



2009-2010  
MASCONOMET  
CALENDAR  
HANDBOOK



CELEBRATING FIFTY YEARS OF TRADITION

# MASCONOMET CALENDAR-HANDBOOK 2009 - 2010

A note about the Calendar Handbook...

The information in the Handbook is intended for all students, grades nine through twelve, and their parents. Parents should pay particular attention to the Counselors' Corner on each calendar page. Also, please note the changes in policies and procedures.

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## DISTRICT VISION STATEMENT

Masconomet Regional School District provides a challenging and supportive educational environment for the entire school community that:

- maximizes opportunities for intellectual, personal and physical development,
- encourages individuals to become contributing community members, and
- promotes learning as a life-long pursuit.

## HIGH SCHOOL MISSION AND EXPECTATIONS

### LEARNING IS LIFE

The Masconomet High School community believes that learning enables us all to achieve ambitious personal goals, develop fine minds, and build strong character. Therefore, we foster the acquisition of attitudes, skills, and knowledge necessary for life-long learners to think critically in order to participate in a global society.

Upon graduation, students will have demonstrated that they have embraced this mission by meeting the following academic, social and civic criteria:

### ACADEMIC EXPECTATIONS

- Students will communicate effectively.
- Students will demonstrate mathematical competency.
- Students will be able to use problem-solving skills.
- Students will be able to use a variety of technological and informational resources to gather, analyze, and synthesize facts, results, ideas, and concepts.

### SOCIAL EXPECTATIONS

- Students will assume responsibility for their own behaviors.
- Students will contribute to the well-being and welfare of others within the school community.
- Students will demonstrate respect for themselves and others.

### CIVIC EXPECTATIONS

- Students will participate in decision making and team building activities.
- Students will demonstrate and practice an understanding of the rights and responsibilities of global citizenship.
- Students will make positive contributions to the community.

## HISTORY OF MASCONOMET

Masconomet serves students from the three towns of Boxford, Middleton, and Topsfield, once a portion of the domain of Masconomet, Sagamore of the Agawams. In choosing a name for the new school, the school committee selected a historical person shared by the three communities. Chief Masconomet was remembered for his high integrity since, during a period of broken promises by both the Indians and settlers, Masconomet seemed to be the only exception. He always kept his word. Masconomet sold some of his territory to a settler named John Winthrop, Jr., for the sum of L. 20, and signed a formal release of this land on June 28, 1638. The Indians and settlers seemed to get along together for there is no record of any disturbance between the two.

The need for a regional school district was recognized by the mid-50's. Boxford and Middleton students were "tenants-at-will" in the systems of nearby communities, and, although Topsfield had its own secondary school, its residents also felt that a regional school would provide wider educational opportunities for its students.

On February 7, 1956, the Regional School Committee from Boxford, Middleton, and Topsfield met to discuss plans for a regional school. In July of 1957, the land for the school was purchased from Mr. and Mrs. Frederick McComiskey; the construction was started nine months later. On September 14, 1959, the school officially opened with 750 students in Grades 7-12. Four years later, the junior high wing was added. In 2001, the first phase of the building project was completed and the new high school opened with approximately 1150 students in grades 9-12.

**SCHOOL COMMITTEE**

<u>Name</u>	<u>Town</u>	<u>Expires</u>	
Larry Lindquist, Chair	Topsfield	2010	887-0742
Kimberly Holliday, Vice Chair	Boxford	2010	887-8312
Steven Eimert	Boxford	2012	887-8329
Diane Haas	Middleton	2011	774-1937
Betsy McGinnity	Middleton	2011	777-2563
Rodney Pendleton	Middleton	2011	777-0490
Laura Powers	Topsfield	2012	887-6986
Linda Richards	Middleton	2012	774-5298
James Shanahan	Boxford	2012	887-9116
John Spencer	Topsfield	2011	887-6827
Kathleen Tyler	Boxford	2011	352-9748
Daniel Volchok	Boxford	2011	352-4099
Kenneth Vogel	Topsfield	2011	887-6115

**ADMINISTRATION**

Claire Sheff Kohn	Superintendent
Pamela G. Culver	Principal, HS
Catherine F. Cullinane	Principal, MS
Joseph S. Czarniecki	Assistant Principal, HS
Peter K. Delani	Assistant Principal, HS
Paul D Harrington	Assistant Principal, MS
Debra L. Bromfield	Special Education Adm.
Susan Givens	Chief Financial Officer

**ACADEMIC CALENDAR - 2009/2010  
HIGH SCHOOL**

PROGRESS REPORT PERIODS	END ON:	REPORTS DISTRIBUTED ON:
First Prog. Report	10/02/09	10/13/09
Second Prog. Report	12/10/09	12/18/09
Third Prog. Report	03/03/10	03/11/10
Fourth Prog. Report	05/11/10	05/19/10 (9-11)

MARKING PERIODS	END ON:	REPORT CARDS DISTRIBUTED ON:
First Quarter	11/05/09	11/16/09
Second Quarter	01/22/10	02/01/10
Third Quarter	04/05/10 (9-11)	04/13/10
	04/16/10 (12)	05/03/10
Fourth Quarter	05/28/10 (12)	06/03/10
	* 06/17/10 (9-11) mailed 5 days after school ends	

\*tentative dates - dependent on the number of snow days used

GRADUATION: June 4, 2010

SCHOOL PHONE: 978-887-2323

VACATION CALENDAR

Monday, Sept. 7	Labor Day	(Monday-Friday)
Monday, Oct. 12	Columbus Day	High School Main Office 7:00 am - 4:00 pm
Wednesday, Nov. 11	Veterans' Day Observed	House Offices 7:00 am - 3:00 pm
Thursday, Friday Nov. 26 & 27	Thanksgiving	School Day 7:35 am - 2:15 pm
Thursday, Dec. 24 -Friday, Jan. 1	Christmas Vacation	Directed Study 2:20 pm - 2:50 pm
Monday, Jan. 18	Martin Luther King Day	Guidance Office 7:20 am - 3:20 pm
Monday, Feb. 15-Friday, Feb. 19	Winter Vacation	Library 7:35 am - 4:00 pm
Friday, Apr 2	Good Friday	WBMT FM 88.3 9:00 am - 9:00 pm
Monday, Apr. 19-Friday, Apr. 23	Spring Vacation	
Monday, May 31	Memorial Day	Afternoon School Bus - 2:20 pm

SNOW DAY MAKE-UP SCHEDULE

The calendar provides for up to five cancellations during the year. For each of the five cancellations not used, the final day of school will be a day earlier.

Should it become necessary to cancel more than five school days, any days in excess of five will be made up by adding days to the end of this school year. If the school year is not completed by June 30, extra days will be made up during the April vacation. Thus, days would be made up as follows:

<u>One Day</u>	<u>Two Days</u>	<u>Three Days</u>	<u>Four Days</u>
April 23	April 22 & 23	April 23, 22 & 21	April 23, 22, 21 & 20

NO SCHOOL, DELAYED OPENING, AND  
EARLY DISMISSAL INFORMATION

A "Delayed Opening" means that schools will open one hour later than normal. School dismissal will be at the regular time. Students must report to their normal bus stop one hour later than usual. Upon arrival at school, students should report directly to homeroom. This option has been created in recognition of the fact that on certain days, traveling to school can be much improved with another hour of daylight, another hour of road treatment, and diminished commuter traffic.

"No School" and "Delayed Opening" Announcements will be broadcast over Channel 4 (WBZ), Channel 5 (WCVB), Channel 7 (WHDH). Announcements for Masconomet will be made by the regional superintendent and designated as Masconomet Regional High School. You may also check the web page for information. You may also call the School at (978) 887-2323 and select **OPTION 9** for an update on cancellations and delays. During stormy or extremely cold weather, parents are urged to exercise their own judgment in sending children to school.

# HIGH SCHOOL BELL SCHEDULES

**SCHOOL YEAR BELL SCHEDULE**

Homeroom	7:35 - 7:49
Block 1	7:53 - 8:52
Block 2	8:56 - 9:55
Block 3	9:59 - 10:58
Block 4	11:02 - 12:01
Lunch A	12:01 - 12:36
Block 5A	12:05 - 12:52
Lunch B	12:52 - 1:27
Block 5B	12:36 - 1:23
Block 6	1:27 - 2:14

**EARLY RELEASE BELL SCHEDULE\***

Homeroom	7:35 - 7:44
Block 1	7:48 - 8:25
Block 2	8:29 - 9:06
Block 3	9:10 - 9:47
Block 4	9:52 - 10:29
Block 6	10:34 - 11:11
Block 5A	11:15 - 11:50
Lunch A	11:15 - 11:45
Block 5B	11:45 - 12:20
Lunch B	11:50 - 12:20

\*Note: The five rotating blocks are all *before* lunch and classes are in the normal rotation. The day ends with the lunch block.

**ONE-HOUR DELAY BELL SCHEDULE\***

Homeroom	8:35 - 8:47
Block 2	8:52 - 9:52
Block 3	9:56 - 10:56
Block 4	11:00 - 12:00
Lunch A	12:00 - 12:35
Block 5A	12:04 - 12:52
Lunch B	12:52 - 1:27
Block 5B	12:35 - 1:23
Block 6	1:27 - 2:14

\*Note: Blocks rotate as normal.

**TWO-HOUR DELAY BELL SCHEDULE\***

Homeroom	9:35 - 9:47
Block 3	9:56 - 10:56
Block 4	11:00 - 12:00
Lunch A	12:00 - 12:35
Block 5A	12:04 - 12:52
Lunch B	12:52 - 1:27
Block 5B	12:35 - 1:23
Block 6	1:27 - 2:14

\*Note: Blocks rotate as normal.

**HIGH SCHOOL SCHEDULE**

<i>DAY A</i>	<i>DAY B</i>	<i>DAY C</i>	<i>DAY D</i>	<i>DAY E</i>	<i>DAY F</i>
Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
Period 1	Period 7	Period 5	Period 4	Period 3	Period 2
Period 2	Period 1	Period 7	Period 5	Period 4	Period 3
Period 3	Period 2	Period 1	Period 7	Period 5	Period 4
Period 4	Period 3	Period 2	Period 1	Period 7	Period 5
Period 6	Period 6	Period 6	Period 6	Period 6	Period 6
Period 5	Period 4	Period 3	Period 2	Period 1	Period 7
OMIT 7	OMIT 5	OMIT 4	OMIT 3	OMIT 2	OMIT 1

## CONTACTING SCHOOL PERSONNEL

Masconomet welcomes calls from parents anytime. We would rather have you get accurate information from our staff than rely on the grapevine or feel confused. If your child is having any problems in a given course, you are strongly urged to contact the teacher. If this doesn't resolve the situation, contact the Department Head or guidance counselor and then the Principal.

