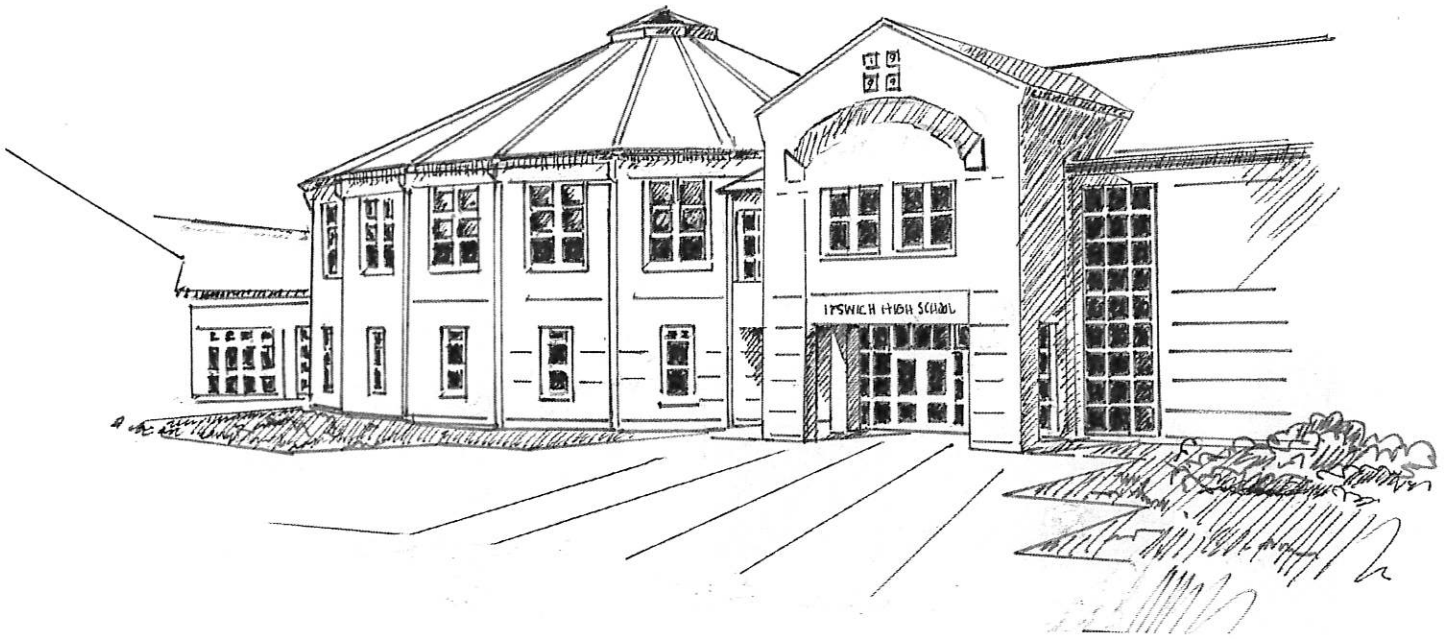
IPSWICH HIGH SCHOOL



STUDENT-PARENT HANDBOOK
2022 – 2023

IPSWICH HIGH SCHOOL STUDENT-PARENT HANDBOOK

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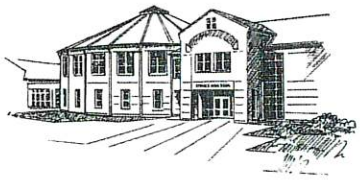
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Jonathan Mitchell
Principal



Leeanne Collura
Assistant Principal

July 1, 2022

Dear Students and Parents:

The staff and administration welcome you back as we begin the 2022-23 school year. The new school year always brings with it the feelings of hope and excitement, and the promise of a more "normal" school year has our staff re-energized to continue to provide the high quality of education that everyone has come to expect at Ipswich High School.

The student-parent handbook serves two primary purposes. First, it details important policies and procedures that the school follows in order to maintain a safe, respectful, and productive learning environment. The handbook is a great reference for students, staff, and parents to guide us as we make consistent decisions to ensure we are doing what is best for all students. Parents should take time to review the expectations together. Second, the handbook provides families with information about how to access helpful programs and services and includes the contact information for them.

Included with this handbook is a copy of the school calendar along with a daily agenda that students can use to keep track of their assignments and appointments. We hope that students take advantage of this tool to help them stay organized as they navigate the busy school year.

On behalf of the high school faculty and staff, we look forward to a great year filled not only with success in and out of the classroom, but also fond memories for the years to come!

Please feel free to contact me if you require more information.

Thank you,

Jonathan L. Mitchell

Jonathan Mitchell
Principal
Ipswich High School

Ipswich High School

Equity, Collaboration, Engagement

IHS is a collaborative community that fosters equity among learners. We engage in the personalized acquisition of the skills and knowledge essential to becoming successful, contributing, and responsible citizens.

Successful Habits of Mind (SHOM)

- **Communication:**
  Through *communication* we exchange ideas using a variety of formats while considering the audience.
- **Collaboration:**
  Through *collaboration* we demonstrate mutual respect and shared responsibility as we work with others to accomplish a task and achieve shared goals.
- **Critical Thinking:**
  Through *critical thinking* we reason abstractly, concretely, quantitatively, and resourcefully for a purpose.
- **Creativity:**
  With *creativity* we imagine and explore possibilities, challenge existing structures, and develop novel thoughts and forms of expression.
- **Perseverance:**
  With *perseverance* we persist through challenges, manage pressure, and maintain an optimistic outlook.
- **Self-Management:**
  With *self-management* we take responsibility for our own behavior and success by setting goals, organizing our resources, and revising our strategies based on self-reflection.

Social Expectations

- Demonstrate respect for self and others
  - Appreciate diversity
  - Act with integrity, honesty, and fairness
  - Make responsible choices
  - Social, emotional, ethical, physical

Civic Expectation

- Make positive contributions as a responsible and informed citizen.

TO: **ALL STUDENTS**

FROM: **JONATHAN MITCHELL**

DATE: **SEPTEMBER 1, 2022**

RE: **RECEIPT OF STUDENT-PARENT HANDBOOK**

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

Please sign and return this handbook receipt. Your signature also acknowledges the fact that you have been informed of and directed towards the location of the policy regarding "Act Prohibiting Hazing", Chapter 269, Sect.17, 18 and 19.

Please tear out and return to the main office:

We have received and read the 2022-2023 STUDENT-PARENT HANDBOOK

_____/_____

NAME CLASS DATE

_____/_____

(Parent Signature) (Print) (Student Signature) (Print)

STUDENT'S CODE OF CONDUCT AND REGULATIONS

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

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

ALCOHOL BREATHALYZER PROGRAM

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

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

ACTIONS:

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

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

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

Students who recorded a .02 or greater on the Breathalyzer and who acted as the driver of a car that transported other students or themselves will be reported to the police for legal action. The driver of

a car is considered to have a greater burden to act in a manner designed to avoid harm to the occupants of their vehicle.

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

APPEAL PROCESS

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

ATTENDANCE

Student Absences and Excuses

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Parents and students are reminded that Massachusetts General Law Chapter 222 requires compulsory attendance for students. The Massachusetts Department of Education classifies all absences as unexcused, regardless of the reason. We strongly discourage family vacations/ travel when school is in session, and instead encourage families to schedule travel only during school holidays and vacations. In addition to compromising the attendance law, family vacations interrupt the educational process in ways that make-up work cannot reverse. Teachers are not required to provide homework assignments prior to a family vacation or travel. It is the responsibility of the student to meet with teachers and make-up missed work upon his/her return.

Student Absence Notification Program

In the event that a student is going to be tardy or absent, it is the parent/guardian's responsibility to notify the school. Families of students whose absence has not been reported will be contacted by the school office the morning of the absence. As a reminder, the parent notification serves as a safety measure, not a means of excuse.

In instances of chronic or irregular absence reportedly due to illness, the school administration will request a physician's statement certifying such absences to be justified.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed

jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Chronic Absenteeism

The chronic absenteeism rate for each school and group includes both excused and unexcused absences.

Attendance levels

Regular Attendance - 5% 9 days or less absent (1 day a month)
At-risk Attendance - 5.1%-9.9 % 10-17 days absent (1 or more day)
Chronic Absence - 10%-19.9% 18-35 days absent (two days a month)
Severe Chronic Absence - 20% 36 days absent or more

Ipswich High School is equipped with voice mail which helps to manage our documentation of student absences. Messages may be left at any time of day. A parent/guardian must contact the office before 8:15 on the date of absence. A student must be in school by 8:30 a.m. to participate in or attend any extracurricular event on that day. It is the student's responsibility to provide documentation for any absences. College visits (see page 9) must receive prior administrative approval to be considered for a waiver. Please note that voluntary student absences (vacations, family trips, etc.) will not be considered for appeal and will count towards a student's total absences for the year. Students are allowed to make up work missed during their absence; however, it should be noted that only individually completed work assignments, quizzes, or tests can be made up. Class participation, collaboration with one's peers, and interaction with the teacher, from which much knowledge and growth occurs, are all important learning activities that are impossible to make up.

Effect on Grades

Students will receive a failing grade of 64 for a quarter if they accumulate four or more absences for that class in that quarter. If a student's average is below 64, he or she will receive the lower grade.

Students may request a waiver for extraordinary circumstances by submitting an appeal to the Assistant Principal within 10 days after the end of the quarter during which the excessive absences occurred. Requests for appeal submitted after the 10 days have expired will not be granted.

The school administration may elect to convene a panel of staff members to hear appeals for failures due to excessive absences for the following documented exceptional reasons:

1. Chronic illness or incapacitation
2. Court summonses
3. Family emergencies
4. Emergency medical or dental appointments
5. Other emergencies approved by the administration.

An additional remedy for failure due to excessive absences is for a student to improve his or her attendance for the quarter immediately following the one in which he or she exceeded the maximum number of absences. Specifically, if a student attends 90% or more class meetings for that same

class he or she previously failed, the average for that failed quarter will revert to the average the student had originally earned.

