HAVERHILL HIGH SCHOOL

Haverhill High School is where YOU belong!

STUDENT HANDBOOK
2018-2019

Haverhill High School
137 Monument Street
Haverhill, MA 01832

Introduction - Principal's Message

To Haverhill High School Students, Parents and Guardians:

I want to welcome our new and returning students to Haverhill High School! I am very excited about our new year and look forward to success for all in the 2018-2019 school year!

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

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

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

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

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

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

We look forward to a positive and productive 2018-2019 school year! This is an exciting time to be a Haverhill High Hillie!!

Sincerely,

Glenn Burns
Principal

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❧ Haverhill High School Core Values ❧

Hillies are…

Global
Responsible
Engaged
Accepting
Tenacious

❧Haverhill High School 21st Century Expectations for Learning❧

Academic

1. Students will communicate by listening, writing, and speaking clearly and effectively in a variety of formats.
2. Students will apply critical thinking skills to solve problems that relate to real world application.
3. Students will use technology to research, solve problems, and design presentations, documents, and other products in a legal and ethical fashion.

Social

1. Students will embody the core values at Haverhill High School by being global, responsible, engaged, accepting, and tenacious in our school and community.

Civic

1. Students will demonstrate an understanding of civic responsibilities with a global perspective and in our local community.

Statement on Parent Responsibilities

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

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

Class Officers

Class of 2019

Advisor: Zachary Simmons
President: Meg Sheehan
Vice- President: Keighley Credit
Secretary: L.J. Trevette
Treasurer: Francisco Gonzalez

Executive Committee:
Molly McCracken
Lydia Osmer

Class of 2020

Advisor: Jennifer Foster & Samantha Massahos
President: Sara Ghias
Vice President: Bheamarie Quinn
Secretary: Ashley Bocchetti
Treasurer: Kia Dimakus

Executive Committee:
Emma Willard
Jasmine Verona
Hope Shellene

Class of 2021

Advisor: Jennifer Foster & Samantha Massahos
President: Nick Leung
Vice President: Carolin Taveras
Secretary: Elijah Martinez
Treasurer: Ashley Difalco

Executive Committee:
Jacob Martinez
Dale Leone

Class of 2022

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

Executive Committee:
To Be Elected

Student Council

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

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

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

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

Student Council Officers
President: Katherine Hubbard
Vice President: Alex Papanikolaou
Secretary: Heather Reid
Treasurer: Molly Caron

Students who participate in extracurricular clubs and activities, including Class Officers, Student Council and Student School Advisory Council, are expected to maintain exemplary conduct as representatives of Haverhill High School. Eligibility for such student activities and clubs is identical to the eligibility requirements for the athletics program of HHS. Participating students are expected to maintain their commitments to the programs through full participation.

Code of Class Officers and Student Council

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

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

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

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

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

Attendance

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

Behavior

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

Ethics

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

Election of Class Officers and Student Council

- Elections will be run by the Student Council members and their advisor(s). All candidates for Class Office will have an opportunity to have posters run off by class advisors and have an opportunity to share a written statement (up to 150 words) with the students of their class in a manner determined by the Student Council.
- Students are eligible to run for Class Office and Student Council simultaneously. However, to promote greater participation from the student body, students who are successfully elected to both Class Office and Student Council will be asked to choose one office to hold.
- Candidates who are elected will be sworn in at Senior Chapel each year.

Ballots

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

Removal from Office

- Any student removed from candidacy or office under terms of behavior and/or ethics, is no longer eligible to run for any office. Students removed for attendance or grades, may run for office in the future if they meet the criteria.
- Any Class Officer or Student Council member who is absent without acceptable excuse from more than two (2) meetings per quarter may be removed from office.
- The removal and replacement from Class Office or the Student Council will involve consultation with remaining class officers, class advisors and administration.
- If the class president is to be removed from office, the vice president would take over.
- If the Vice President, Secretary, or Treasurer is to be removed, then the next Officer in line will be given the right to move up to the vacant office, if he/she chooses. If that Officer refuses the right to move up, then the office will be offered to the next Officer, including the members of the Executive Committee, until the vacant office is filled. If none of the existing Officers wish to serve in the higher office, than the existing Class Officers and their Advisor(s) can appoint a new officer from the list of Class Officer candidates, beginning with candidates for the vacant office, from the most recent election.
- If, at any time, the Executive Committee offices are vacant, and there is a need for them to be filled, the Class Advisor can appoint students to fill those vacancies until the next election.

Failure to Fulfill Duties

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

National Honor Society

Haverhill High School is proud to offer students membership in three different Honor Societies: National Honor Society, Business National Honor Society, and Foreign Language National Honor Society.

The purpose of these societies is to recognize students who have excelled in areas of scholarship, leadership, character, and service. They are organizations sponsored by the National Association of Secondary School Principals (NASSP), which provides the national guidelines for these organizations.

All eligible students for these Societies will be notified of such and given the opportunity to apply. A faculty council comprised of members of the HHS staff will assist these societies in selection and general oversight of guidelines.

National Honor Society students must maintain a 3.5 GPA and 118 Quality Points.

Student Identification

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

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

Athletics Information

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

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

Fall Season

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

Winter Season

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

Spring Season

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

Starting Dates

Fall Season: August 17, 2018 for Football, other Sports August 23, 2018.
Winter Season: November 26, 2018
Spring Season: March 18, 2019

Participation Requirements

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

- **Participation Packet** – includes HHS Permission Form, Medical History and NRH Consent.

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

Academic Eligibility

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

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

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

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

Department of Athletics Disciplinary Policies

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

1. *Chemical Health*

   From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product(including e-cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

   This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:
First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.
If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year). If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence. Prior to any chemical health violation, a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

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

3. *Team Rules & Regulations*
At the start of each season a coach, with the approval of the athletic director, may issue a set of team rules and regulations. It is recommended that these be in written form and distributed to all team members. These rules, which are not to be in conflict with any regulations of the High School or MIAA, may vary to reflect the program philosophy, the nature of the sport and the practice/competition schedule. Coaches may immediately suspend athletes from participation for violations of any rules and regulations.

