

STUDENT HANDBOOK 2009-2010



**GROTON-DUNSTABLE
REGIONAL HIGH SCHOOL**

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Shelley Marcus Cohen, Principal

GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT

2009-2010 SCHOOL YEAR CALENDAR



JULY '09						
S	M	T	W	Th	F	S
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST '09						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Staff Workshop

- 01 Staff Workshop
- 02 First Day - Gr. 1-9
- 03 First Day - Gr. 10-12 and K bus run
- 04 First Day - PreK - K
- 07 Labor Day - No School
- 17 Curriculum 1/2 day - PreK-4 Only
- 19-20 Rosh Hashanah
- 28 Yom Kippur

SEPTEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '09						
S	M	T	W	Th	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 01 Curriculum 1/2 day
- 12 Columbus Day No School
- 13 Curriculum Day - No School

- 05 Curriculum 1/2 day - PreK-4 Only
- 06 End of 1st Quarter
- 11 Veterans' Day
- 19 Parent Conf 1/2 day - HS Only (Also PM Conf)
- 25 Thanksgiving Recess - 1/2 day
- 26/27 No School

NOVEMBER '09						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 01 Parent Conf 1/2 day PK-8 Only (& PM - PK-4)
- 02 Parent Conf 1/2 day PK-4 Only
- 03 Parent Conf 1/2 day PK-8 Only (& PM - MS)
- 12 Hanukkah Begins
- 17 Curriculum 1/2 day
- 24-31 Holiday Vacation

- 01 New Year's Day - No School
- 04 School reopens
- 18 M.L.K. Day - No School
- 28 Curriculum 1/2 day
- 29 End of 2nd Quarter

JANUARY '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 03 Curriculum 1/2 day - PreK-4 Only
- 15-19 Winter Vacation

- 03 Curriculum 1/2 day - PreK-4 Only
- 17 Curriculum 1/2 day

MARCH '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 02 Good Friday-No school
- 08 End of 3rd Quarter
- 19-23 Spring Vacation
- 28 Parent Conf 1/2 day - HS Only
- 29 Parent Conf 1/2 day - PreK-4 Only

- 05 Curriculum 1/2 day
- 31 Memorial Day - No School

MAY '10						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '10						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 09 Curriculum 1/2 day
- 17 181st day-last regular day of school
- 24 186th day-last day with all 5 snow days used

7 = 1/2 day
 = No School
 * = Beginning/end
 *Please note: Half days may not apply to all grade levels.

TABLE OF CONTENTS

MISSION STATEMENT	5
STATEMENT OF PURPOSE	5
EXPECTATIONS FOR STUDENT LEARNING	5
A RESPECTFUL CLIMATE	
Statement of Non-Discrimination	6
Electronic Devices / Cell Phones	6
Personal Listening Devices	6
Personal Computers	7
Dress Guidelines	7
Gambling.....	8
Lost & Found	8
Lunch.....	8
Outstanding Obligations.....	8
Skateboards, Rollerblades, In-line Skates and Heelies	9
Protocol for Addressing Questions, Concerns or Complaints.....	9
Books and Equipmen	9
Change of Address	9
ATTENDANCE	
Absences	9
Attendance Procedures	10
Excused Absences	11
Unexcused Absences	11
Family Vacations	11
Communicating Absences to School.....	11
Skip Days	12
College Visits	12
Cutting Class Policy	12
Tardiness to School	13
Tardiness to Class.....	13
Chronic Tardiness.....	13
Truancy.....	14
Forgery of Notes.....	14
Dismissals	14
Leaving School Building.....	14
Leaving School Building.....	15
Attendance Appeals.....	15
Early Release of Seniors	15
BELL SCHEDULE	15

ACADEMIC INFORMATION

Academic Standards and Requirements 16
Marking System 16
Appeals..... 16
Academic Progress Reports 17
Incompletes 17
Make-up Work..... 17
Course Changes..... 18
Honor Roll..... 19
Dual Enrollment 19
Academic Probation..... 19
Social Probation 19
Student Records 20

ACADEMIC INTEGRITY

Academic Honesty 22
Cheating and Plagiarism 22
Cheating 23
Plagiarism..... 23

CLUBS & ACTIVITIES

Extra Curricular Eligibility 24
National Honor Society..... 24

STUDENT ACTIVITIES

Dances and Concerts 25

ATHLETICS

SAFETY & SECURITY

Surveillance Cameras and Building Security 27
Buzzer System..... 27
Transportation and Pupil Safety Policy..... 27
Inflammatory Devices 27
Visitors 27
Lockers 28

TECHNOLOGY

Acceptable Use Policy 28

CARS AND PARKING

Information for Seniors 29
Information for Juniors 29
Parking & Registration Times 29
Parking Pass & Fee 30
Lost Parking Passes 30

Parking Violations	30
Safe Operation.....	30
Seat Belt Use.....	30

SUPPORT SERVICES

Guidance Services.....	31
Resources	31
Peer Mediation	31
Library / Media	32
Special Education.....	32
504 Plans	33

HEALTH SERVICES

Health Records	33
Emergency Information Cards	34
Medication Policy	34
State Mandated Screening.....	34
Physical Exams	35
Parent Notification	35

HARASSMENT

Student Anti-Harassment Policy	35
Definitions	35
Reporting Responsibilities	35
Levels One through Four.....	36
Responses / Consequences / Resources	39

HAZING 39

DETENTION

Teacher Detention	40
Office Detention	40
Accumulated Detentions	40
Detentions and Extra Curricular Activities	41
Student Searches	41

SUSPENSION

Suspension for 10 Days or Less.....	41
Suspensions Guidelines.....	41
Due Process.....	41

DRUG FREE SCHOOLS

Tobacco	42
Drugs & Alcohol	43
Abuse Categories.....	43
Disciplinary Actions.....	44

EXPULSION

Drugs, Weapons, and Assaults44
Possession of a Dangerous Weapon / Controlled Substance.....44
Assaults / Assault and Battery on School Personnel.....45
Chapter 71: Section 37 H ½ :46
(When a student is convicted of a felony)
Re-Entry of Expelled Students47
Student Rights and Due Process48

DISCIPLINARY ACTIONS & CONSEQUENCES

Protocol for Discipline Special Education Students48
Disciplinary Consequences53

GLOSSARY OF TERMS57

APPENDIX I:

MGL 37 section 37 H.....63

APPENDIX II:

MGL section 37 H ½.....64

APPENDIX III:

GDRSD Internet/Network AUP Student Form66

GROTON-DUNSTABLE REGIONAL HIGH SCHOOL MISSION

The mission of Groton-Dunstable Regional High School is to provide a positive, supportive and respectful learning environment for all students to reach their full potential.

STATEMENT OF PURPOSE

The administration, faculty, and staff are committed to maintaining an atmosphere of mutual respect and physical, emotional, social, and intellectual well-being in which students can reach their full potential.

Through an evolving curriculum, we provide a framework for students of different capabilities and learning styles to acquire and apply the skills and understandings that allow them to contribute to society.

By fostering a spirit of cooperation and support among the schools, the communities, the students and their families, we encourage each student to develop a spirit of inquiry and an intrinsic motivation for continuous growth and service so that they may live rewarding lives as responsible citizens in a rapidly changing world.

EXPECTATIONS FOR STUDENT LEARNING

Groton-Dunstable Regional High School students will:

- Pursue learning independently
- Acquire and apply knowledge
- Show a spirit of inquiry
- Demonstrate learning processes involving multiple strategies
- Communicate and collaborate effectively
- Think critically and solve problems creatively
- Become independent competent users of technology
- Demonstrate an understanding and appreciation of the arts
- Challenge themselves and take appropriate risks to be active, responsible, independent lifelong learners
- Demonstrate respect for themselves and others as worthy, capable, and ethical individuals
- Demonstrate behaviors that promote physical and emotional well being
- Demonstrate an understanding and responsibility for global and environmental issues
- Understand the role of responsible citizenship
- Show commitment to service to self, family, school, and community

RESPECTFUL CLIMATE

The students and faculty of Groton-Dunstable Regional High School strive to create an environment of mutual trust and respect. In order to attain this goal all members of the school community must treat each other with respect, courtesy and with an appreciation of individual differences.

Statement of Non-Discrimination

It is the policy of the Groton-Dunstable School District not to discriminate on the basis of race, religion, color, gender, disability, sexual orientation, national origin or homelessness in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, and Section 504 of the Rehabilitation Act. Also, students will not be excluded for reasons of marriage or pregnancy. Requests for information about these laws and/or grievance procedures should be directed to Jeanne Mitchell Groton-Dunstable Regional School District, (978) 448-5505.

Electronic Devices / Cell Phones

Students may bring cell phones to school, however, they should be in the off mode between 7:27am and 1:50pm. Cell phones may be used before 7:27am and after 1:50pm in the Commons area and outside. Students may not use their cell phones as a calculator, gaming device, as a camera, for email or text purposes during the school day. Students should exercise respect for their teachers and peers by not taking out their cell phone during class and causing a disruption to the learning environment. Students who violate this policy will be referred to the office for disrupting the learning environment

- First offense: The cell phone will be returned to the student at the end of the day.
- Subsequent offenses: will require parent notification and further disciplinary action including that a parent pick up the student's phone.

It is important to note that cell phones are not to be used during lock down or emergency situations.

Parents: Please do not call your student or text message students during the school day. Should you need to reach your student or to leave a message please call the main office.

Personal Listening Devices & Electronic Games

Personal listening devices are allowed on school grounds and may only be used during lunch and break in The Commons area with headphones. CD Players/MP3 players/headphones/IPODS, etc should be in backpacks when in class.

Other electronic devices such as portable stereos, portable DVD players, electronic gaming devices, digital cameras, etc. are not allowed on campus without prior administrative approval.

Students who violate this policy will be referred to the office for disrupting the learning environment and insubordination.

- First offense: The device will be returned to the student at the end of the day.
- Subsequent offenses: will require parent notification and further disciplinary action including that a parent pick up the device.

Personal Computers

Personal computers are not allowed on school grounds without prior administrative approval.

Dress Guidelines

In keeping with the educational mission of the Groton-Dunstable Regional School District, and to promote a positive and productive school environment, students are expected to dress and groom themselves as individuals with a sense of responsibility and self-respect. Students may not dress in a manner that is disruptive to the learning environment or which compromises the health and safety of students.

The Student Council, Leadership Team and the HS School Council have designed dress guidelines that are in alignment with Massachusetts General Law pertaining to reasonable standards of health, safety, and cleanliness. The following guidelines are provided as reference to parents and students in order to avoid disruption to the learning environment and promote a positive school climate.

The purpose of a school dress code, as determined by the Groton-Dunstable High School Leadership Team, is to:

- Encourage a positive learning environment
- Provide guidelines so as not to distract from learning
- Outline school interventions if dress code is not upheld
- Prepare students for life

Students are to refrain from clothing or accessories imprinted with obscenities, sexual references, messages or pictures promoting tobacco, drugs, and alcohol or gang affiliations. Attire that falls under this description includes (but is not limited to):

- Items of clothing or accessories with marijuana leaves, paraphernalia, or drug innuendos (including '420')
- Items of clothing or accessories with alcohol or tobacco promoting messages
- Items of clothing or accessories with gang affiliated colors (bandanas)
- Items of clothing or accessories with sexual innuendos
- Items of clothing or accessories that display offensive images or words that would be considered socially, culturally, or ethnically inappropriate. (Including negative or offensive language or symbols based on bias relative to race, color, sex, religion, national origin, sexual orientation, age or handicap)

Guidelines to avoid disruptions to the learning process:

- Hats may be worn in common areas, including hallways and cafeteria.
- Hats may be worn in classrooms, unless otherwise stated by the teacher.
- Tank tops with 'spaghetti straps', halter-tops, apron shirts, backless shirts,

tube tops or muscle shirts should not be worn to school.

- Hoods may not be worn over the head in the building at any time.
- Clothing necklines should be appropriate to the educational setting.
- Undergarments should be fully covered including pants that are worn below the hip level or lower)
- See-through, sheer or transparent clothing should not be worn at school.
- Shorts/skirts should be one inch below one's fingertips (with arm hanging straight)
- Shoes must be worn at all times.
- Sunglasses are not permitted to be worn inside during school hours.

If it has been determined that a disruption to the learning environment has been caused due to inappropriate dress, the student will be asked by administration to change his/her attire. Students may be sent home if necessary. Whenever this is disputed, the administrator's decision will be final. Repeated administrative intervention will result in a parent conference/phone call and possible disciplinary action.

We encourage parental support and thank you for helping us to maintain an environment that fosters integrity, respect, and a focus on learning.

Gambling

Gambling is not allowed on school property at any time. If cards, dice or other gaming devices are used to make bets, they will be confiscated and returned to a parent/guardian upon request.

Lost and Found

Lost and found articles can be claimed in the Commons area. Unclaimed articles will be disposed of at the conclusion of each quarter.