BACKPACK POLICY

Students may bring backpacks to their classes. Backpacks and all other types of bags must be compact enough to fit in the wire cage beneath classroom seats. In classrooms with seats that do not have seats with wire cages (band, tech, arts) teachers will determine an appropriate place to store backpacks.

BULLYING & HARASSMENT

Reference full on-line bullying and harassment policy at:

https://www.ipsk12.net/domain/23

Bullying and harassment 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 combination thereof, directed at a victim that result in one or more of the following:

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

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

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

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

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

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

BUS CONDUCT FOR STUDENTS

Transportation to and from school is provided for those students who do not walk to school. There is no after school transportation. Please contact Central office at 978-356-2935 x. 1126 for further information. Buses will leave the school at approximately 2:21, except on Thursday's when they leave at 1:17.

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

BUS RULES

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

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

CAFETERIA CONDUCT

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

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

CLASSROOM DECORUM

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

COLLEGE VISITS

Ipswich High School recognizes the value of a student visiting colleges in which he or she is interested. It also recognizes the importance of school attendance. Therefore, students should attempt to schedule college visits when Ipswich High School is not in session. When missing school is unavoidable, students may submit a request for a college visit day, which will not count against his or her attendance. Juniors will be granted a maximum of two school days for college visits, and seniors will be granted a maximum of four school days. The college visit request form must be submitted at least three school days prior to the visit, and students must submit documentation of their college visit upon their return to school; otherwise, the day(s) will count as an absence.

COMPUTER USE/ABUSE

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

1. Sending hate mail, making discriminatory remarks and any other antisocial behavior
2. Accessing or processing pornographic material, inappropriate text files, or any files dangerous to the integrity of the local network
3. Using the Internet for financial or commercial gain
4. Using the Internet to harm other people
5. Interfering with other people's computer work
6. Trespassing in other people's files

7. Using someone's name without their permission
8. Downloading and using software for which you have not paid
9. Using other people's computer resources without authorization
10. Using the Internet for illegal activities

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

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

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

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

CONDUCT AT OFF-SCHOOL ACTIVITIES

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

DANCE RULES AND PROCEDURES

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

DETENTION (Teacher)

Teachers may assign students to report to them after school until 3:05 p.m. to discuss behavior, make up work, provide extra help, etc. A twenty-four hour notice will be given before the assigning of a teacher detention. If a student is simultaneously assigned teacher detention and office detention, teacher detention takes precedence. The student is responsible for bringing a teacher signed note to the office detention room.

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

DETENTION (Office)

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

DETENTION PROTOCOL

This is a reminder that during office detention students should not be allowed to text, email, play games, surf the Internet, or use electronic devices for any non-educational purposes. If a student wishes to use an electronic device for completing an assignment, you may allow them to do so at your discretion as long as you are able to monitor them.

Students must also be silent during detention and may not engage in conversations with other students.

Students may not sleep or put their heads down.

If a student is late, please note the time they arrived in the comments section on the detention sheet.

If students in detention insist on violating these rules, or are disruptive or insubordinate, please make them leave and fill out a discipline referral and note it in the comments form on the detention sheet and they will be assigned additional detention or in-house suspension.

Students in detention are not allowed to have visitors.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

Please note that this chart is for quick reference only.

Infraction	Consequence
Misbehavior in Cafeteria or Failure to Dispose of Trash	First Offense: 1 Office Detention Subsequent offenses: 3 – 5 Office Detentions
Food Fight	Up to 3 Day Suspension
Misuse of Computers	Possible loss of computer use as well as disciplinary action up to and including suspension
Failure to Report to Office Detention	First Offense: 5 Office Detentions Subsequent Offenses: Suspension *Students may not accumulate more than 10 consecutive days of Office Detention and may instead be suspended and parent/guardian called*
Alcoholic Beverages	First Offense: Up to 5 day suspension and referral to Superintendent Subsequent Offenses: Referral to the Superintendent for further action including possible long term suspension
Drugs	Long term suspension, exclusion, or expulsion
Weapons	Long term suspension, exclusion, or expulsion
Forged or Altered Document or Pass	5 Days Office Detention
	First Offence: Up to 5 Day Suspension

Fighting	**Second Offense: Up to 10 Day Suspension and referral to Superintendent** **Third Offense: Long Term Suspension, referral to Superintendent, possible Exclusion or Expulsion**
Lying to Staff Member	**Office Detention or Suspension**
Cheating/Plagiarism	**For the first offense, the student will receive a zero on the paper, exam, etc., be ineligible to the National Honor Society for one year and be ineligible for the Distinguished Achievement Award for one year from the date of the offense. Leadership roles in clubs, activities or extracurricular teams will be suspended for 2 weeks. A conference will be held with the parent/guardian, student, teacher, and assistant principal.** **For a second offense, the student will receive a zero on the paper, exam, etc., be suspended from school for up to 3 days, and be ineligible to the National Honor Society and for the Distinguished Achievement Award for the remainder of their High School career. Leadership roles in clubs, activities or extracurricular teams will be lost for the remainder of the school year and the following school year. A conference will be held with the parent/guardian, student, teacher, and assistant principal.** **For subsequent offenses the student will receive a zero on the paper, exam, etc. and be suspended from school for up to 3 days.**
Display of Inappropriate Materials	**Detention or Suspension based on the severity of the incident**
Insubordination	**Up to 2 Day Suspension. Repeated offenses will result in recommendation for further action to the School Committee**
	First Offense: Up to one Day Suspension

Leaving School Building/Grounds Without Permission	Subsequent Offenses: Additional Suspension
Student in Corridor without Permission/Pass	1 Office Detention
Public Display of Affection	1-3 Office Detentions
Tardiness to Class	Teacher Detention. Habitual Tardiness will result in office detention.
Threats and or Assaults and Abusive Behavior (Faculty/Staff)	Students who threaten or assault a staff member are subject to exclusion or expulsion. If a student damages the property of a staff member they may be Suspended for up to 5 Days. Abusive, obscene, or vulgar language or gestures to the staff will result in suspension for up to 3 days
Threats and or Assaults and Abusive Behavior (Student)	Students who are verbally abusive to other students will be subject to detention or suspension depending on the severity of the offense. A student who physically assaults another student will be immediately sent home, receive up to 10 days Suspension and may result in referral to the Superintendent for further disciplinary action
Truancy (Absence from School Without Parental Permission)	5 Days Office Detention, loss of credit for missed work. Continued offenses may result in suspension
Cutting Class	First Offense: 5 Days Office Detention and loss of credit for missed Work Subsequent Offenses: Suspension
Vandalism	Up to 5 Days Suspension, payment for damaged items or cleaning. Subsequent

	offenses will result in referral to the Superintendent
Electronic Devices	**1st offense** – ***Device confiscated for the remainder of the day.*** **2nd offense**—***Device confiscated for the day and student will receive two office detentions.*** **Subsequent offenses hallway** – ***Device confiscated for the day and student will receive two office detentions.***
Electronic Devices	**3rd offense in classroom, presentation, or academic venue--** ***Device confiscated for the remainder of the day and student will receive five office detentions. Parental notification.*** **Subsequent offenses in classroom, presentation, or academic venue** – ***Device confiscated for the remainder of the day. Students may receive 1 day In-house suspension. Parental notification. At the discretion of the administration chronic offenders may lose the privilege to possess electronic devices in school.***

Any disciplinary incidents not detailed in this chart or the Student-Parent Handbook will be addressed at the discretion of the Ipswich High School Administration

DISMISSALS

Parents/Guardians may request the dismissal of their student by submitting a note to the office no later than 7:45 a.m. In the event of an emergency or unforeseen circumstances a phone call requesting the dismissal will be accepted with a written note brought to the office on the return to school. The note should include the name of the student, date, time and reason for dismissal and the signature and telephone number where a parent/guardian can be reached. Dismissal requests may be verified by a telephone call from the school office.

The reasons for which the administration will excuse a dismissal will be the same as those for an excused absence (see section on ABSENCES). Students dismissed for any other reason will receive an unexcused absence. The administration reserves the right to deny a dismissal request for cause. A student who is dismissed before 1:30 p.m. Monday, Tuesday, Wednesday and Friday or 12:30 p.m. on Thursdays forfeits the privilege to participate in and/or attend any extracurricular activities on that day.

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

DRESS CODE

The right of students to freedom of expression in the public schools of the commonwealth shall not be abridged, provided that such right shall not cause any disruption or disorder within the school.

School officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety, and cleanliness.

To ensure the safety of students, headwear that potentially conceals a student's identity or covers the ears is not permitted inside the school building.

DRINKING (Use of Alcoholic Beverages)

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

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

DROPOUT PREVENTION

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

DRUGS

Illicit drugs include prescribed controlled drugs used without a physician's authorization; over-the-counter drugs used for recreation and controlled illegal drugs including marijuana, cocaine, amphetamines, ecstasy, barbiturates, opium and derivatives; other hallucinogens and mind altering drugs. Synthetic drugs including but not limited to Spice, K2, and bath salts well as any abusable glue, aerosol paint or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, or inhalation of other substances as described or listed in Massachusetts General Laws c. 270, ss 18, 19 are also included within the meaning of illicit drugs. The possession, odor of, use, sale or purchase of these substances or what is represented to be these substances is forbidden on school grounds.

In accordance with expulsion provisions required by the Education Reform Act of 1993, any student who is found on school premises or at school sponsored or school related events, including athletic games, in the possession of a controlled substance as delineated in Chapter 94 of the General Laws, including but not limited to, marijuana, cocaine and heroin will be subject to long term suspension or expulsion. Expulsion is the permanent exclusion from school.
If a student receives a long-term suspension, a portion of the suspension may be waived by the school administration if the student successfully participates in a drug abuse counseling or treatment program. The amount of suspension time waived will depend on the length and quality of the student's participation in the counseling or treatment program.