All calls are handled through a single number, 887-2323. Our automated phone system should direct your call efficiently. Extensions for our staff are listed on the inside front cover of this Handbook.

The person to whom you want to speak may not be available when you phone and will have to return your call. In this case, leave your name, the student's name and year of graduation, your phone number, and the times when you will be home to receive the call on the voice mail.

The following list is provided to assist you:

Academic problems in specific class: Talk first to the teacher of that class. If he or she cannot resolve the problem, speak to the Department Head, and finally to the Principal.

General academic, social or behavior problems: Call the student's guidance counselor. A calling period (7:30-8:00 a.m.) has been established in the guidance office. Although you may call counselors at any time, you will be more apt to reach them at this time. The counselor will arrange a conference or advise you on further action. In the high school, because of varying teacher schedules, it is virtually impossible to meet with all teachers at the same time during the school day. All teachers are available for conferences after school.

Disciplinary problems: If the problem occurred in a specific class, contact the teacher. If the problem occurred outside of the class, contact one of the House Administrators: Mr. Czarnecki for students in the upper school (juniors and seniors) or Mr. Delani for students in the lower school (freshmen and sophomores).

Testing procedures or interpretations: Call the student's guidance counselor.

Vandalism, theft, lockers: Contact Mr. Czarnecki or Mr. Delani.

Buses: Bus stops and scheduling, call Mr. Delani at Ext 6269; behavior on buses, call Mr. Czarnecki or Mr. Delani.

Athletic program: The coach of the specific sport who can be reached through his/her department office, or the Director of Athletics, Mr. Scarpaci.

The Principal, Mrs. Culver, is ready to assist you with all problems if others have not been able to resolve them.

### Visitors

People who wish to visit the school must go to the main office to discuss the purpose of their visit. Students must request approval from the administration before bringing guests to school. Former students who wish to visit teachers must do so after regular class hours have ended.

Visitors should park in the lot adjacent to the high school.

### Release of Names/Addresses

The school district will release parent names, addresses and phone numbers to our official parent organizations and to the Tri-Town Council on Youth and Family Services as needed. If parents do not want this information released, they should write a letter to the appropriate building principal. Federal law also mandates we release student names and addresses to the military and institutions of higher education when requested. If parents do not want this information released they must notify the Principal in writing.

## PARENT ORGANIZATIONS

The following organizations enable parents to become more familiar with and to support the school and its programs. All interested parents are encouraged to join.

### Parent Advisory Council (PAC)

The PAC is concerned with improving community understanding of the school's instructional program, and serves as a channel of communication between the school and the community. Activities include classroom observation, meetings with members of the school community and discussions with the administration about parent concerns. All parents of Masconomet students are welcome.

Contact: Mrs. Rothman @ 978-821-1384

### Masconomet Music Parents Association

This is a group which supports our music programs. Its activities include bringing cultural enrichment programs to the school, scholarship awards for both college and out-of-school music study, and various fund-raising activities to support music programs. Meetings are held six times a year.

### Special Needs Parents Council

Formed by parents of special needs students, this organization provides service and support to all such parents. Informative meetings are held several times throughout the year to consider topics of interest. Presentations are made by professionals in the special needs field and by parents who have helpful experiences to share. Meetings are announced through flyers and in the Tri-Town Transcript. The parents also raise funds and award scholarships each year to graduating special needs students. Contact person is Debra Bromfield, Director of Special Education.

# GENERAL INFORMATION

## ACADEMICS

### COURSE SELECTION

The course selection process is very important; students and parents should give it a great deal of thought. Beginning freshman year, and with the assistance of their counselors, students should review their selections annually, mindful of such factors as graduation requirements, abilities, interests, career directions, timing of college entrance examinations (SAT I/SAT II), and possible college choices. The Program of Studies offers help in course selection, requirements for various post-graduate options, Masconomet graduation requirements and recommended progression of courses. Counselors should be consulted about all questions concerning course choices.

The guidance staff invests a significant amount of time and energy in providing students with balanced academic programs in line with their career goals. The philosophy of the Guidance Department is, consonant with the student's career intentions, to encourage students to take as demanding an academic program as possible. As a matter of departmental policy, counselors require students to obtain a parent's signature for any amendments to their course selections. However, at high pressure times, particularly as a result of failures at the end of a semester, counselors will adjust students' schedules, without obtaining parental permission, in order to meet specific departmental prerequisites or graduation requirements. Parents will then be contacted to confirm the decision.

Selection of high school courses is done early in February. The Program of Studies is distributed to all students at the end of January. Students have one week to study the Program of Studies, confer with their teachers, see their guidance counselors and discuss course selection with their parents. It is recommended that parents as well as students carefully study the Program of Studies before making these selections.

During course selection week, a meeting is held for all parents and students. The total high school program is described at this meeting. Following the general meeting, department heads, selected teachers and counselors are available to answer

specific questions about courses and the selection

Process. Once all course selections are made and approved by the staff, the parent's signature is required to indicate approval of the student's academic program.

When the course selection forms are completed and signed by a parent, they are examined by the guidance counselors, and the student is contacted if the counselor recommends a change. It should be understood that approval by the guidance counselor and by teachers does not necessarily indicate that a course is recommended over all other options; it indicates only that the choice is acceptable. The ultimate responsibility for wise selection of courses belongs to the students and their parents.

Parents and students who anticipate some difficulty in making course selections may wish to contact the Guidance Department earlier in the year, before the course selection process actually begins. This will give them more time to confer with teachers, department heads and counselors.

### GRADUATION REQUIREMENTS

The Commonwealth of Massachusetts and the Masconomet School Committee (Policy G6) have set the following requirements for graduation. Each student must earn a minimum of 110 credits for a Masconomet diploma. A major subject is worth a minimum of 2.5 credits per semester (or the equivalent). All students are required to be fully scheduled. Six major subjects or their equivalent is the expected norm.

In addition, all students must meet the Commonwealth of Massachusetts' competency determination in English Language Arts and Mathematics as measured by the Massachusetts Comprehensive Assessment System (MCAS). Starting with the Class of 2010, the competency determination must also be met in Science and Technology/Engineering.

Minimum Course Requirements are:

ENGLISH	20 credits
SOCIAL STUDIES	15 credits

MATHEMATICS	15 credits
SCIENCE	15 credits
WORLD LANGUAGE	10 credits
HEALTH	2.5 credits
PHYSICAL EDUCATION	4 credits
COMMUNITY SERVICE	40 hours
(10 hours per year)	

*Accounting I, Accounting Principles, and Computer Science (maximum of 5 credits) or equivalent courses, as approved by the Superintendent, may be taken to satisfy the math requirement.*

*Students may be excused from attendance at Health Education instructional sessions, or sessions in any other course, dealing with the topic of human sexuality if they or, in the case of a student being less than 18 years of age, their parents submit the request in writing to the instructor. Any student may be excused from the entire Health Education program and its requirement for high school graduation if the student or the student's parent, in the case of a student being less than 18 years of age, presents a written request to the Principal for an exemption on the basis that the course conflicts with deeply-held religious values and explains the conflict and the request is received prior to the beginning of the course (see Health Education in the School Policies section of this Handbook).*

Students who have passed high school courses at Masconomet prior to entering Grade 9 will receive high school credits for these courses. These credits will apply to graduation requirements, appear on the student's transcript, and be included in the calculations of grade point average.

Grade 8 introductory language courses and Grade 8 Algebra I will appear on the student's high school transcripts but will not count as high school courses.

An Academic Honors Diploma is earned by those students who fulfill the graduation requirements with a cumulative Grade Point Average of 4.500 at the end of the third quarter of the senior year. High Academic Honors goes to a student who has fulfilled the graduation requirements with a cumulative Grade Point Average of 4.700 at the end of the third quarter of the senior year.

Grades changed after May 21<sup>st</sup> will not effect these calculations.

#### Progress in Sequential Courses

Students must master prerequisite material before continuing in our sequential programs. To this end, students who fail a course in a required sequential program must demonstrate mastery before moving on in the sequence. Students who fail the first semester of a two-semester course may continue in the second semester with the permission of the Department Head. No more than two Physical Education courses may be taken concurrently.

#### Credits Required to Progress to Next Grade

Students must accumulate a minimum number of credits in order to move on to the next grade with their class. The following credits are required to progress from:

Grade 9 to Grade 10	19 credits
Grade 10 to Grade 11	46 credits
Grade 11 to Grade 12	75 credits

#### Academic Probation

In order to be in good academic standing at Masconomet, students must be enrolled in at least four major subjects each marking period, and be passing four major courses when report cards are issued. Students must not have received an Effort or Conduct rating of Unacceptable on the most recent report card or progress report. Since a mark of Incomplete does not assure that the subject has been passed, courses with incomplete work cannot be counted as "passed." Students who do not satisfy these requirements will be placed on Academic Probation. Students who have not completed their required community service hours may also be placed on academic probation until the yearly

requirement of 10 hours is met. Students on Academic Probation are not eligible for participation in certain co-curricular activities; including athletics (see Co-curricular Activities).

Academic Probation is determined four times each year and is based on quarter grades and effort/conduct ratings, except that probation status in September is also based on total credits earned the previous year. A student must earn a minimum of 20 credits in major courses during the previous year.

A student may petition for review of his/her Academic Probation status at each progress report period if he/she can document improved academic performance. Students who wish to have their status reviewed should e-mail the Principal a week before the end of the progress report period.

Students wishing to participate in interscholastic athletic activities should be aware that M.I.A.A. regulations require that academic eligibility be determined only on the day that quarterly report cards are issued and that no earlier review is possible.

#### NCAA Eligibility Requirements

Students, parents, guidance counselors and coaches should be aware of the NCAA Proposition 16 eligibility requirements for student/athletes who may wish to participate in Division I or II sports in college. Students must earn a minimum grade point average, combined with SAT/ACT scores on a sliding scale, in a core curriculum of at least 13 academic courses. These courses must include at least 4 years of English, 2 or 3 years of math, 2 years of social studies, 2 or 3 years of natural or physical science and 2 years of additional academic courses. The student's eligibility is determined by the NCAA Clearing House. Athletes should apply their junior year. For more information, and to be sure of your eligibility, speak with your guidance counselor or check with the Athletic Department.