Lunch

The Commons area should be an orderly place where students may enjoy lunch and conversation with their friends. Therefore, any inappropriate behavior will result in disciplinary action. Use of lavatories during lunch is restricted to lavatories located in the front Commons area. Students may not be in the corridors or in a classroom during their lunch without written permission from a staff member. Students scheduled for lunch who are found in any other area without a proper pass will be subject to disciplinary action.

Outstanding Obligations

Students must meet all outstanding financial and academic obligations before they can move on to the next grade level. **Students may not be allowed to take their final exam until they have turned in all books and materials for the course.** In addition, seniors must meet all financial obligations and academic before graduating.

Skateboards, Rollerblades, In-line Skates, Heelies

For safety reasons, skateboards, rollerblades, in-line skates, heelies are not allowed on school grounds at any time.

Protocol for Addressing Questions, Concerns or Complaints

There may be a time when a student or parent feels that he/she has been treated unfairly or disrespectfully. GDRHS encourages parents and students to communicate your concerns immediately and directly to the person involved.

Concerns about academics and classroom experiences should be directed to the classroom teacher. You may contact the teacher either by voice mail or email.

- If you are dissatisfied with the outcome, please contact the Curriculum Coordinator/Department Head for that department.
- If the matter remains unresolved, the next step would be to contact your child's guidance counselor.
- If there is still no resolution of the problem, please direct the matter to either the Dean of Students or the Assistant Principal.
- Should you continue to be dissatisfied with the outcome, the Dean of Students or the Assistant Principal would make the recommendation for you to contact the Principal.

When there is a concern about athletics, a conversation with the coach is the first step, the athletic director is the second step and, then if necessary, please contact either the Dean of Students or the Assistant Principal.

Books and Equipment

The Groton-Dunstable Regional High School District provides most textbooks and equipment needed by students. This material is on loan to each student. In cases where books and equipment are lost, damaged or destroyed in excess of reasonable wear and tear, the student will be charged an amount sufficient to cover the loss. Textbooks should be covered at all times.

Change of Address

It is the responsibility of each student/parent to notify the Guidance secretary of any change of address or phone number.

ATTENDANCE

Absences

The teachers cannot teach those who are not present. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for the child. Students must be active participants in the process of learning. It is a well-established principle of education that underlies the policies of attendance.

I. Attendance Policy (Common Chapter)

The Groton-Dunstable Regional School District considers absenteeism excessive when it significantly interferes with a student's learning as reflected in his/her academic performance. School vacations are published well in advance during the school year, and parents should make family plans accordingly. Groton-Dunstable Regional School District discourages students from missing school for extended family vacations. Such absenteeism may disrupt the continuity of the student's learning.

In accordance with the General Laws of the Commonwealth of Massachusetts, all students are expected to attend school on a regular basis. Under the laws of the Commonwealth of Massachusetts - "...children who are six (6) by December 31st must attend school regularly until their sixteenth (16th) birthday, unless they are eligible for exemption or have been expelled. The parent/guardian is responsible for the student's attendance." (Ch. 71, Sec. 1 MGL) If this responsibility is not being fulfilled, the local police department and/or DSS will be notified to investigate.

In accordance with Chapter 76 Section 2 of the General Laws of Massachusetts, if a child is absent for seven (7) days or 14 half days within any period of six months, the school is required to take appropriate action. This may include: a meeting with administration, a meeting with the School Resource Officer, and in some cases filing appropriate documentation with the Juvenile Court. (End of Common Chapter)

Along with the academic standards established by individual classroom teachers, students must meet attendance requirements in a course to justify the receiving of academic credit.

Attendance Procedures

1. No student will exceed seven (7) unexcused absences for any class during a single semester. On the eighth unexcused absence, the student will receive an automatic 'F' for that semester; the numerical equivalent being a 55. If the student's average that semester is less than 55 he/she will receive the average that he/she has earned for that semester.
2. No student will exceed four (4) unexcused absences for any class during a single term course. On the fifth unexcused absence, the student will receive an automatic 'F' for that term; the numerical equivalent being a 55. If the student's average that term is less than a 55 he/she will receive the average he/she has earned for that semester.
3. Unexcused tardiness to any class in excess of fifteen minutes will result in an unexcused absence from that class.
4. Seniors who exceed four (4) unexcused absences during the fourth quarter will receive an "F" for that semester.

Excused absences:

1. Doctor/dentist appointments or verified illness (notification from doctor due within 5 school days after the absence. (Please note that the student has to be seen at the doctor's office.)
2. Court appearances
3. DMV/Registry appointments
4. College visits exceeding the allowable 3 days (see College Visits, p. 10)
5. Religious holiday
6. Chronic illness documented by a physician
7. Suspension
8. Extenuating circumstances determined by the administration

Unexcused absences

1. Family vacations: Family vacations will not be considered excused absences. Parents who wish to remove students from school risk the loss of academic credit. (See Attendance Appeals).
2. Job interviews
3. *Illness not requiring a doctor's attention*
4. Dismissals (not meeting above criteria)
5. Tardiness (*see above)
6. Athletic or extra-curricular events (not school affiliated)
7. Missing fifteen or more minutes of a class without proper verification.

However, we do not encourage students who are ill to come to school. Although the absence from school for a less serious illness is technically unexcused, a student's health, safety and well being come first.

Family Vacations

Family vacations, early departure for summer employment/vacation/camps, and college visits (see College Visits, p. 10) have a significant impact on a student's overall attendance record and may jeopardize credit. Students are allowed 7 unexcused absences from school for a semester class or 4 unexcused absences from a term class. Family vacations are considered unexcused absences. Students and families who participate in vacations during the school year will have to appear before the Attendance Appeals Committee if the student exceeds these limits. Therefore, absences due to family vacations and college visits must be avoided.

Communicating Absences to School

Communicating absences to school should be done using the High School Main Office number: (978)-448-6362. Please listen to the voice prompt and leave a message on the attendance line.

Phone calls from parents are expected on the day the student is absent. If telephone communication is not possible, any student who has been absent must bring, on the day of return, a note to the main office containing the following information:

- Students first and last name
- Date(s) of absence
- Reason for absence
- Parent/Guardian signature
- Number where parent can be reached during the day

It is the responsibility of the student, not the parent or guardian, to bring a note to school within this time frame. If the student does not adhere to the attendance guidelines, they will be placed on social probation (see Social Probation for consequences) for the remainder of the term. We ask that parents support our efforts, encourage their children to be punctual and stress the value of having consistent school attendance.

Skip Days

Any day taken by a class for the purpose of going to the beach or participating in a similar activity will not be condoned. A “skip day” is NOT an authorized event and is against School Committee and state policy. Parents should be mindful that they are setting a poor example for their children by condoning this kind of absenteeism. A “skip day” will be counted towards a student's overall attendance. A “skip day” will not be excused during an attendance appeal for credit.

College Visits

Only Juniors and Seniors are eligible for College Visitations, and are allotted three (3) per year. Student must produce documentation for each school day missed.

If the student is taking a college day, students must notify the office in advance and a verification letter issued by the college admissions office must be presented upon their return to school. Students are responsible for all make-up work. Teachers are not obligated to provide class work ahead of time.

Cutting Class Policy

Students are responsible for providing documentation of their whereabouts. A student is considered to be cutting class if documentation is not provided as to the student's whereabouts at a given time.

In accordance with the policy established by the Groton-Dunstable Regional High School Leadership Team, students who are caught cutting class, will receive zero credit for all work due for that class, receive no class participation credit and they will not be allowed to make up any assessments that took place

in that class. In addition, students will have five points deducted from their final term grade for each class they cut. Extenuating circumstances may mediate or modify these consequences.

Tardiness to School

If the student does not adhere to the attendance/tardy guidelines, they will be placed on social probation (see Social Probation for consequences) for the remainder of the term. We ask that parents support our efforts, encourage their children to be punctual and stress the value of having consistent school attendance.

- All students not in class by 7:27 AM are tardy to school.
- All students not in class by 7:27 AM *must* sign in at the Main Office before attending any classes.
- Students failing to sign in will be considered unregistered students and will receive *three detention* hours for their first offense.

In order to be eligible to participate or practice on the day of an event, students must report to school no later than 8:30 AM and remain in school until 1:50 PM. A tardy after 8:30 AM on a Friday or an absence on a Friday, may exclude the student from any weekend activities. The administration will review extraordinary circumstances including medical appointments and family emergencies, and determine whether such exclusion should be waived.

Tardiness to Class

Students who are late to class without a pass will be admitted and receive a teacher detention. Said detention will be held by the teacher of that class and will begin at 2:00 PM and may last until 3:00 PM. Six tardies (defined as tardies of 15 minutes or more) to class will constitute one unexcused absence. Please refer to the Attendance Policy. (30)

A student is considered present but tardy if he or she is less than fifteen minutes late to class. A student is considered absent if he or she is more than fifteen minutes late to class.

Chronic Tardies

- More than six tardies per quarter, excused or unexcused, will result in a parent/student notification from an administrator.
- Student parking privileges may be revoked. Other disciplinary action may be imposed, including social probation and or even, with serious infractions, suspension.
- Students with six or more unexcused tardies per quarter may be placed on Social Probation.

Truancy

Truancy occurs when a student does not come to school without the permission of a parent or guardian. Truancy is a serious offense. The first time a student is truant they will receive no credit for any work tests or quizzes due that day, social probation and loss of parking privileges for up to two weeks. In addition they will also have to serve 4 hours of detention.

For a second incidence of truancy students will have to serve a minimum of 8 hours of detention, and may face additional consequences as well as receiving no credit on any work, test or quiz due on that day, social probation and loss of parking privileges for up to one month.

Additional incidences of truancy will include the actions indicated above as well as a mandatory conference with parents. In addition, the police may be involved.

Forgery of Notes

Parents will be contacted if the school suspects that a note has been forged. A first offense will result in a parent conference, 4 detention hours and 2 weeks social probation. The second offense will result in a two-day suspension.

Dismissals

Students who need to be dismissed from school must present a note from their parents or guardian to the Main Office at the beginning of the school day, on the day of the dismissal. The dismissal note must include a number where the parent or guardian may be reached in order to verify the dismissal.

Once a student has left school, he/she may not return without signing into the main office with appointment verification. Once dismissed a student must leave the school grounds until the end of the day or until they have signed back into school. If he/she neglects to sign in with the main office, the student will be considered an unregistered student. Unregistered students may be assigned 3 detentions. Students must also note that even if he/she is an unregistered student, all school rules apply as soon as the student returns to campus.

Leaving School (Building)

Once a student arrives at school, he/she is not permitted to leave while school is in session without permission of the Main Office. Exceptions to this are students with permission to leave during their Senior Project Class. Any student who leaves school without permission will be suspended and/or assigned detention hours for their first offense. Drivers who leave school without permission will have their parking privileges terminated for the remainder of the term. If the student's vehicle is found on school grounds during this period of time, it will be towed at the owner's expense and liability.

Leaving School Grounds

No dismissal notes will be accepted after the student has left school without permission from the office. A student who has left school without permission will be suspended for 2 days. Classes missed due to dismissal count towards the attendance requirement unless the Attendance Appeals Committee has waived them. (See Attendance Policy)

Attendance Appeals

Students who have more absences than allowed may appeal a loss of credit to the Attendance Appeals Committee. The Attendance Appeals Committee is made up of teachers, administrators and guidance counselors. This committee meets at least twice a year.

NOTE: The administration reserves the right to render the final decision on any attendance matter.

Early Release of Seniors

Groton-Dunstable Regional High School schedules early release at the end of the school year for graduating seniors in accordance with the board of education requirements under 603 CMR 27.05, ensuring that neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regular scheduled closing date of that school.

TIME & BELL SCHEDULE

Regular School Day

A Block	7:27 - 8:51
BREAK	8:51 - 9:03
B Block	9:07 - 10:29
C Block	10:33 - 12:24
First Lunch	10:30 - 10:54
Class	10:58 - 12:24
Second Lunch	11:01 - 11:25
Class	10:33 - 11:01
	11:29 - 12:24
Third Lunch	11:31 - 11:55
Class	10:33 - 11:31
	11:59 - 12:24
Fourth Lunch	12:00 - 12:24
Class	10:33 - 12:00
D Block	12:28 - 1:50

Half Day

A Block	7:27 - 8:15
B Block	8:19 - 9:07
C Block	9:11 - 9:59
D Block	10:03 - 10:50

(Adjustments to the bell schedule will occur for half-days and for Advisory days)

ACADEMIC INFORMATION

Academic Standards and Requirements

In order to be successful, students must attend all classes and all assignments must be completed. At the end of each of the four terms, letter grades (A, B, C, D, F, and INC.) will be given.