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

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

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

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

Please see the reference on page 38 under Weapons for more detail of the guidelines for expulsion under the Education Reform Act of 1993 for possession of weapons or controlled substances. (MGL c.71:37H1/2)

ELECTRONIC DEVICES

Classroom use of iPods, other mp3 players, cell phones, or any other wireless/and or electronic device of any kind without authorization from your teacher is prohibited. Failure to comply will

result in the forfeiture of the device until the end of the school day and may result in office detention or suspension.

Smartphone Policy -Students may use smartphones in hallways and common areas between classes. Smartphone use during class for appropriate purposes continues to be at the discretion of the classroom teacher. Students may not make phone calls in public areas and must go to the main office or guidance office. Students may use their personal electronic devices while in the cafeteria as long as such use does not violate other rules of behavior (disruption, bullying, harassment, etc.). The Technology Acceptable Use Agreement is in effect at all times.

Students who are found to be using personal electronic devices in an area other than the cafeteria unless teacher authorized will have their device confiscated for the remainder of the day and receive detention and/or suspension depending on the nature and frequency of the violation.

1st offense – Device confiscated for the remainder of the day.

2nd offense—Device confiscated for the day and student will receive two office detentions. Subsequent offenses hallway – Device confiscated for the day and student will receive two office detentions.

3rd offense in classroom, presentation, or academic venue-- Device confiscated for the remainder of the day and student will receive five office detentions. Parental notification.

Subsequent offenses in classroom, presentation, or academic venue – Device confiscated for the remainder of the day. Students may receive 1 day In-house suspension. *Parental notification.* At the discretion of the administration chronic offenders may lose the privilege to possess electronic devices in school.

Headphones/Earbuds - Headphones/earbuds may only be used when in classrooms, pods, or common areas while under the direct supervision of and with the permission of a teacher. Headphones/earbuds may also be used in the cafeteria**.** Headphones/earbuds used in inappropriate areas such as hallways during passing will be confiscated under the school's electronic device policy. Headphones/earbuds may not be visible in any way in hallways and inappropriate areas.

ELIGIBILITY

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

1. Have fewer than 6 tardies in any quarter
2. Have fewer than 6 absences in any quarter (documented medical absences will be waived)
3. Must arrive in school before 8:30 am and may not be absent
4. May not be dismissed from school on a day the student arrives tardy
5. No dismissals before 1:30 pm or 12:30 pm on Thursdays

EXAMS EXEMPTIONS

Any senior with a 90 or higher final average is exempt from the final exam in that class. This also applies to juniors taking AP courses.

EXTRA-CURRICULAR ACTIVITIES

Participation by students in Interscholastic Athletic Activities is limited to students who are academically eligible based on MIAA regulations. Any student who fails more than (1) one 5 credit course or its equivalent, will become ineligible to participate in a sport. Student attendance regulations apply to all extra-curricular activities.

FAILURE TO SIGN IN/OUT

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

FALSE ALARMS

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

1. G.L.C.268, & 32: penalty	Tampering with police or fire alarm system Up to two years in jail or $500 to $1,000 fine or both fine and imprisonment.
2. G.L.c269,& 13: penalty	Making or circulating a false alarm of a fire Up to one year in jail or $100 to $500 fine.
3. G.L.c.269,& 13A: penalty	Making a false report of a crime to a police officer Up to one year in jail or $100 to $500 fine or both fine and imprisonment.
4. G.L.c.269,& 14: penalty	Making a false bomb threat Up to 20 years in state prison or up to two and one-half years in jail or up to $10,000 fine or both fine and imprisonment.
5. G.L.c.272& 40: penalty	Disturbing a school or assembly Up to one month in jail or up to $50 fine.
6. Third offense within one year	One month in jail

FIELD TRIP REGULATIONS

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

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

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

For further information on Field Trips go to: **https://www.ipsk12.net/domain/23.**

FIGHTING

Students involved in fighting will have their parents notified, be sent home immediately and receive up to 5 days suspension. Fighting at school related activities may result in suspension and forfeiture of privileges to attend such functions for the remainder of the season or year.

Second offense will result in up to 10 days suspension and a referral to the Superintendent of Schools for further disciplinary action. A 3rd offense will result in referral to the Superintendent of Schools for a long term suspension or possible expulsion.

FLAG SALUTE

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

FOOD AND DRINK

Beverages such as coffee, tea, or hot chocolate may be consumed in 1st period classes at the discretion of the classroom teacher provided they are in sealed reusable containers in order to prevent spillage. If a teacher's classroom rules prohibit drinks they will not be allowed and student failure to follow classroom rules will be considered insubordination.

Food deliveries to the building are not permitted. Gum chewing, lollipops and the like are not permitted in the school building. Clear bottled water may be brought to class in commercial containers.

FUNCTIONS AND CO-CURRICULAR APPROVAL

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

HARASSMENT - SEXUAL (Student)

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

- staring or leering with sexual overtones

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

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

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

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

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

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

HARASSMENT-SEXUAL (Adult)

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

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

HAZING

Hazing is prohibited at Ipswich High School. Hazing is any conduct or method of initiation into any student organization whether on public or private property which willfully or recklessly endangers the physical or mental health of any student. Hazing is a violation of Massachusetts law and violators of this law will face criminal punishment. See School Committee Policies for the full law.

HOMEWORK

A student should expect to have an amount of homework commensurate with the level of courses in which they are enrolled. In other words, students should expect both the rigor of homework and the time required for its completion to increase with each successive grade and in honors or AP level courses. We encourage parents to take an active role in conveying the importance of homework by

1. Promoting a positive attitude towards homework as an opportunity to both independently practice what they have learned and develop positive work habits
2. Respecting the rigor of work assignments by allowing students to struggle productively and independently
3. Providing a suitable setting for study
4. Supporting a regular routine of homework completion
5. Making resources and materials available when appropriate
6. Empowering students to communicate with their teachers when they need help completing assignments

HONOR CODE

Ipswich High School is committed to the following academic and behavioral expectations for students: integrity, community, and responsibility. Violation of the Honor Code diminishes the learning experience, not only for those involved, but also for the entire Ipswich learning community. The commitment to uphold the foundations of academic honesty promotes the trust between students and educators necessary to foster a fair and ethical community that will prepare our students as future global citizens.

Types of Academic Dishonesty

Cheating: Cheating is the intentional use or attempted use of deceit, violation of rules and/or misrepresentation of one's work. Examples of cheating include, but are not limited to

- Using any form of memory aid/notes during tests or quizzes without the permission of the teacher.
- Copying/offering answers on tests, quizzes or other assignments.
- Copying/offering homework in written form, or by electronic means.
- Copying or in any way duplicating assignments that are turned in as original work.
- Exchanging assignments with other students, whether you believe they will be copied or not. This is referred to as the facilitation of academic dishonesty and carries the same punishment.
- Using the Internet to search for responses rather than reading the assignment.
- Having anyone, including parents/guardians or tutors, complete assignments
- Presenting collaborative work as individual work.
- Using another's ideas without proper citations.
- The use of unauthorized books, electronic devices, notebooks, websites or other resources for assignments
- Unauthorized collaboration on assignments

- Talking or gesturing to another student during a test, quiz or exam.
- Any communication during an assessment will be interpreted as cheating, regardless of the subject matter being discuss
- Intentionally missing a test, quiz, exam, or project deadline for the sole purpose of avoiding a due date, extending preparation time, and/or obtaining information from other students.

Collusion: Collusion refers to the agreement or cooperation between students to commit an act of academic dishonesty. Any student who knowingly or intentionally helps another student to perform any act of cheating or plagiarism is subject to discipline for academic dishonesty. There is no distinction between those who cheat and plagiarize and those who willingly allow it to occur. Any collaboration done without permission and knowledge of the teacher may be deemed collusion. Examples of collusion include, but are not limited to

- Allowing another person to copy one's own work or exam.
- Collaborating with another person before a quiz or examination in order to develop methods of exchanging information during the quiz or examination.
- Distributing an examination from an unauthorized source prior to an examination.
- Distributing or selling a paper or other work to other students.

Fabrication: Fabrication is the intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise. Examples of fabrication include, but are not limited to

- Falsifying data or results from research or lab/fieldwork.
- Selectively omitting or altering data that do not support one's conclusions.

Plagiarism: It is academic theft. Plagiarism refers to the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. Examples of plagiarism include, but are not limited to

- **Directly Copying:** Copying someone else's work & passing it off as your own (cutting & pasting or retyping)
- **Patchwork Plagiarism:** Borrowing phrases from the original source & blending it into your own writing.
- **Paraphrasing:** Summarizing an idea from another source & failing to cite the author/reference.

Note: definitions of academic dishonesty are adapted from Hamilton Wenham Regional High School handbook, Salem State University Academic Integrity Regulations, and the North Shore Community College Code of Conduct.

How can students avoid plagiarism?

- Give yourself plenty of time. Students are more likely to cheat if they don't have enough time.
- See your teacher for help. Use all avenues of support available to you.
- Write down your sources so that they can be cited.
- Take notes when researching instead of cutting and pasting.
- Cite your sources anytime you use someone else's work. This lets the teacher know what is your work and what belongs to someone else.

How can parents help to promote student achievement & avoid cheating?

- Teachers are available for extra help after school and can be reached by email. Encourage your children to contact their teachers with questions or if they need help.
- Don't push your children beyond their limits with expectations. Many times students make bad decisions because they feel pressure to succeed.

- If you notice that your child is not completing assignments at home speak to them about when and where they are completing assignments.
- If your child is caught cheating, please remember that this is a learning experience; help your child to accept the consequences for his/her actions so that it does not happen again.

What are the consequences for infractions?

