Society membership towards the Distinguished Achievement Award or any other awards involving membership in the National Honor Society and/or requiring the National Honor Society advisor's signature.

The Faculty Council may dismiss a member if the probationary period exceeds 1 semester. The Faculty Council's decision may be appealed to the Principal.

A student who has been dismissed from the National Honor Society will not be eligible for membership in the Agawam Chapter of the National Honor Society in subsequent years.

NURSE-HEALTH ROOM

Students needing to go to the Nurse's office must first receive a pass from their classroom teacher before leaving that class. Students will report to the office if the Nurse or Health Room Aide is unavailable. Students who are ill must not remain in the restroom under any circumstances.

PARKING AND AUTOMOBILE REGULATIONS

Students may not remain in vehicles or stand in the vicinity of the parking area unless they obtain permission from the Principal or Assistant Principal to go to their vehicles during the school day. Careless driving, excessive speed, discourtesy to other persons or vehicles, failure to park properly, remaining in a parked vehicle or loitering in the parking area will result in loss of parking privileges and/or detention or possible suspension depending on the severity of the offense.

A student parking lot is provided for those students driving to school. All student vehicles must be parked in the approved lot. Each student car must carry an assigned parking sticker. Students are not permitted to park in areas designated as faculty parking.

PASSES

Students who are in the corridors or out of their assigned class during class time must have a corridor pass from that teacher. Students without a corridor pass may be assigned office detention.

PERSONAL APPEARANCE

Students and their guests attending Ipswich High School are expected to adhere to the following guidelines concerning personal appearance:

1. Unacceptable attire includes halters, tank tops, spandex, mesh shirts and clothing that exposes the midriff.
2. Clothing must cover the body so there is no impropriety, nudity or unacceptable exposure of the body.
3. When safety regulations are in effect, (i.e. P.E. class, working with machinery) clothing must conform to the teacher/administrator's requirements to ensure the personal safety of the student.
4. All undergarments must be covered by exterior clothing.
5. Articles of clothing, jewelry, etc. must not display insignias or designs that are inappropriate to the school such as; advertising alcohol, drugs or sexually offensive material, or containing racial, ethnic or religious slurs that are obscene, vulgar or offensive.
6. Shoes must be worn at all times.
7. Hats and head coverings are not to be worn in the building from the time of arrival to dismissal. Winter coats are not to be worn in the building except in times of unusually low building temperature.

Infraction of these guidelines may result in parent notification and/or disciplinary action and you may be required to change into another outfit.

POSTERS

Students must first receive permission from the Assistant Principal before posting material throughout the building. After the advertised event, students are responsible for removing the posters.

PROPERTY OF THE SCHOOL

Students are entrusted with and are responsible for valuable property such as books, calculators, furniture, laboratory equipment, athletic equipment, etc. At the end of the period of use, textbooks and other material are to be returned with no more depreciation than normally expected from ordinary use. Students will be held financially liable for extraordinary depreciation of property and for loss of property entrusted to their care. It is the student's responsibility to keep textbooks covered.

PUBLIC DISPLAY OF AFFECTION

Displays of affection (embracing, kissing, etc.) between students is not appropriate school behavior. An offense will result in assignment to office detention for 1 to 3 days.

RELEASE OF INFORMATION

The Ipswich School System may release personal identifiable records of a student without prior notice or consent from the parent or eligible student, to a school outside the Ipswich School System to which the student seeks or intends to enroll. The names of the students who receive awards and honors will be released in the media periodically. If a student's name is not to be released to the media, or if you would like to opt-out of having a student's name be released to Military Recruiters the school must be notified in writing by a parent and/or student by October 1. Forms are available in the office.

SEARCHES

School officials may search a student's person, a student's locker and/or desk, book bag and any luggage taken on athletic, band or other school trips if there is reason to believe that drugs, alcohol or contraband are being held or transported therein, if school rules are being violated, and/or a student's actions jeopardize their individual safety or that of the school. Vehicles driven by students and parked on school property may also be subject to search.

SMOKING AND TOBACCO USE

Smoking is prohibited in the school and on school grounds at all times. Cigarettes, tobacco, matches and lighters will be confiscated and parents may be notified. Any student smoking or in possession of a tobacco product may be suspended one day for the first offense. The Administration reserves the right to offer an alternative to suspension with the possibility of doing a written paper or participation in a smoking cessation program and/or suspension. Subsequent offenses will result in a two to four day suspension.

SNOWBALLS

In deference to the safety of all students, the making and throwing of snowballs and snow or ice will not be allowed. Infractions will result in detention or possibly suspension.

STEALING

Stealing is not condoned. The act of stealing or the possession of stolen property will result in a 1 to 5 day suspension depending on the value of the property stolen. Repeated offenses will warrant referral to the Superintendent and School Committee for further action.

SUSPENSION AND DUE PROCESS

The student accused of a suspendable offense will be notified of the accusation, the basis of the accusation and be given an opportunity to explain their version of the facts. If a student poses an immediate threat to the academic process, to themselves or to the school, they will be sent home immediately and a hearing will follow. If the situation warrants the Principal may request the Superintendent's approval to extend a suspension to more than 10 consecutive days necessitating a hearing before the School Committee.

Suspended students are not permitted on school grounds or at school sponsored functions. Failure to adhere to these requirements will result in a 2- day suspension. Suspension concludes once a student is readmitted to classes. At the discretion of the School Administration, the student may make-up work missed in a period of time equal to the number of days absent due to the suspension.

Parents will receive a letter and there will be either a confirming telephone call or a personal conference informing them of: (1) the suspension (2) the reason for the suspension (3) the length of the suspension (4) the date the student may return to school (5) that a copy of the letter is being sent to the Superintendent of Schools and placed in the student's file (6) if extended suspension or expulsion is being requested by the Principal. A longer period of suspension or expulsion may be recommended for serious or repeated violations of the Code of Conduct. See Appeals Process for further details. (MGL c.71:37H1/2)

SUSPENSION OF STUDENTS WITH DISABILITIES

Suspension shall be defined as any action which results in the removal of a student from the program prescribed in the Individual Education Plan (I.E.P.). The term includes in-school suspension as well as any exclusion from transportation services which prohibit the student's participation in their prescribed program.

The Program Manager is informed of the suspension of all students. Special provisions apply if a special needs student's suspension accumulates to more than ten days in the school year I.E.P. (IDEA 2004 34 CFR 300-530-536)

TARDINESS TO CLASS

Students are expected to be in their assigned class before the starting bell. If a student is tardy, a teacher detention will be assigned. Habitual tardiness may result in an office referral. Office passes will not be issued to students who are tardy to class.