Marking System

A+ 97-100	C+ 77-79	M Medical Excuse
A 93-96	C 73-76	P Pass
A- 90-92	C- 70-72	I Incomplete
B+ 87-89	D+ 67-69	WP Withdraw Pass
B 83-86	D 63-66	WF Withdraw Fail
B- 80-82	D- 60-62	
	Failing, Below 60	

All students, grades 9-12, must take a minimum of 8 credits per year. Students in danger of failing a term will be notified in advance so that they have an opportunity to improve their performance. Please contact teachers or the guidance counselors to discuss the academic progress of a student.

Students will not be allowed to take a failed course and the next subsequent course at the same time (i.e. English 9 and English 10). Only students who fail courses with an average of 50 or above are eligible to attend summer school. We strongly recommend that they do so. If that is the case, they must make arrangements with their counselor and the administration prior to registration for summer school. No credit will be given for summer school courses taken without prior approval of the administration.

Students who have developed an interest in an area of study beyond the classroom instruction may, with the administration's approval, develop an Independent Study Program. Please note that this must take place in addition to a normal course load and may not be used to make up a missing credit in a course. Independent Study request forms are located in the guidance department.

For specific graduation requirements, please refer to the Program of Studies.

Appeals

Should a student dispute a grade the first course of action should be to make an appointment with the teacher. If a resolution cannot be attained at this first level, the student may then appeal to the Curriculum Leader for that subject area. Again, the student should make an appointment to speak with the Curriculum Leader so they can review the facts and discuss the matter. The final level of appeal is with the Principal. If a resolution cannot be found after speaking with the Curriculum Leader, the student should then meet with the principal. In cases where there is no Curriculum Leader, the student should proceed directly to the Principal.

The Principal is the final level of appeal in the High School, but appeals may be made to the Superintendent if the Principal's decision is not acceptable.

Academic Progress Reports

Academic Progress Reports will be issued to all students usually at the end of the fourth week of the marking term. However, teachers may, at their discretion, issue warnings more frequently as they deem necessary.

Incompletes

Students who fail to complete all assigned work due to excused absence may be given an "Incomplete" for a grade. The student must make up incomplete work during the first two weeks of the next term. Any incompletes not made up during this two-week period automatically becomes a failure. Teachers may, with the approval of the administration, make special extensions of these limits and continue the incomplete until such time as the work is made up.

All class work and assignments that are incomplete because of short term absence from classes must be made-up within five days of returning to school. The only exception will be in extreme cases of prolonged absence.

A day's absence does not excuse a student from a previously scheduled test or presentation. **Grades are incomplete until all make-up work is completed. A grade recorded as incomplete will become a failing grade if the matter is not reconciled within 2 weeks after the quarter ends.**

Make-up Work

If a student misses a class or an entire school day for any excused or unexcused absence, or as the result of suspension, they are allowed to make up the work missed. All class work and assignments that are incomplete because of short term absence from classes must be made-up within five days of returning to school. The only exception will be in extreme cases of prolonged absence. A day's absence does not excuse a student from a previously scheduled test or presentation. When a student is absent from school for any reason they are strongly encouraged to contact individual teachers regarding assignments. The student, not the teacher, is responsible for making sure that the student makes up all work missed including tests and quizzes. All tests and quizzes must be made-up after school. These arrangements must be made with the teacher. Grades are incomplete until all make-up work is completed. A grade recorded as incomplete will become a failing grade if the matter is not reconciled within 2 weeks after the quarter ends.

Please note that excessive absences may impact the student's ability to learn and to earn credit for a course. Absences from school on a Friday will impact a student's ability to participate in school activities on Friday evening (dances, Homecoming, plays, sporting events, etc.) and during the weekend. Please refer to the school's Attendance Policy for more information.

Course Changes

The selection of courses must be given careful thought, and students must make the effort so that their decisions will help them reach their graduation requirements. A final selection of courses should represent the best program possible for a student's individual needs.

Should a student and parent wish to override the recommendation of a teacher on the appropriate academic level of a student they must complete a Course /Level Change Form. These forms are due to the Guidance Department on the last school day in March by 2:00pm. These forms allow students to move from CP 2 to CP 1 or from CP 1 to Honors. These forms DO NOT permit the student to skip a course. For example: A parent and student may complete a Course/ Level Change Form to move from English 10 CP 1 to English 10 Honors. The Course / Level Change Form does not permit students to skip English 10 to move to English 11.

Once the school year has started, changes in a student's program may not be considered unless there is an academic reason for such a request. Even in such circumstances changes may not always be possible, because of class size, scheduling conflicts, number of sections, etc. to place a student after the scheduling process has been completed. Emphasis must be placed on careful planning prior to the end of the previous school year.

Should a student encounter difficulty in a course they have signed up for, the course of action to be taken should be discussed with their teacher, parents, counselor, and administration.

Students may Withdraw Passing (WP) from a course if:

- Parent permission is secured
- The student still carries a minimum of 8 credits
- Total credit accumulation must project toward promotion to next grade level
- Withdrawal is during first two weeks of a course or at the quarter's end

NOTE: Withdrawal at any other time will result in a Withdrawn Failing (WF), which is calculated into the quarterly average. Final grades will reflect academic status at the time of withdrawal from that course, i.e.

- Withdrawn Passing (WP) = 60
- Withdrawn Failing (WF) = 50

Students should be aware that these final grades would be included with all other final grades in the calculation of cumulative average and class rank.

Extenuating circumstances will be reviewed by the administration. After a parent conference, any student removed permanently from a class for disciplinary reasons will receive an automatic "F" for that course.

Students may elect subjects with parental consent, but the school reserves the right to assign levels according to previous achievement of the student.

Honor Roll

Report cards are issued four times a year in November, February, April, and June. All courses receive a letter grade. The Honor Roll program exists to recognize academic achievement. All courses count toward the Honor Roll. Honor Roll eligibility is as follows:

- High Honors:* All A's
- Honors:* All A's and B's

Dual Enrollment

Dual enrollment allows students to take college-level courses not available at GDRHS while still being enrolled as a senior here. These courses, offered by community colleges or four-year institutions, may be taken at students' own expense and with prior approval from the school.

Juniors entering their senior year may apply for dual enrollment if they have an overall average of 85% and if they will have met all GDRHS graduation requirements before beginning their dual enrollment. All courses required for graduation must be taken at GDRHS. Seniors who have met their graduation requirements and wish to take academic and enrichment courses not offered at the high school may apply for dual enrollment.

Students interested applying for Dual Enrollment in their senior year should see their guidance counselor for an application form.

Academic Probation

Upon issue of a Progress Report or Report Card, a student failing two (2) or more subjects will be placed on Academic Probation (i.e. ineligible to participate in ALL school sponsored activities). Academic Probation will begin on that date and extend until the next Report Card or Progress Report is issued. At that time, if it is determined that the student is no longer failing two (2) or more subjects (based on Term Grade in each subject, not Final Grade), eligibility to participate will be restored. Violation of Academic Probation will result in a one (1) day suspension and/or a personal growth project. (Restrictions are the same as Social Probation) Term 4 failures will result in Academic Probation through Progress reports of Term 1 the following school year or completion of summer school with passing grades.

Social Probation

A student whose behavior is inappropriate for a student at Groton-Dunstable High School will be placed on social probation.

Social probation means a student will not be allowed to participate in or attend any school function (games, dances, Prom, awards banquets, trips, etc.). Students on social probation must leave school grounds at the end of the regular school day unless he or she is receiving tutorial assistance or serving a detention. Students, with the exception of school choice students, will have their parking

privileges revoked if on social probation. Students on athletic teams may be granted permission to attend practice with prior approval of the administration but will not be allowed to participate in matches/games.

Social probation is automatic with a suspension offense. Social probation begins on the first day the student returns to school following suspension. For suspensions of 1 to 3 days a student will be on probation for one week, and for 4- 6 days two weeks. A suspension of greater than 10 days may result in a social probation of up to one marking period (nine weeks). Violation of social probation will result in a one (1) day suspension.

Student Records (Common Chapter)

The Department of Elementary and Secondary Education has adopted Regulations Pertaining to Student Records. The development of these regulations, which have the force of law, was mandated by state laws (603 CMR 23.00: M.G.L. c. 71,34D, 34E) The regulations apply to all public elementary and secondary schools. 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 a school committee on a student in a manner such that he or she 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 and evaluations and comments by teachers, counselors and other persons, as well as other similar information. The temporary record, along with disciplinary records, is destroyed within five years after the student transfers, graduates or withdraws from the school system.

Confidentiality of Record - With a few exceptions, no individuals or organizations but the parent/guardian, 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/guardian or the student.

Amendment of Record - The parent/guardian and student have the right to add relevant comments, information or other written materials to the student record. In addition, the parent/guardian and student have the right to request

that information in the record be amended or deleted. The parent/guardian and student have a right to a conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent/guardian and student are not satisfied with the decision, the regulation contains provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after 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/guardian and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

Access to student records by non-custodial parents are subject to Massachusetts General Laws, Chapter 71, Section 34H:

- (a) Each public elementary and secondary school shall provide student records, including, but not limited to, the following information, in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section and request the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in an English language learners program established under chapter 71A; notification of absences; notification of illnesses; notification of any detentions, suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information under this section. All electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided under this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains, nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information unless: (1) the parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section; or (2) the parent is denied visitation or, based

on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record. (b) A parent requesting information under this section shall submit a written request to the school principal. (c) Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section. [There is no subsection (d).] (e) At any time the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease. (f) The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section. [There is no subsection (g).] (h) The department of education shall promulgate regulations to implement the provisions of this section. Said regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school. (End of Common Chapter)

ACADEMIC INTEGRITY

Academic Honesty

Academic Honesty is the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed.

Cheating and Plagiarism

Cheating and plagiarism are totally unacceptable behaviors. For a first offense, the parents and student are required to meet with the Assistant Principal and

the teacher to discuss the incident. The student will earn no credit for the assignment, the student will be required to serve 4 detention hours and will be placed on social probation for a period of two weeks. A second offense will warrant a suspension. Teachers may create policies in their classrooms with additional consequences. These policies must be in writing and distributed to students.

Academic Dishonesty - Cheating/Plagiarism (Common Chapter)

Cheating

Cheating includes, but is not limited to cheat sheets, attempting to secure answers on a test or quiz from another source other than direct personal knowledge, submitting another student's work/report/term paper as one's own, allowing one's work to be copied by another student for submission as their own work, and use of any portion of someone else's material or from an alternate source (which includes copying material from another student's computer data disk) without proper footnoting or credits.

Cheating includes, but is not limited to:

- Copying, or allowing another to copy, answers to a test, quiz, or examination
- Transmitting or receiving, during a test, information that is covered on that examination (either orally, in writing, by sign, electronic device, or otherwise)
- Giving or receiving answers to a test, quiz, or examination scheduled for a later time
- Unauthorized use of a calculator or other electronic device

Plagiarism

Plagiarism is the use of someone else's ideas or words, even with a few changes, without giving proper credit to the creator. This includes ideas, words or music etc. from any media source such as print, video, film, computer disc, or CD-ROM. To plagiarize is to steal.

Plagiarism includes, but is not limited to:

- Directly quoting all or part of another person's written or spoken words without quotation marks
- Paraphrasing all or part of another person's written or spoken words without notes or documentation
- Presenting an idea, theory, or formula originated by someone else as original work of the person submitting that work
- Repeating information, such as statistics, which is not common knowledge and was originally compiled by another person

Any student found guilty of cheating or plagiarism will automatically receive a zero for the assignment and will be referred to the Assistant Principal. In addition, that student will be required to research, write and submit a short paper of the inappropriateness/consequences of cheating or plagiarizing. (End of Common Chapter)

CLUBS & ACTIVITIES

Extracurricular Activities

We encourage student involvement in school organizations and clubs such as:

Athletic Teams	Drama Guild	Newspaper
Amnesty International	FIRST Robotics	Ski Club
Anime Club	Future Business	Leaders of America
Spanish Club	Bible Study	Music Honor
Society	Outdoors Club	Book Club Dance
Club	Photography	Student Activities
Council	National Honor Society	Yearbook
Student Council	Leadership Team	Spanish Club
Latin Club	Literary Magazine	Orientation Leaders
Peer Leaders		

The Activities Fair held in the fall gives students time to ask questions and an opportunity to sign-up for these clubs

Extracurricular Activity Eligibility

Students must report to school no later than 8:30 AM and remain in school until 1:50 PM to be eligible to participate or practice on the day of an event. An absence on a Friday or a tardy after 8:30 AM on Friday will exclude the student from any weekend activities. An administrator will review extraordinary circumstances including medical appointments (a note from the doctor will be required) and family emergencies.

Students who have been suspended 5 or more days for infractions violating but not limited to the drug and alcohol policy, harassment policy or violent offense may be excluded from any school sponsored extracurricular activity including dances, trips, athletic competitions, etc.

National Honor Society

The National Association of Secondary School Principals sponsors the National Honor Society. Its purpose is fourfold: to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Membership in the National Honor Society is both an honor and a privilege that carries responsibility.