#### Phasing

Courses are grouped by level of sophistication relative to all other courses in that department. The appropriate teacher will recommend the level of the course considered most suitable for the student (see Program of Studies). The School Committee has ruled that criteria and prerequisites for admission to all courses be established by the Administration. In all cases, these criteria must be followed. The criteria and prerequisites are listed in the Program of Studies.

Honors courses are the most intellectually challenging and are recommended for students of high ability, interest, and motivation. Honors courses are so noted on the student's transcript.

College-preparatory courses are selected by the majority of our students (60-70%). These courses prepare students to enter two- or four-year colleges.

College Prep-2 courses proceed at a slower pace and might be selected by students who are planning to pursue a two year education and/or by students having some difficulty in a particular subject. A more complete description of phasing may be found in the Program of Studies.

A mix of phases is the usual procedure. Students are not identified as belonging in any one phase; they should consider each department individually, depending upon their interests and abilities. Most departments have a recommended progression of courses. Students will normally follow this progression; however, they should never feel they are locked into a particular phase. If, for example, they find a course either too difficult or too easy, they can move to the appropriate level. Teachers are aware of this flexibility and will make recommendations when advisable. A conference with both teacher and counselor is encouraged if the parent or student wishes to change phase level.

#### Repeating Courses

Permission of the appropriate department head is needed for a student to repeat a course failed or in which a poor grade was received. Upon successful completion of the course, the second grade will appear on the student's transcript in addition to the grade initially received. Under no circumstances does a second grade replace an original grade. Even though a student repeats a course, credits are given only once. The original grade is used in the calculation of the student's grade point average.

Students may earn credit for a course failed by successfully completing our summer school program. A grade of pass "P" or fail "F" will be awarded and will appear on the transcript. A limited number of courses are offered in summer school.

#### Auditing

Students may attend a course without responsibility for writing required papers or taking the usual exams. Students cannot request to audit a course after the close of the first progress report period of each semester. Permission from the teacher and department head is required. However,

no credit will be given. "N" will appear on the report card and transcript. Normal attendance policies will apply in all cases. 18

#### Pass/Fail Courses

Students may take a course, fulfilling all the usual requirements, i.e. papers, exams, etc., and receive a credit or no-credit grade. Students cannot request to take a course Pass/Fail after the close of the first progress report of each semester. Although credit will be granted for passing work, the course will not count toward the students' Grade Point Average or toward the honor roll. Such courses must be taken in addition to five other major courses. A student may not enroll in more than one Pass/Fail course each semester. Parent, department head and counselor approval for taking a course on this basis must be obtained. A course required for graduation may not be taken on a pass/fail basis.

#### Course Changes

Prior to the start of a semester, changes in a schedule may be made with the help of the guidance counselor. In rare cases, it may be possible to change courses once the semester has started. Students who withdraw from a course after being enrolled in it for more than two weeks will be marked W/F if they are failing or W/P if they are passing at the time of withdrawal. (No credit is given for W/P or W/F grades, but they appear on the report card and transcript.) Students may not withdraw from a course after the second progress report period for the course. Seniors may not withdraw from a regularly scheduled class after the 3<sup>rd</sup> quarter progress report. For any such change, students should see their guidance counselor and the department head. Written parental permission is required for all changes. No student may stop attending scheduled courses until the approved form has been processed and the student has been notified by the Guidance Department of his/her new schedule.

#### Directed Study Hall

In the high school, all students are assigned to study hall during unscheduled periods. Students may report directly to the library, if seats are available. Students who have passes to other locations must report to study hall first and sign out. This is the student's responsibility. Failure to bring a pass at the beginning of study hall will result in

detention. High school students who fail to report to assigned study halls will receive detention. There is teacher supervision of the study halls and a quiet atmosphere is maintained. All students are expected to bring work to complete during study hall. Failure to have study materials may result in teacher detention.

#### Extra Help

Teachers are available after school for extra help and make-up work every afternoon except Friday. All students should always feel free to seek help. Teachers may require students to report for extra help if they feel that it would be in the students' best interest. If the student fails to honor the teacher's request, he/she may be disciplined by the teacher.

#### Homework Policy

All students are expected to come to each class well prepared to participate actively. Work outside of class (homework and study hall) is critical to this preparation. The type of homework and the time allowed will vary and will be clearly explained by each teacher. In the high school, conscientious students spend an average of two to three hours on homework each night. Students who are not prepared for class may be required to come after school for extra help or to complete their assignments. Failure to meet this requirement may result in teacher detention.

#### Progress Reports

Approximately half way through each marking period, students will receive progress reports. Parents are encouraged to communicate with their child's teacher regarding comments made on these progress reports. A student may not receive "Grades or Comments" from each of his/her teachers. If no "Comment" appears, satisfactory (a "C" level or higher) performance can be assumed.

#### Final Exams

First semester exams are usually given during the third or fourth week of January. Second semester exams are given in June.

Because exam periods are short, and two exams per day the norm, it is in the best interest of students not to be absent on exam days. Should an exam be missed, students are responsible for making arrangements with their teachers to make up the exam during the make-up block provided in the exam schedule.

In some courses a culminating experience, such as a major paper or group/individual presentation will be required. In these courses, an examination may not be given in the exam period, but attendance in the class is still required.

#### Grades & Report Cards

All students receive report cards quarterly. The date on which report cards will be distributed is noted on the calendar pages of this Handbook. All report cards are computer generated and will be distributed as soon after the close of the marking period as possible (usually six school days).

In the high school, semester grades are calculated as follows: first quarter grade = 40%; second quarter grade = 40%; semester exam or culminating experience = 20%. The teacher understands the various circumstances involved in the evaluation of a student; therefore, it is his/her responsibility to provide an accurate evaluation, which may deviate from a strict numerical average of the student's grades. With the exception of teacher error and incomplete grades, all quarter and semester grades are determined at the close of the grading period and may not be changed after that date. High school students receive course credits at the end of each semester.

Letter grades (A,B,C,D,F) are used to report academic performance. Teachers may add "+" or "-" to further refine the grade.

#### Letter Grades

- A: The student demonstrated an outstanding level of proficiency in mastering all of the course objectives.
- B: The student mastered a substantial majority of the course objectives with a commendable level of proficiency.
- C: The student mastered a sufficient number of course objectives to enable him/her to move on to the next level of the program.
- D: The student did not master the course objectives necessary for him/her to move to the next level of the program. Remediation and/or a level change should be considered for continuation in the sequence.
- F: The student failed to accomplish the minimum required course objectives. (he/she may not move to the next course in a required sequence.)

There are two variations in the letter grades. The high school courses, Community Service, Making Connections in Math, Senior Internship and SVIP are graded P or F. A grade of "I" for incomplete can be given when a student has had an extended absence due to illness. Three weeks is usually a reasonable amount of time for completion of incomplete work. In most cases this work must be made up by the midpoint of the next marking period at the latest. A contract will be made between the teacher and student which delineates the work to be completed and the date on which each item is to be completed. The term grade will be computed with missing work graded as a "0".

Grade Point Average/Rank in Class

Grade Point Average and Rank in Class are calculated using a weighted system based on the academic rigor of the courses in the student's program. All major courses in the student's program will be used in the calculation of rank in class. Grade Point Average is based on the weighted grades, and is used to determine eligibility for the National Honor Society, Honor Graduates, and to determine Rank in Class.

<u>Grade</u>	<u>College Prep 2</u>	<u>College Prep</u>	<u>AP &amp; Honors</u>
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
D-	.7	1.2	1.7
F	0	0	0

Honor Roll

The honor roll is established each quarter in the middle school and in the high school. There are two categories of honors: the high honor roll requires all A's; the honor roll requires grades of B or higher.

Both also require a C or better grade in Physical Education. The Honor Roll is based on quarter, not semester, grades in all courses taken.

Attitude Ratings

In addition to letter grades which indicate student mastery of course objective, teachers also provide a general evaluation of students' demonstrated attitude toward their role as students at Masconomet. Here the teacher is evaluating the role students play, both as individuals in a particular course and also as citizens of the class and school community. This evaluation is divided into two categories: EFFORT and CONDUCT.

EFFORT: The Effort rating describes a student's demonstrated effort in meeting course goals and objectives. The following general definitions apply:

<u>Rating</u>	<u>Definition</u>
Excellent	This is the rating of students who demonstrate an energetic and serious approach to achieving course goals and objectives by: promptly and thoroughly completing all homework assignments; actively participating in class; always being prepared for tests, quizzes, and classroom activities; and demonstrating a desire to learn and/or do more than the minimum requirements of the course.
Satisfactory	<u>Most students fall into this category.</u> It is considered to be a <u>positive</u> rating, but it also indicates that there is room for students to make some reasonable improvement in their Effort. This is a broad category where some or even all of the following might apply. Students receiving this rating: do most of their work but an <u>occasional</u> assignment is done in a substandard fashion or not done at all; <u>occasionally</u> are not prepared for classroom activities or tests; <u>occasionally</u> do not pay attention or actively participate in class activities. In general, these students demonstrate a positive attitude

toward achieving course goals and objectives, but with somewhat less energy, effort, enthusiasm, and/or consistency than students with a rating of Excellent.

Needs Improvement	This rating is given to students that should be applying themselves more to their studies. They are working below their potential. Parents and students should take action to insure that a future rating of Poor does not occur.
Poor	This rating suggests lack of effort on the part of students toward achieving course goals and objectives. This is demonstrated by <u>significant</u> inconsistency in satisfactorily preparing homework assignments and preparing for tests and other classroom activities. These students typically require atypical teacher attention. In general, this rating indicates unsatisfactory student performance. Staff and parent/guardian intervention is warranted.
Unacceptable	This is the rating of students who do not respond to any of the different ways that their teacher attempts to motivate them. They are students who not only do not do their work, but also do not respond to constant attempts to help them. <u>This is a decidedly unsatisfactory rating and demands significant parent/guardian involvement to correct the situation.</u> Students who receive this rating in Effort are on Academic Probation and are <u>not eligible for athletics and activities.</u>
	<u>CONDUCT</u> : The Conduct rating describes a student's behavior in terms of his/her demonstrated contribution to the general learning atmosphere in the classroom. The following <u>general</u> definitions apply:
<u>Rating</u>	<u>Definition</u>

Excellent This is the rating of students who display signs of maturity, inner controls of behavior; display the ability to concentrate on the business at hand; consistently make an active and positive contribution to the learning atmosphere of the classroom; typically demonstrate many of the characteristics listed in the Effort rating of Excellent because many of these also contribute to the positive learning climate in the classroom; consistently demonstrate positive behavior toward fellow students and teachers. In general, also make a significant contribution to making the classroom a better place to learn.