TARDINESS TO SCHOOL

Daily attendance is taken during the first period class. Students arriving after 7:30 AM must check in at the main office before reporting to class. Failure to report to the office will result in disciplinary action.

Students will be allowed 5 tardies per quarter. Subsequent tardiness will result in the student losing the privilege of being involved in any school related clubs, teams or activities. Each tardy in excess of 5 per quarter will result in detention.

Students who are tardy to school may be required to make up any tests, quizzes or work missed from the tardiness on the same day. Any schoolwork missed as a result of unexcused tardiness may not be made up.

Parents or guardians of students who are regularly late to school because of extenuating circumstances must notify the Assistant Principal of this need as soon as possible in order for the tardiness to be excused. The administration recognizes that there are unexpected circumstances that may occur and that are beyond a student's ability to control, (power failures, unsafe weather conditions, etc.), in these situations, a waiver will be granted.

THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Faculty and staff)

Students who threaten or assault a staff member are subject to expulsion. If a student damages the property of a staff member, it will result in 5 days suspension. Abusive, obscene or vulgar language or gestures to a member of the staff will result in suspension up to 3 days. If a student poses an immediate physical danger please reference MGL c.71:37H1/2).

THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Student)

Students have a right to a safe, secure and peaceful school. Verbal and/or physical assaults are unacceptable. Students who are verbally abusive to other students will be subject to detention or suspension depending on the severity of the offense.

A student who physically assaults another student will be sent home immediately and receive up to 10 days suspension and may result in a referral to the Superintendent for further disciplinary action.

TRUANCY

Truancy is defined as being absent from school without parental permission. Any student who is truant will receive 5 days office detention and not be allowed to make up work missed. Continued offenses may result in suspension.

UNAUTHORIZED ABSENCE FROM CLASS (Cutting)

For each unauthorized absence from class a student will be assigned 5 days detention for the first offense. Subsequent offenses will result in suspension from school. Work missed as a result of an unauthorized absence cannot be made up.

VANDALISM

If school property is destroyed, vandalized or defaced, any student who has knowledge of the act should report it. The student responsible for the vandalism will be suspended from school for up to 5 days and required to make full restitution. Subsequent offenses will result in a referral to the Superintendent of Schools.

VISITORS

Students wishing to bring visitors to the school must get approval from the Principal or Assistant Principal at least 3 days prior to the visit with a note from the host student's parents authorizing the visit. The host student is responsible for the visitor's conduct at all times. If the visitor behaves in a manner that is unacceptable or disruptive to the atmosphere of the school, the guest will be required to leave.

VULGARITY

The use of vulgar, profane and/or obscene language is not appropriate in school. Use of this language will result in a student being assigned to detention or up to 3 days suspension depending on the offense and severity of the incident.

WEAPONS

Possession of knives or other weapons on school grounds during the school day or during a school-sponsored event may result in expulsion from school in accordance with the Education Reform Act of 1993:

- (a) Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or a knife; or a controlled substance as defined in chapter 94-C; including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion.
- (b) Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events including athletic games, may be subject to expulsion.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b). (MGL c. 71:37H1/2).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

WITHDRAWAL FROM COURSE AND COURSE CHANGES

Students will be allowed to withdraw from courses ONLY during the first week of a semester. Each request for withdrawal will be considered on its own merit and benefit to the educational needs of the student. Students must continue to attend a class from which they have requested to withdraw until they receive final approval from their guidance counselor. All requests for course changes must be made through their guidance counselor.

WITHDRAWAL FROM SCHOOL

1. Report to the guidance secretary and obtain a withdrawal form and transfer sheet.
2. Present withdrawal form to all teachers when returning books and other school materials and obtain the teachers' signature.
3. Return the completed withdrawal form to the Assistant Principal.
4. Have an exit interview with the guidance counselor and a school administrator.

Unless this procedure is followed, the student may have difficulty in obtaining entry into another school.

STUDENT SERVICES AND MISCELLANEOUS INFORMATION

ACCESS TO STUDENT RECORDS

The State Board of Education has adopted regulations pertaining to student records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. (It also applies to all private schools which have state approval to provide Special Education services under Chapter 766 of the Special Education Act.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment and destruction of student records and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by the School Committee on a student in a manner such that the student may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school sponsored extracurricular activities, disciplinary referrals, suspensions, evaluations and comments by teachers, counselors and other persons, as well as other similar information. The temporary record is destroyed within five years after the student leaves the school system.

The following is a summary of the major parent and student rights regarding their student records, as provided by the regulations pertaining to student records:

INSPECTION OF RECORD

A parent or a student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although, a reasonable fee may be charged for the cost of duplicating the materials.

The parent and student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

CONFIDENTIALITY OF RECORD

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

AMENDMENT OF RECORD

The parent and student have the right to add relevant comments, information or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the Principal to make their

objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

DESTRUCTION OF RECORDS

The regulations require that some parts of the student record, such as the temporary record, be destroyed after a certain period of time when the student leaves the school system. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and have an opportunity to receive a copy of any of the information before it is destroyed.

A student's records consist of the student transcript, which is kept indefinitely, and the temporary record, which is destroyed five years after the student leaves the school system. The rights of students concerning their records are defined by State regulations. The persons who may exercise rights under the regulations are as follows:

- A. If a student is under the age of 14 years or has not entered the ninth grade, the student's parent or guardian must exercise these rights.
- B. If a student is between the ages of 14 and 17 years or has entered the ninth grade, the student and/or the student's parent or guardian may exercise these rights.
- C. If a student is 18 years of age or older, the student alone may exercise these rights.

ACCIDENTS

Reporting an Accident - Accidents should be reported at once to the Principal's secretary who will supervise the filling out of the necessary paper work. Accidents resulting from sports will be handled by the Athletic Director.

ATHLETICS

INTRAMURALS: Volleyball, Tennis
SPRING: Lacrosse (B&G), Baseball, Softball, Track (B & G), Tennis (B&G)
WINTER: Basketball (B & G), Gymnastics, Ice Hockey, Track, Cheerleading, Swimming
and Wrestling
FALL: Soccer (B & G), Football, Field Hockey, Cross Country, Cheerleading and Golf
(B&G)

Note: There is a \$400.00 User's Fee for students participating in interscholastic sports for both boys and girls.