Students are selected on the four criteria of:
SCHOLARSHIP, LEADERSHIP, CHARACTER, & SERVICE

Eligibility to apply for NHS is open to students in the eleventh and twelfth grades. Students must have a cumulative GPA of ninety at least (90) to be considered for membership. The NHS Faculty Council (NHSFC) elects new members based on the four criteria.

Students may be placed on probation or dismissed according to the guidelines as stated in the Code of Ethics. The NHSFC will meet to discuss and take action on individual cases. Copies of the student eligibility packet, guidelines for selection, the Code of Ethics and the Chapter's Constitution are available for viewing in the school library.

STUDENT ACTIVITIES

The purpose of the educational program at GDRHS is to provide each student with the opportunity to develop to the full extent of his or her capabilities. All students are encouraged to take advantage of these opportunities to develop academic, athletic and social skills to complement those learned in the classroom.

The student activities program is designed to provide social skills and leadership development for students. Though they provide many learning experiences to the student, outside activities are still only supplemental to a student's education. A student's classes are his or her first concern and students will not be allowed to leave or miss class for outside activities without permission of their teacher.

Students wishing to start a new club need to secure a faculty advisor and obtain a charter from an administrator.

Dances/Concerts

- Students will not be allowed entrance to the dance one hour after the dance has begun (except with prior permission from the administration).
- Students must remain at school dances until one half hour before its conclusion (unless prior approval is given from the administration).
- Students who have left the dance may not then return, as there is no re-admittance.

Dances are for Groton-Dunstable students; therefore they are not open to the general public. However, students from other schools may attend if they have made prior arrangements with the administration. Students wishing to bring a guest to a school-sponsored dance should pick up a guest form in the main office and submit to the Dean of Students 24 hours prior to the function.

To sign-up guests:

- The GD student must register guests no later than the day before the dance.
- Approval of guests is the sole prerogative of the administration.
- Administration reserves the right to meet the guest, prior to the dance/event.
- Students may invite one (1) guest, at the appropriate grade level, to the dance.
- The student is responsible for his/her guest's conduct.

Dances are school-sponsored activities and all school rules will be in effect. No smoking will be allowed. Students who arrive at the dance under the influence or who may be imbibing on the premises will be subject to all penalties under

the school Alcohol/Drug Abuse Policy. Students who abuse the policy, will have their parent/guardian notified and be asked to leave the dance.

Students who are disorderly must leave the dance without a refund and may be denied the privilege of attending future dances. Parents will be contacted. Suspended students and those on either Social or Academic Probation will not be allowed to attend dances held during their probation or suspension. Students who have arrived to school late, were absent, or are dismissed before the conclusion of the school day are also not allowed to attend dances. This policy applies to school proms as well.

- Students are expected to wear proper clothing for dances.
- Dances will be held from 7:00-10:00 P.M
- Invited guests must also comply with all of the above
- Tickets are to be sold in advance
- All bags and jackets brought into a dance are subject to being searched

The sponsoring organization of a dance/concert must receive approval from the administration; complete a building facility use form, confirm 5 chaperones and arrange for police and EMT coverage for the event.

ATHLETICS

The guidelines and regulations of the Massachusetts Interscholastic Athletic Association govern interscholastic athletics. Copies of the M.I.A.A. Bluebook will be available in the high school library, guidance office and Athletic Director's office. M.I.A.A. policies are the minimum standards which are followed; however, Groton-Dunstable's Academic and Social Probation policies may supersede these standards.

Coaches will review issues and guidelines in their preseason meetings, paying particular attention to attendance policies, academic requirements, chemical health policies, physical exams and practice and game limitations.

GDRHS fields teams in the following sports:

Boys & Girls Varsity Soccer	Ice Hockey
Boys & Girls JV Soccer	JV & Varsity Ice Hockey
Boys & Girls Freshman Soccer	Varsity Cheerleading
Boys & Girls Varsity Golf	Varsity Ski Racing
Boys & Girls Cross Country	JV & Varsity Baseball
Football JV & Varsity	JV & Varsity Softball
Varsity Field Hockey	Boys & Girls Track
JV Field Hockey	Boys & Girls Tennis
Boys & Girls Varsity Basketball	Boys & Girls Varsity Lacrosse
Boys & Girls JV Basketball	Boys & Girls JV Lacrosse
Boys & Girls Freshmen Basketball	JV & Varsity Volleyball

SAFETY AND SECURITY

Surveillance Cameras and Building Security Policy

The school committee has approved the use of video cameras at the high school to support security initiatives and ensure the safety of all students, staff and the community. Non-audio recording security cameras are located in public areas such as hallways, stairwells, parking lots, front offices where employees and parents come and go, gymnasiums, front and back commons, and other appropriate locations. Video cameras are not in areas where there is a “reasonable expectation of privacy,” such as bathrooms, gym locker/changing areas and private offices/classrooms. Signs informing students, staff and the public of the surveillance system are displayed in several prominent locations.

(A comprehensive district security/surveillance camera policy is on file in the main office and at the superintendent’s office)

Buzzer System

At 7:30 am all doors to Groton-Dunstable Regional High School are locked from the inside. All students, parents, teachers and visitors must be buzzed into the building through the front doors. In case of fire or other emergency, all building doors can be opened from the inside. Doors will be re-opened at the end of the day (1:50pm to accommodate extra and co-curricular activities)

Transportation & Pupil Safety Policy

Responsible behavior is expected at all times. The privilege to ride the bus may be revoked if there is dangerous or continuous misconduct on the bus (see CARS AND BUSES).

Inflammatory Devices

Possession and/or lighting of any incendiary device, including, but not limited to, firecrackers, smoke bombs or matches and lighters will result in suspension.

Visitors

All visitors, including parents, must report to and register in the Main Office. All visitors will receive a visitor’s badge prior to going elsewhere in the building.

Students who wish to bring visitors to school must adhere to the following guidelines:

- Pick up a visitor form in the guidance department.

- Complete the form.

- Clearly state the reason(s) for having a guest.

- Submit to an administrator for approval at least one day prior to visitation date.

- Visitor requests may be denied for students wishing to bring a guest to school for non-academic reasons.

Lockers

All students are provided a lock and locker as a means for them to keep their personal belongings such as books, clothing, school supplies, lunches, etc., secure. PE lockers and locks are also provided to all students.

All locks must be *school provided* locks. All locks that are not provided by the school are subject to removal. Students wishing to have a school provided lock should obtain one during their Advisory/Homeroom. The deposit for a school lock is \$5. The lock may be kept for all four years. When the lock is returned to the school, the deposit will be returned to the student. If the student does not return the lock at the end of his/her senior year, the lock will be removed from the locker and the deposit withheld.

Authorized school personnel may open student lockers for inspection. Students are reminded to keep lockers free of all food and drink products that may perish over an extended period of time. Students will clean lockers at the end of each school year and at this time all locks should be removed for the summer.

Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. Report all thefts to the Main Office

TECHNOLOGY

Internet Acceptable Use Policy

The school has taken measures to prevent access to inappropriate information. However, the school cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality or the content of information available through this service. The students know what is appropriate and inappropriate based on stated school guidelines.

The use of building and district information systems is a privilege, not a right, and inappropriate use of electronic information resources is a violation of school rules and may also violate, local, state, and federal laws for which students may be prosecuted.

Employees, visitors, students and parents must sign an Acceptable Use Policy statement before using the district's computers. Please see the Appendix for a copy of the form. In addition, this form is available on the web, If anyone does not honor the policy his/her privileges will be revoked and further disciplinary action may follow depending on the nature of the infraction.

CARS & PARKING

Only students who have registered their cars are allowed to park on school grounds. Student parking is a privilege that is available only to seniors and juniors on a space limited basis. All spaces are numbered. All registered drivers will be required to park only in their assigned space with an assigned sticker. School administration will periodically patrol the parking lot to ensure safety, proper use of facility and identify violations. Parking in another student's parking space is not allowed and will result in loss of parking privileges.

Information for Seniors

Seniors are guaranteed a parking space when they submit all criteria on or before the registration deadline. Seniors who have missed the deadline for parking registration are not guaranteed a parking space. Those missing the deadline will have their name added to a Wait List.

Information for Juniors

Junior parking spaces are on a first come first serve basis. Juniors, who have missed the deadline for parking registration or parking was not available when they attempted to register their vehicle, will have their name added to a Wait List.

Automobiles are to be parked only in assigned spaces in the student parking areas. Students are not to park on grassy areas, in the roadway, in the teachers' parking area, or behind the school unless given a space in a designated area. The upper parking lot by the athletic fields is reserved for students with parking stickers.

Once a vehicle has arrived on school property, it should be parked in its assigned space and students should immediately leave the parking area. No student is to return to the parking area or enter an automobile without permission from the administration or until school has been dismissed for the day. If a student is in violation of this, he or she will receive a minimum of four hours of detention. Repeated offenses may result in suspension. The only exception to this is for seniors during their Senior Project block.

Parking Registration and Times

All students must have their Auto Registration and License (Please register in the Main Office)

August 26, 2009	9:00AM-12:00PM	SENIORS ONLY
August 27, 2009	9:00AM-12:00PM	SENIORS ONLY
August 31 & September 1st	9:00AM-12:00PM	OPEN REGISTRATION

(Seniors and Juniors) *(Please register in the Main Office)*

There will be No Registration on September 2, 2009

September 3, 2009	During Break & the Students' Lunch Time After School: 2:00PM in the Main Office
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Parking Passes & Fee

The fee to park on the GDRHS Campus is \$100.00 payable at the time the pass is issued. This fee is assessed at the same rate regardless of when (date) the pass is issued.

Students should remember to lock their vehicle at all times. Students should note that if they are going to be using a vehicle other than the one registered with the school, they should transfer their parking pass to that car.

Lost Parking Passes

Students who lose their parking pass will be required to pay a replacement fee of \$5.00. At this time, the student may be reassigned a new space to match the new replacement pass. Students who lose their pass more than two times may have their parking privileges revoked.

Parking Violations

- Any vehicle that is parked improperly, parked in the faculty parking lot, parked in visitor or handicapped spot or is missing a valid parking sticker is subject to towing or booting at the owner's expense. No prior warning is necessary.
- Any student with 6 or more tardies, excused or unexcused, is subject to having their parking privileges revoked for the remainder of that term.
- Any student who uses their vehicle to leave school grounds without permission will have their parking sticker revoked and may be suspended for up to two days.
- Any student who violates the Safe Operation Policy may lose parking privileges or be subjected to a fine.
- Any student who violates the Safety Belt Policy may lose parking privileges or be subjected to a fine.

Safe Operation

Students are asked to remain safe and cautious drivers.

- Speed limit on school property is 20 miles per hour.
- The exit from the student parking lot is school property.
- No student vehicles are allowed on the Emergency Access road.
- Students exiting the parking lot are not allowed to cut into line in front of moving school buses.
- Passing a school bus with its red lights flashing may result in the student receiving a fine of up to \$200.
- Violation of the Safe Operation Policy may result in loss of parking privileges and/or fines.

Seat Belt Use

Per state law, seatbelts are required to be worn while operating a vehicle on school property.

- Any operator responsible for a violation of the above is subject to receiving: a written warning and 2 weeks loss of parking privileges.

- Repeat infraction will result in notification of the driver’s parents and possible permanent revocation of parking eligibility.

All moving and standing motor vehicle violations could result in a ticket from the Police Department.

SUPPORT SERVICES

Guidance Services

Guidance services are an integral part of the educational program at Groton-Dunstable Regional High School. Guidance counselors are available to assist each student with their personal, social, emotional and academic needs so that they may benefit fully from their high school experience.

The guidance department identifies a student’s needs and helps him/her meet these needs in the educational, vocational and personal social domains. Guidance counselors encourage each student to participate in his/her own development and to work toward becoming a self-directed person in a changing society.

The Guidance services provide three basic functions: counseling, guidance, and consulting. Full guidance and counseling services are provided for all students.

Guidance Counselor Assignments 2009 -2010

	O’Loughlin	Charbonneau	Hennelly
9th	A-F	G-N	O-Z
10th	A-F	G-M	N-Z
11th	A-G	H-L	M-Z
12th	A-K	Various	L-Z

Resources

The district has personnel available for providing student assistance. A school psychologist, social worker, a drug and alcohol counselor and a behavioral specialist work with the teachers and administrators to provide the best learning environment for the students. Every month the Student Support Team (SST) meets to discuss students who are referred for consideration. Teachers can pick up referral forms from the main office. If a student wishes to refer another student for consideration, they should speak with their guidance counselor.