- 1st offense: Student will receive a zero on the paper, exam, etc., A conference will be held with the parent/guardian, student, teacher, and assistant principal. Admission of issue, if the student admits their infraction, they may, at the teacher's sole discretion, be allowed to mitigate the consequences to the score. The incident will be recorded in Aspen as an Academic Honor Code Violation.
- 2nd offense: Student will receive a zero on the paper, exam, etc. Depending on the severity of the infraction, the student may be suspended from school for up to 3 days and be ineligible for National Honor Society and for the Distinguished Achievement Award for the remainder of the academic year. Leadership roles in clubs, activities or extracurricular teams may be lost for the remainder of the school year. A conference will be held with the parent/guardian, student, teacher, and assistant principal. The incident will be recorded in Aspen as an Academic Honor Code Violation.
- Subsequent offenses: Student will receive a zero on the paper, exam, etc., be ineligible for National Honor Society and for the Distinguished Achievement Award for the remainder of the academic year. Leadership roles in clubs, activities or extracurricular teams may be lost for the remainder of the school year and the following school year, and may be suspended from school for up to 3 days. Plagiarism and cheating offenses are cumulative throughout the student's academic career. The incident will be recorded in Aspen as an Academic Honor Code Violation.

HONOR ROLL

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

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

IDENTIFICATION

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

INAPPROPRIATE MATERIAL

The display of sexually explicit, vulgar, hateful, or other language or imagery inconsistent with the school's mission is not permitted at school. Such material will be confiscated and turned over to the student's parents. Detention and/or suspension may result based upon the nature of the individual incident.

INSUBORDINATION

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

LEAVING SCHOOL WITHOUT PERMISSION

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

LOCKERS

Each student will be assigned a locker, gym locker and lock by the Assistant Principal. Master keys to all lockers are retained by the school. Weapons, illegal drugs, alcoholic beverages, stolen property and other contraband may not be stored in school lockers. Only school issued locks are to be used and lockers are to remain locked. Lockers are school property and the school reserves the right to periodically inspect lockers to assure compliance with school rules.

MAKE-UP WORK

Students are responsible for obtaining from each teacher the assignments which were given during their absences and to present to each teacher evidence that the assignment was completed satisfactorily. Missed work (including tests) must be made up in a period of time after returning, equal to the number of school days absent plus one. Failure to complete make-up work on time will result in the student receiving a failing grade for that work. Teachers are not obliged to prepare work in advance for students who are going to miss school.

NATIONAL HONOR SOCIETY (Agawam Chapter)

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

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

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

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

The student who exercises **LEADERSHIP**

- is resourceful in proposing new problems, applying principles and making suggestions.
- demonstrates leadership in promoting school activities.
- exercises influence on peers in upholding school ideals.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- inspires positive attitudes.
- demonstrates academic initiative.
- successfully holds school offices or positions of responsibility, conducting business efficiently, effectively
  and without prodding, demonstrates reliability and dependability.
- demonstrates leadership in the classroom, at work and in school or community activities.
- is thoroughly dependable in any responsibility accepted.

The student who performs **SERVICE**

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

The student of **CHARACTER**

- takes criticism willingly and accepts recommendations graciously.
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, office, etc.
- demonstrates the highest standards of honesty and reliability.
- shows courtesy, concern and respect for others.
- observes instructions and rules, punctuality and faithfulness both inside and outside of the classroom.
- has powers of concentration and sustained attention as shown by perseverance and application to studies.
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- actively helps to shape a positive school environment.

- shall not have been suspended for substance use, abuse or dishonesty during the year of eligibility.

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

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

1. A letter will be sent to the student (and parent if under 18 years old) indicating that a warning period is in effect.
2. A meeting will occur with the probationary student and the National Honor Society advisor.
3. The student (and parent if under 18 years old) and the National Honor Society advisor must sign the student's contract acknowledging:
   a. the nature of the problem,
   b. an awareness of the student's responsibility to continue to meet the National Honor Society's requirements,
   c. the possibility of dismissal from the Society if the probationary period is unsuccessful. If the probationary member is unable or unwilling to meet the terms in the contract set up by the advisor and signed by the member, the member will be granted a hearing before the Faculty Council to determine if the student should be dismissed from the Agawam Chapter of National Honor Society. The Faculty Council's decision may be appealed within ten school days to the Principal.

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

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

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

NURSE-HEALTH ROOM

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

PARKING AND AUTOMOBILE REGULATIONS

Students are required to obtain a free parking pass from the High School Office and submit registration information in order to obtain permission to park during school hours. Students who fail to obtain a parking pass will be subject to a $5 fee for each day they park without the pass. A

parking pass does not guarantee a space will always be available, especially during inclement weather.

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

PASSES

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

POSTERS

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

PROPERTY OF THE SCHOOL

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

PUBLIC DISPLAY OF AFFECTION

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

RELEASE OF INFORMATION

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

SEARCHES

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

SMOKING AND TOBACCO USE

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

SNOWBALLS

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

STEALING

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

SUSPENSION AND DUE PROCESS

Suspension (in-school, short-term, and long-term), Emergency Removal, and Expulsion

With respect to student discipline, the administration will adhere to all relevant statutes, regulations, and case law, including, but not limited to, M.G.L. c. 71, sections 37H, 37H1/2, and 37H3/4 and 603 CMR 53.00, the text of all of which is attached hereto as Exhibit __ and incorporated herein.

A. In-School Suspension: In-School Suspension is a temporary exclusion from the activities of the regular classroom when deemed appropriate by the administrator. School work is obtained for the student and the student completes their daily assignments and assessments in the main office. All completed assignments and assessments are handed back to the respective teachers for grading. Please note that there is no right of appeal for an in-school suspension.

A student who receives an in-school suspension for a disciplinary offense is entitled to the following process:

1. The principal or designee shall inform the student of the disciplinary offense charged and the basis for the charge.

2. The student shall be permitted an opportunity to dispute the charges and to explain the circumstances surrounding the alleged incident.

3. If the principal or designee determines that the infractions occurred, the principal or designee shall inform the student of the length of the in-school suspension (not to exceed 10 days).

4. On the same day as the in-school suspension decision, the principal or designee shall make reasonable efforts to notify the parent/guardian orally of the offense, the reasons for his/her conclusion, and the length of the in-school suspension.

5. The principal or designee shall also invite the parent/guardian to a meeting to discuss the incident and the student as soon as possible.

6. The principal or designee shall send written notice of the in-school suspension to the student and parent/guardian on the day the suspension is issued.

B. Suspension: Suspension is a temporary exclusion from the activities of the regular classroom, accompanied by a temporary exclusion from school when deemed appropriate by the administrator. Under Goss vs. Lopez, 419 U.S. 565 (1975) (and pursuant to various state statutes and regulations) students facing a suspension of ten days or less have interests in their education that qualify them for procedural protections against the unjust deprivation of those interests under the Due Process Clause of the United States Constitution. Before a suspension of ten days or less takes place (a "**Short-term Suspension**"), the school owes a student the following process:

Notice of the charge: The principal or designee shall provide written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place.

Meeting with the Principal or designee: The student shall meet with the principal or designee regarding the alleged offense. The principal or designee shall make a good faith effort to include the student's parent/guardian in this meeting. The parent/guardian, if present, shall have an opportunity to discuss the student's conduct and to offering additional information or mitigating facts.

Explanation of the evidence: At the meeting, the student shall be told the basis of the accusation, the nature of the disciplinary offense, and any other pertinent information. The student, and his/her parent if present, shall have the opportunity to present additional information and to offer mitigating facts.

However, for a short-term suspension, the student will **not** have the opportunity to secure counsel, to confront and cross-examine witnesses or to call his/her own witness to verify his/her version of the incident. The Principal or designee, in his/her sole discretion, may permit the student to question his/her accuser or present his/her own witnesses.

Written determination: The principal or designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, a date of return to school, and the opportunity to make up assignments and other needed school work. Please note that there is no right of appeal for a short-term suspension.

Applicability to Students with Disabilities: This provision shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law.

Long-term suspensions: Students facing a suspension of more than 10 days have the right to a more formal process. These rights include the following in addition to those described for short-term suspensions:

- to review the student's own record and any documents on which the principal may rely, in making his/her decision regarding suspension;
- to be represented by counsel (at the student's expense);
- to present the student's own explanation of the alleged incident;
- to produce witnesses on his/her own behalf;
- to cross-examine witnesses presented by the school or district; and
- to request a recording of the meeting.

For long-term suspensions, the principal's written notice of suspension shall contain all of the information listed in 603 CMR 53.08(3)(d).

As part of that information the written notice shall include:

- notice of the student's opportunities to make academic progress during suspension, with information about the school's education service plan; and
- notice of the right to appeal the suspension, with instructions about the process for doing so.

Appeal of long-term suspensions (more than 10 days):

- If a student receiving a long-term suspension (more than 10 school days for a single infraction) wishes to appeal that decision to the superintendent, he/she must do so in writing no later than 5 calendar days following the effective date of the suspension.
    - The student or parent/guardian may request an extension of up to 7 calendar days to submit this request for an appeal.

- The superintendent or designee shall hold a hearing within 3 school days of receiving the student's request for an appeal.
    - The student or parent/guardian may request an extension of up to 7 calendar days for this hearing to be held.
- The superintendent or designee must include the parent/guardian in this hearing, or else must show a good faith effort to include him/her.
- At the hearing, the student has the same rights afforded him/her at the principal's meeting prior to issuing the long-term suspension.
- The superintendent or designee will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request.
- The superintendent will issue a written decision within 5 calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter.

C. Emergency removal: Emergency removal of a student is within the principal's authority when, in his/her judgment, the student's continued presence poses a danger to persons or property and there is no adequate alternative to alleviate that danger. Please note that there is no right of appeal for emergency removal, unless the underlying suspension is greater than ten days (then the process for appeal of a long-term suspension described herein will apply). However, the principal or designee shall do the following:

- Make adequate provisions for the student's safety and transportation before removing him/her from school on an emergency basis.
- Make immediate reasonable efforts to orally notify the student and parent/guardian of the emergency removal and the reason for it.
- Provide written notice to the student and parent/guardian.
- Provide an opportunity for a hearing before the principal, with the parent/guardian in attendance, within two school days of the emergency removal (unless the parties agree to an extension of time).
- Render a decision orally on the same day as the hearing, and a written notice of the hearing no later than the following school day.