AWARDS

IPSWICH HIGH SCHOOL DISTINGUISHED ACHIEVEMENT AWARD: This award is given in recognition of academic achievement, community and volunteer service, extra curricular activities and sports. **STUDENTS MUST APPLY FOR THIS AWARD.** To apply for the award a minimum of forty points must be earned as indicated below. The first year a bronze pin is awarded; the second, a silver pin; the third, a gold pin; and the fourth year, an engraved clock.

The Ipswich High School Distinguished Achievement Award is presented to the student who applies for the award and who has earned the required forty points during the first three quarters of the school year. These points are earned in the following manner, and are not cumulative from one year to the next:

1. Academic achievement (15 points required): A G.P.A. of at least 3.0 earns 15 points. A G.P.A. of at least 3.5 in three or more subjects earns 5 additional points. A failing grade in any subject during any grading period will automatically disqualify a student. The remaining 25 points must be earned from at least two of the remaining three criteria categories as indicated below. At least 5 points must be earned from each of the selected categories.
2. Community and Volunteer Service (20 points accepted): Groups that meet at least monthly or equivalent membership in church groups, scouts, civic action groups, political action groups, volunteer work and others approved by the Principal earn 5 points maximum for each organization.
3. Extracurricular activities and school service (3 points required). Leadership projects, Math League, Science League, Student Government, Amnesty International, Art Club, Environmental Club, Interact Club, Mock Trial, regional or state science fair exhibitor, drama production participant, class officer, yearbook section editors, Regional Student Advisory Council Representative, School Council member, earn 5 points each.

Other: Clubs or organizations that meet at least once a month (1 to 5 points).

Approved, volunteer work in the offices of the Principal, Guidance, Athletic Director or the Media Center (maximum of 10 hours) (5 points).

Yearbook Editor: 10 points

Girls/Boys State, Mass. Star designee: 2 points

4. Sports (20 points accepted).

Interscholastic athletic team member: 10 points

Team Managers: 5 points

Intramural sports 5 points

HONORS RECEPTION: Each May an Honors Reception is held. At this time students who have demonstrated outstanding academic achievement indicated by a cumulative G.P.A. of 3.3 for Honors and 3.5 or above for High Honors for the first three quarters are recognized, along with those who have earned awards for citizenship and scholastic achievement. Parents are invited.

SCHOLARSHIPS: Many scholarships are awarded to members of the graduating class who plan to continue their education or training. These awards are sponsored by local service organizations and individuals. Seniors are informed of available scholarships during the spring of their Senior Year.

BACCALAUREATE: For Senior Baccalaureate Reception, Honor Cords are issued to students with a 3.5 G.P.A. or greater.

BICYCLES

Students who ride their bicycles to school may park them in the bicycle racks provided. Bicycles should be locked while in the racks for security purposes.

BOOKS

Students are issued books in each course they take and these become their responsibility. Students will sign a receipt at the beginning of the course which will be filed with the subject teacher. At the end of the course the books must be returned or payment must be made for their replacement. All books must be kept covered.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in the variety of clubs and organizations available at Ipswich High School:

| | |
|-----------------------------|------------------------|
| Art Club | National Honor Society |
| Chameleon-Literary Magazine | Mock Trial |
| Amnesty Intl. | Science Club |
| Drama Club | Tiger Transcript |
| Environmental Club | Student Government |
| Math League | Yearbook |
| Diversity Club | Model UN |
| Debate | Psychology |
| Dance | TRI-M |
| Book Club | Rotary Interact |
| TADA | Interact |

COURSE REQUIREMENTS FOR GRADUATION

| <u>Course</u> | <u>Length</u> | <u>Credits</u> |
|----------------------|-------------------|----------------|
| English | 4 yrs | 20 |
| Social Studies | 4 yrs | 20 |
| Math** | 4 yrs | 15/20 |
| Science ** | 4 yrs | 15/20 |
| Foreign Language | 2 yrs/proficiency | 10 |
| Physical Education * | | 7.5 |
| Health | 1 sem | 2.5 |

ALL STUDENTS MUST EARN 110 CREDITS TO GRADUATE

* Physical fitness programming and participation in Junior Varsity or Varsity sport - Receives no Credit. A physical fitness test will be performed, both pre and post athletic season, for all students who select this option. This meets the PE requirement with 2 seasons during the Junior and Senior year.”

** Students may receive credit in a combination of 3 Math / 4 Science **OR** 4 Math / 3 Science to meet this requirement.

Eligibility to participate in graduation ceremonies is limited to students who will be receiving a diploma.

COURSE LOAD REQUIREMENTS: Students must take 35 credits each year to assure promotion from one grade to the next.

PROMOTION REQUIREMENTS: In individual cases some students are permitted to complete courses and meet graduation requirements from high school in three and one half years. Permission to complete an accelerated program may be granted according to the following criteria:

1. Demonstrated ability to consistently do above average work
2. Is mature and responsible and has an excellent attendance record.

Those students wishing to complete courses and meet graduation requirements in three and one half years must submit their request before course registration time in the spring of their Junior year. The final semester must include an internship and/or college courses.

If the parent agrees to the early graduation option, a formal application shall be submitted to the guidance counselor before submission to the principal. The Principal will notify the applicant in writing of the final decision.

Students must meet all of the above criteria as well as Course Requirements for Graduation in order to qualify. Permission to plan for an early graduation rests with the teachers, counselors, parents and the Principal. Early graduation is not guaranteed simply by successfully passing the required number of courses. Each case is considered on an individual basis.

Students 18 years of age or older are not required to have parent involvement; however, it is strongly recommended that they do.

FEES FOR CURRICULAR AND CO-CURRICULAR ACTIVITIES

A few courses may require a financial obligation on the part of the student to cover the cost for special material or equipment. The cost may vary according to the number and types of projects the student participates in:

Physical Education: Students must provide their own athletic shoes and appropriate clothing.

FIRE DRILLS, BOMBS, AND FALSE ALARMS - 911

When the fire alarm sounds in the school building, students are to pass quickly and quietly from the classrooms. Route instructions are posted in each room. Reference false alarms on page 15:

GRADING SYSTEM AND EXAMINATION

REPORT CARDS: Report cards are issued four times a year: November, February, April and June. All borrowed school materials must be returned to the teacher/coach before report cards are issued. Letter grades corresponding to a numerical equivalent are recorded. No credit is given for a grade below 65. See the section on Grades.