Peer Mediation

Peer Mediators are a group of students trained in helping other students resolve conflicts in a safe and not judgmental manner. They are trained facilitators of discussion and will work, on behalf of both parties, toward a resolution. Peer Mediation is strictly confidential. Students interested in accessing these services may contact Ms. Erickson, or Mr. Arena

Library Media Center

The library media center is available to all students for research and reference work. To access the library during school hours, students need a pass from their classroom teacher. Students need to sign in upon entrance and sign out from the library upon exit. Students have use of library computers only after their *Acceptable Use* form has been completed and returned to the library. (See Internet Acceptable Use Policy)

Books may be borrowed for three weeks. Providing that no request has been made for a borrowed book, students will be allowed to renew the loan for another three weeks. Some material can only be borrowed for short periods of time and a majority of the reference material cannot be removed from the library. Current issues of magazines may be read in the library. Magazine back issues may be borrowed for one week.

Students will lose their borrowing privileges if a book is overdue. After two weeks time, if the book has not been returned, the student will not be allowed to return to the library or media center until reimbursement is made.

Special Education

The Groton-Dunstable Regional School District provides special education services for eligible students in accordance with state and federal laws. When a student continues to have difficulty accessing the general education curriculum, and is not making effective progress, staff and/or parents may request an evaluation of the student to determine if the student is eligible for special education services.

In order to be found eligible for special education, a student must demonstrate the presence of a disability: autism; developmental delay; specific learning disability; intellectual, sensory, neurological, emotional, communication, physical, or health impairment.

Upon written consent from parents, a comprehensive initial evaluation will be completed to determine eligibility for specialized instruction and services. If a child has been found eligible for special education, a Team, consisting of parents, staff, and, at times, the student, will develop an Individualized Educational Program identifying the programs and services that will assist the student in accessing the curriculum.

The federal regulations clarify that students who need special education services should receive those services in the general education environment with students who do not have special education needs. "Removal from the general education environment should only occur if the nature of the student's special education needs are such that the education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily." (Notice of Procedural Safeguards, August 2005)

504 Plans (Common Chapter)

The school has the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Parents who would like more information about 504 Plans should contact their child's guidance counselor. Section 504 of the Rehabilitation Act of 1973 reads: "No otherwise qualified, handicapped individual...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

A person is deemed to have a handicap if he/she:

- Has a mental or physical impairment which substantially limits one or more major life activities (caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working)
- Has a record as having such impairment or is regarded (perceived) as having such impairment (End of Common Chapter)

HEALTH SERVICES

The High School has a full time registered nurse available for consulting, assessing ill and injured students, administering medicines or treatment, and providing screenings. Health care plans will be written for those students requiring special care.

Students who are ill or injured should be seen by the nurse to determine if treatment and/or dismissal are necessary. Communicable diseases are treated using the guidelines from the Mass. Department of Public Health Protocols. All students need to have an emergency card on file in the nurse's office. A parent, or their designee, will be notified if the student needs dismissal due to illness/injury.

If a student is out of school because of an illness or injury, for more than three consecutive days, the parent or guardian should call the nurse. At that time special arrangements can be made for specialized care if needed.

Required immunizations for entry into high school for 2009-2010:

- ✓ 4 DPT
- ✓ 3 Polio
- ✓ 2 MMR
- ✓ 3Hep B
- ✓ 2 Varicella [chicken pox] or history of disease
- ✓ Td booster within 10 years

Health Records

The nurse maintains a health record for every student. Medical information is confidential and student records will remain secured in the nurse's office. No person other than the nurse will have access to these files. The entire health

record will be given to the student upon graduation and will follow the same regulations as those that pertain to the permanent record.

A copy of the student's immunizations and/or their physical exam can be obtained from the nurse with a 24-hour notice. If needed for summer camp, request for the copies must be made no later than the last week of school. You will not be able to get a copy during vacations. Transferring students will receive a copy of their immunizations if requested. The nurse or her designee will forward the health record to the new school.

Emergency Information Cards

To ensure up-to-date and accurate information, it is imperative for parents to complete a new emergency information card annually. Students failing to submit updated information by the end of the first week of school may be placed on social probation. Emergency information cards should be returned to the school nurse.

Medication Policy:

Students are not allowed to carry any medication, whether prescription or over-the-counter. If medication is required during the school day, the following needs to happen:

- A form from the nurse must be completed and signed by the parent and the prescribing physician.
- The parent needs to deliver the medication (in its properly labeled original container) and completed form to the nurse.
- Medicine cannot be transported on the bus or be in possession of the student.

The only exception to this policy is an inhaler or epi-pen. Students requiring other medications should make prior arrangements, including obtaining the appropriate paper work, with the nurse.

Students with a life-threatening allergy will have an emergency care plan written and implemented by the nurse. Students who carry epi-pens must carry them for all field trips or after school activities. Failure to have the epi-pen will result in the student being excluded from that activity.

State Mandated Screenings

Scoliosis screening is done for all ninth graders. The physical education teacher performs the initial screening. Referrals are made to the nurse and if warranted, to a physician. A letter will be mailed home if the student needs to see a physician. Hearing and vision screening is done for all tenth graders. A letter will be sent home if further medical attention is recommended. All tenth graders will have their height and weight recorded in their health record. A BMI [body mass index] will be done and a referral letter will be sent home if the student is over 94% or under 5 %.

Physical Exams

All students must have a physical exam on file with the nurse. The physical is valid for one year after the date taken. To participate in any sports program with school association, the athlete must pass a physical exam. Exams are administered in August, November and March at the cost of \$5

Parent Notification

According to the Massachusetts General Laws Chapter 71, Section 32A, the Commissioner of Education has sent notification to all school districts that they must notify all parents/guardians about any curriculum that primarily involves human sexuality issues and permit parents to exempt their children from any portion of that curriculum without penalty. Parents of Groton-Dunstable students will receive such notification prior to the teaching of topics on human sexuality.

HARASSMENT

Student Anti-Harassment Policy

Groton Dunstable Regional High School is committed to maintaining a safe, inclusive, and respectful environment free from all forms of bullying and harassing conduct, including but not limited to harassment based on race, color, national origin, creed, religion, gender or gender identity, sex, affection or sexual orientation, age, physical appearance, socioeconomic status, family situation or disability. Therefore, all such conduct is prohibited at school and school sponsored events.

The goal is ensure all individuals the opportunity to work, learn, and develop relationships without the disruptions caused by fear of intimidation, humiliation, or degradation.

Definitions

Definitions for the following terms may be found in the glossary:

Inciting a violent act

Harassment: Bullying

Retaliation

Fighting

Physical Assault/Battery

Hazing

Hate Crime

Indecent Assault/Battery

Harassment / Reporting Responsibilities

Everyone in the school community is responsible for immediately reporting incidents of harassing, bullying and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or school sponsored event. Failure to report such incidents or failure to cooperate with an investigation of such an incident will result in disciplinary action. Further, it is the responsibility of all faculty, staff, and students to intervene verbally in any incident when it is possible for them to safely do so.

When to Report:

- If you are a target or victim of violations to the anti-harassment policy
- If you are a witness to violations of the anti-harassment policy
- If you see insulting or demeaning graffiti or other visual displays
- If you have other reasons to believe that there may have been a violation of this anti-harassment policy. This could include hearing re-occurring gossip about a possible incident or incidents.

NOTE: If you witness violations of the anti-harassment policy, you may make a report through your guidance counselor or the Harassment Officer. In order to allow students to report suspected violations of this policy without fear of retaliation, GDRHS will deal seriously with any and all acts of retaliation for the good faith filing of a complaint or cooperation in the investigation of any such complaint.

Who to Report To:

- School Harassment Officer: Ms. Erickson
- Guidance: Ms. Charbonneau, Mr. Hennelly, Mr. O'Loughlin
- Assistant Principal: Mr. Jones
- Any GDRHS Teacher, Coach or Staff Member

Any harassing behavior that involves adult to student or student to adult must be referred to Principal.

The above individuals can be reached at (978) 448-6362

All reported incidents of harassing behavior will be investigated. In the event a violation of this policy is established, GDRHS will take reasonable steps to stop the violation and prevent its recurrence. These steps may include actions against those whom have been determined to be in violation.

The following level system is intended to be used as a guideline pertaining to possible offenses. It is not designed to be all-inclusive or reflect extenuating circumstances. Administrators will be the final arbitrators in all disciplinary actions and will use the following merely as guidelines in their decision-making.

Level One

Intervention may be dealt with by staff member or referred to Harassment Officer. Infractions at this level are first time offenses that are general in nature, and include but are not limited to:

- Irritating words, gestures, or actions toward another that interfere with individual's work/education
- General use of slurs not directed at an individual (ex: "That's gay" "How retarded")
- Demeaning jokes, stories, or activities toward a group of individuals
- Destroying or defacing school approved postings
- Displays or circulation of material that promote demeaning stereotypes

- Demeaning use of sarcasm
- Failure to report harassing/bullying behavior to appropriate authority
- Making a false accusation(s) against another
- Non-specified name calling not outlined in level 2

Corrective actions at this level may include but are not limited to:

- Discussion with teacher
- Educational assignment
- Mediation
- Referral to Harassment Officer
- Teacher detention
- Office detention
- Letter of apology

Level Two

Corrective Actions may include teacher-imposed consequences and **MUST** include referral to the Harassment Officer for review, documentation, and possible further action including administrative referral. Infractions at this level are either repeated level one offenses, or are directed at a specific individual or group, and are not physical in nature. Examples of offenses at this level include but are not limited to:

- Repeated Level One offenses
- Displaying or circulating any form of pornography
- Using racial, religious, sexual orientation or other slurs directed at an individual or specific group
- Use of profanity directed at another with purpose to offend, embarrass, or intimidate
- Demeaning comments about a person's size/appearance/socioeconomic status/perceived intelligence
- Threatening statements directed at an individual
- Physical posturing in a threatening manner
- Blocking a person's movement
- Attacks on personal property
- Inciting a violent act
- Unsolicited sexually explicit remarks or gestures
- Impeding an investigation of a complaint of harassment

Corrective actions at this level include but are not limited to:

- Educational group (after school)
- Educational assignment
- Restorative Justice project
- Notification of parents
- Social probation-1 week
- Office detentions
- Documentation in student record
- Saturday detention

- Possible referral to Assistant Principal
- Written reprimand/warning

Level Three

Students must be referred directly to administration and may be referred back to the Harassment Officer for education or other intervention. Infractions at this level include but are not limited to:

- Repeated Level Two offenses
- Retaliation against individual reporting harassment
- Touching another person in an embarrassing, intimidating or hostile way
- Any physical intimidation including but not limited to touching, pushing, or tripping
- Intimidation with an object
- Extortion or use of blackmail
- Unwelcome sexual remarks, including pressure for dates or information on sexual experiences
- Unwelcome sexual/physical advances such as pinching, patting or pulling at another's clothing

Corrective/Disciplinary actions to infractions at this level include, but are not limited to:

- Parent meeting required
- Educational group
- Social probation up to 3 weeks
- Restorative justice project
- Suspension 1-5 days
- Written reprimand
- Documentation in student record
- Possible referral to Police

Level Four

Students must be referred directly to administration and will be referred to the Groton Police Department. Infractions at this level represent a repeated pattern of infractions that has not ceased despite prior intervention, and/or offenses that are in violation of Massachusetts State Law, including but not limited to:

- Repeated Level Three offenses
- Criminal threatening
- Intimidation of a witness
- Physical assault & battery
- Indecent assault & battery
- Hazing
- Hate crimes
- Terror provoking threats of violence against an individual or a school, either verbal or written

Responses/Disciplinary Actions at this may level include but are not limited to:

- Parent meeting required
- Documentation in student’s record
- Possible removal from team/activity if directly associated with offense
- 3-10 day suspension by Assistant Principal
- Referral to Principal for possible expulsion
- Referral to Superintendent for possible long term suspension, exclusion, or expulsion
- Notification of Groton Police Department
- Notification to Division of Social Services where Applicable
- In some circumstances the administration may initiate a risk assessment, or other testing with conditional reinstatement.

Resource List:

Guidance Office	978-448 6362
Assistant Principal	978-448-6362
Groton Police Department	978-448-5555
Safelink-Domestic Violence 24 hour hotline	877-785-2020
Peer Listening Line for gay, lesbian, transgender youth.....	617-267-2535

GDRHS urges all individuals who believe they have been subjected to violations of this Anti-Harassment Policy to report the matter to school officials so that they may take appropriate action. Individuals who believe that they have been subjected to harassment based upon legally protected classification should also be aware that may contact the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023, telephone (781) 338-3300 or US Department of Education, Office of Civil Rights (OCR), J.W. McCormack POCH, Boston, MA 02109-4557, telephone (617) 223-9662, TDD Users (617) 223-9695

Hazing (Common Chapter)

Hazing is defined as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Whoever is a principle 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.” (End of Common Chapter)

DETENTION

Teacher Detention

Students should be fully aware that the teacher is authorized and has the primary responsibility for maintaining order. In the classroom, the subject teacher will deal with those actions that are disruptive of the learning environment. Chronic and/or serious offenders will be referred to an administrator.