Academic Progress: Any student who is serving an in-school suspension, short-term suspension, long-term suspension or expulsion shall have the opportunity to earn credits, as applicable, make up tests, assignments, papers, and other school work as needed to make academic progress during the period of his/her removal.

Impact on Extracurriculars: Any student assigned a short term or long term suspension may be ineligible for student leadership positions such as club presidents, athletic team captains, class officers, etc.

D. Expulsion: Expulsion is a permanent exclusion from school. M.G.L., c. 71, section 37H provides the Principal the authority to expel a student who is found on school premises or at a school-sponsored event, including athletic games and field trips, possessing a dangerous weapon, or possessing a controlled substance, or who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games and field trips. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found at Appendix A.

M.G.L., c. 71, section 37H1/2 provides the Principal the authority to expel a student who is adjudicated or admits guilt with respect to a felony or felony delinquency. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found at Appendix A.

A student facing expulsion has the following procedural rights:

1. Written notice in the student's primary language that a hearing will be held to determine whether or not to impose an expulsion. Notice shall include the following:

    a) The date/time/place of the hearing;
    b) A description of the nature of the allegation and the evidence supporting the allegation against the student;
    c) A list of witnesses who will appear on behalf of the school;
    d) A summary of the procedures to be followed and the rights afforded to the student at the hearing;
    e) Notice of the right to an Alternate Education;;
    f) The telephone number of the Principal;

2. The right to be represented by a lawyer or advocate (at the student's expense);
3. Adequate time to prepare for the hearing;

4. Access to documented evidence prior to the hearing;

5. The right to request that witnesses attend the hearing, and to question them (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation);

6. The right to have the hearing transcribed;

7. The right to have the hearing translated into the student's or his parents' or guardians' primary language; and

8. A reasonably prompt written decision including specific grounds for the decision and the process for appeal.

Appeal: A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days of the receipt of the written decision of the Principal to expel.

A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H (possession of dangerous weapon, controlled substances, assault of staff, etc.) in writing to the Superintendent within ten (10) days of the receipt of the written decision of the Principal to expel.

Academic progress: Any student who is removed from school pursuant to sections 37H or 37H1/2, including expulsion, shall have an opportunity to receive education services and make academic progress during the period of removal.

Applicability to Students with Disabilities: To the extent that the application of the foregoing policy to students with disabilities conflicts with state or federal laws, such law(s) shall prevail.

Suspended or Expelled Students: Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or attend school sponsored events may be suspended for additional days and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns to school.

SUSPENSION OF STUDENTS WITH DISABILITIES

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

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

TARDINESS TO CLASS

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

TARDINESS TO SCHOOL

Daily attendance is taken during the first period class. Students arriving after 7:45 am must check in at the main office before reporting to class. Failure to report to the office will result in disciplinary action.

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

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

In order to participate in extracurricular activities that day, students need to be in school by 8:15.

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

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

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

THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Student)

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

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

TRUANCY

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

UNAUTHORIZED ABSENCE FROM CLASS (Cutting)

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

VANDALISM

If school property is destroyed, vandalized or defaced, any student who has knowledge of the act should report it. The student responsible for the vandalism may be suspended from school for up to

5 days and required to make full restitution. Subsequent offenses will result in a referral to the Superintendent of Schools.

VISITORS

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

VULGARITY

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

WEAPONS

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

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

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

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

WITHDRAWAL FROM COURSE AND COURSE CHANGES

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

WITHDRAWAL FROM SCHOOL

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

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

STUDENT SERVICES AND MISCELLANEOUS INFORMATION

ACCESS TO STUDENT RECORDS

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

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

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

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

INSPECTION OF RECORD

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

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

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

CONFIDENTIALITY OF RECORD

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

AMENDMENT OF RECORD

The parent and student have the right to add relevant comments, information or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

DESTRUCTION OF RECORDS

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

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

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

C. If a student is 18 years of age or older, the student alone may exercise these rights.

ACCIDENTS

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

ATHLETICS

INTRAMURALS:	Volleyball
SPRING:	Lacrosse (B&G), Baseball, Softball, Track (B & G), Tennis (B&G)
WINTER:	Basketball (B & G), Gymnastics, Ice Hockey, Track, Swimming and Wrestling
FALL:	Soccer (B & G), Football, Field Hockey, Cross Country, Cheerleading, Golf (B&G) and Volleyball
SPORTS REPLACEMENT:	See Page 58 (Graduation Requirements)

Note: There is a $650 per athlete/per year user fee with a family cap of $900 for participation in interscholastic sports.

AWARDS

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

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

1. Academic achievement (15 points required): A G.P.A. of at least 3.0 earns 15 points. A G.P.A. of at least 3.5 earns 20 points. A failing grade in any subject during any grading period will automatically disqualify a student. The remaining 25 points must be earned from at least two of the three remaining criteria categories as indicated below. At least 2 points must be earned from Extracurricular and School Service category.
2. Community and Volunteer Service (20 points accepted): Groups that meet at least monthly or equivalent membership in church groups, scouts, civic action groups, political action groups, volunteer work and others approved by the Principal earn 5 points maximum for each organization.
3. Extracurricular activities and school service (20 points accepted). People to People, Math League, Science League, Student Government, Art Club, Environmental Club, Interact

Club, drama production participant, class officer, Regional Student Advisory Council Representative, School Council member, earn 5 points each.

Other: Clubs or organizations that meet at least once a month (1 to 5 points each).
Volunteer as student guide or student panel participant (1 to 3 points).
Yearbook Editor: 10 points
Girls/Boys State, Mass. Star designee: 2 points

4. Sports (20 points accepted).

Interscholastic athletic team member:	10 points
Team Managers:	5 points
Intramural sports	5 points

HONORS RECEPTION: Each June an Honors Reception is held. At this time students who have demonstrated outstanding academic achievement indicated by a cumulative G.P.A. of 3.3 for the first three quarters of the current year will be recognized with a Certificate of Academic Merit. Students with a cumulative G.P.A of 3.5 or higher for the first three quarters will be recognized with a Certificate of Distinctive Academic Merit. Please note that the criteria for these awards are different from the criteria for the Honor Roll. Students who have earned awards for citizenship and scholastic achievement will also be honored. Parents are invited.

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

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

BICYCLES

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

BOOKS

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

CLUBS AND ORGANIZATIONS

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

Art Club, The Chameleon (Literary Magazine), Close Up (Washington, DC) Environmental Club, First Robotics, Global Languages, GSA Diversity Club, Interact, Model UN, Math League, The Company (Drama), ICAM Video Productions, National Honor Society, Poetry Stand, People to People, and Yearbook.

COURSE REQUIREMENTS FOR GRADUATION

See High School Graduation Requirements in Appendix.

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

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

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

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

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

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

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

FEES FOR CURRICULAR AND CO-CURRICULAR ACTIVITIES

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

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

FIRE DRILLS, BOMBS, AND FALSE ALARMS - 911

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

GRADING SYSTEM AND EXAMINATION

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

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

MID-YEAR EXAMS AND FINAL EXAMS: They should cover the first and second semester's work respectively and count for 20% of the semester grade. If a semester exam is not given, then the semester grade is the average of the two quarters' grades. Final grades for a full year course will be arrived at simply by averaging both semester grades. Seniors with an average of 90 or above will be exempt from taking the final exam in that course in the second semester.

GRADE, GRADE POINT AVERAGE

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

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

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

SUMMER SCHOOL CREDITS:

The Guidance Department must give prior approval for a student to attend summer school.

COMMUNITY SERVICE

As a prerequisite for successful citizenship, Ipswich High School expects each student to make a significant contribution to the community. Community service embodies a core value that every good citizen embraces. All students will experience the personal rewards of serving the needs of the community's social fabric by donating their time and skills to advance worthy institutions and endeavors.

Ipswich High School expects every student to complete an approved Community Service Project during their high school experience. These projects will be a minimum of 30 hours in duration. Unless the organization has been pre-approved by the high school, all projects must be approved in advance by the high school principal or his designee. Project completion will be monitored by the community service coordinator for completion. Projects will be graded on a Pass/Fail basis. Any student who has not completed their community service requirement by the end of their Junior year will receive a grade of "F" indicating that they have not yet met this requirement. Seniors will have until the end of the first marking period of their senior year to earn a passing grade for their service requirement.

Information regarding service opportunities for students and a list of pre-approved organizations can be found on the high school website.

https://ipsk12.net

HEALTH SERVICE

The school nurse or health aide is in the building every day from 7:45 to 2:45. In accordance with the Ipswich School Committee Policies, the nurse is not allowed to treat a student, but is able to administer First Aid. When a student is ill, parents will be contacted to arrange for the student to be sent home.

INSURANCE - ACCIDENT

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

LOST AND FOUND

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

MEDIA CENTER

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

The Media Center is open on most days from 7:45 a.m. to 2:45 p.m. To use the Media Center during R Block, students must sign up one day in advance. Students may not sign up for other students. Students must remain in the Media Center for the entire class time.

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

THE BRIDGE PROGRAM

The BRIDGE program at Ipswich High School is a six-week program at the end of the senior year. Participants spend 30 hours per week at their worksite, gaining valuable career insight and experience. To qualify, students must have a minimum of a 70 average in each of the first three quarters in each subject during the senior year, must have a record free of disciplinary action during their senior year, and must meet all requirements for graduation. Completion of required courses entails a special project or paper. For elective courses, partial course credit is awarded. Students do not attend classes during the internship period, with the exception of Advanced Placement (AP) courses. Five elective credits are awarded upon successful completion of the internship.

PERFORMING ARTS RULES

1. School Rule: If a student is absent, dismissed, under suspension or more than a half day tardy (8:30am) from school on the day of an event or on a Friday preceding a Saturday event, they may not be allowed to participate or attend unless the absence has been excused by the Principal or the Assistant Principal.