WEB-BASED GRADING: Parents and students are encouraged to utilize the on-line, web based grading program. The teacher gradebook is available 24 hours per day with an expectation that teachers have one week to post grades. Projects or reports that take longer than 1 week will be identified by teachers.

MID-YEAR EXAMS AND FINAL EXAMS: They should cover the first and second semester's work respectively and count for 1/5 of the semester grade. If a semester exam is not given, then the semester grade is the average of the two quarters' grades. Final grades for a full year course will be arrived at simply by averaging both semester grades. Seniors with a 90 or above average are not required to take final exams.

GRADE, GRADE POINT AVERAGE

1. GRADE POINT AVERAGE (G.P.A) AND COURSE TABLE. This assignment of weighted value conforms to the recommendation of the Massachusetts Board of Regents of Higher Education Class Rank Task Force. High schools will be expected to report students' G.P.A. to the State Colleges using this system. The passing grade is D:

| | <u>GRADE</u> | | <u>WEIGHT</u> | |
|----|--------------|---------------|-----------------------|-----------------------|
| | <u>A.P.</u> | <u>Honors</u> | <u>College Prep 2</u> | <u>College Prep 1</u> |
| A+ | 5.00 | 4.50 | 4.00 | 3.50 |
| A | 4.70 | 4.20 | 3.70 | 3.20 |
| A- | 4.50 | 4.00 | 3.50 | 3.00 |
| B+ | 4.30 | 3.80 | 3.30 | 2.80 |
| B | 4.00 | 3.50 | 3.00 | 2.50 |
| B- | 3.70 | 3.20 | 2.70 | 2.20 |
| C+ | 3.40 | 2.90 | 2.40 | 1.90 |
| C | 3.00 | 2.50 | 2.00 | 1.50 |
| C- | 2.70 | 2.20 | 1.70 | 1.20 |
| D+ | 2.40 | 1.90 | 1.40 | .90 |
| D | 2.00 | 1.50 | 1.00 | .50 |

2. By offering courses at four difficulty levels, all students can succeed in courses at their own level and earn a place on the Honor Roll. By weighing the G.P.A., we provide incentive to the students to take courses at a more difficult level. This system provides the "best of both worlds" in promoting academic achievement and appropriate recognition and rewards for hard working students of various abilities.

SUMMER SCHOOL CREDITS: The Guidance Department must give prior approval for a student to attend summer school

COMMUNITY SERVICE

Community service is a requirement for graduation at Ipswich High School. All students will complete an approved Community Service Project during their **junior year**. Introduced during the last quarter of a student's sophomore year, these projects will be a minimum of 25 hours in duration. **ALL** projects must be approved in advance by the sophomore or junior teacher in writing. Projects will be administered by the student's Modern World History teacher. Projects will be graded on a Pass/Fail basis.

HEALTH SERVICE

The school nurse or health aide is in the building every day from 7:30 to 2:30. In accordance with the Ipswich School Committee Policies, the nurse is not allowed to treat a student, but is able to administer First Aid. When a student is ill, parents will be contacted to arrange for the student to be sent home.

HOMEWORK

A student should expect to have an average of 2 or 3 hours of homework per school day. We encourage parents to take an active role in their student's education and to stress the importance of homework in a successful high school program by:

1. Promoting a positive attitude toward homework
2. Providing a consistent time and a suitable place for study
3. Making resource materials available whenever possible
4. Assisting with drills
5. Communicating to the teacher special circumstances which may effect the student's ability to complete assignments

INSURANCE - ACCIDENT

Accident insurance is available to all students for a nominal fee. Students should consider this insurance as it covers athletics (not including football). Insurance policies will be offered at the beginning of the school year or upon entering Ipswich High School.

LOST AND FOUND

Lost and found articles should be turned in or claimed at the office.

MEDIA CENTER

The Ipswich High School Media Center is a multimedia library containing a wide variety of information, equipment and computers.

The Media Center is open from 7:30 a.m. to 3:00 p.m. To use the Media Center during Directed Study, students must sign up one day in advance. Students may not sign up for other students. Students must remain in the Media Center for the entire class time.

Students are expected to respect the rights of others to read and study in a quiet environment. Students who are disruptive will be referred to the Assistant Principal and the loss of the privilege to use the Media Center may result.

THE BRIDGE PROGRAM

The BRIDGE program at Ipswich High School is a six-week program at the end of the senior year. Participants spend 30 hours per week at their worksite, gaining valuable career insight and experience. To qualify, students must have a minimum of a C- in each subject during the senior year, must have a record free of disciplinary action, and must meet all requirements for graduation. Completion of required courses entails a special project or paper. For elective courses, partial course credit is awarded. Students do not attend classes during the internship period, with the exception of Advanced Placement (AP) courses. Five elective credits are awarded upon successful completion of the internship.

PERFORMING ARTS RULES

1. School Rule: If a student is absent, dismissed, under suspension or more than a half day tardy (8:15am) from school on the day of an event or on a Friday preceding a Saturday event, they may not be allowed to participate or attend unless the absence has been excused by the Principal or the Assistant Principal.
2. Perfect attendance at rehearsals and performances with emphasis on being punctual is expected. No unexcused absence from a dress rehearsal or a performance will be tolerated. The third unexcused absence from a rehearsal or the first unexcused absence from a performance or a dress rehearsal may, at the discretion of the Director, result in a student being dropped from the group immediately, being denied participation the following semester or for the next production. An absence from a dress rehearsal may also result in the student not being allowed to perform in the subsequent performance. An absence should be cleared by the Director two weeks before a performance and one week before a rehearsal except in the case of last minute emergencies or illnesses. A student who receives academic credit for participation may receive a "0" for each unexcused absence and referred to the office regardless if the class meets beyond the school hours.
3. A student may be removed from any performing arts group immediately or be denied participation the following semester or performance cycle for behavior that is disruptive to the group process of learning and performing.
4. Students taking part in an extracurricular fine arts performance activity which is not required as part of their approved course work will be ineligible to participate if they have failed two or more classes the previous quarter or are currently failing two or more classes. Since the nature of performing group work means that the authentic assessment of the activity falls at the very end of the rehearsal period, the following condition shall apply:

Any student who becomes academically ineligible during the final three weeks of a rehearsal period will not be forbidden the opportunity to perform at the end of the cycle. Instead, the student will not be allowed to audition for the next scheduled performance cycle. Upon satisfying the eligibility requirement, the student may petition to join the cycle in process as a member of a technical or running crew, subject to the same eligibility requirements.
5. Any student who makes a commitment to a performing group and drops out without just cause may be, at the discretion of the Director, withdrawn failing (if it is a curricular group) and may be denied participation the following semester.
6. Students assume responsibility for all materials and equipment issued and are expected to make restitution for lost or damaged property.
7. A student who drinks alcoholic beverages or uses drugs while in a performing group will be banned from participation in the current performance cycle and referred to the school administration. The student will be banned from participation in all performance groups the following semester for a second offense. Selling or intent to sell alcoholic beverages or drugs will result in a year's suspension from performing groups.
8. A student caught smoking will be referred to the school administration and be put on warning by the Director; for subsequent offense the student will be banned from participation in the following Company performance cycle and the following semester for curricular performing groups.
9. Any student drinking alcoholic beverages or using drugs on a school sponsored music or drama trip may be sent home at their expense and will be referred to the school administration for disciplinary action.