Satisfactory MOST STUDENTS ARE EXPECTED TO RECEIVE THIS RATING. This represents an overall Satisfactory Conduct rating. These students generally follow instructions; respect authority; respect the privacy and individuality of fellow students; respond in a positive manner when reprimanded. These students do not impose any significant burden on the classroom environment and/or the teacher's time and energy.

Needs Improvement A student who receives this rating is one who occasionally misbehaves in class. He/she is not a serious problem but does occasionally act immaturely. Action should be taken to insure more mature and serious behavior in class.

Poor This rating indicates a negative evaluation regarding Conduct. This is given to students who exhibit lack of control commensurate with their age; are frequently involved in negative behavior which contributes little or nothing to the orderly learning activity of the class; do not respond when first reprimanded or who respond but only for a short time. This rating would also apply

to students who do not follow school and classroom administrative procedures, e.g. reporting after school for required extra help or for disciplinary measures relating to infractions of classroom rules. Parent/guardian intervention is called for when this rating is received.

Unacceptable This rating is given to students who demonstrate decidedly unsatisfactory behavior and/or who consistently fail to respond to the teacher's disciplinary measures. This rating demands immediate and significant parent/guardian intervention to correct the situation. A rating of Unacceptable in Conduct places students on Academic Probation. These students are not eligible for athletics and activities.

#### NATIONAL HONOR SOCIETY

Students may be invited to join the National Honor Society in the fall of either their junior or senior year. Candidates for National Honor Society are considered on the basis of scholarship, leadership, service, and character. A grade point average of 4.300 (effective with the Class of 2010) is required for consideration. Eligible students will be notified and provided with application forms.

Candidates are selected according to guidelines established by the National Honor Society which require that excellence be exhibited in all of the following criteria:

Leadership - is not based merely on the holding of extracurricular offices, but on the effectiveness with which the duties are performed. Students with leadership quality:

- takes constructive lead in classroom, homeroom and school activities.
- promote worthy and proper school activities.
- successfully holds school offices or positions of responsibility.
- contributes constructive ideas which improve the school.
- definitely influences others for good.
- show initiative in studies.

Character - is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. Students who consistently or flagrantly violate the rules of the school and/or the prevailing laws of society are not eligible. Specifically, such infractions as truancy, smoking, cutting classes, cheating, or other such conduct would preclude a student from election to the National Honor Society. Students with character:

- meets promptly individual pledges and responsibilities to the school and teachers.
- demonstrates highest standards of attitude toward honesty, reliability, fairness, tolerance (seeing the other point of view).
- cooperates and conforms in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, etc.
- upholds principles of morality and ethics.

Service - is not based on classroom work, projects, or activities for which grades or pay are given. Students should volunteer some service to the school or community or both. Students with service quality:

- put service to others above self interest. Give time, effort, talent, not for personal gain but for the class, school or community as a whole.
- performs committee or staff work.
- show courtesy to teachers, other students, and visitors.
- represents the school in various types of competition.
- renders service through the school to the community.

Members of the National Honor Society who do not live by these standards after selection may be placed on probation or removed from the National Honor Society by the NHS Faculty Committee.

#### Awards

The High School Award Assembly is held once per year, in the evening. School-wide excellence in many areas is recognized. Seniors are also recognized for their achievements on Class Night which is held during Senior Week. Scholarships for seniors are also awarded at Class Night.

Various departments also hold assemblies and evening programs to recognize excellence in subject areas.

### North Shore Regional Technical School

The North Shore Regional Technical High School offers a variety of technical programs leading to a high school diploma and certificate. Masconomet works very closely with the staff and administration at North Shore in support of those students who wish to pursue a technical career after graduation. This is an excellent option which should be considered by many students.

**Regular Four-Year Program**--Each year members of the North Shore Regional School Guidance Department visit Masconomet to meet with students interested in a vocational education. The three and four-year programs are available to students who successfully complete the eighth grade and meet the qualifications for entrance. Students who wish to apply must go through an application process with their counselors. In the spring, applicants are given a tour of the facility and attend an orientation program.

The ninth grade exploratory program consists of alternating weeks of academics and rotation into several vocational shops. Students may then select a shop program to study beginning in their sophomore year which, upon completion, will lead to a high school diploma and a trade certificate.

The following programs are available: Auto Body, Auto Mechanics, Building Trades Technology, Carpentry, Commercial Art, Cosmetology, Culinary Arts, Electronics/Computer Tech., Fashion Design, Health Technology, Marketing Education, Masonry, and Welding.

### Essex Agricultural and Technical Institute

The Essex Agricultural and Technical Institute is a four-year public high school which offers major areas of study in animal science, floriculture, landscape gardening, natural resources-forestry, and agribusiness. Half the day is spent studying English, math, social studies, and sciences; the other half day is spent in agriculture.

Located in Danvers, the school enjoys over two hundred acres of land and forty-five different buildings. A two-year college program (offered through North Shore Community College) provides a great opportunity for you to continue your education on the same campus. As a required part of the program, you must have a full-time summer job which is related to your particular major.

There is no tuition charge for the high school program. The admissions program, however, requires that eighth grade applicants participate in a four-day trial

program during the April vacation week. Admission of transfer applicants is based on an admission interview.

### Independent Study

The Independent Study Program is a specialized independent study opportunity for selected students who would like to conduct an in-depth exploration of a particular topic in close association with an adult tutor from the faculty or community. Students are required as part of their proposal to state clearly what they intend to do, the amount of time they feel they will have to invest, and the number of credits they feel they will merit by their project. If appropriate faculty members agree, the project may substitute for a semester requirement in the related area. In the case of those students having three full-semester courses, the project may also be counted as a major at the discretion of the Principal. A student's Independent Study grade will not be used in the calculation of the GPA. This rigorous program draws upon both the intellectual and creative abilities of the student and his/her motivation. See your counselor if interested. Limited funding is available; therefore, all requests may not be granted.

### Library Media Center

The Library Media Center offers a wealth of resources for class projects, individual research and reading. The library web page on the Masconomet home page links to databases and websites that are excellent sources of information. The library has 26 computers for students to use for their research, writing, and other applications.

The library catalog, on every student's computer desktop, gives access to over 20,000 books, videos, and CD's in the library's collection. A wide selection of current magazines is on display for reading in the library, and back issues can be checked out. Books and magazines may be borrowed for three weeks and may be renewed.

Students may come to the Library Media Center with their teacher to work as a class on research projects, or they may sign up to come to the library during their study hall time to read and study. The Library Media Center is open 7:30am-4:00pm, Monday through Thursday and 7:30 am -2:30 pm Friday.

### Early Graduation

Students who desire to develop a plan for vocational and professional preparation that allows them to take advantage of the opportunities to study at neighboring colleges and universities, to study by approved

correspondence courses, to enter the labor force, and/or to travel and study, prior to the normal time of graduation, may be considered for early graduation.

During the course selection process, guidance counselors will meet with those students who would like to graduate early. The counselors will assist students in choosing their courses so that they may meet the requirements for graduation at their proposed graduation date. In addition, the counselors will advise students that they must fill out the Early Graduation Application and submit to the Principal a detailed proposal which provides a rationale describing why the Principal should recommend that they graduate early. The counselor will assist students in determining if the proposal is consistent with the early graduation policies of the Masconomet Regional School District Committee. Students will submit the Early Graduation Application form and proposal to the Principal not later than the last school day in May. These students will then be notified of their opportunity to qualify for early graduation before the end of the school year.

### Standardized Testing Program

Masconomet, in cooperation with the tri-town elementary school districts, uses a standardized testing program for the purposes of program evaluation and the diagnosis of students' academic strengths and weaknesses. The secondary testing program consists of two major elements: assessment of achievement of those skills necessary for continued learning, and assessment of students' ability to use symbols and to reason logically.

The State currently mandates the Mass. Assessment Program for students in Grades 7, 8, 9, 10 and 11 to provide individual student data as well as data for program assessment. Our testing program is the Massachusetts Comprehensive Assessment System (MCAS).

We ask the cooperation of all parents to insure that their children perform as well as possible on these tests. A good night's sleep, a good breakfast, and a positive attitude will enable your child to perform to his/her potential.

### Physical Education Program

All students are required to take four credits of Physical Education to fulfill graduation requirements.

Beginning with the Class of 2010 Project Adventure is no longer a graduation requirement. Students in the Class of 2010 and beyond must take four PE classes or two PE classes and Project Adventure. Please refer to the Program of Studies for alternative ways to earn two of the four PE credits.

The Physical Education programs are described in the Program of Studies.

If students are unable to participate in Physical Education class for reasons related to injury or ill health, the following procedure should be followed:

1. If one to five gym classes will be missed, students must bring a note from a parent to the gym teacher. Even though students are excused from active participation, they must attend class and may be asked to help when appropriate.
2. If more than five gym classes will be missed, students must show a physician's note to the school nurse. The school nurse will send the student, with a copy of the physician's note, to the guidance counselor for assignment to study. The school nurse will send a copy of the physician's note to the gym teacher. The school nurse will also monitor the student's progress and will inform the teacher and counselor when the student may return to class. Students will not be held responsible for material covered in the gym class during the extended absence.

A brief period is allowed at the end of Physical Education classes for students who wish to take a shower. All students are encouraged to take showers following vigorous physical activity.

### Special Needs Department

The Special Needs Department at Masconomet provides a variety of services to students in Grades 7-12 who, according to State and Federal mandates, are entitled to some form of special service. M.G.L. c.71B and Public Law 94-142 specify that any student with a disability who, because of that disability, "is unable to progress effectively in the regular education program" may qualify for such services.

Federal and State grants provide some funds for the program. These programs provide a flexible and individualized educational experience for a small group of students with a variety of special needs.

The Academic Support Center in the high school serve students with moderate special needs. These students receive tutoring and remediation through these programs.

Other services provided by the Special Needs Department include speech therapy, educational and psychological evaluation, individual and small group counseling.

The goal of any special needs program is to provide students with the skills and confidence necessary to function successfully without special services. During recent years, many students at Masconomet have reached this point and have been dismissed from special needs programs. In addition, other students have been able to have the amount of special services they receive reduced. An increasing number of special needs graduates have elected to attend college or other forms of postgraduate training programs. Most of these students have been successful in gaining admission to a program of their choice.