2. Perfect attendance at rehearsals and performances with emphasis on being punctual is expected. No unexcused absence from a dress rehearsal or a performance will be tolerated. The third unexcused absence from a rehearsal or the first unexcused absence from a performance or a dress rehearsal may, at the discretion of the Director, result in a student being dropped from the group immediately, being denied participation the following semester or for the next production. An absence from a dress rehearsal may also result in the student not being allowed to perform in the subsequent performance. An absence should be cleared by the Director two weeks before a performance and one week before a rehearsal except in the case of last minute emergencies or illnesses. A student who receives academic credit for participation may receive a "0" for each unexcused absence and referred to the office regardless if the class meets beyond the school hours.

3. A student may be removed from any performing arts group immediately or be denied participation the following semester or performance cycle for behavior that is disruptive to the group process of learning and performing.

4. Students taking part in an extracurricular fine arts performance activity which is not required as part of their approved course work will be ineligible to participate if they have failed two or more classes the previous quarter or are currently failing two or more classes. Since the nature of performing group work means that the authentic assessment of the activity falls at the very end of the rehearsal period, the following condition shall apply:

Any student who becomes academically ineligible during the final three weeks of a rehearsal period will not be forbidden the opportunity to perform at the end of the cycle. Instead, the student will not be allowed to audition for the next scheduled performance cycle. Upon satisfying the eligibility requirement, the student may petition to join the cycle in process as a member of a technical or running crew, subject to the same eligibility requirements.

5. Any student who makes a commitment to a performing group and drops out without just cause may be, at the discretion of the Director, withdrawn failing (if it is a curricular group) and may be denied participation the following semester.

6. Students assume responsibility for all materials and equipment issued and are expected to make restitution for lost or damaged property.

7. A student who drinks alcoholic beverages or uses drugs while in a performing group will be banned from participation in the current performance cycle and referred to the school administration. The student will be banned from participation in all performance groups the following semester for a second offense. Selling or intent to sell alcoholic beverages or drugs may result in a year's suspension from performing groups.

8. A student caught smoking will be referred to the school administration and be put on warning by the Director; for subsequent offense the student will be banned from participation in the following Company performance cycle and the following semester for curricular performing groups.

9. Any student drinking alcoholic beverages or using drugs on a school sponsored music or drama trip may be sent home at their expense and will be referred to the school administration for disciplinary action.

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

PROJECT ADVENTURE

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

All outdoor Project Adventure winter activities require appropriate clothing. All students **must** have safe warm winter shoes or boots (Kickers, L.L. Bean, Survivors, etc.). Heeled shoes or boots will not be allowed at any time of the year. It is also required that students wear gloves, hat and a warm jacket or coat. Due to the nature of Project Adventure activities, students' clothing may get dirty or muddy, therefore a change of clothing is essential.

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

SENIOR PRIVILEGE

The senior privilege policy has a twofold purpose: 1. To reward positive academic and social behavior, and 2. To provide seniors with an opportunity to practice individual responsibility with support and guidance from the school. Eligible students are required to sign out in the main office before being permitted to leave the building during R block, VHS classes, and lunch. To be eligible for the senior privilege, students must satisfy the following requirements:

1. Be a full-time member of the senior class
2. Complete the application form
3. Have no more than a total of five (5) tardies, absences, or dismissals in the previous 45 days of school
4. Have no current grades lower than a C-
5. Have a clean disciplinary record for the two most recent academic quarters

Eligibility does not begin until the end of the first quarter. The privilege will be immediately revoked if the senior fails to maintain any of the above eligibility requirements listed above. Further, if the senior is cited for a moving violation, transports an underclassman during the school day without prior permission, or fails to adhere to the expectations for student behavior described in this handbook, the privilege will be revoked until a date determined by the school principal or his/her designee.

SPECIAL EDUCATION SERVICES and SECTION 504

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

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

STUDENT EMPLOYMENT REGULATIONS

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

TESTING SCHEDULE

GRADE High School	TEST	DATE
9	Science MCAS	
10	Massachusetts Comprehensive Assessment System (MCAS) [details in appendix]	
11	Preliminary Scholastic Aptitude Test	
11 and 12	Advanced Placement Test	

12	Scholastic Aptitude Test
11	Scholastic Aptitude Test

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

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

TRANSCRIPT AND MAILING FEE

Seniors are entitled to receive one free copy of their official high school record mailed to the college or institution of their choice. The mailing consists of an official transcript, a Profile of Ipswich High School, other requested records and a return postage-paid postcard indicating that the record has been received by the college. Additional requests for mailings will cost $1.00 each, payable in advance. Graduates will be charged $3.00 for each request for a transcript and/or records.

VALUABLES AND MONEY

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

Ipswich Public Schools

Dr. Brian J. Blake
Superintendent of Schools

One Lord Square
Ipswich, MA 01938
www.ipsk12.net
Phone 978-356-2935
Fax 978-356-0445
bblake@ipsk12.net

NONDISCRIMINATION STATEMENT

The Ipswich School Committee and the Ipswich Public Schools are committed to maintaining a school environment free of discrimination and harassment based on race, color, national origin, ethnicity, religion, sex/gender, gender identity, age, handicap or disability, sexual orientation, military or veteran status, genetic information, marital status, gender identify and any other protected class under state and federal law. The Ipswich School Committee and the Ipswich Public Schools will not tolerate discrimination or harassment in any of its schools or work locations, including but not limited to any school programs, services or activities. We are committed to making reasonable efforts to ensure an environment free from discrimination or harassment.

The school committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, color, national origin, ethnicity, religion, sex/gender, age, handicap or disability, sexual orientation, military or veteran status, genetic information, marital status, gender identify and any other protected class under state and federal law.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Dr. Beverly Hegedus
Director of Pupil Personnel Services Payne School Building
1 Lord Square
Ipswich, MA 01938
Phone: 978-356-2935

Inquiries concerning the application of nondiscrimination policies may also be referred to:

Office for Civil Rights, Region 1
U.S. Department of Health and Human Services Government Center
J.F. Kennedy Building Room 1875 Boston, MA 02203
Phone: 617-565-1340
Fax: 617-656-3809

IPSWICH PUBLIC SCHOOLS
Ipswich, Massachusetts 01938

TITLE IX AND CHAPTER 622 GRIEVANCE PROCEDURE - STUDENTS AND PARENTS

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

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

LEVEL I - PRINCIPAL

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

LEVEL II - CENTRAL OFFICE

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

LEVEL III

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

PARENTAL RIGHTS UNDER SECTION 504

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

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

IPSWICH HIGH SCHOOL
Leeanne Collura, Assistant Principal
Justine May, School Counselor
Jennifer Starrett, School Counselor
Claire Powers, School Counselor

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

STUDENTS WITH DISABILITIES

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

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

1. Eligibility Determination: The TEAM must first determine whether a child is eligible for special education services. This determination starts with the careful and thorough evaluation of the child in all areas of suspected disabilities.

2. Development of the IEP: Next, if the TEAM has found the student eligible for special education, the elements of an Individualized Education Program (IEP) must be discussed, planned and then captured in a written document. Input from parents, the student, general educators and special educators is necessary to complete this service contract that sets high expectations for a student and then guides that student's special education services for the next year.

3. Placement Decision: Once all the elements of the IEP are determined, including services and supports, a placement decision must be made. The first placement option considered for each student with a disability must be the general education classroom with the provision of needed aides and services. The law requires that students do not get placed outside of the general education classroom unless their disability requires another setting. The TEAM must always consider the unique needs of the student before making the final placement determination.

September 2008

Discipline

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

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

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

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

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

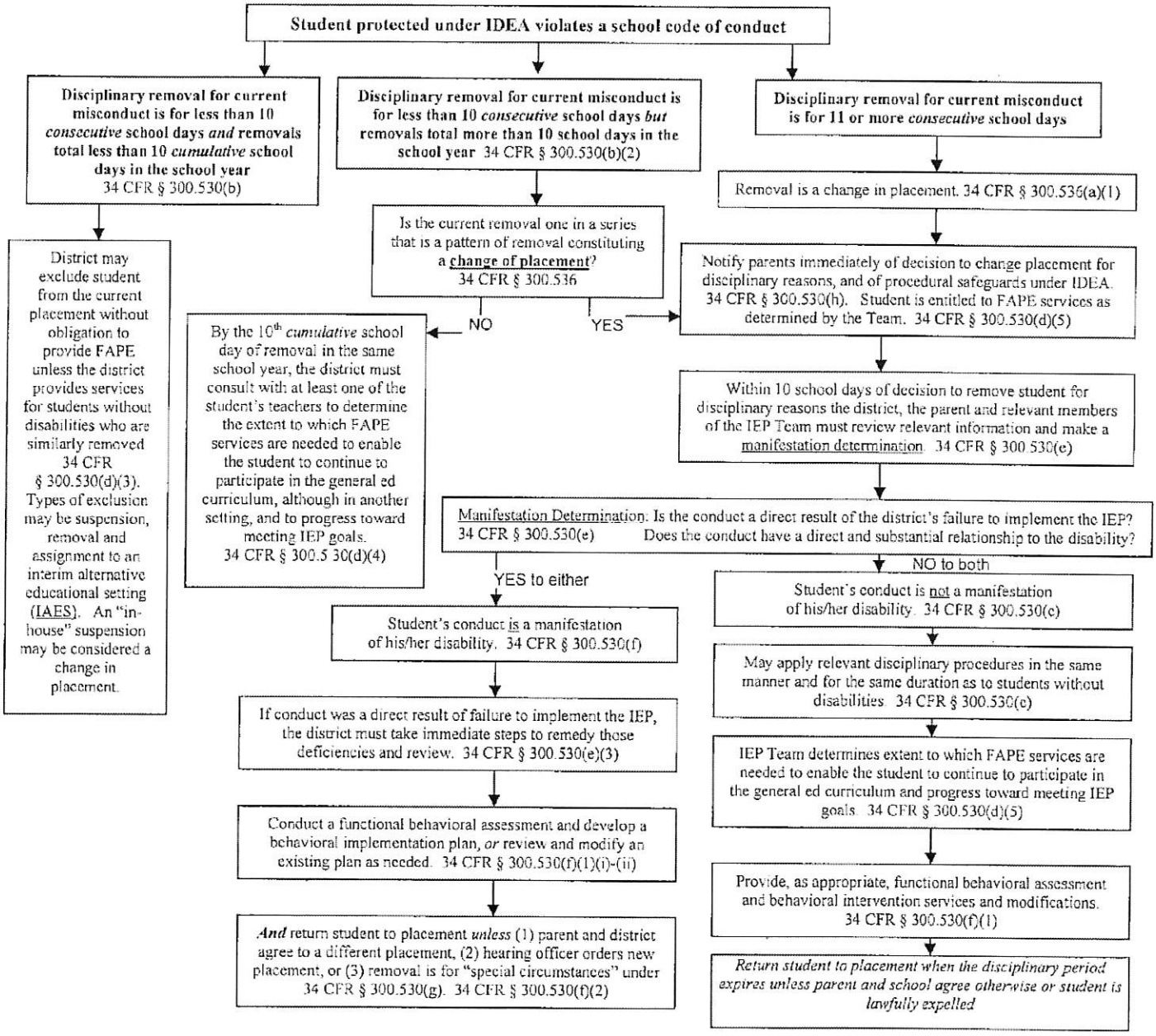
If the Team determines that the behavior was related to your child=s disability, then your child may not be removed from the current educational placement (except in the case of weapon or drug possession or use or serious bodily injury) until the IEP Team develops a new IEP and decides upon a new placement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