10. **MUSICAL INSTRUMENT STORAGE:** Because there is an extreme shortage of secured storage space for instruments at Ipswich High School, each student is responsible for insuring their own instruments if they wish. The Ipswich Public Schools will not accept financial responsibility for student owned instruments reported lost or stolen.

PROJECT ADVENTURE

Project Adventure activities can be elected as a part of the Physical Education program for grade 10 and are held outdoors throughout the school year. An indoor rope course is utilized if adverse weather conditions occurred.

All outdoor Project Adventure winter activities require appropriate clothing. All students **must** have safe warm winter shoes or boots (Kickers, L.L. Bean, Survivors, etc.). Heeled shoes or boots will not be allowed at any

time of the year. It is also required that students wear gloves, hat and a warm jacket or coat. Due to the nature of Project Adventure activities, students' clothing may get dirty or muddy, therefore a change of clothing is essential.

Failure to wear safe, warm clothing will result in a zero for the class period and the student will be required to meet with the teacher at the end of the day. If there is a third offense, the student will be reported to the office for detention. All zero or missed classes must be made up.

Students who do not want to participate in Project Adventure activities may see their guidance counselor and be assigned to another physical education class that does not have a Project Adventure component.

SPECIAL EDUCATION SERVICES and SECTION 504

The federal special education law is known as “IDEA” (Individuals With Disabilities Act). The State of Massachusetts provides Special Education program opportunities under regulations included in 603CMR 28.0. Massachusetts law conforms to federal regulations as enumerated in the appendix section of this handbook.

Section 504 of the Rehabilitation Act of 1973 is a non-discrimination statute barring discrimination on the basis of one's disability. (See Appendix F).

STUDENT EMPLOYMENT REGULATIONS

All states have labor laws relative to hours of work, health and safety of minors who wish to work. Before reporting to a formal job, students under the age of 17 **MUST** apply for a work permit at the Superintendent's Office. Students and employers who do not have a work permit on file risk infraction of the Fair Labor Standards Act.

TELEPHONES

Students are not permitted to use personal telephones during the school day.

TESTING SCHEDULE

| <u>GRADE</u> | <u>TEST</u> | <u>DATE</u> |
|--------------------|----------------------------------------------------------------------------|--------------------------|
| <u>High School</u> | | |
| 10 | Massachusetts Comprehensive Assessment System (MCAS) [details in appendix] | March/May 2011 |
| 11 | Preliminary Scholastic Aptitude Test | October 2010 |
| 11 and 12 | Advanced Placement Test | May 2011 |
| 12 | Achievement Test | November 2010 & May 2011 |
| 12 | Scholastic Aptitude Test (Chosen by Individual students) | December 2010 & May 2011 |

The above tests are given to all students in a particular group, therefore, parental permission is not required.

Notes:

Specialized tests of interests, specific aptitudes, individual intelligence, personality and achievement tests are on file to be administered for evaluation and information purposes usually on referral or as advisable. Parental permission is required.

TRANSCRIPT AND MAILING FEE

Seniors are entitled to receive one free copy of their official high school record mailed to the college or institution of their choice. The mailing consists of an official transcript, a Profile of Ipswich High School, other requested records and a return postage-paid post card indicating that the record has been received by the college. Additional requests for mailings will cost \$1.00 each, payable in advance. Graduates will be charged \$1.00 for each request for a transcript and/or records.

VALUABLES AND MONEY

Valuables and large sums of money should not be brought to school. However, if they are brought, they should be deposited in the administration office safe for safekeeping. No valuables should be left in student or gym lockers. Lockers are expected to be locked at all times.



Ipswich Public Schools

PAYNE SCHOOL BLDG.
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IPSWICH, MA 01938
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RKsuper@aol.com

RICHARD L. KORB
SUPERINTENDENT OF SCHOOLS

September 2010

Dear Parent/Guardian:

An important piece of legislation affecting the public schools was passed in August, 1971. This law, Chapter 622 of the General Laws, Acts of 1971, is referred to as "The Equal Educational Opportunity Law." The law reads as follows:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from any course, activity, service or resource available in that public school on account of race, color, sex, religion, national origin, or sexual orientation of such child.

The Ipswich Public Schools reaffirms its policy against discrimination related to race, color, sex, religion, national origin, or sexual orientation in the admissions, instructions, counseling or dismissal of students regarding any course or programs offered by the public schools and indicates its desire that each student be provided educational opportunities consistent with his/her aspirations and abilities as set forth in state and federal laws.

If you have any questions or concerns regarding Chapter 622 and how it affects your children, please do not hesitate to contact Mary Gallant, Coordinator of Title IX and Chapter 622, located in the Superintendent's Office, 1 Lord Square, Ipswich, (978) 356-2935. Copies of the law and the regulations can be obtained from the Department of Education, 350 Main Street, Malden, MA 02148 (781) 338-3000, and are also available on the Internet at <http://info.doe.mass.edu>.

Richard L. Korb
Superintendent of Schools

PREPARING FOR LIFE THROUGH LEARNING

Visit us at our Website: www.ipswichschools.org

IPSWICH PUBLIC SCHOOLS
Ipswich, Massachusetts 01938

TITLE IX AND CHAPTER 622 GRIEVANCE PROCEDURE - STUDENTS AND PARENTS

The Ipswich Public Schools reaffirms its policy against discrimination related to race, color, sex, religion, national origin, or sexual orientation in the admissions, instructions, counseling or dismissal of students regarding any course or programs offered by the public schools and indicates its desire that each student be provided educational opportunities consistent with his/her aspirations and abilities as set forth in state and federal laws.