### ABC Program

Masconomet participates in the "A Better Chance" (ABC) Program for educationally disadvantaged minority students who live more than 100 miles from Boston. Selected students must be academically motivated and have excellent potential. The students reside at the ABC House in Topsfield. Funding for the program comes totally from donations from the tri-town area (local fund raising activities are held throughout the year). Volunteer help is actively solicited. The contact person for ABC is Michael Novello, Guidance Counselor.

### DAILY SCHOOL LIFE - RULES/REGULATIONS AND PROCEDURES

In any large community, rules are necessary to create order out of the confusion of daily life and to protect the rights of everyone. At Masconomet, responsible action by everyone will make school life pleasant for all of us.

Masconomet sets high standards of responsible action for its staff and students. Therefore, it is very important for both you and your parents to be aware of the rules and what is expected, not only during the regular school day, but at events away from campus. Remember that rules are necessary to protect you and your school. Please read the following regulations carefully and observe them for the benefit of all.

### Dress and Appearance

The dress code at Masconomet is based upon neatness, cleanliness, modesty and safety. You may not dress in a way that may interfere with the educational process. Clothing that reveals too much

bare skin interferes with this process. The teachers and administration will determine what clothing interferes with the educational process.

Clothing or accessories may not promote obscenity, tobacco, drugs, or alcohol. Symbolic expression, however, is permitted subject to the limitations on obscenity, defamation, fighting words, incitement and disruption.

Students may not wear clothing, hair styles, or footwear that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training. You must always wear shoes at Masconomet. Anyone inappropriately dressed may be sent home to change and a parent conference will be held if the problem continues.

### School Bus Regulations

Masconomet provides bus transportation for those who qualify under the guidelines established by the State. The District will hold you responsible for your school-related behavior from the time you leave your home and board the bus until the time you return home in the afternoon. You must ride the assigned bus and no other unless, upon receipt of a note from home, special permission is granted in writing by the office. Give the permit to the bus driver when boarding the bus.

Riding the bus is a privilege subject to good behavior. The following guidelines have been established by the District and the bus contractor to ensure the safety and proper conduct of all who ride the buses. These guidelines are based on common sense and courtesy. Their implementation is a mutual responsibility shared by students, parents and the school.

### Guidelines

1. The bus driver may ask to see your ID card; be sure to have it with you.
2. Respect the bus driver's authority; it's your safety about which he/she is most concerned.
3. Be at your regular bus stop five minutes ahead of schedule. Stand well away from the roadside while waiting. Don't sit on the curb.
4. Get off the bus promptly after it comes to a full stop.

5. If it is necessary to cross the street, advance ten paces in front of the bus and proceed only when the driver gives the signal.

#### Unacceptable Behavior

The following list describes the types of behavior which the District and the bus contractor have stated are unacceptable:

1. Refusing to heed the bus driver's instructions.
2. Failing to produce or relinquish your ID card at the bus driver's request.
3. Yelling on the bus.
4. Throwing an object inside the bus or out of the window.
5. Throwing snowballs while on school property, in the bus, from the bus, or from any location that endangers anyone.
6. Pushing, shoving, fighting or physically abusing another student or the bus driver.
7. Using indecent or abusive language toward the bus driver or students.
8. Damaging the exterior or interior of the bus.
9. Smoking in the bus.
10. Eating and/or drinking on the bus. Being in possession of a weapon

All school rules regarding drugs, alcohol and weapons apply while on the bus.

In the event of such behavior, the bus contractor will report you to the Assistant Principal and/or the Principal. Appropriate action will be taken. If you are not permitted to ride the bus, you will have to arrange your own transportation.

#### Student Drop Off

If a child is driven to school in the morning, please adhere to the following rules:

1. It is recommended that no student be dropped off prior to 6:45am.
2. Students are to be dropped off in the middle school parking area.
3. Busses will drop students off at the back high school entrance.

#### Student Parking

Parking spaces are limited. All students will be judged by their attendance and tardy records. Priority will be given first to seniors. All applicants must produce a copy of a valid driver's license, car registration and the Masco Parking Application along with the parking fee. All spaces will be granted by availability in the High School student parking lot. Failure to park in the assigned area

will result in a \$30 parking violation. Under this system, students will lose their parking permit for:

1. Suspension
2. Placement on social probation
3. Students will be judged by their attendance and tardy records (five absences and/or tardiness per quarter). If the absence is due to illness, a doctor's note will be required as an excuse.
4. Any outstanding obligations
5. Student leaves campus without permission.

Parking privileges will also be rescinded for failure to comply with the following regulations:

1. Upon arrival in the morning, park, lock your car and come directly into the building.
2. You are expected to drive carefully while in the lot (no more than 10 MPH) and to adhere to the traffic pattern.
3. Do not gun the motor, squeal the brakes or burn rubber as you leave the parking lot.
4. **You will not be allowed to return to your car or leave the parking area during the day unless you have permission from the administration.**
5. You may not loan your car or permit to others. If an emergency exists, see an administrator.

**Illegally parked cars and cars not displaying permits are subject to a \$30 fine.** This amount is added to the student's Outstanding Obligation. Cars are also subject to towing at owner's expense after first violation.

**Any underclassman that accumulates 3 or more parking fines prior to senior year will automatically be ineligible for a senior parking permit.**

#### Elevator Use

The use of the elevator in the building is only for those individuals (student, visitor and/or faculty) who have been granted permission by the Main Office, Nurse, or the Assistant Principal. Those individuals who have medical conditions, which require use of the elevator, should see the Nurse for written permission.

#### Identification Cards

You will be given a Student Identification Card with your picture on it. Have this with you at all times when at school or a school-sponsored activity, and be prepared to show it if requested by any school official. You must present it for admission to school dances and other school activities. ID cards are required to check

out library materials and for Internet access. If you lose your card, report it at once to the office and you will be given a duplicate.

#### Books and Their Care

Your books are only on loan to you; be careful with them. Teachers will note their condition when they give them out. Cover your books; keep them free of bulky items that could break their bindings, and do not mark or damage them.

If you lose a book, report the loss to your teacher. You will be expected to pay for lost or damaged books. Your teacher will make provision for you to use a book after school until you can pay for the new one (see Outstanding Obligations). No refunds will be given for items "found" after June 30<sup>th</sup> of the school year in which the item was lost and the obligation was posted to the student's account.

If you should find a stray book around the building or grounds, please return it to the main office.

#### Lockers

You will be assigned a locker with a private combination. Keep it private - sharing it with a few friends may lead to their sharing it with a few more friends. Lockers have combination padlocks; if you lose yours, you will have to pay a \$5.00 replacement fee.

Lockers are for books and coats, not valuables. If you must bring a valuable item to school, leave it in the office when you are not using it. **The school cannot assume responsibility for articles lost or stolen on the premises or in buses.**

In the high school, you may visit your locker between classes if you can do so without being late to class. Please keep your locker clean and in good condition and report any problems immediately to the office. You are responsible for the inside and outside condition of your locker. If it is damaged or defaced, you must clean it or make restitution (see Outstanding Obligations). Lockers are the property of Masconomet and may be opened by school personnel if necessary. School officials may periodically inspect lockers to determine that students are in compliance with school rules. Except in emergencies, an attempt will be made to have the student present if his/her locker is to be opened. Items, the possession of which violates school rules or state and federal laws, include but are not limited to drugs, alcohol, stolen property, weapons, tobacco products, matches or lighters.

### Student Searches

Masconomet policy is that the interests of students will be invaded no more than is necessary to achieve the legitimate end of preserving order in the schools.

When there are "reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school," a school official may search the student's person and belongings. This may include student lockers and automobiles. Should the student refuse to cooperate with this search, the police may be summoned to conduct a search and the parents will be called.

### School Health Office

The school nurse provides assessment, treatment and follow-up for all students with any illness or injury. All injuries that occur while you are at school should be reported immediately to the adult in charge of your activity and should be followed up by the nurse or trainer as soon as possible. If you are ill or injured, you should obtain a pass from the classroom teacher before going to the health office. If the school nurse is not available, report to the main office.

All entering students must present a record of immunizations for review by the school nurse. **No student will be permitted to attend class without proof that all required immunizations are up to date, with the exception of the student whose parent or guardian states in writing that immunization conflicts with his/her sincere religious beliefs (M.G.L., c.76, s.15& 15c).**

The nurse provides state-mandated screenings (M.G.L., c. 71, s.57). These screenings include hearing, vision, scoliosis and height and weight. Your school nurse is an excellent resource for information on any health issues or concerns that you may have. The nurse has a list of community health agencies that serve this district, as well as educational material on a number of health-related topics.

### Medications

The nurse is not permitted to give any medication without written parental consent. The student may receive acetaminophen and other MD approved over the counter medications if the parent checks and signs the appropriate area on the school emergency card.

All medications must be in a pharmacy or manufacturer-labeled container. A parent, guardian or parent/guardian designated responsible adult shall deliver all medications to the school nurse. No more

than a thirty (30) day supply of the medication shall be stored at the school. Parent/guardian may retrieve medications from the school at any time.

Parent/guardian will be notified of all unused, discontinued or outdated medications and asked to retrieve such medication from the school. All medication not picked up by the parent/guardian at the end of the school year will be destroyed by the school nurse.

### Physical Examinations (M.G.L., ch.71, s.57)

All students participating in team athletics require a physical examination annually. It is preferred that these exams be given by the family physician. However, the school physician is at Masconomet several times during the year, and the nurse can arrange for the exam.

### Telephone Messages from Home

To avoid disturbing the educational process, parents should not call or text students on cell phones during the school day, except in extreme emergencies. All messages for students should be left on the school voice mail or by speaking with the secretary in the appropriate House Office.

### Fire Drill Procedures

For everyone's protection, you must observe the following rules:

1. Be prepared to leave the building immediately when the fire drill signal is sounded.
2. Follow carefully the directions for evacuation that are posted in each room.
3. Do not push or run in the halls; maintain absolute silence.
4. Move far enough away from the building so that those following can also stand at a safe distance.
5. Re-enter the building promptly and quietly when the recall is announced to signal the end of the drill.
6. Return directly to the classroom in which you were when the fire alarm sounded.
7. If the alarm rings at the beginning or after the end of the school day, exit the building according to posted directions or by the nearest means of egress.
8. If the alarm rings while you are in the cafeteria, exit immediately through the outside exit doors. Report to area across from cafeteria to await your period teacher.

### Corridor Passage

When you change classes, move through the corridors in an orderly fashion, keeping to the right, and don't block the way or linger in the halls. School

personnel are on duty in the corridors and must be obeyed. You need a pass to walk through the halls when classes are in session.