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

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

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

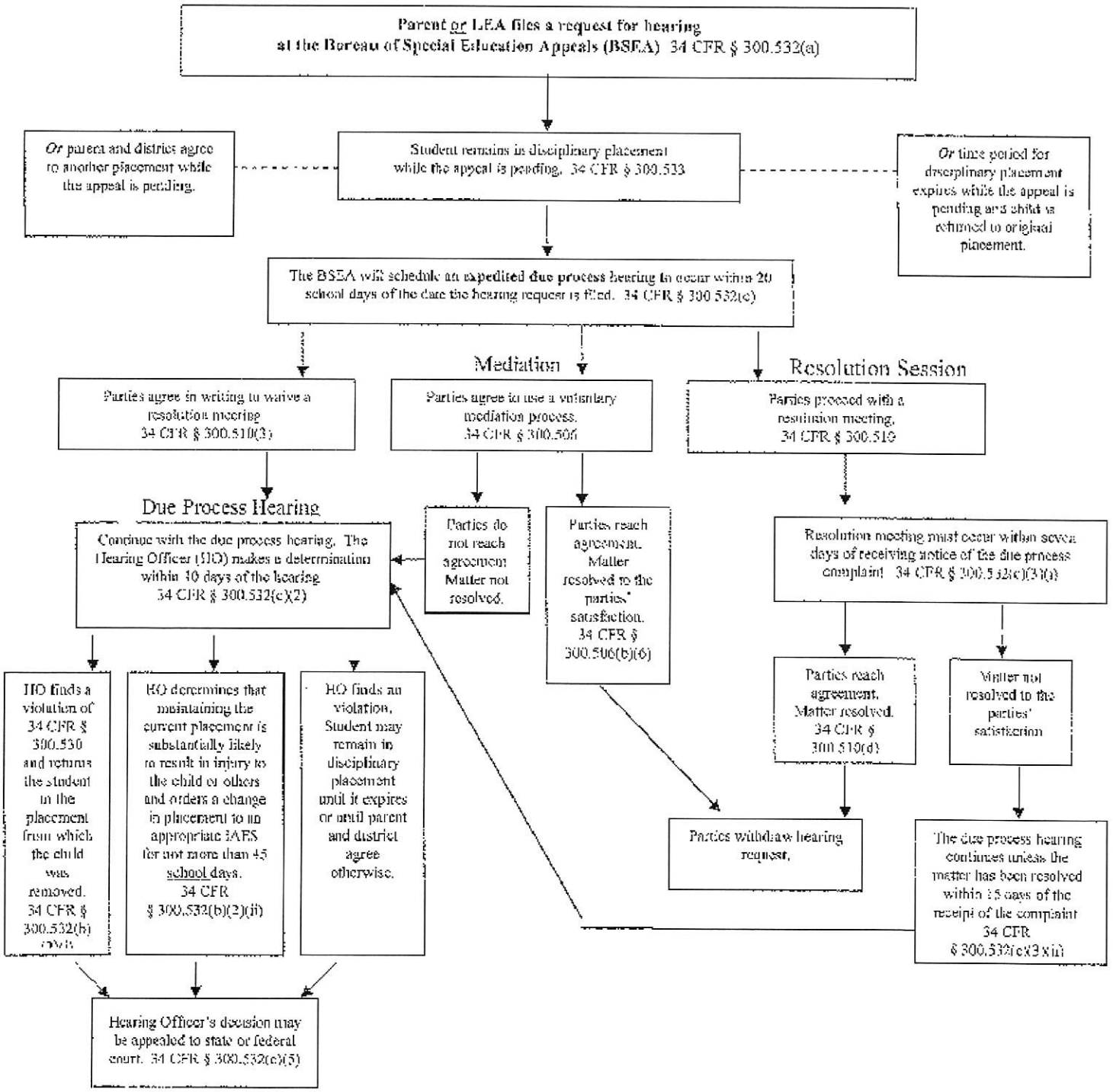
- This chart should be read in conjunction with discipline procedures in state law, M.G.L. c. 71, §§ 37H & 37H1/2, and district-wide and school-wide student codes of conduct.
- Protections in the IDEA apply to students who have been found eligible for special education and to students for whom the school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



Appeals Process for Disciplinary Placement Decisions for Students with Disabilities
Under IDEA 2004: 20 U.S.C. § 1415(k) and 34 CFR §§ 300.532-300.533

Who may file an appeal of a disciplinary decision?

- A parent of a child with a disability who disagrees with any decision regarding the child's disciplinary placement, or the manifestation determination, may appeal the decision by requesting a hearing at the Bureau of Special Education Appeals (BSEA). Reasons for appeal may include but are not limited to disagreement with the student's removal to an interim alternative educational setting (IAES), disagreement regarding the manifestation determination, disagreement regarding the determination of whether the removal is a change of placement, disagreement regarding the educational services the student receives during the period of removal, and disagreement regarding the functional behavioral assessment and/or implementation of a behavioral intervention plan. 34 CFR §§ 300.530-300.531.
- An LEA that believes that maintaining the student's current placement is substantially likely to result in injury to the child or others may file a request for hearing at the BSEA.



DEFINITIONS

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

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

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

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

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

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

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

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

Discipline for Students with Disabilities
Procedures

Students identified as receiving Special Education or 504 Plan services are expected to meet the school requirements for acceptable behavior, unless otherwise determined by the IEP Team, or 504 Team. Additional provisions that can be made for students with disabilities include the following:

- The IEP or 504 Plan for each student will indicate if the student's disability requires a modification of the discipline code.
- The building principal will notify respectively the building Program Manager (for special education students) or counselor (504 Plan students) regarding the suspension offense for a student with disabilities within one school working day. The Program Manager will immediately notify the Director of Pupil Services.

The provisions also apply to students in the process of being evaluated for services, including:

1. Students who have had concern expressed in writing by parents.
2. Students for whom staff have expressed concerns regarding a pattern of concerning behavior. This concern can have been expressed to the principal, Program Manager, or the PPS Director.
3. Students who are formally in the process of having been referred for an evaluation or are suspected as having a disability.

These provisions do not apply to students whose parents have refused an evaluation or special education services. They also do not apply to students who have been evaluated and have been found ineligible.

The principal, special education staff, counselors and other related service providers have all been trained in understanding the regulations regarding the following:

- **Free and Appropriate Public Education (FAPE):** The Ipswich Public School is responsible for providing FAPE to all students. A special education student may not be suspended for more than 10 days without the provision of FAPE. Schools are responsible for ensuring that students receive educational services that allow access to the general curriculum and can make progress toward IEP goals.
- **Manifestation Determination:** For suspensions that will extend beyond 10 school days, the special education Team must determine if the behavior that warranted the disciplinary

act was caused by or had a direct relationship to the disability, or was a direct result of the school district's failure to implement the IEP.

- **Functional Behavioral Assessment (FBA) :** An FBA must be completed within 10 school days after the 11th day of suspension. In the Ipswich Public Schools, the stand practice is to closely monitor student suspensions and patterns and proactively begin an FBA at or around the 7th day of suspension. The goal of the FBA is to determine the function or reason for the problematic behavior(s) and to proactively develop a positive Behavior Intervention Plan (BIP).
- **Interim Alternative Educational Setting (IAES):** An IAES is a change in placement that allows the student to receive educational services. Teams must decide, based on a student's unique circumstances, when an IAES is appropriate for suspensions that extend beyond 10 days. Teams must work with the PPS Director to discuss IAES options that are appropriate and available.

Special circumstances exist when a student engages in behavior that includes the following:

1. Possession of a weapon
2. Possession of drugs
3. Potential to cause serious bodily harm.

If the behavior includes one or more of the above, the principal of the school may order the student to an IAES for up to 45 school days or beyond, if deemed appropriate. Parents will have been informed of this process through provision of both oral and written notice regarding the opportunity for a hearing. In the case of the special education student, the Manifestation Determination Meeting will be held to examine the potential nexus of the offense to the disability. Early scheduling of this meeting allows the team to examine the patterns of behavior, and to discuss appropriate responses to support the student, including assessments and or changes to the IEP or 504 Plan.

High School Graduation Requirements

To receive a standard High School Graduation Diploma, a student must meet the following requirements:

Course	Credits
English (4 years)	20
Math (4 years)	20
Science	15*
Additional Math or Science	--
Social Studies	20
Health and Wellness	2.5
Physical Education	10**
World Language	10***
Credits for Required Courses:	97.5
Unrestricted Electives:	12.5
Minimum Credits Required for Graduation	**110**

*Students will be required to pass three lab science courses.