PROCEDURES

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

2. ***School Suspensions***
   Students who have been suspended from their regular classes (either in-house/Education Resources Center or out-of-house) are not eligible to practice or compete until the day following their last day of suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

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

Facilities and Services

School Counseling Program

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

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

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

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

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

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

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

Financial Aid and Scholarships

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

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

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

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

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

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

School Counseling Office

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

School Counselors

Mr. Andrew Alsup, ext. 1108
Mrs. Jennifer Breslin, ext. 1135
Mr. Stephen Gwinn, ext. 1107
Ms. Jennifer Cannon, ext. 1127
Mrs. Susan Beaudoin, ext. 1106
Ms. Samantha Massahos, ext. 1137
Mrs. Erica Sullivan, ext. 1132

Test Administered

Standardized Testing

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

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

The standardized tests recommended by the guidance department are:

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

PSAT/NMSQT- Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test
This two-hour version of the SAT is valuable for practice and to ensure that you are on the right track for college planning. There is a small registration fee for the PSAT. Fees are set by CollegeBoard and are announced in September each year. All interested sophomores and juniors are welcome to sign up for the exam. This test is available for sophomores and juniors at Haverhill High School.

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

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

Haverhill High School will offer the PSAT on
WEDNESDAY, OCTOBER 10, 2018

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

The cost for the SAT for the 2018-2019 school year will be:

- **$47.50 without the essay option**
- **$64.50 with the essay option**

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

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

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

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

SAT Testing Dates

Haverhill High School is an official testing center for the SAT Program. Interested students should pay close attention to test and registration dates. Students must sign up for this test through the College Board website. Please visit www.collegeboard.org for registration and testing information, or see your counselor anytime. All SAT tests are administered on Saturday mornings. SAT testing dates for the 2018-2019 school year are as follows:

- August 25, 2018 (registration deadline is July 27th, late registration is August 7th (mailed), August 15th (online/by phone))
- October 6, 2018 (registration deadline is September 7th, late registration September 18th (mailed), September 26th (online/by phone))
- November 3, 2018
- December 1, 2018
- March 9, 2019 (SAT Subject Tests NOT offered on this date)
- May 4, 2019
- June 1, 2019

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

The cost for the ACT for the 2018-2019 school year will be:

- **$50.50 without the writing option**
- **$67.00 with the writing option**

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

ACT Testing Dates

Haverhill High School is an official testing center for the ACT Program. Interested students should pay close attention to test and registration dates. The ACT test is administered on Saturday mornings. ACT testing dates for the 2018-2019 school year are as follows:

- September 8, 2018
- October 27, 2018
- December 8, 2018
- February 9, 2019
- April 13, 2019
- June 8, 2019
- July 13, 2019

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

Students who took the MCAS Alternate Assessment will be considered eligible if the student has submitted at least two portfolios in the subject area in question, and achieved a minimum level of progressing. In order for a diploma to be granted, a competency determination must be awarded by the Massachusetts Department of Elementary and Secondary Education after review of a student's Alternate Assessment Portfolio.

Once deemed eligible for the appeal, the student's district superintendent will file the performance appeal. The appeal will contain evidence of the student's knowledge and skills in the subject area, including teacher

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

Health Services

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

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

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

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

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

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

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

Lost & Found

Students who have lost articles should come to the main office to report what they have lost. Articles that are found will be brought to the main office and locked in closet. It is recommended that students visit the main office frequently as the article may not be turned in immediately. If everyone follows this procedure, the return of lost articles to their owners will be expedited.

Cafeteria

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

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

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

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

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

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

To file a program complaint of discrimination, complete the USDA program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaints_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
Mail: U.S. Department of Agriculture
Office of Assistant Secretary for Civil Rights
1400 Independent Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

School Store

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

Student Support Services

Special Education Services

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

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

Schedule Adjustment Procedure

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

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

5. Students who wish to drop a class must continue to attend that class until all criteria are met and their counselor informs them that the class has been changed. They will then receive a new schedule. Students who stop attending class without meeting all criteria will face disciplinary action.

Timeline for Schedule Adjustments

Action	***Deadlines***	***Requirements***	***Important Comments and Notes***
Course Changes	6th day of course	Parent signature Student must present solid rationale for the course change	Acceptable Rationale: o Scheduling errors o Final Summer School adjustments o Misplaced levels o Career goal changes for which a course change is absolutely necessary o Student previously failed the same course with the same teacher
Add Courses	6th day of course	As in "Course Changes" above	Full year and semester courses can only be added within the first 6 days of the semester
Drop Half Year Courses	End of the 5th week of Semester 1 or Semester 2	Request for Schedule Change form Signatures from: o Teacher o Parent/Guardian o School Counselor o Guidance Director	A student cannot drop a course if: o Dropping course will result in less than 6 classes o The request is made after the deadline o The proper signatures are not obtained
Drop Full-Year Courses	End of Semester 1	As in "Drop Changes" above	As Above
Change Levels for Half Year Courses	End of the 5th week of Semester 1 or Semester 2	Request for Schedule Change form Signatures from: o Teacher o Parent/Guardian o School Counselor o Director	o Change of levels will be done if students demonstrate clearly that the level they are seeking is consistent with their documented ability. o Students must first discuss their reasons for the level change with the teacher.
Change Levels for Full Year Courses	End of Semester 1	As in "Change Levels" above	As Above

Student Employment & Working Papers

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

Summer School

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

1. To give students an opportunity to make up work failed during the regular school year. Summer school is offered as an opportunity for students to make up classes in which a "good faith effort has been made to pass."

2. To raise grades in sequential subjects, thus permitting a student to continue with the subject.

3. To preview and/or review courses for self-education.

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

Academic Policies

Twenty (20) credits are required for graduation from Haverhill High School. All students must satisfy the graduation requirements listed below. In addition, students must pass the English, Mathematics, and Science MCAS tests as required by state regulations to graduate with a Competency Determination (CD).

All students are strongly encouraged to meet the MassCore graduation requirements set forth by the Department of Elementary and Secondary Education. **MassCore is a state recommended, rigorous program of study that aligns high school course work with college and workforce expectations.** MassCore requires an additional credit in Mathematics, one credit in both World Language and Fine Arts, and two and a half additional courses, for a total of 22 credits.

Area of Study	HHS Credits 20	MassCore Credits 22
English (I, II, III, IV)	4.0	4.0
Social Studies (Including 1 Credit in U.S. History)	3.0	3.0
Mathematics (*Must include Algebra II)	3.0	4.0*
Lab-based Science	3.0	3.0
Computer Technology	0.5	---
School-to-Career	1.0	---
Fine Arts or World Languages	1.0	---
Fine Arts	---	1.0
World Languages (*Must be same language)	---	2.0*
Wellness	2.0	---**
Public Speaking (Class of 2019+)	.5	---
Electives	2.0	---
Additional Mass Core credits (*Must be from technology, school to career, business, or additional core academic areas)	---	5.0

Note: Graduation requirements subject to change with School Committee approval.
***** Required by law***

Guidelines for Promotion:
Grade 9 to 10: Earn 4.5 credits **and** pass both English I **and** Algebra I
Grade 10 to 11: Earn 9.0 accumulated credits **and** pass English II
Grade 11 to 12: Earn 13.5 accumulated credits **and** pass English III

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

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

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

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

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

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

Exam Costs: The AP Program sets the cost of the exams each year. Currently the cost per exam for the 2018-2019 school year is $94. Fee reductions are available to students who receive free or reduced lunch or meet other eligibility requirements. Fee reduction amounts are released in the spring.