### Off Campus Activities

When you are involved in a school-sponsored activity away from the campus, remember that you are representing Masconomet and that all school rules apply. The authority of any representative of the administration must be respected.

### Cafeteria

Our cafeteria offers nutritionally balanced meals every day at \$2.50 each. There is a wide variety from which to choose. There is a free lunch program for students with financial need; forms to determine eligibility are available from homeroom teachers each fall.

There are two high school shifts during the fifth block (period six). Check with your sixth period teacher.

The following procedures will help to make meal time a more pleasant experience for everyone:

1. Since classes are in session, please be quiet when going to and from the cafeteria. Roaming the halls is not allowed.
2. Don't cut into the line or save places for friends.
3. You will be disciplined for throwing food.
4. When you have finished eating, clean your table, and take trash to the designated areas.
5. Eat your food in the cafeteria, not in the corridors.
6. Please keep your cafeteria neat and clean.

### GUIDELINES FOR SCHOOL FUNCTIONS

The Student Council guidelines for school dances and other functions are:

1. The existing policies regarding tobacco, alcohol, and drugs will be in effect at all times.
2. If you leave a function early, you will not be allowed to re-enter the building, and must leave the grounds promptly.
3. All high school functions will close no later than 11:00 p.m., with the exception of the Prom which may end no later than midnight.
4. It is the parents' responsibility to ensure that students are picked up promptly at the end of a function. **School personnel will not remain more than 15 minutes beyond the scheduled termination of the activity.**
5. Only currently enrolled students may attend school functions, with the exception of the Junior and/or

Senior Proms. Guests for the prom must receive administrative permission for attendance.

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6. Students may be restricted from participating in school functions for poor academic performance, poor citizenship, or for other reasons determined by the Principal
7. Smoking will not be permitted at school functions.

#### Lost and Found

Mark your personal belongings with your name and do not bring valuable items to school. If you do lose something, inquire at the high school office. In the case of stolen articles, you will be asked to fill out a missing property report. If you find a lost article, please turn it in to the office.

#### ATTENDANCE

The Commonwealth of Massachusetts requires children under the age of sixteen to attend school. It is the policy of the School District to take legal action against those students who fail to meet attendance policies.

Parents, particularly those who work, are encouraged to report their child's absence by calling school at 978-887-2323 between 7:00 and 8:00 a.m. on the day of the absence. A note from the parent (a student if he/she is 18 and has signed the 18-Year-Old Release Form) must be brought to the house office secretary upon the child's return to school.

Failure to bring a note within two days of the absence may result in the assignment of detention by the homeroom teacher.

#### Absence from School

##### a. Excused Absence

According to Chapter 71B, Section 3, of the General Laws of the Commonwealth, absence can occur only for physical or mental illness and religious reasons. Students must submit a note to their house office secretary from the parent or guardian stating the reason for the absence.

##### b. Absence in Advance

Whenever possible, a note from the parent(s) or guardian should be brought to the Assistant Principal in advance of an absence. The house

office will issue a note to be shown to the subject teachers. It is the responsibility of the student to find out what will be or has been missed and to make up this work in a timely fashion. **Extended absences of this nature are likely to hurt the student's academic standing.**

##### c. Suspension

A student who is suspended for poor citizenship is expected to get and complete assignments while suspended.

##### d. Emergency Absence

Some absences occur unexpectedly, i.e. emergencies at home. These cases will be judged individually. A note should be presented to the homeroom teacher, who may refer the student to the Assistant Principal to determine the validity of the excuse.

The school does not impose any academic penalty for the above absences.

##### e. At 10 Absences (semester course)

The teacher will submit a list of absent students to the office. A letter will be sent home informing parents of excessive absences. Contracts will be issued to students with excessive absences. Credit can be lost for continued excessive absences.

#### Unexcused Absence

Parents do not have the option of keeping a student out of school for other than the excusable reasons. Even if the absence (either requested in advance or explained later) meets the approval of the parent, the school makes the final determination as to whether or not it is excusable. If the written excuse is not accepted by the school, the student will receive a zero for all work missed and must serve a Saturday hour detention for each period missed. Chronically absent students and their parents will meet with the Assistant Principal in an attempt to improve attendance. An attendance contract may be established. One provision of the contract may be the withdrawal of the student from one or more courses if the terms of the contract are not met. If a student is absent without medical excuse for fifteen (15) consecutive school days, the parents and student shall be sent written notice and shall be provided with the opportunity to meet with a designated staff person within ten (10) school days to discuss the student's status and educational opportunities that are available within the District. If the student and parents refuse or

fail to participate in such a meeting, the student will be considered to have withdrawn from the Masconomet Regional High School.

#### N.B. Absence from School Due to Vacations

Although we recognize the desire of families to vacation together, we must judge this in the context of our academic program and State law. Absence from school for a family vacation is not recognized as a legal absence under State statutes. A student who is absent for a family vacation will be placed on social probation until each of the student's teachers certifies that the student has made up all missed work satisfactorily. It may not be possible for the student to make up all work and this will have a negative effect on his/her grade. A "family vacation" is one on which the student and siblings are accompanied by one or both parents/guardians or grandparents.

#### Absences from Class

State law requires all students of legal school age to attend all classes assigned. The school administration is enabled by law to impose penalties on students who are absent illegally. These can include no credit for the day, detention, and/or suspension. (This is the present policy as per Chapter 76, Section 1, of the General Laws of the Commonwealth.) The specific penalties used at Masconomet in response to class cutting are:

- a. A student who "cuts" will serve one hour of Saturday detention for each class missed.
- b. Subsequent cuts will result in suspension, possibly leading to exclusion.

The student will receive a "0" for all work missed due to class cutting.

Absence from class caused by leaving campus without permission will result in suspension.

N.B. A student is automatically placed on social probation if he/she is suspended twice in a school year. This will prevent participation in all co-curricular activities, including athletics, attendance at the Prom, Senior Internship and Senior Week activities.

Seniors: No vacations should be planned for before or during Senior Internship.

#### Arranging for Homework Assignments

Students are expected to gather homework assignments from their classmates during the first three days of an absence. Students who are absent, or who anticipate an absence for an extended period of time (more than three days), must contact their guidance

counselor to request homework assignments and materials.

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### Making up Work

In all cases, students will assume full responsibility for making up class work and unfinished homework. At the teacher's convenience, work for a one-day absence should be completed by the end of the following school day; for a two-to-five-day absence, by the end of the next consecutive five school days; for a longer absence, by arrangement with the teacher. Make-up work is generally done after school (see After-School Help). Make-up work has priority over co-curricular activities.

Teachers are not required or expected to allow make-up of work missed due to class cuts or unexcused tardies.

### College Visits

Most college visits should be made during vacation time. However, seniors may take a reasonable amount of time for this purpose with prior approval of the Assistant Principal.

### Tardiness to School - Grades 9-12

Students not at homeroom by 7:35 a.m. are tardy to school and must report to "late" homeroom. They will be assigned to after school detention. If students arrive after homeroom, they must report directly to their House Office. Office detention(s) will be assigned. Students who habitually do not report to the office will receive internal suspension.

### Tardiness to Class

Students late to class without a pass will be assigned to teacher detention. If students are not responsible for their tardiness, they may get an explanatory note on the back of the detention slip from the responsible person, which they must then give to the detention teacher. These excuses should be obtained after school or between classes.

### Dismissal

If students must be excused early, they must bring a note from home to the House Office explaining the reason in order to obtain a dismissal slip. **At the time of dismissal, students must return the slip to the main office, and the parent must come into the main office to sign them out.** Except for emergencies, no telephone requests for early dismissal will be granted.

Parents are requested to schedule students' appointments after school.

## BEHAVIOR GUIDELINES

### Firearms and Felonies

The Gun-Free Schools Act requires school districts and other local educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a firearm to school. The federal law also requires school districts to refer to the criminal justice or juvenile delinquency system any student who brings a firearm to school.

In accordance with M.G.L. c.71 §37H1/2, the Principal may suspend a student who has been charged with an off-campus felony (or felony delinquency) or may expel a student who has been convicted of an off-campus felony (or felony delinquency).

### Verbal and/or Physical Harassment of Students or Teachers

Every student and teacher has the right to feel secure from any form of physical or verbal harassment, including hazing, during the school day from the time the student or teacher leaves home to go to school until he/she returns home, and also at school-sponsored events, whether at home or away from the Masconomet campus. Harassment of faculty or staff at any time, on or off campus, will not be tolerated. Students who harass faculty or staff may be excluded from Masconomet. Teachers are required to report cases of verbal and/or physical harassment or hazing. Any form of abuse to a student, verbal or physical, should be reported immediately to the Principal or Assistant Principal. In the case of a physical assault, the local police will be notified. Any student involved in a fight or altercation of any sort can expect to receive severe disciplinary action such as suspension or expulsion.

### Threats

Any student who threatens or aids in the threat to another student, staff member, or the building shall be disciplined in accordance with school policy. This may include suspension and/or expulsion. In all cases, the matter will be referred to the local police department for appropriate action.

### Insubordination

It is expected that students will follow the directions given by any Masconomet staff member. For example, students are required to identify themselves upon

request, to proceed to the Assistant Principal's office if so directed, and to follow any staff member's instructions. (Insubordinate behavior may result in suspension from school.)

### Academic Integrity

Since you are here to learn, it is reasonable for the school to expect you to do your own work. Each teacher will, at the beginning of the course, list or explain the rules on the use/non-use of items (Cliff Notes, programmable calculators, etc.) Below is a definition of cheating as understood by the faculty and administration. This definition is followed by the consequences for those who cheat.

You are considered cheating if:

1. During tests, quizzes, labs, if given information about tests, if you have access to any materials not specifically authorized for use during the assessment, let your eyes wander, copy another paper, let someone else look at your test, or talk to a classmate regardless of the subject.
2. You submit someone else's work as your own, allows another student to copy your work, or pay another person or company to write a paper for you. **You may not submit the same paper in two different courses unless you have written permission from both teachers. This includes computer programs.**
3. You give or receive information about tests, exams, or quizzes that will be given.
4. You plagiarize. You must give credit where credit is due (including citations from Cliff Notes). You can obtain the formats for proper citations from your teacher or in the library.
5. You attempt to gain access to any files on the computers which are not your own. Any attempt will result in your being banned from the use of school computers, suspension and possible prosecution. **Exception:** permission from a teacher, the computer technician or department leaders.