**Juniors and Seniors who are involved in an interscholastic sport during their junior or senior year may request a "sports replacement" option. Students receiving approval for sports replacement during one or both of these years will be exempt from the physical education credit requirement for the year(s) the replacement is approved.The High School Principal is authorized to accept documented, regular participation in non-school physical activities for senior students only. These non-school physical activities must be pre-approved by the High School Principal and total a minimum of 62 hours for consideration. Completion of these activities must be verified and signed-off on, by the activity supervisor, prior to acceptance of these hours for a passing grade.

*** The High School Principal shall have the right under extraordinary conditions to waive the World Language proficiency requirement.

****SPORTS REPLACEMENT DESCRIPTION

Juniors and seniors who have completed their 5 credits in physical education may elect this course if they complete one or more seasons of junior varsity or varsity level interscholastic athletics during their junior and/or senior years. Students must successfully complete the entire sport season in order to receive a passing grade. Students who choose not to elect one or more junior varsity or varsity level sports during their junior and/or senior year will be responsible for earning an additional 5 credits in physical education in order to fulfill their graduation requirement (see Athletic Handbook for more information).

TECHNOLOGY ACCEPTABLE USE AGREEMENT

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

Students, administrators, staff and faculty must:

1. Respect the use of technology and computers for educational purposes:
   - Not intentionally access, transmit, copy, create, send, display or receive material that violates the school's code of conduct (such as messages, pictures or other media that are offensive, pornographic, threatening, rude, discriminatory, defamatory, abusive, obscene, profane, sexually oriented, racially offensive or intended to harass).
   - Not use email to transmit spam, chain letters, unsolicited mass mailings, or for any other reason that violates the school's code of conduct.
   - Not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
   - Not use computers/Internet to play non-educational games or other non-academic activities such as downloading of MP3s and other non-school related materials.
   - Not use computers/Internet for political lobbying.
   - Not participate in any type of teleconferencing or chat for reasons other than educational purposes.

2. Respect and protect the privacy of others:
   - Use only your assigned accounts.
   - Not view, use, or copy passwords, data or networks to which one is not authorized.
   - Not distribute private information about others or oneself.

3. Respect and protect the integrity, availability and security of all electronic resources:
   - Observe all network security practices.
   - Report security risks or violations to a teacher or network administrator.
   - Not access, destroy or damage data, networks or other resources that do not belong to oneself, without clear permission of the owner or instructional staff.
   - Conserve, protect and not share these resources with other students and Internet users.
   - Not change in any way the configuration of a computer or network without permission of instructional staff.
   - Not intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, etc.
   - Not download files, programs or join listservs or newsgroups without express permission of instructional staff.

4. Respect and protect the intellectual property of others:
   - Not infringe copyrights (no making illegal copies of music, games or movies).
   - Not plagiarize.
   - Not use translation software in place of reading or writing foreign language activities.

5. Respect and practice the principles of network etiquette:

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

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

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

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

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

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student's/Staff's Signature: _____

Parent's Signature: _____

Date: _____

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

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

FORM MORE INFORMATION, SEE www.cybercrime.gov.

Ipswich Public Schools (Student Email Access Grades 6-12)

Student access to email provided by the Ipswich Public Schools is a privilege and as such, should not be abused. Policies governing its use must be respected and adhered to without exception. Any student found to have violated this policy will be subject to disciplinary action, loss of network privileges, and legal action if warranted.

- **Students 6-8 cannot** email anyone outside of the Ipswich Public Schools domain, or any of the district mailing lists. This also means student email cannot be forwarded to non-school personal accounts. Students cannot send messages to people who are not staff or students in our district.
  Example: student1@ipsk12.net cannot receive email from or send email to an email address as anyone@yahoo.com
- **Students 6-8 cannot** receive email from outside of the Ipswich Public Schools domain. This means that anyone with a non-Ipswich Public Schools email address cannot send email to a student.
- **Students 9-12 can** send and receive email from outside Ipswich Public Schools domain. We recognize high school students interact with outside entities that include colleges and professional organizations.
- Email is filtered for spam, unsolicited messages, or anything inappropriate.
- All student email messages, sent or received, are archived. Only authorized individuals may, at any time, view a student's email account.

USES FOR IPSWICH PUBLIC SCHOOLS STUDENT EMAIL

The student Acceptable Use Policy covers email as well as other technologies. What follows is a specific summary of guidelines related to email:

- Email is to be used for school-related communication only and students are encouraged to check their email regularly.
- Students have access to their school email accounts by logging into Gmail using their school issued login. ***All accounts end with @ipsk12.net.***
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and other class-related items.
- Students may send email to their teachers with questions or comments regarding class or to turn in an assignment.
  However, there will be no requirement or expectation for staff to answer student email outside of their regular workday, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.
- Students may send email to other students to collaborate on group projects and assist with school assignments when using Google tools.
- Students may not:
  send harassing, offensive email messages or content.
  send spam or messages containing a virus or other malicious content.
  send or read email at inappropriate times, such as during class instruction.
  send email to share test answers or promote cheating in any way.
  use the account of another person or share their account with another person.
- Students should notify their teacher immediately if they believe their email account has been compromised. A new password will be assigned and the account history will be reviewed.

FOR FURTHER INFORMATION:

The Ipswich Public Schools' website (www.ipsk12.net) contains all of the District's policies, as well as other information which may be useful to students and parents. All of the information on this web site is available for viewing, downloading and printing.

2022-2023 IHS Schedule

Block	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	7:45-8:56 71 min.	A	E	B	F 7:45-8:58	C
2	9:00-10:10 70 min.	B	Advisory R Block	C	A 9:02-10:14	R Block
3	10:14-11:24 70 min.	G	G	R Block	G 10:18-11:30	D
4	1st Lunch 11:28-11:53	First Lunch	First Lunch	First Lunch	First Lunch 11:34-11:59	First Lunch
	1st L Class 11:57-1:07 70 min.	C	F	D	B	E
	2nd L Class 11:28-12:38 70 min.					
	2nd Lunch 12:42-1:07	Second Lunch	Second Lunch	Second Lunch	Second Lunch 12:52-1:17	Second Lunch
5	1:11-2:21 70 min.	D	A	E	Early Release	F

First Lunch - All Period 4 classes in the A Pod and Upstairs B Pod

Second Lunch - All other Period 4 Classes, including Downstairs B Pod and Rooms B224, B226, B227, B229 and B234

Ipswich Public Schools | 2022-2023 CALENDAR

JULY '22

S	M	T	W	Th	F	S
					1	2
3	H	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						

4 Independence Day

AUGUST '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	TW	TW	FD			
						1

29 Opening Day for Teachers
30 Teacher Workshop
31 First Day of School

SEPTEMBER '22

S	M	T	W	Th	F	S
				ER	NS	3
4	H	6	7	ER	9	10
11	12	13	14	ER	16	17
18	19	20	21	ER	23	24
25	26	27	28	ER	30	
						20

2 No School
5 Labor Day
6 First Day of Kindergarten
12 First Day of Pre-School

ER: Early Release Day
Middle/High: 1:17pm dismissal
Elementary: 1:50pm dismissal

OCTOBER '22

S	M	T	W	Th	F	S
						1
2	3	4	5	ER	7	8
9	H	PD	12	ER	14	15
16	17	18	19	ER	21	22
23	24	25	26	ER	28	29
30	31					19

10 Indigenous Peoples' Day
11 Professional Development

NOVEMBER '22

S	M	T	W	Th	F	S
		1	2	ER	4	5
6	7	8	9	ER	H	12
13	14	15	16	ER	18	19
20	21	22	TER	H	H	26
27	28	29	30			
						19

11 Veterans Day
23 Thanksgiving Release (TER)
24 Thanksgiving Day
25 Thanksgiving Break

Thanksgiving Early Release (TER):
Middle/High: 11:20am dismissal
Elementary: 11:50am dismissal

DECEMBER '22

S	M	T	W	Th	F	S
				ER	2	3
4	5	6	7	ER	9	10
11	12	13	14	ER	16	17
18	19	20	21	ER	23	24
25	H	H	H	H	H	31
						17

26-30 Winter Holiday Break

JANUARY '23

S	M	T	W	Th	F	S
1	H	3	4	ER	6	7
8	9	10	11	ER	13	14
15	H	17	18	ER	20	21
22	23	24	25	ER	27	28
29	30	31				
						20

2 New Year's Day (observance)
16 Martin Luther King Day

FEBRUARY '23

S	M	T	W	Th	F	S
			1	ER	3	4
5	6	7	8	ER	10	11
12	13	14	15	ER	17	18
19	H	V	V	V	V	25
26	27	28				
						15

20 Presidents' Day
20-24 Winter Break

MARCH '23

S	M	T	W	Th	F	S
			1	ER	3	4
5	6	7	8	ER	10	11
12	13	14	15	ER	17	18
19	20	21	22	ER	24	25
26	27	28	29	ER	31	
						23

APRIL '23

S	M	T	W	Th	F	S
						1
2	3	4	5	ER	7	8
9	10	11	12	ER	14	15
16	H	V	V	V	V	22
23	24	25	26	ER	28	29
30						15

17 Patriot's Day
17-21 Spring Break

MAY '23

S	M	T	W	Th	F	S
	1	2	3	ER	5	6
7	8	9	10	ER	12	13
14	15	16	17	ER	19	20
21	22	23	24	ER	26	27
28	H	30	31			
						22

29 Memorial Day

JUNE '23

S	M	T	W	Th	F	S
				ER	2	3
4	5	6	7	ER	9	10
11	12	13	14	ER	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	

14 Last Day of School
19 Juneteenth
22 Last Day with 5 Snow Days

Elementary School Hours: 8:40am-3:05pm

Secondary School Hours: 7:45am-2:21pm