2018-2019 AP Exam Dates
* denotes exams for courses offered at HHS

WEEK 1	MORNING 8AM	AFTERNOON 12PM
Monday, May 6	AP United States Government & Politics*	AP Chinese Language & Culture AP Environmental Science*
Tuesday, May 7	AP Seminar AP Spanish Language and Culture	AP Japanese Language & Culture AP Physics 1: Algebra-based
Wednesday, May 8	AP English Literature and Composition*	AP European History* AP French Language & Culture
Thursday, May 9	AP Chemistry* AP Spanish Literature & Culture	AP German Language & Culture AP Psychology

Friday, May 10	AP United States History* AP Studio Art*- last day for school to submit digital portfolios. Students should have submitted portfolios to teacher well before this date.	AP Computer Science Principles* AP Physics 2: Algebra-based
WEEK 2	**MORNING 8AM**	**AFTERNOON 12PM**
Monday, May 13	AP Biology*	AP Physics C: Mechanics* 2pm- AP Physics C: Electricity and Magnetism
Tuesday, May 14	AP Calculus AB* AP Calculus BC	AP Art History* AP Human Geography
Wednesday, May 15	AP English Language and Composition*	AP Italian Language and Culture AP Macroeconomics
Thursday, May 16	AP Comparative Government and Politics AP World History	AP Statistics*
Friday, May 17	AP Microeconomics* AP Music Theory	AP Computer Science A* AP Latin*

Grading Practices

Based on a large body of research on the topic of grading practices and their effect on student learning, our administrative team took proactive steps in the last year designed to offer all of our students consistent grading parameters while increasing our student learning expectations.

The basic grading guidelines at Haverhill High School are 100% of a grade for a particular class are comprised of mastery-specific components. We are grading students more specifically on how much and what they know about a given subject. We believe our students are capable of reaching higher academic levels, and we must focus more on helping them achieve a greater knowledge base with better understanding.

The grading policy is in place for all academic disciplines at Haverhill High, and teachers are well-versed in explaining what the mastery grade percentage is comprised of in their particular classes.

Class Rank and GPA

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

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

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

Grade	Numeric range	GPA Value
A+	(97-100)	4.00
A	(93-96)	3.85
A-	(90-92)	3.70
B+	(87-89)	3.30
B	(83-86)	3.00
B-	(80-82)	2.70
C+	(77-79)	2.30
C	(73-76)	2.00
C-	(70-72)	1.70

D+	(67-69)	1.30
D	(63-66)	1.00
D-	(60-62)	0.70
F	(Below 60)	0.00

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

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

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

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

Honor Roll

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

Homework Requirements

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

Independent Study Courses

Independent Study is for students who would like to explore a specific course or topic in depth. Students interested in an independent study must complete a formal application that can be obtained through their school counselor. Teachers who conduct approved independent study courses do so on a voluntary basis. All final approvals for independent studies are at the discretion of the teacher, counselor, and administration.

Internet Use Policy

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

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

Attendance Policies

The goal of the student attendance policy is to ensure the safety of our students and promote consistent and daily school attendance. The expectation is that all students will have, at a minimum, attended at least ninety-five percent (95%) of the school year or fewer than 9 days absent in school. A student who is truant, frequently absent or frequently tardy to school without adequate reason is in violation of this policy.

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

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

Documented and Undocumented Absences

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

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

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

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

Students are expected to attend each class daily, those students who accrue over 5 absences will be subject to administrative failure policy in that class.

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

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

In accordance with MGL, Chapter 76, sect. 18, no student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within five days of the tenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English,

stating that such student and his parent or guardian may meet with the superintendent or the superintendent's designee for an exit interview. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or designated representatives, provided no extension shall be for longer than fourteen days. The superintendent or designee shall convene a team that may consist of the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student. The superintendent shall annually report to the department of education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement which each such student has taken.

The provisions of this section shall not apply to a student who has completed the regular course of education, apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

Administrative Failure Policy

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

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

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

Appeal Process

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

Automated Call System

Parents/Guardians will be informed of student absences by an automated call system. It is essential that parents and students provide up-to-date telephone numbers. Calls are made daily informing parents of absences. Parents who receive an automated call and are unaware of an absence, or have other attendance issues, should call the attendance office at (978)-374-5700, in the new Parent Resource Center. If you have a family emergency please contact the main office directly at x1100, x1101, and x1102.

Tardiness to Class Procedure

The objective of the student when the bell rings is to report directly to class. Students should take direct routes, and plan accordingly to ensure they report to class in the 5 minute timeframe. At no point should students:

- Linger in the hallways
- Go to areas of the building that is not their class

Consequences for students tardy to class

1. First offense: Students will receive a warning from the teacher
2. Second and Third Offense: Teachers will contact students parents and assign a teacher detention.
3. Fourth and subsequent offenses: Teachers will submit discipline referral to administration.

Please note:

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

Dismissal

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

Please note:

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

Make-Up Provisions

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

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

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

Student Conduct

One of our primary goals is to foster an atmosphere of trust and communication, which encourages and seeks parental input. Parents are vital to the success of the school process. They have the responsibility in shared partnership with the school to reinforce acceptable standards of behavior as well as the entire learning process at home.

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

- Respect the rights of others;
- Exercise common sense, good judgment and self-discipline;

- Apply themselves to the best of their abilities to continued educational growth;
- Contribute to a positive school environment;
- Accept responsibility for their behavior and actions.

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

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

Rules and Procedures Regarding General Conduct

A. **Cooperation in Class**

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

B. Conduct with Others

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

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

C. Lunch Period Procedures and Conduct

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

D. Rules of Dress

It is expected that all Haverhill students will be dressed appropriately while in school.
Students are not permitted to dress in any manner that interrupts the educational process or environment of the school. This may include clothing that promotes elicit or illegal activities, contains profanity, or does not comply to health and safety standards.
includes but not limited to be:

· Clothing containing inappropriate or suggestive language or pictures.
· Clothing that exposes a student's bare torso or midriff.
· Clothing that identifies students as members of a gang or in imitation of gang paraphernalia will not be permitted in school.
· While headwear is not prohibited at Haverhill High School in general, individual teachers set their own classroom expectations pertaining to headwear. If a teacher prohibits the wearing of headwear in their classroom, students will be expected to comply.
· Clothing or jewelry that advertises or promotes products or activities that are illegal (ie. Alcohol, other drugs and violence, „)
· Any other dress that interrupts the learning process, intimidates or provokes can be deemed inappropriate by the administration.