Teachers may assign Teacher Detention for infractions of class rules or violating handbook regulations. Class rules will be stated at the beginning of the class and may be updated at the will of the teacher at any time. Teacher detention will begin at 2:00 P.M. and last until 3:00 P.M. It remains the student's obligation to report to the teacher's detention at the teacher's discretion. Failure to report to teacher detention will result in referral to an administrator for disciplinary action.

Office Detention

Office detention is held two days a week from 2:00 until 3:00. The location of detention is posted in the Main Office.

Teacher and office detentions cannot be served concurrently. When both are scheduled on the same day, the teacher detention will be served first. The office detention will be rescheduled for the next viable date. It is the student's responsibility to notify the office of the conflict before the office detention is scheduled to be served.

Office detention takes precedence over all other obligations including school related activities and outside employment. Not attending detention on the date assigned will result in suspension. Disruptive behavior in detention will also result in suspension.

Accumulated Detentions

All detention hours must be served prior to Progress Reports and Report Card periods. Students who do not complete these hours will receive one day of suspension for every 6 hours of detention owed. This suspension does not expunge the detention hours owed. Owed detention will carry over into the next reporting period and still must be served before the end of the next reporting period.

Students who do not meet their disciplinary obligations prior to the start of the next reporting period will be placed on Social Probation thus impacting the students' ability to participate in athletic and social activities.

- All petitions for removal of detention hours must be made to an administrator.

Detentions and Extracurricular Activities

Students with outstanding detentions must serve all hours prior to participating in any athletic or extracurricular event including but not limited to practices, games, performances, meetings or after school events.

It is the responsibility of the student to notify the office if he/she feels an error has been made regarding detention.

Student Searches (Common Chapter)

Students have a legitimate right to privacy; however, this right must be balanced against the State's right to maintain a school environment that is conducive to learning. School officials are not required to obtain a warrant before searching a student under their authority. Provided there is a reasonable suspicion that the student has violated or is violating the rules of the school, the administration of Groton-Dunstable Regional Middle School reserves the right to search students, students' lockers, their possessions, and/or students' automobiles on school property (high school only) for articles of contraband. Any illegal articles found will be confiscated and law enforcement officials notified. In addition, parents will be contacted and students will be suspended in accordance with the school discipline code. (End of Common Chapter)

SUSPENSION

Suspension of 10 Days or Less from School

During the period of out-of-school suspension a student may not be in school, on school grounds, or at any school function. (See Make-Up Work)

Suspension Guidelines

When a student is suspended for the first time, the parent(s) or guardian(s) will be provided with:

- Telephone call
- Written notification of cause
- Notification of length of the suspension and Social Probation
- Request for parent/student conference with the Assistant Principal as condition for student reinstatement.

If a student is suspended multiple times, the conditions stipulated above will prevail. In addition additional consequences may be imposed including referred to the Superintendent .

A suspension of 10 days or less may be appealed to the Principal.

Due Process (Common Chapter)

Due process requires that an individual be given a notice of the violation for which that person is charged and be given an opportunity to answer the charges. Prior to being suspended, a student and his/her parents will have a due-process hearing before an administrator. At this hearing, the student will be informed of

the reason(s) for his/her suspension and will be given an opportunity to respond. If the suspension is assigned during the school day, the parent/guardian may be required to bring the student home.

In *Goss vs. Lopez* [419 US 565 (1975)], the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator)

The Administrator then makes the final decision.

The Administration will follow up with a letter to the parent/guardian specifying the cause(s) of the suspension. This letter will contain the reason(s) for the suspension, the number of days the student will be suspended, and the day the student will be required return.

A student or parent may appeal an Assistant Principal's decision to the building Principal. (End of Common Chapter)

SAFE & DRUG FREE SCHOOL COMMUNITY

Both the school district and Groton-Dunstable Regional High School have a responsibility to protect the individual rights of each student as well as the rights of all students. Both responsibilities imply protection against influence detrimental to health and safety.

Tobacco

Students are not allowed to smoke on school grounds at any time. The Massachusetts Clean Indoor Air Law effective April 13, 1988, "prohibits smoking in public and private schools". Smoking or the use of smokeless tobacco is not allowed in any part of this building, grounds, or school buses including before school, during school, or after school.

Any person smoking or in possession of cigarettes, lighters, or rolling papers, including use of any form of smokeless tobacco, in the building, anywhere on school grounds, or at any school related activity will be subject to consequences outlined below. For the purpose of this regulation, the act of smoking includes, but is not limited to, holding a lighted or unlighted cigarette in one's hand or mouth, serving as a "lookout" and/or being in the close proximity of any student violating the above regulation.

- A first offence will result in four hours of detention and a two (2) day suspension.
- The second offense will result in a four (4) day suspensions and eight hours of detention.

- Upon a third offense student may be referred to the Superintendent of School as well as be subject to a six (6) day suspension and twelve (12) hours of detention.

No cigarettes or lighters are allowed on school grounds. If brought on school grounds they will be confiscated and returned to a parent or guardian upon request. Violation of chemical health policies by athletes will result in penalties as mandated by the MIAA and coaches of their respective teams.

Both the school district and Groton-Dunstable Regional High School have a responsibility to protect the individual rights of each student as well as the rights of all students. Both responsibilities imply protection against influences detrimental to health and safety.

Drugs & Alcohol

Drugs, which include over the counter medication, prescription drugs (other than prescription drugs registered with and in the possession of the nurse), any form of tobacco and alcohol have no place in our school. The use of drugs and alcohol is not only illegal, even for students over eighteen, but also incompatible with the sense of community and decision-making skills we want students to attain.

NOTE: Student athletes are subject to all MIAA regulations. Violations of the MIAA drug and alcohol policy impact player eligibility regardless of whether the offense took place in school or in the community. The school administration reserves the right to remove a student from any team when the student has incurred multiple offences within his/her high school career.

Abuse Categories

The following categories represent the most common areas of abuse:

Use: Is when a student is actually observed drinking liquor, smoking marijuana or tobacco, taking drugs such as barbiturates, prescription drugs (improper dose or without a prescription), amphetamines, or when the use of these drugs has been determined through investigation. Illegal use of prescription drugs or nonprescription medication / drugs including exchanging or distributing of these drugs and fall under the Drug / Alcohol Policy, Section 37 H.

Possession: Is when a person has knowledge of an object plus the ability to control the object, even if the person has no physical contact with it (United States v. Derose, 74 F.3d 1177 [11th Cir. 1996])

Under the Influence: Is when in the judgment of the teacher, nurse and administrator, the behavior or symptoms indicating a student is under the influence. Indicators may include, but are not limited to: odor, slurred speech, pupil dilation, inability to answer questions, slow reactions, etc.

Transactions: Any involvement in the sale or exchange of drugs and alcohol.

All of the above offenses are not allowed on school grounds or at any school function.

Disciplinary Action

If a determination is made that any of the abuses have occurred involving drugs the following action will take place:

- The student will be referred immediately to the Assistant Principal.
- The Principal, student's parents, Superintendent, and police will be notified.
- Parents will be advised that an immediate conference is necessary.
- The student will be suspended for a minimum of 5 days.

After the initial five day suspension a second meeting will be held. At this meeting the parents and student may bring forth any additional information relevant to the matter at hand. The school may also bring forth additional information acquired during the initial five day suspension. At that meeting one of three things will occur:

1. The student may be re-instated and return to school.
2. The suspension may be extended.
3. The principal may elect to move toward expulsion.

Students who abuse (see definition in the glossary) drugs or alcohol at Groton-Dunstable Regional High School are subject to expulsion as per M.G.L. ch. 71, §37H.

EXPULSION (Chapter 71: Section 37 H & Chapter 71: Section 37 H ½) (Common Chapter)

Expulsion is the most serious disciplinary consequence a student can receive. Expulsion is a school exclusion of more than ten (10) days. The expulsion process is clearly outlined in the Massachusetts School Law and provides the student and his/her family with guarantees of due process and representation. The principal may expel a student **for possession of a weapon, possession of drugs, or an assault on any school personnel.**

CHAPTER 71: SECTION 37 H (POLICIES RELATIVE TO CONDUCT OF TEACHERS OR STUDENTS)

Students may face expulsion for the following offenses:

1. Possession of a dangerous weapon/controlled substance.

As stated in *Chapter 71, Section 37H*, “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 ninety-four C; including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.” In addition, a student who possesses, handles, transmits, or improperly uses any object that can reasonably be considered a weapon is also subject to expulsion.

Illegal use of prescription drugs or nonprescription medication/drugs including exchanging or distributing of these drugs also falls under the Drug/Alcohol Policy (School Committee Policy JICH).

Students should be aware that the federal Gun Free Schools Act (18 U.S.C. 922(q)) mandates that any student who brings a firearm to school be expelled for a minimum of one year, with the exceptions granted only by the superintendent. Under this act, a firearm includes not only a gun but also an explosive device.

Students have a legitimate right to privacy; however, this right must be balanced against the State's right to maintain a school environment that is conducive to learning. School officials are not required to obtain a warrant before searching a student under their authority. Provided there is a reasonable suspicion that the student has violated or is violating the rules of the school, the administration of Groton-Dunstable Regional School District reserves the right to search students, students' lockers and possessions for articles of contraband. Any illegal articles found will be confiscated and law enforcement officials notified. In addition, parents will be contacted and students will be suspended in accordance with the school discipline code.

2. Assaults/Assault and Battery on School Personnel.

As stated in *Chapter 71, Section 37H*, "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 from the school or school district by the principal". Students should note that the definition of "assault" is harmful or offensive contact, or threatening such contact.

Listed below are the general laws of Massachusetts that apply to expulsion. Please refer to Massachusetts General Law c71, s 37H: Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students.

1. "Any student who is charged with a violation of either paragraph 1 or 2 shall be notified in writing of an opportunity for a hearing; informed that he/she 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 discretion, decide to suspend rather than expel a student who has been determined to have violated either paragraph 1 or 2.
2. "Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have **ten** (10) days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel (at his/her own expense) at a hearing before the superintendent.

The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

3. “When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.” (M.G.L.c.71, s.37H)

Students who have been expelled are not eligible to participate in any school activities and must remain off of school property.

Chapter 71: Section 37 H1/2 (Felony complaint or conviction of a student)

1. As stated in **Chapter 71, Section 37H 1/2**, “upon the issuance of a **criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student**, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate if he determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

“The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the student’s request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.”

2. As stated in **Chapter 71, Section 37H 1/2**, “upon a student being **convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency**, the principal of a school in which the student is enrolled may expel said student if he determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.

“The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

“The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than **five (5)** calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.” Students who have been expelled are not eligible to participate in any school activities and must remain off of school property

Re-Entry of Expelled Students

Once again, under the statute, “no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the school does apply for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.”

If a student is allowed to return to the Groton-Dunstable Regional School District after an expulsion, he/she will be required to sign a probation contract, which specifies the required behaviors expected of the student and that the student will abide by the required student handbook policies. In addition, during the period of expulsion the student must have satisfactorily completed documented counseling sessions or other programs if these were required at the time of expulsion. (End of Common Chapter)

Student Rights and Due Process - Expulsion (Common Chapter)

Due process requires that an individual be given a notice of the violation for which that person is charged and be given an opportunity to answer the charges. Under *Goss v. Lopez*, 419 U.S. 565 (1975), the United States Supreme Court held that students have the right to certain minimal due process protections when school officials seek to impose short-term suspensions. The Court stated that in such cases, the student is entitled to oral or written notice of the charge(s) against him/her, an explanation of the basis for the accusation(s), and an opportunity to present his/her version of the facts. This “informal hearing” must be provided in advance of the suspension except where the student’s continued presence at school endangers persons or property or “threatens disruption of the academic process.” In the exceptional cases where immediate suspension is justified, the notice and hearing must follow as soon as practicable. Finally, the United States Supreme Court indicated that where school officials seek to suspend a student for more than ten (10) days (long-term suspension), depending on the length of the exclusion, greater due process protections may be required. Prior to the informal hearing, oral or written notice of the charges shall be given to the student by the administration.

The informal hearing will then proceed in the following manner:

1. The evidence against the student will be reviewed with the student.
2. The student will be given the opportunity to explain or make statements in defense of his/her action or in mitigation of his/her conduct.
3. The administrator shall record a summary of the facts and disputed evidence.
4. The administrator shall have the discretion to take whatever action is necessary to clarify facts, but the student should be informed of all such actions.