### Consequences of Cheating

If a teacher suspects you of plagiarism, submitting dishonest work or any other form of cheating, the teacher has the right to withhold your grades until you can demonstrate you did not cheat. The incident will be reported to the Principal or the Assistant Principal who will determine any other disciplinary action.

Upon the first offense in high school, if the teacher and assistant principal have determined that you have cheated:

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1. You will receive a "0" for that assignment and may receive a conduct comment on the report card.
2. The NHS advisor and parents will be notified by the administration in cases involving NHS members

Upon the second offense in high school, if the teacher and assistant principal determine you have cheated:

1. You will receive a "0" for that assignment and may receive a conduct comment on the report card.
2. You will be externally suspended for one or more days, to be determined by the assistant principal
3. You will automatically be placed on academic and social probation for a minimum of nine weeks, excluding vacation periods
4. The NHS advisor and parents will be notified by the administration in cases involving NHS members

Upon the third and subsequent offenses in high school, if the teacher and the assistant principal determine you have cheated:

1. You will receive a "0" for that assignment and will receive an unacceptable conduct comment on the report card.
2. You will receive one or more days of out-of-school suspension, to be determined by the assistant principal and the incident will be documented in the student's disciplinary record.
3. You will be placed on academic and social probation, for up to a year.
4. You will be ineligible for participation in any extra-curricular activities including National Honor Society and athletics.

#### Drugs and Alcohol

The use, possession, and distribution or sale of drugs and alcoholic beverages by Masconomet students is prohibited at all times. Students who have consumed drugs or alcohol off campus and then come to school or a school activity will be treated as though the consumption took place on campus. Use or possession of drugs may result in expulsion by the Principal.

Students and parents should be aware of the District Committee policy and penalties resulting from infractions (see School Policies section of this Handbook).

#### Smoking

Smoking is not allowed at Masconomet. The use of any tobacco products within the school buildings or the school facilities or on the school grounds or on school buses by an individual, including school personnel, is prohibited under Massachusetts law. This law covers all visitors to any public school property or event at all times.

Students are not allowed to carry matches, lighters, or any form of tobacco. Students who smoke or bring matches, lighters, or tobacco on campus or on the school bus will receive the following penalties:

First Offense: \$25 fine

Second Offense: \$50 fine  
Suspension from school

Third Offense: \$100 fine  
Suspension from and possible exclusion from school

Subsequent Offenses: Same as three offenses

In all cases, the students' parents will be notified of the smoking infraction. School personnel are subject to the same fines as students. Payment of fines will be made to the Town of Boxford.

#### Chewing Tobacco and Snuff

Students will not possess or use chewing tobacco or snuff on the premises. Students violating this rule will be disciplined as if they were smoking tobacco.

#### Litter

In order to maintain the clean and orderly environment to which all members of the Masconomet community are entitled, we must all cooperate to keep the school free from litter. Each student is expected to discard his or her trash in the waste baskets or in another appropriate manner and is encouraged to take an active role in keeping Masconomet neat. Students who do not conform to these expectations will be required to clean the building and grounds after school and may be disciplined further.

#### Gambling

Matching of coins or any other form of gambling will not be tolerated in school or at school activities. Any student caught or suspected of being involved in gambling will be reported to the Principal or Assistant Principal who will take disciplinary action against guilty students. Students reported as part of a group involved in gambling activities will be considered as guilty as the others. These students may be assigned office detentions or suspended. Raffles, etc., conducted by officially recognized school organizations (e.g. Sports Booster Clubs) do not fall into this category.

#### Protection of Records and Property

Students are not permitted access to those areas of the school which are the private property and records of individual students, of staff, or of the Regional School District. Students may not see the personal guidance file of another student or have access to another student's or the District's computer files. Any student who intrudes upon or damages the private property of another student or the School District can expect to receive severe disciplinary actions such as suspension or exclusion.

#### Vandalism

Any student who willfully damages any school property shall be disciplined in accordance with school policy. This may include restitution and fee, suspension, and consideration for exclusion. In cases of serious vandalism, a student may be referred to the local police department for appropriate action.

#### Fire Protection Devices

Any student who tampers with fire protection devices, such as fire extinguishers or the fire alarm system, will be suspended from school. The fire and police departments will be notified. A second offense will result in a recommendation to the Superintendent of Schools and the School Committee, by the Principal, for the exclusion of the student from school.

#### Outstanding Obligations

(Lost or Damaged School Property)

All students are responsible for their lockers and each student is expected to keep his/her locker and books free of graffiti and in good condition. Students who lose or damage any school property assigned to them must reimburse the school for the loss or damage. Examples of such items are books, locks, athletic equipment, uniforms and musical instruments.

The debt must be paid when the loss occurs. No refunds will be given for items "found" after June 30<sup>th</sup> of the school year in which the item was lost and the obligation was posted to the student's account.

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Students with outstanding obligations will be considered ineligible for athletics and activities until the obligation is fulfilled. These students will not be allowed parking permits. Books must be returned in good reusable condition. No refunds will be given or returns accepted for items "found" after June 30<sup>th</sup> of the school year in which the item was lost. No refunds will be made without a receipt or cancelled check.

#### Articles Not Permitted in School

1. Knives and other sharp instruments;
2. Firearms, weapons, firecrackers, water pistols, sling shots, and rubber bands for other than useful purposes;
3. Gambling devices;
4. Pets, animals;
5. Smoking materials;

Students who have any of these articles in school will have them confiscated. Detentions or suspensions will be assigned.

Students may not make or receive calls or text messages on cell phones or other electronic devices during class. At no time may a cell phone be used in a classroom for any purpose including as a calculator. Students who use any of these articles in the classroom will have them confiscated. Teacher detentions or suspensions will be assigned. Individual teachers may prohibit these items totally from the classroom as part of their individual classroom policies.

Cell phones and iPods are privileges granted for student use in hallways and dining halls during non-instructional time only and will be used in a respectful and appropriate manner. Misuse or inappropriate use in the hallway or dining areas will result in discipline and in the loss of these privileges.

No approved electronic devices of any type may be used during any testing and should not be visible at any time during testing. Violation of this policy may result in a zero for the assessment being taken.

The use of cameras or camera functions in classrooms is not allowed, except by specific permission of the instructor for an instructional purpose.

#### Off Campus/Out of Bounds

Students are not permitted to be in certain restricted areas such as the parking lot, behind the field house, or on the sports fields while classes are in session. During the school day, all students must be in classes, study halls, library, or guidance areas.

The playing of any sports on school grounds during the school day must be under the direct supervision of school personnel.

Any student off campus without office permission will be subject to suspension.

#### When School Is Over

You need a specific reason to stay in the school building after your last commitment. You should be receiving extra help or be studying in an approved location. Activities and athletics begin at 2:55. Please see "After-School Priorities" for a detailed explanation of the regulation for the use of after-school time.

#### 18-Year-Old Release

When students reach the age of 18 years, they may sign a release form requesting that all correspondence from the school be directed to them only. According to law, all correspondence, be it written or verbal, must be directed to students only and not shared with parents.

As a matter of courtesy, the school informs parents in writing when students have signed the 18-Year-Old Release Form. Eighteen-year-old seniors who have a waiver are not permitted to sign themselves out of any scheduled class or study hall without prior approval of the Assistant Principal (as with any dismissal).

Once the form has been signed, students assume the obligation for communicating their academic progress, their graduation status, and any and all other school information to their parents. Parents do, however, retain the right of access to students' school records at any time. The school encourages parents whose children have signed the 18-year-old release to review these documents periodically. Parents are also encouraged to contact teachers periodically for information. Parents of adult students receiving special education services shall also continue to be provided with notices and information regarding the student's special education program.

This waiver is automatically removed when the student graduates or withdraws.

#### Displays of Affection

Students who exhibit excessive public displays of affection on school property or on school busses or at any school sponsored event will be referred to the office for possible disciplinary action. What constitutes "excessive" will be determined by the staff member observing the incident and the assistant principal.

#### PENALTIES

##### Demerit System

In the high school, demerits are assigned by an administrator, rather than teachers, in accordance with established procedures. Demerits relate to campus behavior. Behavior within a class is the primary responsibility of the teacher. Parent conferences, social probation and suspensions will be administered consistent with the plan. Violations of specific rules covered elsewhere will be handled as indicated.

All demerits will be cumulative for an academic year. Detentions may be made up, and demerits removed, only if the student did not serve a detention for a valid reason; e.g. doctor's appointment, dismissal from school, absence from school, etc. In these cases, the students must make arrangements with their teachers to make up the detentions on the first day they return to class. Teachers must check with students who have missed their detention to determine the reason prior to submitting the student's name to the Assistant Principal for disciplinary action.

Students who accumulate the following number of demerits will receive the disciplinary action indicated below.

- 10 - The student's parents will be contacted by the Assistant Principal (by letter).
- 20 - The student will be placed on social probation for the academic year subject to review at regularly scheduled Review Board meetings. The student and his/her parents will be notified by letter.
- 30 - The student will be placed on internal (in school) suspension for three (3) days. A parent-student-administrator conference for re-admission will be held.

Any student who accumulates in excess of thirty demerits will be disciplined under a separate arrangement with the administration for the balance of the year.

Demerits will be assigned as follows:

1. Failure to report to teacher or Office detention 5 demerits
2. Present in "out-of-bounds"

Area 5 demerits  
3. Anti-social behavior not listed above

5-15 demerits

Students who leave campus without permission will serve internal suspension.

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#### Teacher Detention

Department heads or classroom teachers may issue after-school detentions for improper classroom behavior or failure to do required work. These detentions are served within the departmental area. The staff member who issues the detention will give the student a detention slip. A student who fails to report may be referred to the Assistant Principal (after the teacher has heard the student's explanation) who will assign five demerits.

All teacher detentions are to be served on the day of the offense (Friday excluded) or at the discretion of the teacher. Students will be required to serve the missed detention as well as receiving 5 demerits.

#### Office Detention

Members of the administration may assign office detentions to students for truancy or other infractions of school rules. These are served in the detention room under the direction of assigned teachers. Failure to report will result in the assignment of demerits. Detention is served from 2:20 to 2:50 p.m. When conflicts exist in after-school activities, detention has precedence, followed by make-up work and extra help.

#### Saturday Detention

Truancy from study hall and/or class(es) will result in one hour assigned for each missed study/class. Failure to attend this Saturday morning session(s) may lead to suspension.