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

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E. School Lockers

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

F. Automobiles and Motorized Vehicles

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

All vehicles parking on school property must be registered with the main office and exhibit a permit.
Student's car must be registered in Massachusetts. Students must follow the below regulations in order to receive a parking permit.

1. Students are to park only in student lots (C,D & F) and **display their parking tag at all times.**
2. Students may lose their parking privileges if they do not park responsibly.
3. Parking spots are available on a first come, first serve basis. If the lots are full, please park in the back of the ice rink parking lot and notify administration.
4. Students are to display their parking tag at all times. Students who do not display their tag may be ticketed and/or towed.
5. Students that are found to have left property without permission will lose their parking privileges as follows:
    a) 1st offense – 1 week
    b) 2nd offense – 1 month
    c) 3rd offense – Rest of the school year
6. Students who are consistently tardy to school may have their parking privileges removed by administration.

There is absolutely no parking in the designated staff lots (A, B and E), on the grass, in fire lanes or handicapped areas and violators may be towed and subject to disciplinary action.

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

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

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

It is important for the student to realize the responsibility of obtaining a parking permit. If the permit is "lost", the student will re-apply for the permit, costing $10.00.

G. Appropriate Use of Electronic Devices.

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

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

Students may have silenced electronic devices on their person. Students will be allowed unrestricted access to their personal devices until 7:20 a.m. (at the first bell) and after 2:05 p.m. and during their 30 minute lunch period. Between 7:20 a.m. - 2:05 p.m., students will refrain from making phone calls; phone calls should be made with permission in a nearby office.

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

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

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

Cell phones are not to be out in the HHS classrooms unless being used for a specific lesson. After the classroom expectation has been set, any violation will result in the teacher holding the phone for the remainder of the class/period. If the student refuses to give the teacher the phone, security will be called. If security is called the student will be escorted to an AP's office, where they will be required to leave their phone until the end of the day. Any repeat offense that results in a student being sent to the AP's office will result in their phone being held in the Main Office in a sealed envelope until a parent/guardian (not the student) picks it up.

Additional items to note: Charging phones in classrooms will not be allowed. Appropriate personal use of devices is allowed in study halls, during hallway passing, lunch in the cafeteria and in the mall area. During only those times students will be allowed to listen to music (With one earbud in and low volume) and check their messages.

Students cannot audio or videotape teachers and students without their expressed permission. Audio or video taping of teachers without their expressed permission shall never be allowed and the audio or videotape shall never be used in any disciplinary proceedings of teacher.

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

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

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

H. Food and Drink

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

Individual teachers set their own classroom policies pertaining to the consumption of beverages. Students are expected to comply with the teachers' individual class policies. Food is not allowed in the classroom.

Additional Rules & Procedures

A. Student ID's

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

B. Student Passes

1. No student is to be anywhere in school or on school grounds without a properly signed, dated, and time noted on the student pass (except when directly accompanied by a staff member or other authorized adult, or during passing periods).
2. A student excused or summoned from class must carry a properly, authorized pass. **No passes shall be issued after 1:40 p.m. except in an emergency.**
3. A student entering a class after the tardy bell must present a proper pass. Students who are not in possession of an appropriate pass will **not** be turned away from class and will be subject to tardy policy procedures.
4. Students may not attend class other than one that has been assigned.

C. Visitors to School

In an effort to ensure the safety of the building, visitors to Haverhill High School will be limited to those on official school business. All other visitors will not be permitted to be on school grounds during the school day (i.e. former employees/students)

1. All visitors must check in at the main office security desk & present a valid ID to receive a visitors pass. This pass must be on display for the duration of their stay in the building.
2. A visitor who has not received prior permission will be required to leave the premises immediately, and is considered trespassing.

D. Bus Rules

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

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

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

3. **School Authority**

Violations of the Haverhill Public Schools conduct and discipline codes which occur during the time a student is being transported, waiting to board a school bus, or has just disembarked from a school bus are subject to punishment including temporary and long term denial of bus transportation. Additional disciplinary guidelines are posted on the Transportation Department page of the Haverhill Public Schools website.

E. School Dances and Events

1. Dances, with the exception of Junior Social and Senior Prom, are intended for **Haverhill High School students only**.
2. Students absent from school on the day of the dance or event will not be allowed to attend the dance or event unless they have received prior approval.
3. Students who have been suspended from their regular classes will not be allowed to attend the dance or event until the day following their last day of suspension.
4. Students who fail to complete assigned disciplinary consequences may be denied participation in any school sponsored activity.
5. Students who leave the building during a dance will not be readmitted to the dance.
6. Designated times for dismissal will be posted for certain special events (i.e., proms, bonfire, senior activities, etc.)
7. Students, who appear to be under the influence of alcohol or other drugs will be denied entry, have parents notified and will face disciplinary action on the following school day.

F. Internet Guidelines

1. No student will be allowed to access/use any online service, the Internet, or e-mail system unless a parent/guardian permission slip is on file.
2. No students will access/use any online service, the Internet or e-mail system unless they are under teacher supervision.

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

G. Cheating/Plagiarism

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

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

Definitions:

- Cheating – (taking) an examination in a dishonest way, as by having improper access to answers.

  Plagiarism- The unauthorized use of the language and thoughts of another author and the representation of them as one's own.

Public Safety Rules, Regulations and Laws

A. **Weapons**

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

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

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

C. **Drugs, Alcohol and Other Intoxicants**

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

D. **Drug Paraphernalia**

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

E. **Fire Safety Rules**

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

F. **False Fire Alarm**

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

G. **Vandalism and Property Damage**

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

H. **Physical Abuse, Assault, Assault and Battery**

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

Students should be aware that the definition of "assault" includes not only harmful or offensive touching, but also putting another person in fear of imminent harm.

I. **Insubordinate or Uncooperative Conduct**

1. At all times students must respond immediately to directives from adults. Students who fail to do so will be disciplined.
2. Students must provide their name when asked by a staff member.

J. **Gambling**

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

K. **Backpacks**

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

L. **Bomb Threats**

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

Guidelines for Students, Parents, and Guardians forCommunications with Staff

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

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

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

State and Federal legislation Summaries of Interest to Students

(1) ***Rights of Privacy***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

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

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

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

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

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

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

(8) ***Discrimination-Title IX, Chapter 622 Regulations***

In accordance with Title IX regulations of the Education Amendments of 1972, and Chapter 622 of the General Laws of Massachusetts, Acts of 1971, Haverhill High School re-states its adherence to the following policies:
Title IX states "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal funds."