After the informal hearing, the student will be notified in writing of the decision of the Administrator. (End of Common Chapter)

DISCIPLINARY ACTIONS AND CONSEQUENCES Protocol for Disciplining Special Education Students (Common Chapter)

Students with disabilities are subject to all provisions of the Code of Conduct as described in the Student Handbook unless otherwise indicated in the student’s Individual Education Program (IEP) or Section 504 Plan (504 Plan). The purpose of implementing these procedures is to prevent a unilateral “change in placement” from suspensions that have the effect of removing the student from

school. The procedures also permit the Team to review the IEP or 504 Plan and implementation of those plans. In order to comply with these regulations the procedures described below need to be followed:

1. **Designated Individual:** A designated individual at each school, Principal or Assistant Principal, will track the number of days of suspension for students with disabilities.
2. **5 Days of Suspension:** When a student with disabilities has accumulated 5 days or more of suspension in a school year, or prior to 5 days of suspension if there are issues of concern regarding a student’s pattern of behavior the Principal, Team Chairperson, the student’s Special Education Liaison, and the Director of Special Education will be notified. The school MAY convene to discuss the behavior, however, meeting prior to 10 days of suspension is not required (see below).
3. **10 Days of Suspension:** When a student with disabilities accumulates 10 days of suspension this could result in a unilateral change in placement. As such, the Team should convene to determine whether the behavior which resulted in the suspension was a manifestation of the student’s disability. For students on IEP’s the school must also provide educational services for the student beginning on the 11th day of the suspension. The Principal or Assistant Principal will notify the Team Chairperson, child’s Special Education Liaison or 504 coordinator, and the Director of Special Education if and when a child’s suspensions have accumulated a total of 10 days. If there are specific concerns relating to the child’s pattern of behavior before the student reaches the 10 days of suspension, the Team may convene to discuss and address the student’s behavior (see #2 above). For students who have accumulated 10 days of suspension (either cumulatively or consecutively), the Team will conduct a manifestation determination (See # 5 for manifestation determination procedures). When the Team convenes, it will review the child’s IEP or 504 Plan, Functional Behavior Plan (FBA) and/or Behavior Intervention Plan (BIP) if in place, and make or amend changes to meet the child’s unique needs. If an FBA or BIP has not been developed the Team will reconvene to review the FBA and if necessary develop the child’s BIP.
4. **Due Process:** for suspensions and or expulsions involving discipline of students with or without an IEP.

Up To and Including 10 Days: The minimal due process protections for a removal of up to ten school days include:

- a. The right to an informal meeting with the principal before suspension, except in an emergency;
- b. The right to notice of the charges and the evidence against the student;
- c. The right to explain his/her side of the story; and
- d. The right to notice of the disciplinary consequences.

Over 10 Days: The Groton-Dunstable Regional School District may suspend a student for more than 10 days for violations of the Student Handbook. Due Process for students involved in suspensions which last more than 10 days (long term suspension) or expulsions include:

- a. Prior notice of the hearing;
- b. A statement of the evidence;
- c. The opportunity to present or cross examine witnesses;
- d. The right to be represented by counsel (at their own expense);
- e. A written decision.

The Groton-Dunstable Regional School District will provide a free and appropriate public education (FAPE) for a student who is protected by the IDEA (not Section 504) and who is suspended beyond 10 school days even if the conduct was not determined to be a result of the student's documented disability.

5. **Manifestation Determination Procedures:** Within 10 school days of any decision to change a placement of a child with a disability due to a violation of the Code of Conduct, the Groton-Dunstable Regional School District, parent, and IEP Team will conduct a manifestation determination. The Team will review all relevant information in the student's file, including child's IEP, teacher observations, and any other assessment data to determine, if the child's conduct was caused by or had a direct and substantial relationship to the child's documented disability or if the conduct in question was a direct result of the Groton-Dunstable Regional School District's failure to implement the IEP. If it is determined that the conduct was a result of the child's disability or a result of the Groton-Dunstable Regional School District's failure to implement the IEP, it will be determined that the child's conduct was a manifestation of the child's disability.
6. **The Child's Team Determines the Behavior was a Manifestation of the Child's Disability:**
 - a. The Groton-Dunstable Regional School District will conduct a Functional Behavioral Assessment (FBA), and/or develop a Behavior Intervention Plan (BIP), if not already in place, or modify it as necessary to reflect the identified behaviors for students who are eligible for special education services under the IDEA.
 - b. For students under Section 504, the Groton-Dunstable Regional School District will develop an individualized behavioral management plan for a student with a disability when that student's behavioral difficulties significantly interfere with his ability to benefit from his education.
 - c. For both IDEA and 504 students, the child is returned to the placement from which the child was removed, unless the parent and the Groton-Dunstable Regional School District agree to a change of placement as part of the modification of the BIP. (But see exceptions below).

- 7. The Child’s Team Determines that the Behavior was not a Manifestation of the Child’s Disability:** If the behavior was not a manifestation of the student’s disability, the student may be disciplined in accordance with the provisions of the student handbook. Students with disabilities, however, may not be given a harsher penalty than his non-disabled peers for the same infraction. Additionally, under the IDEA, the school must continue to provide a child with FAPE. The Team is responsible for determining the services necessary to allow the student to progress in the general curriculum and IEP goals. Services should be in place as of the 11th day of the student’s removal.

With respect to Section 504, students are not entitled to receive educational services if their behavior was not a manifestation of their disability.

- 8. Placement Decision to an Interim Alternative Educational Setting (IAES).**
- a. The Groton-Dunstable Regional School District reserves the right to remove a student to an interim alternative educational setting (IAES) for not more than 45 days without regard to whether the behavior is determined to be a manifestation of the child’s disability if the child (1) carries or possesses a weapon to or at school (2) knowingly possesses, uses, solicits, or sells illegal drugs, (3) inflicts serious bodily injury upon another person.
 - b. Not later than the date on which the decision to take disciplinary action is made, the Groton-Dunstable Regional School District must notify the parents of the decision and the relevant procedural safeguards.
 - c. Students placed in an IAES will continue to receive FAPE, have a working and up to date FBA and BIP and other modifications to ensure the conduct does not recur.

9. Appeals Process for Parents and the Groton-Dunstable Regional School District:

- a. Parents may request a hearing at the Bureau of Special Education Appeals to challenge the Team’s placement decision or the manifestation decision.
- b. The Groton-Dunstable Regional School District may request a hearing if maintaining the student’s current placement is substantially likely to result in injury to the student or others.
- c. A Hearing Officer may return the child to the placement of the last signed IEP, “Stay Put,” or order a change in placement to an appropriate IAES for not more than 45 days.
- d. The Groton-Dunstable Regional School District or State arrange for an expedited hearing, which shall occur within 20 school days from the request and the hearing officer’s determination must be rendered within 10 school days of the hearing.

10. Placement in IAES for Students not yet Eligible for Special Education and Related Services:

- a. Basis of Knowledge: The Groton-Dunstable Regional School District

shall be deemed to have knowledge that a child is a child with a disability if, before the behavior that precipitated the disciplinary action occurred the parent expressed concern in writing to supervisory or administrative personnel or the teacher of the student or if the parents have requested an evaluation, the teacher of the child, or other personnel of the Groton-Dunstable Regional School District has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of Special Education or to other supervisory personnel of the Groton-Dunstable Regional School District.

b. If the Groton-Dunstable Regional School District conducted an initial evaluation and found the student ineligible for special education services, then it cannot be presumed that the Groton-Dunstable Regional School District had knowledge of a child's disability.

c. If the Groton-Dunstable Regional School District did not have knowledge that a child is a child with a disability prior to taking disciplinary measures, the child may be subjected to disciplinary measures applied to all children without disabilities.

d. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner.

11. 37H & 37H 1/2: Student's involved in suspensions from school for 37H or 37H 1/2 issues that may result in expulsion of the student, the following procedures are followed in conjunction with due process and protocols outlined previously.

a. An emergency Team meeting is convened with appropriate invitation notices sent out.

b. The Team Chairperson reconvenes the team.

c. The designated staff member completes a Functional Behavioral Assessment (FBA)

d. The Team conducts a Manifestation Determination (MD) meeting and amends the IEP if required.

e. The designated staff member and the Team develop a Behavioral Intervention Plan (BIP).

12. All Information must be Documented in Writing Including:

- Number of days of suspension for special education students.
- Type of disciplinary infraction including any involving drugs, weapons, or assault (37H) or charge of a felony by the court (37H 1/2).
- Functional Behavioral Assessment (FBA).
- Manifest Determination (MD).
- Behavioral Intervention Plan (BIP).
- Team meeting minutes given to the parent at the conclusion of the Team meeting. (End of Common Chapter)

DISCIPLINARY CONSEQUENCES

Level I

Absences (Unexcused):

Loss of credit on the 8th day of absence in a semester class and on the 5th day of absence in a term class. Students who exceed these parameters may lose credit of the course.

If the student does not adhere to the attendance/tardy guidelines, they will be placed on social probation (see Social Probation for consequences) for the remainder of the term

Tardies (Unexcused):

Six tardies to class (tardies of 15 minutes or more) will constitute one unexcused absence.

- More than six tardies per semester, excused or unexcused, will result in a parent/student notification from an administrator.
- Student parking privileges may be revoked. Other disciplinary action may be imposed, including social probation and suspension.
- Students with six or more unexcused tardies per quarter may be placed on Social Probation.

Dress Code Violations:

Students will be asked to cover an offending message or to change clothes. Refusal will result in parental contact and the student will be sent home

Parking Violations:

- Any vehicle that is parked improperly, parked in the faculty parking lot, parked in visitor or handicapped spot, parked in another student's parking space, or is missing a valid parking sticker is subject to towing or booting at the owner's expense. No prior warning is necessary.
- Any student with 6 or more tardies, excused or unexcused, is subject to having their parking privileges revoked for the remainder of that term.
- Any student who uses their vehicle to leave school grounds without permission will have their parking sticker revoked and may be suspended for up to two days.
- Any student who violates the Safe Operation Policy may lose parking privileges or be subjected to a fine.
- Any student who violates the Safety Belt Policy may lose parking privileges or be subjected to a fine.

Level II

Electronic Devices:

Students who violate this policy will be referred to the office for disrupting the learning environment and insubordination.

- First offense: The device will be returned to the student at the end of the day.
- Subsequent offenses: will require parent notification and further disciplinary action including that a parent pick up the device.

Unregistered Student:

Unregistered students may be assigned 3 detentions. Students must also note that even if he/she is an unregistered student, all school rules apply as soon as the student returns to campus.

Violation of Detention Policy:

Students who do not complete these hours will receive one day of suspension for every 6 hours of detention owed. This suspension does not expunge the detention hours owed. Owed detention will carry over into the next reporting period and still must be served before the end of the next reporting period.

Motor vehicle infractions:

- Passing a school bus with its red lights flashing may result in the student receiving a fine of up to \$200.
- Violation of the Safe Operation Policy may result in loss of parking privileges and/or fines.

Level III

Tobacco Violations:

Any person smoking or in possession of cigarettes, lighters, or rolling papers, including use of any form of smokeless tobacco, in the building, anywhere on school grounds, or at any school related activity will serve four hours of detention and one (2) day suspension. The second offense will result in a two (4) day suspensions and eight hours of detention. Upon a third offense student may be referred to the Superintendent of School as well as be subject to a three (6) day suspension and 12 hours of detention.

Truancy:

The first time a student is truant they will receive no credit for any work test or quiz completed that day, social probation and loss of parking privileges. In addition, they will also have to serve 4 hours of detention.

For a second incidence of truancy, students will have to serve a minimum of 8 hours of detention, and may face additional consequences as well as receiving no credit on any work, test or quiz due on that day, social probation and loss of parking privileges.

Leaving School Without Permission:

A student who has left school without permission will be suspended for 2 days.

Drivers who leave school without permission will have their parking privileges terminated for the remainder of the term.

If the student's vehicle is found on school grounds during this period of time, it will be towed at the owner's expense and liability.

Cheating and Plagiarism:

For a first offense, the parents and student are required to meet with the Assistant Principal and the teacher to discuss the incident. The student will earn no credit for the assignment, the student will be required to serve 4 detention hours and will be placed on social probation for a period of two weeks

Second offense may result in all of the above as well as a period of suspension up to 3 days.

Forgery:

Parents will be contacted if the school suspects that a note has been forged. A first offense will result in a parent conference, 4 detention hours and 2 weeks social probation.

The second offense will result in a two-day suspension.

Violation of Academic Probation Policies:

Violation of Academic Probation will result in a one (1) day suspension and/or a personal growth project. (Restrictions are the same as Social Probation) Term 4 failures will result in Academic Probation through Progress reports of Term 1 the following school year or completion of summer school with passing grades.

Violation of Social Probation Policies:

A single violation of social probation will result in a one (1) day suspension.

Offensive Behavior

Use of profane and vulgar language will result in 3 hours of detention for each incident, while use profane and vulgar language directed at staff will result in a three day suspension.

Being disrespectful and uncooperative will result in 3 hours of detention.*

Throwing objects will result in 3 hours of detention.*

* Repeated violations of any of these offenses may result in suspension.

Cutting Class:

If students are caught cutting class, they will receive zero credit for all work due for that class, receive no class participation credit and they will not be allowed to make up any assessments that took place in that class. In addition, students will have five points deducted for their final term grade for each class they cut.

Level IV**Fighting / assault and battery:**

Students will receive a minimum of a five day suspension.

Assault on the principal or teacher will be dealt with as described in MGL ch. 71 § 37H section (b).