When a student feels there has been discrimination, he/she may file a grievance in accord with the following procedure or directly file the complaint with the Office of Civil Rights.

LEVEL I - PRINCIPAL

A student or parent shall present a written statement of charges to the principal of the school the student attends. A hearing will be held with the principal. All parties involved in the allegation of discrimination shall attend. The principal of the school shall communicate his/her decision to the aggrieved following the hearing. A copy of the decision shall be forwarded to Mary Gallant, who is serving as Title IX Coordinator.

LEVEL II - CENTRAL OFFICE

If the matter is not resolved within seven days, the decision of the principal may be appealed to the Title IX Coordinator. A conference with the Title IX Coordinator and/or Superintendent of Schools shall be scheduled following receipt of the appeal. All parties involved in the Level I hearing shall attend. The decision of the Title IX Coordinator and/or Superintendent will be sent to the aggrieved student and the principal.

LEVEL III

If at the end of 14 days the matter remains unresolved, the aggrieved may submit an appeal in writing to the Chairperson of the School Committee. The School Committee shall meet with all concerned. The School Committee's decision will be sent to all parties within seven days following this meeting.

PARENTAL RIGHTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the intent of the Ipswich Public Schools to ensure that students who are handicapped within the definition of Section 504 of this Act are identified, evaluated and provided with appropriate educational accommodations necessary to provide access to educational programs. Students may be handicapped under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA).

In order to implement this policy and to coordinate all Section 504 activities in regard to nondiscrimination, the following have been appointed Compliance Officers for Nondiscrimination Against the Handicapped:

IPSWICH HIGH SCHOOL

David Dalton, Assistant Principal
Justine May, Guidance Counselor
Kerri-Lynn Ciulla, Guidance Counselor
Jennifer Starrett, Guidance Counselor
Rebecca Draper, Guidance Counselor

IPSWICH MIDDLE SCHOOL

Assistant Principal
Laura Ananian-Randall, Guidance Counselor

DOYON SCHOOL

Stephanie Sullivan, Guidance Counselor

WINTHROP SCHOOL

Deborah Trevarrow, Guidance Counselor

If you have questions regarding your child's services under this act, please call the person listed above for your school.

STUDENTS WITH DISABILITIES

Under the Individuals with Disabilities Education Act (IDEA-04) and Massachusetts Special Education Law, the Special Education and IEP process is a focal point for reaching improved outcomes for students with disabilities. The process, critically important to children with disabilities, must be carefully managed to ensure that the unique needs of the student are addressed and to ensure full compliance with statutory and regulatory requirements.

The TEAM has *three* important and integrated activities to manage. Each is of equal importance and interdependent on the quality of the other.

1. Eligibility Determination: The TEAM must first determine whether a child is eligible for special education services. This determination starts with the careful and thorough evaluation of the child in all areas of suspected disabilities.
2. Development of the IEP: Next, if the TEAM has found the student eligible for special education, the elements of an Individualized Education Program (IEP) must be discussed, planned and then captured in a written document. Input from parents, the student, general educators and special educators is necessary to complete this service contract that sets high expectations for a student and then guides that student's special education services for the next year.
3. Placement Decision: Once all the elements of the IEP are determined, including services and supports, a placement decision must be made. The first placement option considered for each student with a disability must be the general education classroom with the provision of needed aides and services. The law requires that students do not get placed outside of the general education classroom unless their disability requires another setting. The TEAM must always consider the unique needs of the student before making the final placement determination.

September 2008

Discipline

In general, if your child has violated the school's disciplinary code, the school may suspend or remove your child from his or her current educational placement for a period not to exceed ten (10) consecutive school days in any school year. If your child possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event or carries a weapon to school or a school function, the school district may place your child in an interim alternative educational setting for up to 45 school days. If your child has been placed in an interim alternative education setting as a result of a disciplinary action, your child may remain in the interim setting for a period not to exceed 45 days. Thereafter, your child will return to the previously agreed-upon educational placement unless either a hearing officer orders another placement or you and the school agree to another placement.

Anytime the school wishes to remove your child from his or her current educational placement for more than ten (10) consecutive school days in any school year, or for more than ten cumulative days when a pattern of removal is occurring, this constitutes a change of placement. A change of placement invokes certain procedural protections under the IDEA, the federal special education law. These include the following:

- (a) Prior to any removal that constitutes a change in placement, the school district must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the problematic behavior. If a behavior intervention plan has been previously developed, the Team shall review its implementation and modify it if necessary.

- (b) Prior to any removal that constitutes a change in placement, the school district must send you a full statement of your procedural rights and inform you that the Team will consider whether or not the behavior that forms the basis for the removal is related to the student's disability. This consideration is called a manifestation determination. Remember that you, as the parent, always have the right to participate as a member of the Team.

Consideration of whether the behavior is a manifestation of the student's disability:

The law provides that the Team must consider evaluation information, observational information, the student's IEP and placement, and must determine whether the behavior prompting disciplinary removal was a manifestation of the student's disability. The Team considers if the student understood the impact and consequences of the behavior, and further considers if the student's disability impaired the student's ability to control his or her behavior.

If the Team determines that the behavior was related to your child's disability, then your child may not be removed from the current educational placement (except in the case of weapon or drug possession or use or serious bodily injury) until the IEP Team develops a new IEP and decides upon a new placement and you consent to that new IEP and placement.