Chapter 622 of the General Laws States: "No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin."

Notice of Nondiscrimination

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

The coordinator/grievance officer for Title VI and Title IX and Section 504 is:
Assistant Superintendent of Schools
Haverhill Public Schools
4 Summer Street Room 104
Haverhill, Massachusetts 01830
978-374-5740

(9*)* ***Physical Restraint Policy***

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

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

Physical restraint shall not be used:

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

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

- Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written

documentation and requires approval of the principal prior to the restraint.

- Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
- Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.
- Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.
- Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting in not medication restraint.
- Parent shall mean a student's father, mother, or legal guardian or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

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

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

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

In-depth staff training in the use of physical restraint. At the beginning of each school year, the principal of each public education program or his or her designee shall identify program staff who are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff shall participate in in-depth training in the use of physical restraint. The Department recommends that such

training be competency-based and be at least-sixteen (16) hours in length with at least one refresher training occurring annually thereafter.

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

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

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

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

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

(10) ***Student Education Records***

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

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

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

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

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

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

A student record consists of the transcript and the temporary record, including all information, recording or computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such a student ma be individually identified, and that is kept by the Haverhill Public Schools. The term as used in 603 CMR 23.00 shall bean all such information and material regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04. The temporary record consists of all the information in the student record which is not contained in the transcript. Such information is important to the educational process and may include standardized test results, class rank, extracurricular activities, and evaluations of the student by school staff.

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

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

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

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

(12) ***603 CMR 23.10: Notification***

The Haverhill Public Schools generally releases directory information: relative to its students, as that term is defined under 603 CMR 23.07 (4)(a). The following information is considered directory information which may be released to third parties without the prior consent of the eligible student or his/her parent: "a student name, address, telephone listing, date and birthplace, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plan."

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

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

(13) ***Protection of Pupil Rights Amendment (PPRA)***

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

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

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

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

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

(14) ***Student Photographs and Issues of Privacy***

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

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

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

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

(15) ***Harassment Policy***

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

Definition of Harassment

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

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

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

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

Harassment and Retaliation Prohibited

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

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

Investigation

If any individual or his/her representative, complains that he/she has been harassed (or who has witnessed or leaned and reported an incident of harassment) in the educational environment, appropriate school officials will investigate the facts and circumstances as reported. In assessing such reports school officials will be careful to consider the viewpoint of the complaint, or reporter, especially in cases involving small children. The complainant will be informed of the grievance procedure.

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

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

WHERE TO FILE A COMPLAINT

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

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

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

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

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

CONTENTS OF COMPLAINTS AND TIMELINES FOR FILING

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

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

INVESTIGATION AND RESOLUTION OF THE COMPLAINT

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

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

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

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

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

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

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

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

APPEALS

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

Margaret Marotta
Haverhill Public Schools
4 Summer Street Room 104
Haverhill, MA 01830
(978) 374-3405

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

Or

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

(16)Prohibition Against Bullying

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

Bullying is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional **of a written, verbal, or electronic expression or a physical act or gesture or any combinations thereof, directed at a target that**

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

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

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

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

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

Student Conduct and Discipline

Basic Guidelines

1. Normal procedures at Haverhill High School involve teachers, parents, administrators and other staff members.
2. All staff members are encouraged and expected to resolve minor conflicts and minor violations of rules when and where they occur.
3. Except for trivial incidents, parents are to be informed of violations as soon as possible.
4. Parents are to be informed as soon as a pattern of inappropriate behavior occurs.
5. All applicable procedures and school rules are in force off school grounds during school-sponsored activities.
6. Each school adult is responsible for bringing misconduct to the attention of students and, if appropriate, parents/guardians. If a conference alone does not or will not resolve the issue, a disciplinary referral will be made.

Detention

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

Student Discipline

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the rules of student conduct and control will be subject to disciplinary action.

Certain breaches of conduct are so serious that the Principal may long term suspend or expel a student under the provisions of M.G.L. c. 71, §37H and 37H ½. These include:

- Possession of a dangerous weapon while on school grounds or at a school-sponsored event
- Possession of a controlled substance while on school grounds or at a school-sponsored event
- An assault on a School Administrator, teacher, teacher's aide, or other staff person.
- A felony charge or conviction

Other violations of the code of conduct will subject a student to disciplinary action up to and including suspension under the provisions of M.G.L. chapter 71, §37H ¾.

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using long term suspension/expulsion until other remedies and consequences have been employed.

The following actions will result in disciplinary action:

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

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

1-1 Tardiness to homeroom/school
Disciplinary Action:

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

1-2 Tardiness to class
Disciplinary Action:

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

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

A. Conference with student
B. Parent contact

C. Detention
D. Parent conference and/or suspension

2-2 Truancy from school for whole or part of a school day
Disciplinary Action:
A. Conference with student
B. Parent contact
C. Detention
D. Parent conference and/or suspension

3-1 Hall pass violation or loitering, or misconduct in hallways
Disciplinary Action:
A. Conference with student
B. Parent contact
C. Detention
D. Parent conference and/or suspension

3-2 Disruption in class or out of class
Disciplinary Action:
A. Conference with student
B. Parent contact
C. Detention
D. Removal from class
E. Suspension from class
F. Parent conference and/or suspension

3-3 Lunch period misconduct
Disciplinary Action:
A. Conference with student
B. Parent contact
C. Detention
D. Removal
E. Parent conference and/or suspension

3-4 Refusal to follow direct instructions in disruptive or conflict situations
Disciplinary Action:
A. Conference with student
B. Parent contact
C. Detention
D. Parent conference and/or suspension

3-5 Misconduct while serving detention or In-School-Suspension (ISS)/Educational Responsibility Center (ERC)
Disciplinary Action:
A. Additional Detention/Parent Contact
B. Suspension ISS
C. Suspension OSS

3-6 Student in unauthorized/restricted area; i.e parking lots, opposite gender restrooms or locker rooms, fields or wooded areas surrounding school, roof, etc.
Disciplinary Action:
A. Conference with student
B. Detention
C. Parent conference/suspension

3-7 Misconduct on field trips
Disciplinary Action:
A. Detention

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

3-8 Possession of and/or throwing snowballs at school, on school grounds, at school bus stops or on school bus
Disciplinary Action:
A. Conference with student
B. Detention
C. Parent conference and/or suspension

3-9 Misconduct during participation in school-sponsored students activities (on or off school grounds, during or after school hours)
Disciplinary Action:
A. Detention
B. Prohibition from activities
C. Parent conference and/or suspension

3-10 Misconduct during transition of classes or after school/Opening locked doors to allow students/strangers entrance to the building
Disciplinary Action:
A. Detention
B. Prohibition from continued or subsequent presence at school
C. Parent conference and/or suspension

3-11 Misconduct on school buses or at school bus stops
Disciplinary Action:
A. Conference with student
B. Parent Contact
C. Detention
D. Suspension of bus privileges
E. Parent conference and/or suspension

3-12 Improper or disruptive conduct such as verbal harassment, inappropriate language, pushing, shoving, tripping, kicking, displays of affections, wrestling in hallways, classrooms or other areas.
Disciplinary Action:
A. Conference with student
B. Parent contact
C. Detention
D. Parent conference and/or suspension

3-13 Chronic misconduct that constitutes a threat to public order or presents a threat to the safety of students or staff members
Disciplinary Action:
A. Suspension
B.