Harassment

Please refer to the Harassment Policy on pages 30-31.

Hazing

According to Massachusetts Law, any student who is a principle organizer or participant in the crime of hazing shall be subject to expulsion from school and shall be punished by a fine or not more than \$3,000.00 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

Glossary of Terms

The following definitions are provided for the purpose of clarifying their meaning in the context of Groton-Dunstable Regional High School Handbook

Absent - Not present in school

Excused Absence (syn. Authorized Absence)

1. Doctor/dentist appointments or verified illness (notification from doctor due within 5 school days after the absence. Please note that the student has to be seen at the doctor's office.)
2. Court appearances
3. DMV/Registry appointments
4. College visits not exceeding the allowable 3 days
5. Religious holiday
6. Chronic illness documented by a physician
7. Suspension
8. Extenuating circumstances determined by the administration

Unexcused Absence (syn. Truancy)

1. Family vacations
2. Job interviews
3. Illness not requiring a doctor's attention
4. Dismissals (not meeting above criteria)
5. Tardiness (*see above)
6. Athletic or extra-curricular events (not school affiliated)
7. Missing fifteen or more minutes of a class without proper verification
8. College visits exceeding the allowable 3 days

Abuse (Drugs & Alcohol)

Abuse Categories

Use: When a student is actually observed drinking liquor, smoking marijuana or tobacco, taking drugs such as barbiturates, prescription drugs (improper dose or without a prescription), amphetamines, or when the use of these drugs has been determined through investigation.

Possession: Possession: Is when a person has knowledge of an object plus the ability to control the object, even if the person has no physical contact with it (United States v. Derosé, 74 F.3d 1177 [11th Cir. 1996]).

Under the Influence: When, in the judgment of the teacher, nurse and administrator, the behavior or symptoms indicate a student is under the influence of drugs or alcohol. Indicators may include, but are not limited to: odor, slurred speech, pupil dilation, inability to answer questions, slow reactions, etc.

Transactions: Any involvement in the sale or exchange of drugs and alcohol

Academic Probation - a student failing two (2) or more subjects will be placed on Academic Probation (i.e. ineligible to participate in ALL school sponsored activities). Academic Probation will begin on that date and extend until the next Report Card or Progress Report is issued. At that time, if it is determined that the student is no longer failing two (2) or more subjects (based on Term Grade in each subject, not Final Grade), eligibility to participate will be restored. Violation of Academic Probation will result in a one (1) day suspension and/or a personal growth project. (Restrictions are the same as Social Probation) Term 4 failures will result in Academic Probation through Progress reports of Term 1 the following school year or completion of summer school with passing grades.

Assault - an harmful or offensive contact, or threatening such contact.

Bullying - Repeatedly, and over time, intentionally inflicting injury or discomfort on an individual with the purpose or effect of interfering with an individual's work or education or creating an intimidating, hostile, or offensive environment. Bullying can take many forms and can be directed against a person or a group. It often involves of an imbalance of power or strength, in which one person is victimized by another person.

Common Chapter - The designation of a section of this handbook as a "Common Chapter" identifies this section as being identical to those found in Handbooks across the district and reflects the language and policies of the Groton-Dunstable School Committee.

Controlled substance - In addition to drugs and other controlled substances covered by MGL Ch 94C, GDRHS considers all drugs (including prescription drugs not registered with the school nurse and improper dosing or distribution of prescription drugs) and inhalants, as well as alcohol to be subject to policies governed by the GDRSD Drug/Alcohol Student Policy (JICH).

Detention - A block of time when a student is expected to report to a designated location within the school facilities. Detentions are served under staff supervision.

- **Teacher Detention** - Assigned by teacher for behavior that is disruptive of learning environment. The time and place for detention is determined by the teacher.
- **Office Detention** - Assigned by a member of the administrative staff for disciplinary purposes. The time and place for serving detention is determined by the administrator.
- **School Service Detention** - as an alternative to detention in an office or classroom, the student may be assigned a task to a perform while under the supervision of school staff. For example, the student may be asked to assist a custodian.
- **Saturday Detention** - Students may be asked to serve detention on a designated Saturday morning. (GDRHS currently lacks the financial resources to offer Saturday detentions as an option.)

Drugs - Refer to Massachusetts General Law Chapter 94C sec. 1 for a list of drugs that fall under the drug policy.

Drug Paraphernalia - All equipment, products, devices and materials of any kind which are primarily intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this chapter.

Drugs and Weapons - See M.G.L. Ch. 71, §37H

Due Process - Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the following will occur:

1. The parent/guardian will be given written notice of a hearing at which they may be represented by an attorney(at their expense) and may examine and present witnesses and documentary evidence.
2. Following this hearing, the decision Hearing Officer (Principal) will issue a written decision.
3. The parent/guardian will have the right to appeal any decision imposing a long-term exclusion from school.
Where the student is excluded in accordance with M.G.L. ch. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools.
4. For exclusions imposed under M.G.L. ch. 71, §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect.

Exclusion - See Suspension / Long-term

Expulsion (syn. Permanent Exclusion) - When a student is expelled under the provisions of MGL Chapter 71 Sections 37 H, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.”

Fighting - A physical altercation between 2 or more individuals.

Harassment - Any action, conduct, or communication which has the purpose or effect of interfering with an individual's work or education or creating an

intimidating, hostile or offensive environment. This includes actions against individuals or groups not only based upon legally protected classifications such as race, color, national origin, religion, creed, gender, sex, sexual orientation, age, and disability, but also upon personal circumstances such as socioeconomic status, gender identity, family situation, and physical appearance.

Hate Crime - A crime in which a person's conduct is motivated, in whole or part, by hatred, bias, or prejudice, based on actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation of another individual or group.

Hazing - As set forth in Massachusetts General Law Ch 269 sec 17-19, hazing is identified as any conduct or method of initiation into a student organization, whether on public or private property, which willfully and recklessly endangers the physical or mental health of any student or person. This includes whipping, beating, forced calisthenics, exposure to weather, forced consumption of food, liquor or any beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely effect the student's physical health or safety, or subjects the student to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Hearing - An official meeting usually occurring after a serious disciplinary infraction. During a hearing student and their parents have the right to be represented by an attorney at their own expenses and may call witnesses.

Inciting a violent act - Any action that encourages another to participate in an act of violence.

Indecent Assault/Battery - A criminal offense in which an individual commits an assault upon a person that is sexual in nature. This includes kneeling, exposure, grabbing or groping a person in an unwelcome, sexually explicit manner.

Insubordination - Student fails to respond to adult requests, talks back, demonstrates lack of respect for adult authority, or socially interacts with adults or fellow students in a rude or vulgar manner, including the use of profanity and vulgar or insulting language.

Massachusetts General Law: MGL ch. 71 § 37H - See Appendix I

Massachusetts General Law: M.G.L. ch. 71, §37H1/2 - See Appendix II

Physical Assault/Battery - Any intentional action taken that places another in reasonable fear of imminent offensive or harmful physical contact. Assault is distinguished from fighting as 1) The victim had NO warning of the pending attack or means to avoid it 2) The victim clearly did not incite, attempt to escalate the altercation, or retaliate against the individual in any manner.

Reinstatement - Upon returning to school after any period of suspension, it is often mandatory that the student, his/her parents/guardians, and a school administrator have a meeting to discuss and evaluate the students' re-entry into the school.

Reinstatement Meeting - A meeting that held between the student, the student's parents or legal guardian, and school administration that occurs at the end of any period of suspension longer than one day to determine whether it is appropriate for the student to return to school. The Administration has the right to make the student's return to school contingent on student and parental/guardian participation in a reinstatement meeting.

Retaliation - Any damaging or threatening action taken against an individual for reporting a violation of school policy.

Social Probation - Restriction of privileges and student's right to participate in extracurricular school activities.

Summer School - Only students who fail courses with an average of 50 or above are eligible to attend summer school.

Suspension - Suspension from school includes the denial of a student's privilege to attend school and its activities.

1. Students and parents should understand that an out of school suspension means that the suspended student may not be in school or on school grounds for any reason, attend any classes, take part in any athletic or other activity until after midnight of the last school day of the suspension without the express permission of the Principal.
2. A parent-student-counselor-administrator conference is necessary before a suspended student will be allowed to return to school.
 - Suspension - A suspension lasting from 1-10 days. As an authorized absence, a short-term suspension does not carry the consequences of unexcused absences. The student is expected to complete any school work assigned during the suspension. The student may receive academic credit for the school work or make-up tests.
 - Long Term Suspension (a.k.a. Exclusion) - Any suspension of more than 10 days. Long-term suspension may be a one semester or two semesters (a full year long). Students no longer have the right to make-up work and forfeit the credits associated with the course being taken that semester or year. However, students do retain the right to return to school at the end of the long term suspension.

Tardy - Entering the classroom after the bell has rung to signify the class start time. Note that entering the classroom without a pass more than fifteen minutes after the bell has rung is considered an unexcused absence.

Truancy - Any absence from school without parent or guardian permission.

Unregistered Student - An unregistered student is a student who comes to school late and fails to report to the office for attendance purposes. A student is also considered to be an unregistered student if he or she returned to school after being dismissed and then returns to school without signing back into school. Unregistered students may be assigned 3 detentions. Students must also note that even if he/she is an unregistered student, all school rules apply as soon as the student returns to campus.

Unsupervised Area - Anywhere within school grounds that is not regularly monitored by a member of the school staff

Weapon - Any kind of gun or other firearm, knife (of any length, including pocket knives), toxic substance, or instrument that may be used to harm another person. See Also - Criminal Assault/Battery under Harassment and M.G.L. Ch. 71, §37H.

Appendix I

MGL Ch. 71 § 37H:

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

(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 ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(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 discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Appendix II

M.G.L. Ch. 71, §37H1/2

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six: (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony

on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such students.

Appendix III

GDRSD Internet/Network Acceptable Use Policy
Groton Dunstable
Regional High School
Student Agreement Form

Name (please print): _____

Introduction

On the school network and on the Internet you may participate in a variety of activities that support learning. With access to other networks and people around the world, you might have access to information that may not be appropriate. The Groton Dunstable Regional School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality and content of information available through this service. We trust our students to know what is appropriate and inappropriate based on stated school guidelines.

The following guidelines are intended to help you use the network appropriately. If you do not follow our use policies listed here, your privilege of using the network may be withdrawn.

User Agreement

The use of school and district networks must be in support of education, research, and the educational goals and objectives of the Groton Dunstable Regional School District. You are personally responsible for this provision at all times when using building and district networks.

The use of another organization's networks or computing resources must comply with rules appropriate to that network?

Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Be familiar with these rules and how to use the Internet before getting online.

If you have any questions about these rules, please ask your teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

Privileges

The use of building and district information systems is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district administration will decide what is appropriate and their decision is final.

Student Conduct

Students are expected to conduct themselves according to generally accepted rules of network/computer etiquette. Any student found to be in violation of the rules of conduct may be denied access to computers and the internet. These rules include but are not limited to:

BE POLITE: Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE: You are a representative of your school and your district on a public system.

Never swear use vulgarities, or any other inappropriate language.

PRIVACY: Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues. Note that electronic mail (email) is not private. People who operate the district's computer systems have access to all mail, and any messages relating to or in support of illegal activities may be reported to the authorities.

EMAIL: Personal Email, Instant Messaging and Chat may be not used by any students in the High School, with the exception of use for educational purposes provided it is approved and supervised by a teacher. Inappropriate use of personal email, IM and Chat may result in disciplinary action.

DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.

REPRESENTATION: Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.

INAPPPROPRIATE MATERIAL: On a global network, it is impossible to control the content of data and an industrious user may discover inappropriate material. It is the user's responsibility not to initiate access to materials or online games that are considered to be inconsistent with educational goals, objectives and policies. Use of inappropriate material may result in disciplinary action.

FILES: Tampering with another student's files, folders or work stored on a computer or external disk is considered trespassing and may result in disciplinary action.

DOWNLOADS: Students are not allowed to download, install or run software from the Internet onto school computers. Doing so will result in disciplinary action.

Security

If you identify a security problem in the building or district networks, notify a staff member at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone else your password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Vandalism

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses or hacking. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

This agreement is to be signed upon entering the High School and will remain in force until the student has either graduated or left the school district.

Student:

I have read the Groton Dunstable Regional School District's policy and regulation regarding my use of the district's computer systems and the internet and understand my responsibilities and the consequences if I misuse the district's computer systems or use the internet or email in an inappropriate manner. I will report any observed or suspected misuse of the district's computer systems to a teacher.

Printed Name _____

Signature _____ Date _____

Parent:

I have read the Groton Dunstable Regional School District's policy and regulation regarding my child's use of the district's computer systems and the internet and understand his/her responsibilities and the consequences if he/she misuses the district's computer systems or uses the internet or email in an inappropriate manner.

Printed Name _____

Signature _____ Date _____

Approved: May 2002