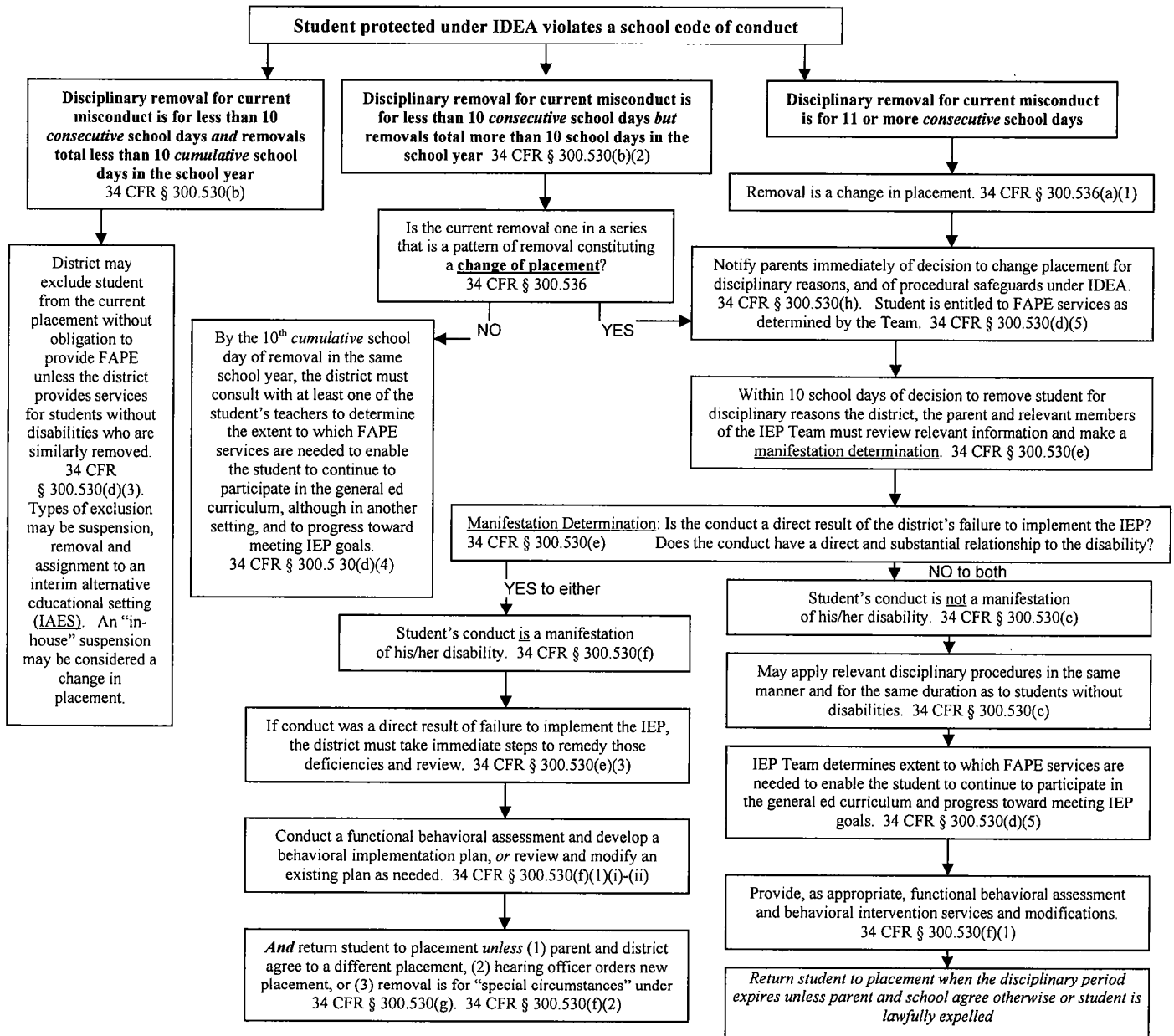
If the Team determines that the behavior was not related to your child's disability, then the school may suspend or otherwise discipline your child according to the school's code of student conduct, except that for any period of removal exceeding ten days, the school district must provide your child with a Free Appropriate Public Education (FAPE). The school district must determine the educational services necessary for FAPE and the manner and location for providing those services.

In the case of a disagreement with the Team's determination:

If you disagree with the Team's decision on the manifestation determination or with the decision relating to placement of your child in an interim alternative education setting or any other disciplinary action, you have the right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Discipline of Special Education Students Under IDEA 2004 20 U.S.C. § 1415(k) and 34 CFR §§ 300.530-300.536

- This chart should be read in conjunction with discipline procedures in state law, M.G.L. c. 71, §§ 37H & 37H1/2, and district-wide and school-wide student codes of conduct.
- Protections in the IDEA apply to students who have been found eligible for special education and to students for whom the school is deemed to have knowledge that the child might have a disability (i.e., students who have not yet been found eligible but the school had a basis of knowledge of a disability, including students who have been referred for initial evaluation). 34 CFR § 300.354
- Beginning on the 11th school day of a student's disciplinary removal during the school year, and if removal is a change in placement, the student must be provided free appropriate public education (FAPE) services during the period of removal to allow him/her to continue to participate in the general education curriculum and progress towards IEP goals, even if in a different setting. 34 CFR § 300.530(b) & (d).
- If the conduct that the student is being disciplined for involves the "special circumstances" of weapons, illegal drugs, controlled substances, or serious bodily injury, school personnel may remove the student to an interim alternative educational setting (IAES) for up to 45 school days, regardless of the manifestation determination. 34 CFR § 300.530(g). The IEP Team must determine the IAES.
- Although the following flowchart lays out the steps that a school district must take when disciplining a student with a disability, it is important to remember that at any point the parent and school district can agree to change a student's placement for disciplinary reasons. Agreements should be in writing, and signed by the school personnel and the parent.



DEFINITIONS

A student for whom the district is deemed to have knowledge of a disability – A child who has not yet been determined to be eligible for special education and related services may assert the disciplinary protections under IDEA if the school had a basis of knowledge that the child is a child with a disability before the behavior that precipitated the disciplinary action occurred. The school is deemed to have knowledge if: (1) the child's parent expressed concern in writing to administrative or supervisory personnel of the school or district that the child is in need of special education and related services; (2) the parent of the child had requested a special education evaluation; or (3) the child's teacher or other school or district personnel expressed specific concerns to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the child. The school or district is *not* deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, *or* (2) the child has been evaluated and determined not to be a child with a disability. 34 CFR § 300.534.

Change of placement – A change of placement because of a disciplinary removal occurs if a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because: (1) the removals total more than 10 school days in a school year; (2) the child's behavior is substantially similar to previous incidents that resulted in the series of removals; and (3) additional factors such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern. 34 CFR § 300.536.

Current placement – The placement from which the student was removed for disciplinary reasons.

Interim alternative educational setting (IAES) – An IAES is a disciplinary placement that is not the same as the child's current placement as defined in his/her IEP.

Manifestation determination – The determination made by the district, the parent, and relevant members of the student's Team, after review of all relevant information in the student's file including the IEP, teacher observations, and relevant information provided by the parents, whether (1) the conduct in question was caused by or had a direct and substantial relationship to the child's disability; *or* (2) the conduct in question was the direct result of the district's failure to implement the student's IEP. 34 CFR § 300.530(e).