3-14 Insubordination/disrespect to school personnel-refusal to follow direct instruction from staff
Disciplinary Action:
A. Conference with student
B. Parent Contact
C. Detention
D. Parent conference and/or suspension

3-15 Violation of Internet Policy
Disciplinary Action:
A. Conference with student
B. Detention

C. Detention/parent conference/suspension
D. Possible referral to police

3-16 Violation of Student Dress Code
Disciplinary Action:
A. Conference with student
B. Parent Contact
C. Detention
D. Parent conference and/or suspension

4-1 Forged/counterfeit school related documents such as absence or dismissal notes, report cards, progress reports
Disciplinary Action:
A. Parent Contact
B. Detention
C. Possible suspension

4-2 Forged signature on any school-related document such as hall pass, comment/appraisal form, etc.
Disciplinary Action:
A. Parent Contact
B. Detention
C. Possible suspension

4-3 Giving a false name or refusal to give name to school personnel
Disciplinary Action:
A. Detention
B. Parent conference and/or suspension

4-4 Giving false information to school personnel
Disciplinary Action:
A. Parent Contact/Conference
B. Possible referral to police

4-5 Cheating/Plagiarism
Disciplinary Action:
A. Credit for report/test denied
B. Parent notified
C. Possible removal from team, club, organization or elected office representing HHS
D. Parent conference

5-1 Arson
Disciplinary Action:
A. Suspension
B. Restitution
C. Referral to police and fire departments

5-2 Vandalism
Disciplinary Action:
A. Detention
B. Suspension
C. Restitution
D. School/community service
E. Referral to police

5-3 Vandalism of computers to computer programs
Disciplinary Action:
A. Detention

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

5-4 Theft
Disciplinary Action:
A. Suspension
B. Restitution
C. Referral to police

5-5 Littering or failure to clean cafeteria table
Disciplinary Action:
A. School/community service
B. Detention

5-6 Misuse of motor vehicle
Disciplinary Action:
A. Revocation of privilege
B. Detention
C. Parent conference and/or suspension

5-7 Graffiti
Disciplinary Action:
A. Suspension
B. Restitution
C. Referral to police

6-1 Smoking, use or possession of tobacco products in the school building including Vapor Pens, on school grounds or at school-sponsored event:
Disciplinary Action:
A. ISS
B. school and/or school community service.
C. suspension

6-2 Being in possession of a controlled substances as defined in Massachusetts General Laws, Chapter 94C. Such substances include, but are not limited to, cocaine, marijuana, heroin, barbiturates, amphetamines, and Ritalin.
Disciplinary Action:
A. Suspension
B. Expulsion from school and referral to police.

6-3 Being under the influence of a controlled substance as defined in Massachusetts General Laws, chapter 94C, or possessing paraphernalia related to the use of such controlled substances.
Disciplinary Action:
A. Suspension and referral to police.

6-4 Possession, use, or being under influence of alcohol
Disciplinary Action:
A. Suspension and referral to police.

6-5 Using legal drugs in an illegal or hazardous manner, or possessing selling, or giving away such drugs
Disciplinary Action:
A. Suspension and referral to police.

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

A. Suspension and referral to police.

7-1 Possession or use of lighters, matches or other flammable devices.
Disciplinary Action:
A. Confiscation
B. Detention
C. Parent conference and/or suspension
D. Possible referral to police and fire departments

7-2 False fire alarm, tampering with fire equipment, AED machines, video surveillance equipment, etc.
Disciplinary Action:
A. Suspension
B. Restitution
C. Referral to police and fire departments

7-3 Intentionally switching off lights or power sources for tools or equipment in shops, corridors or in any other part of the school facility
Disciplinary Action:
A. Detention
B. Suspension (in the case of tools or equipment in shops, corridors or in any other part of the school facility)

7-4 Possession of firecrackers, sparklers, or other such devices
Disciplinary Action:
A. Detention
B. Parent contact and/or suspension
C. Referral to police and fire departments

7-5 Detonating firecrackers, stink bombs or other such devices
Disciplinary Action:
A. Suspension
B. Referral to police and fire departments

7-6 Possession and/or use of disruptive devices: pagers, cell phones, cell phone cameras, Bluetooths, CD players, signal devices, laser pointers, squirt guns, water balloons, etc.
Disciplinary Action:
A. Confiscation
B. Parent Contact
C. Detention
D. Suspension

7-7 Gambling, and/or possession of gambling apparatus
Disciplinary Action:
A. Confiscation
B. Parent contact
C. Detention
D. Parent conference and/or suspension

8-1 Possession of a firearm
Disciplinary Action:
A. Suspension
B. Expulsion
C. Referral to Police

8-2 Possession of a weapon [other than a firearm]
Disciplinary Action:
A. Suspension

B. Referral to police.
C. Expulsion.

9-1 Fighting
Disciplinary Action:
A. Suspension
B. Possible referral to police

9-2 Assault and Battery
Disciplinary Action:
A. Suspension
B. Referral to police

9-3 Assault and Battery against a school employee or volunteer staff member
Disciplinary Action:
A. Suspension
B. Referral to police
C. Expulsion from school

9-4 Malicious physical abuse or assault
Disciplinary Action:
A. Suspension
B. Referral to police

9-5 Physical abuse of others, fighting or disorderly conduct when expressly related to religion, race, ethnicity, sexual orientation, or gender and/or violation of nondiscrimination policy
Disciplinary Action:
A. Suspension
B. Referral to police

9-6 Hazing
Disciplinary Action:
A. Suspension from school for up to five (5) school days. Prohibition from all extracurricular activities for one (1) year. Referral to police.

9-7 Use of derogatory language referring to religion, race, ethnicity, sexual orientation, or gender and/or violation of nondiscrimination policy. Use of racial slurs in reference to any other person:
Disciplinary Action:
A. Conference with student
B. Parent contact
C. Detention
D. Suspension

9-8 Hate Crime
Disciplinary Action:
A. Suspension
B. Referral to police

9-9 Sexual Harassment
Disciplinary Action:
A. Suspension
B. Referral to police

9-10 Harassment and/or violation of Bullying Prevention Policy
Disciplinary Action:
A. Parent Contact
B. Detention

C. Suspension

9-11 Threats to another person, threatening note, or bomb threats
Disciplinary Action:
A. Parent Contact
B. Referral to Police
C. Suspensions and possible expulsion

10-1 Failure to serve an assigned (teacher/office) detention or to arrange for an approved deferral
Disciplinary Action:
A. Parent Conference
B. Detention
C. Suspension

10-2 Failure to wear a seatbelt
Disciplinary Action:
A. Conference with student
B. Suspension of privileges
C. Revocation of privileges

Disciplinary Procedures

Suspension

A suspension is a short term or long term removal from regular classroom activities.

Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year.

A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

The Principal or his/her designee has the sole responsibility for determining who is suspended.

In school suspension

At the discretion of the Principal, an in-school suspension may also be imposed for violation of the student code of conduct. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. In-school suspension for less than 10 days shall not be considered a short-term suspension. An in-school suspension of more than 10 days shall be deemed a long-term suspension.

For an in-school suspension, the principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to

dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

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

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

Student due process rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

Short Term Disciplinary Sanctions (§37H and §37H ½): Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions (§37H and §37H ½): Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians 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. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 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. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

Notice and principal's meeting (§37H ¾):

For any suspension under this section, the principal or a designee shall provide prior notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.
The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

a. Short-term Suspension(§37H ¾)

The principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

If a student receives a short term suspension, the student shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her suspension.

b. Long Term Suspension(§37H ¾)

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request

that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, which the principal should consider in determining consequences for the student.

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

If a student receives a long term suspension, the student shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan. If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student’s home. No student will be suspended for greater than 90 days, beginning on the first day the student is removed from the building.

Emergency Removal(§37H ¾):

The principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

The principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Superintendent's hearing (§37H ¾):

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of a long term suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. There is no right to appeal a short term suspension to the Superintendent. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause. The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing. At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the principal's hearing for long-terms suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional

provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the direct of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.

Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.
3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary

action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order form a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Police Action

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

Search and Seizure

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

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

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

HAVERHILL HIGH SCHOOL | 2018-2019 | STUDENT CALENDAR

Haverhill High School – *Home of the Hillies!*

JULY 2018 - 0

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				

04 Independence Day
09 Summer Program: Credit Recovery Begins

AUGUST 2018 - 4

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~~	

09 Final Day Credit Recovery Program
16 Freshman Orientation 6 p.m. - Gym
27 10 Month Staff Report to HHS
28 Grades 9-12 Report to HHS
28 Term 1 Begins
31 Labor Day Recess – **Early Release** for Faculty and Students

SEPTEMBER 2018 - 18

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						

03 Labor Day – No School
04 Labor Day Recess – No School State Primary
05 Middle School Foreign Language and Fine Arts - Students Report
12 **Early Release** for Students 10:30 Staff Professional Development
20 Meet the Faculty 6:00 – 7:30 p.m.

OCTOBER 2018 - 22

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 Term 1 Progress Reports Issued
03 **Early Release** for Students 10:30 a.m. Staff Professional Development
08 Columbus Day – No School

NOVEMBER 2018 - 18

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	

01 Term 1 Marks Close
02 Term 2 Begins
06 Election Day - No School Students Staff Professional Development
09 Term 1 Report Cards - Parent Portal
12 Veterans Day Observed – No School
15 Term 1 Parent/Teacher Conferences 6:00 – 7:30 p.m.
21 Thanksgiving Recess – **Early Release** 10:30
22 Thanksgiving Day – No School
23 Thanksgiving Recess – No School

DECEMBER 2018 - 15

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					

10 Term 2 Progress Reports Issued
21 Winter Recess – **Early Release** 10:30
24 Christmas Eve – No School
25 Christmas Day – No School
26-31 Winter Recess – No School

JANUARY 2019 - 21

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 New Year's Day – No School
15, 16, 17, 18 Finals – Semester I
18 Term 2 Marks Close
21 M.L. King Day - No School
22 Term 3 Begins
28 Term 2 Report Cards Parent Portal
30 **Early Release** for Students 10:30 Staff Professional Development
31 Term 2 Parent/Teacher Conferences 6:00 – 7:30 p.m.

FEBRUARY 2019 - 15

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		

18 Presidents' Day – No School
19-22 Mid-Winter Recess – No School
28 Term 3 Progress Reports Issued

MARCH 2019 -21

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						

20 **Early Release** for Students 10:30 Staff Professional Development

APRIL 2019 - 17

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				

01 Term 3 Marks Close
02 Term 4 Begins
08 Term 3 Report Cards Parent Portal
11 Term 3 Parent/Teacher Conferences 6:00 – 7:30 p.m.
15 Patriots Day – No School
16-18 Spring Recess – No School
19 Good Friday – No School

MAY 2019 - 22

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 **Early Release** for Students 10:30 Staff Professional Development
08 Term 4 Progress Reports Issued
20 Last Day of Classes Seniors
21 R. Elaine Croston Poetry Reading
21 Senior Sign Out
24 Grades 9-11 Early Release 10:30 a.m.
24 Senior Chapel- 11:00 a.m. Auditorium
24 Seniors – Report Cards Parent Portal
27 Memorial Day – No School
31 Class of 2019 – Graduation 6:00 p.m.

JUNE 2019

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						

11 Last Day of School Scheduled 180th Day – Half Day for Students
18 Last Day of School Schedule 185th Day Half Day includes five (5) no school days due to weather
- Final Four Days – Finals Semester 2
- Last Day of School
- Term 4 Report Card in Parent Portal Grade 9-11

Final report cards will be mailed home for grades 9-11 after the last day of school. Please visit our website for additional events posted on the district calendar.