Special circumstances – Where the disciplinary conduct is a "special circumstance," school personnel may remove a student to an IAES for not more than 45 school days, regardless of the results of the manifestation determination. Special circumstances exist if the student:

- carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency (district); or
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- inflicts serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency. 34 CFR § 300.530(g).

Serious bodily injury – As defined in 18 U.S.C. § 930, a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. 34 CFR § 300.530(i)(3).

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Hazing

The school committee forbids hazing in any form. Should an alleged instance of hazing occur, the provisions of M.G.L. Chapter 269, Sections 17, 18 and 19 as described in JFCF-E shall be adhered to. In addition, the superintendent of schools and the school committee chairperson shall immediately be notified of the circumstances of the complaint and the actions taken.

Any student or employee found guilty of a charge of hazing shall be subject to the following disciplinary action:

If it is determined that inappropriate conduct has been committed by one of our employees or students, we will take such action as is appropriate under the circumstances. Discipline for employees may range from counseling to termination of employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances. Discipline of students found to have engaged in inappropriate conduct can range from a verbal warning and counseling to removal from the school setting, including suspension and/or expulsion.

Any organization found guilty of a charge of hazing shall lose the privilege of using school facilities for a period of time as determined by the school committee.

Adopted: August 18, 1988
Revision Adopted: February 3, 2000

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Hazing

Chapter 269, S. 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 wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Chapter 269, S. 18: DUTY 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 so without danger or peril to her/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.

Chapter 269, S. 19: HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE 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 unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution 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 file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Adopted: August 18, 1988
Revision Adopted: February 3, 2000

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of all computers owned by the Ipswich Public Schools and the Internet is a privilege, not a right, and access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the Ipswich Public Schools and may be accessed at any time by the Ipswich Public Schools for its review. In the event that a review reveals that this policy has been violated in any way, or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators, or in certain circumstances the Superintendent of Schools, will determine the consequence for inappropriate use that includes, but is not limited to, loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Federal and state law may cover other violations.

Students, administrators, staff and faculty must:

1. Respect the use of technology and computers for educational purposes:
 - Not intentionally access, transmit, copy, create, send, display or receive material that violates the school's code of conduct (such as messages, pictures or other media that are offensive, pornographic, threatening, rude, discriminatory, defamatory, abusive, obscene, profane, sexually oriented, racially offensive or intended to harass).
 - Not use e-mail to transmit spam, chain letters, unsolicited mass mailings, or for any other reason that violates the school's code of conduct.
 - Not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
 - Not use computers/Internet to play non-educational games or other non-academic activities such as downloading of MP3s and other non-school related materials.
 - Not use computers/Internet for political lobbying.
 - Not participate in any type of teleconferencing or chat for reasons other than educational purposes.
2. Respect and protect the privacy of others:
 - Use only your assigned accounts.
 - Not view, use, or copy passwords, data or networks to which one is not authorized.
 - Not distribute private information about others or oneself.
3. Respect and protect the integrity, availability and security of all electronic resources:
 - Observe all network security practices.
 - Report security risks or violations to a teacher or network administrator.
 - Not access, destroy or damage data, networks or other resources that do not belong to oneself, without clear permission of the owner or instructional staff.
 - Conserve, protect and not share these resources with other students and Internet users.
 - Not change in any way the configuration of a computer or network without permission of instructional staff.
 - Not intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, etc.
 - Not download files, programs or join listservs or newsgroups without express permission of instructional staff.
4. Respect and protect the intellectual property of others:
 - Not infringe copyrights (no making illegal copies of music, games or movies).
 - Not plagiarize.
 - Not use translation software in place of reading or writhing foreign language activities.

5. Respect and practice the principles of network etiquette:
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to instructional staff.
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not reveal personal names, addresses or phone numbers of oneself or others over the Internet.

Students (under the supervision of a teacher), administrators, staff and faculty may, only if in accord with this policy:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC (Internet Relay Chat), online chat, blogs, wikis, podcasts, YouTube or instant messaging.
3. Install or download software if also in conformity with federal and state laws and licenses.
4. Use the resources for any educational purposes.

Consequences for Violation. Violation of these rules may result in disciplinary action, including the loss of privileges to use the Ipswich Public Schools' information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the Ipswich Public Schools' information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student's/Staff's Signature: _____

Parent's Signature: _____

Date: _____

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE/SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES OR ANYWHERE.

FORM MORE INFORMATION, SEE www.cybercrime.gov.

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WEB PUBLISHING GUIDELINES

The Ipswich Public Schools' web site is designed to provide an electronic environment to improve communication among teachers, students, staff, administration and the community. The sharing of ideas between students and the global community will enhance the learning process. Student material posted on the World Wide Web must reflect the high educational standards of the Ipswich Public Schools.

To insure the safety of our students and the accuracy and security of district information, the guidelines and procedures listed below must be followed:

1. No student's personal information, such as last name, home address, and telephone number may be posted on the web site.
2. Requests to post material on the Ipswich Public School Web site must have prior approval of the Principal or Superintendent. After approval, the material must be submitted in HTML on disk to the District Technology Coordinator or the designated school Web Master.
3. All copyrighted material used must have the express written permission of the person or organization that owns the copyright.
4. Logos or Trademarks used must have written permission from the person or organization that owns the trademark.
5. All official home pages must have at least one link back to the District home page.
6. Student directory information may not be published.
7. Students will not have access to the District server to either upload or edit information.
8. The creator of the home page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.). The information should be factually accurate and current. If errors are observed, the District Technology Coordinator or designated school Web Master should be contacted to make the necessary corrections.
9. Photo images, names, and student work are sometimes displayed on the web pages as a means of communicating and sharing student achievements with the community and other schools. Examples of such displays include sports teams and captains, play casts, art work/show winners, writing contests, etc. I understand that other persons accessing the World Wide Web who are not part of the educational community may view these images. I give my permission to Ipswich Public Schools to display on the school web pages pictures of my child, his/her work, and name (first name only), as they relate to activities, projects, and programs at the school.
10. Parent's signature is valid for the entire time of the student's attendance in an Ipswich School building.

Parent's Signature: _____

Student's Signature: _____

Date: _____

Adopted Revision: June 7, 2001

FOR FURTHER INFORMATION:

The Ipswich Public Schools' web site (www.ipswichschools.org) contains all of the District's policies, as well as other information which may be useful to students and parents. All of the information on this web site is available for viewing, downloading and printing. If you would prefer paper copies of any of the information or policies contained on the web site, please contact Micki Nylén at Ipswich High School (978) 356-3137 ext.145.