HAVERHILL HIGH SCHOOL
SCHOOL YEAR 2018 – 2019

BELL AND LUNCH SCHEDULE

Five Minutes until Period A Begins:...7:20

Two Minutes until Period A Begins:...7:23

A---------- 7:25 – 8:15 – 50 Minutes - *Announcements*

B ---------- 8:20 – 9:08 – 48 Minutes

C ---------- 9:13 – 10:01 – 48 Minutes

D ---------- 10:06 - 10:54 – 48 Minutes

1st Lunch SEE BELOW FOR CLASS/ LUNCH TIMES

2nd Lunch SEE BELOW FOR CLASS/LUNCH TIMES

3rd Lunch SEE BELOW FOR CLASS/LUNCH TIMES

J ---------- 1:15 – 2:05 – 50 Minutes - *Announcements*

LUNCH E	
E Lunch 1	10:54 – 11:24 – **1st Lunch**
F/G Period	11:29 – 12:17 – Class - 48 Minutes
H/I Period	12:22 – 1:10 – Class - 48 Minutes

LUNCH G	
E/F Period	10:59 – 11:47- Class - 48 Minutes
G-Lunch 2	11:47 – 12:17 - **2nd Lunch**
H/I Period	12:22 – 1:10- Class - 48 Minutes

LUNCH I	
E/F Period	10:59 – 11:47 – Class - 48 Minutes
G/H Period	11:52 – 12:40 – Class - 48 Minutes
I Lunch 3	12:40 – 1:10 – **3rd Lunch**

(R) 1.4.17

School Cancellation & Delayed Openings

School closing and delayed announcements will be televised on channels 4, 5, 7, 10 and 99; along with the School Messenger System during the early morning news programs and will be broadcast on radio station WBZ AM 1030.

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

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

Haverhill High School
Two-Hour Delayed Opening Schedule

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

SLOT 1 9:25 - 10:01
SLOT 2 10:06 - 10:54

LUNCH 1	
E Lunch 1	10:54– 11:24
F/G Period	11:29 – 12:17
H/I Period	12:22 – 1:10

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

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

J ---------- 1:15 – 2:05

EARLY DISMISSAL PROFESSIONAL DEVELOPMENT

STUDENTS DISMISSED AT 10:30 a.m.
Classes held on half days will rotate starting with A- D and E - J so all classes have equal instructional time.

HAVERHILL HIGH SCHOOL DIRECTORY

(978) 374-5700

Position	Name	Extension
Principal	Glenn Burns	x1101 or 1102
Assistant Principal, Grades 12	Anthony Curet	x1138
Assistant Principal, Grade 11	Nicole St. Clair	x1130
Assistant Principal Grade 10	Tamara Lobo	X1121
Assistant Principal, Grade 9	Matt Steinberg	x1109
Athletic Director	Thomas O'Brien	x1141
Attendance Supervisor	Lorna Marchant	x1118
English	Supervisor Carol Quinney, Dean	(978) 374-3400 x4216
English Language Education	Dr. Darshan Thakkar, Supervisor	(978) 420-1926
Business Academy	Dean, TBA	x4735
Fine Arts Classical Academy	Ellen Mullane, Dean	x4410/4412
Guidance & Student Support Services	Jami Dion, Director	x1134
Library / Media Services	Henry Toromoreno	x1143
Mathematics	Patricia Juranovits, Supervisor Daniel Tanguay, Dean	(978) 420-1904 X4352
Physical Education and Wellness	Thomas O'Brien	x1141
Science, Technology and Engineering	Kevin Higginbottom, Supervisor Grace McIntyre, Dean	(978) 420-1976 x4106
Social Studies	Tom Jordan, Dean	(978) 420-1927 x4319
Special Education	Pamela MacDonald, Director	(978) 374-3435
World Languages	Supervisor TBD	(978) 420-1927

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

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

Frequently Asked Questions
People to Contact

Issue	***Person to Contact***
Academic Difficulty	Course teacher, Guidance counselor
Address/Telephone Number Changes	In writing to Main Office
Athletics Questions	Tom O'Brien, Athletic Director
Attendance Question	Attendance Office, Main Office, Guidance counselor, or Assistant Principal
Career Assistance	Your counselor or other counseling staff
College Information	Your counselor
Concerns about yourself or another student (personal, emotional, alcohol, drugs, other)	Your counselor, or Assistant Principal or Substance Abuse Counselor x1142
Course Schedule	Your counselor
Difficulty Finding Way Around School	Any staff member
Drop or Add a Class	Your Counselor
Extracurricular Activity Questions	Your counselor or Assistant Principal
GPA/QPA, etc. Questions	Your counselor
Grade Error	Course teacher
Idea for New Student Organization	Student Council
Illness or Injury	School nurses, health office
Locker or Lock Problem	Security staff, Assistant Principal's offices
Locker: 100's and 200's	Mrs. Shaffer – 200's Office x1105
Locker: C, F, K, M and S Wing	Mrs. Bell – F Wing Office x1122
Lunch Issues	Ms. Jordan 978-374-3423
Medication Questions	School nurses x1111 or x1112
Need a Transcript or Other Student Records	Mrs. Gravel, Guidance Secretary x1134
Need to Call Home During School Hours?	Emergency only – Assistant Principal's office
Parking Questions	Mrs. Shaffer – 200's Office x1105
Parking Space	Mrs. Shaffer – 200's Office x1105
Problems with Teacher	Principal
Question about Rules	Student Handbook; see Assistant Principal for info
Research Help	Library staff
SchoolBrains	portalsupport@haverhill-ps.org
Sexual Harassment	Any teacher, counselor or administrator with whom you feel comfortable, School Resource Officer
Suggestion for School Improvement	Student Council, any Administrator
Supplies, Pen, Paper, etc.	School Store
Testing, Make-Up	Course teacher
Violence/ Harassment	Administration, School Resource Officer,
Volunteer Information	Your counselor
Work Permit	Ms. Moccio – M Wing Office, or Central Office

School and Community Support Services

Haverhill High School

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

Community

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

Hotlines

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

HAVERHILL HIGH SCHOOL
STUDENT/PARENT/GUARDIAN HANDBOOK SIGNATURE PAGE

Dear Students, Parents and/or Guardians,

Welcome to Haverhill High School! *"Respect and Responsibility"* is the theme that governs the conduct and behavior of Haverhill High School students. In order to assist you with your many questions and concerns, we provide a Student/Parent Handbook **on-line** *(www.haverhill-ps.org – schools top tab – select Haverhill High School – select Parent/Student Resources)* for your review. It contains the essentials that are critical to the operation of our school and serves as a guide to familiarize you with the policies, procedures, and expectations. You will also find information regarding our educational goals and objectives as well as information about activities and organizations.

If you have any questions you can always call the appropriate person listed in the book or our website is **www.haverhill-ps.org** and select Haverhill High School.

It is important that you sign and return this form after reviewing the handbook on-line. It must be returned with your student by October 12, 2018, to your period B teacher.

I acknowledge that I have reviewed the on-line Student Handbook, and understand the procedures and guidelines as presented in the 2018-2019 Haverhill High School Handbook.

PLEASE PRINT

Student name: First Last Grade

Parent/Guardian Signature(s) Date

Student Signature Date

R: 9.5.17 NHS