#### Social Probation

Any serious offense, such as violation of the drug and alcohol policy, demerit accumulation, or other causes for suspension, may cause a student to be placed on social probation for a period of up to one year. If a student is suspended twice, he/she is automatically placed on social probation for a period of time to be determined by the Assistant Principal, Principal, or Superintendent. Social probation is defined as follows:

1. The student loses the privilege of participating in after-school activities, including athletics.

2. The student may not attend school functions, including those that are open to the public.
3. The student must leave the school property at the end of classes each day unless he/she must remain for extra help or make up work.
4. Students with parking privileges will lose those privileges.
5. Student leaders must vacate their office during the term of their social probation.

A student may petition for review of his or her social probation status if he or she can document improved behavior. To do this, the student must complete a petition form (obtainable in the high school office) on which he or she will describe his or her reasons for requesting removal from social probation and be present at the board to explain the removal request.

If a student was placed on social probation for the accumulation of demerits, the petition will be reviewed by a board composed of two faculty members, two students and the Assistant Principal. The students and faculty members of the board will be chosen at random for each board meeting. Students who are placed on social probation for any other reason will have their petition reviewed by the Principal and the Assistant Principal. Students may or may not be required to be present during the review of their petition.

Review meetings will be held seven times each year to coincide with progress report periods and marking period dates. A special review meeting will be conducted by the Principal and Assistant Principal for seniors on the first day of Senior Week.

#### Suspension

A student whose presence poses a danger to persons or property, causes a disruption of the academic process, forgery of parental or teacher signatures, continual cutting of classes, leaving campus or continually fails to comply with the regulations of the school, may be immediately removed from his/her classes or from school. Written notice of the removal from school and proposed suspension will be forwarded to the student and parents in accordance with policies of the School Committee. The student will be given the opportunity to present his or her side of the story. A meeting will be held, whenever practical, to determine if suspension will be imposed. A student may be initially suspended by the Principal or Assistant Principal for up to ten days pending a formal hearing... After the second suspension, a student is automatically placed on social probation for a period of time to be determined by the Assistant Principal, Principal, or Superintendent.

Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 Rehabilitation Act are entitled to additional procedural protections when a longer term suspension is considered. Student's eligible for special education services are entitled to educational services during any days of suspension exceeding 10 school days in a given school year. For additional details regarding the rights of students with disabilities in the context of school discipline, please contact the Director of Special Education or the Principal.

#### Internal Suspension

At Masconomet, our goal is to discipline students while minimizing the impact on their educational progress. The Internal Suspension Program is designed to accomplish this purpose. Credit will be given for missed class work (quiz and test excepted) only if it is completed during the suspension and submitted to the subject teacher at the end of the day on which the student served the suspension.

#### A. Goals

1. To provide a structured classroom environment within the school where suspended students can be monitored and counseled.
2. To provide students with an environment Where they can speak confidentially with staff about adolescent issues which frequently lead to inappropriate school behavior, delinquency and misuse of alcohol and drugs.
3. To provide students with an opportunity to continue to utilize the school's educational resources despite their suspension from normal school activities.

#### B. Procedures

1. The Internal Suspension Room operates from 7:35 a.m. to 2:14 p.m. on Monday through Friday. When a student violates a school rule which mandates a suspension, he/she is placed on Internal Suspension for a definite number of days after an informal hearing has been held. In cases where the student's presence in school poses a continuing threat of damage to persons or property, or threatens to disrupt the academic process of others, the student is immediately suspended out of school (see Suspension above).
2. At the time of Internal Suspension, each student signs a contract which outlines the rules for

conduct and expectations for student performance during suspension.

3. Students receive credit for work completed while on Internal Suspension. They also receive credit for attendance. Students are expected to obtain assignments from their teachers in sufficient quantity to keep them busy for the duration of their suspension.

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Students without work will be given assignments by the teacher supervisor. Students who do not work constructively may receive additional days of suspension.

4. Students are responsible for their work space in the Suspension Room. The area must be in good condition prior to dismissal.
5. Since students will not be allowed to use the cafeteria, they must bring their lunch from home.
6. Good behavior and hard work during suspension may result in a reduction in the term of the suspension.
7. Second suspension leads to immediate placement on Social Probation.

#### Exclusion//Expulsion

Permanent exclusion from school, or exclusion from school for a longer period of time than allowed by the suspension policy, is a decision of the Superintendent and the School Committee, upon a recommendation by the Principal. No student will be considered for exclusion unless he or she has gone through the suspension proceedings. When a special needs student is being considered for exclusion, a review of the student's Individual Educational Plan (I.E.P.) will be held as required by the Individuals with Disabilities Education Act. In addition, the Department of Education will be notified and appropriate procedures relative to requesting Department of Education approval of an alternative plan will be followed.

If, in the judgment of the Superintendent and the School Committee, a student should be excluded, the student and/or his or her parents will be notified in writing of the date of the exclusion hearing and the reasons for the exclusion. During the exclusion hearing, the student and parents have a right to a representative of their choice; e.g. a friend or an attorney (see School Committee Exclusion Policy in the School Policies of this Handbook). A student who has been excluded may not participate in any school-related activities until his/her class has graduated.

#### GUIDANCE INFORMATION

The information on the following pages was developed by a group of parents and. We strongly encourage parents to read this section carefully. If you have any questions, please call us at 978-887-2323, ext. 6177.

Director of Guidance  
Irene Duros

HS Counselors  
Julie DeMatteis  
Erin LaRosa  
Constance Mosher  
Michael Novello  
Ruth Ryan  
Carleen Thurlow  
Robin Wildman  
Registrar  
Victoria Aguilar  
Administrative Assistants  
Marie Foster  
Karen Simi

Tri-Town Counselors  
Joan Murphy  
Adam Thurlow

#### Introduction

The guidance counselors and support staff are committed to facilitating the normal development of all students. As will become evident in the following pages, the counselors initiate contact with all students by class at different times during the school year. In addition, when counselors become aware of either academic or personal/social difficulties, they reach out to students and, where appropriate, to parents. The Guidance Department strongly encourages parents to initiate and to maintain contact with their student's counselor. The following are but a few examples when students or parents should contact the counselor:

- Sally's grades have dropped from A's and B's to D's and F's in one semester.
- Sue is absent from school many days.
- John scores high on standardized test but barely makes passing grades in his classes.
- Tom wants to quit school because he thinks he can make money to help out at home.
- Mary has not been able to make any really close friends in the four months she has been here.
- Harry has selected a college but doesn't know the admission requirements.
- Tom is trying to make up his mind about what career to choose.
- Joan resents everyone and everything at home. There is no communication.

- Jim relates well with all his teachers except Mr. X. His achievement in the course has steadily declined.

Students are encouraged to make appointments to see their counselor before school, during study periods or after school. Parents may call the Guidance Office 7:30 a.m. - 3:20 p.m.

Successful guidance and counseling requires good communication among parents, students and counselors. We hope that through our mutual effort students and parents will establish a positive working relationship with the guidance staff.

#### HIGH SCHOOL GUIDANCE NCAA ELIGIBILITY REQUIREMENTS

Students, parents, guidance counselors and coaches should be aware of the NCAA Proposition 16 eligibility requirements for student/athletes who may wish to participate in Division I or II sports in college. Students must earn a minimum grade point average, combined with SAT/ACT scores on a sliding scale, in a core curriculum of at least 13 academic courses.

These courses must include at least 4 years of English, 2 or 3 years of math, 2 years of social studies, 2 or 3 years of natural or physical science and 2 years of additional academic courses. The student's eligibility is determined by the NCAA Clearing House ([www.NCAAClearinghouse.net](http://www.NCAAClearinghouse.net)). Athletes should apply their junior year. For more information, and to be sure of your eligibility, speak with your guidance counselor.

#### FRESHMAN YEAR

It is always advisable for students to take the most appropriately challenging classes possible, and the freshman year is no exception. We begin discussing college preparation during the required orientation program for freshmen that is held by the high school Guidance Department in late September. Conducted on a small group basis, the program also introduces you to the high school environment. A major focus of discussion concerns academic topics: comparison of middle and high school programs, graduation/college requirements, phasing of courses, grade weighting, homework, grading system (progress reports, report cards, final exams), academic assistance and student records. Other topics covered are the role and function of the high school counselors, testing and its purpose, sports and clubs. After the group orientation, be sure to make an appointment to have an individual discussion with your counselor.

#### SOPHOMORE YEAR

In March, the Guidance Department administers a career exploration unit to all sophomores. This unit consists of the administration and scoring of a career interest survey. Each sophomore will then have a required individual meeting with his/her counselor to discuss the results of this survey.

To assist you in understanding academic expectations and to stimulate planning for the future, your counselor will also discuss with you your feelings about school and your relative academic success. The

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counselors answer questions about GPA, grade weighting, class rank, course selections, etc. In addition, the counselors attempt to establish and maintain a rapport with you through a number of less formal contacts throughout the school year.

During the sophomore year, students enrolled in English 10 Honors classes or Algebra II Honors may wish to participate in the Preliminary Scholastic Aptitude Test (PSAT) in October (see PSAT).

### JUNIOR YEAR

The junior year is a very important one for career and college planning. The Guidance Department provides a series of activities and workshops to assist you. The Preliminary Scholastic Aptitude Tests (PSAT's) are given in October. It is highly recommended that all juniors planning to go on to any type of educational or vocational training program after high school participate in the PSAT. Students may register in the Guidance Office.

In February of each year, the Guidance Dept. conducts a small group orientation to post-secondary planning. The purpose of this orientation is to (a) provide information on registering for the SAT's to be taken in May, or the ACT's to be taken in April, (b) discuss the career and college exploration process, and (c) review the materials in the Guidance office including the web-based Naviance system. Following the group orientation sessions, you are required to see your counselor for a full period to review records, discuss plans and get help in the planning process. It is also recommended that you and your parents schedule a joint appointment with your counselor in early spring, especially if your family is new to the college process. At this time, the counselor can offer information and advice to assist you and your family with planning for the future.

Another guidance activity for juniors is the Junior Parents' Admissions/Financial Aid Night held in April.

This program includes presentations by a college director of admissions. We feel that it is important for you and your parents to maintain close contact with your counselor from midway through the junior year until graduation.

### SENIOR YEAR

In September, the counselors make a very important presentation to seniors in small groups. The counselors outline senior responsibilities and the counselor's role in assisting seniors to fulfill these responsibilities. At this time, the counselors distribute senior folders which include important college and career information. Each senior is then required to schedule an individual full period appointment with his/her counselor before the end of October.

Also in September, the Guidance Department holds a Senior Parents' evening, where parents will be able to discuss college issues and ask questions of their child's counselor. The Guidance Department also sponsors a Financial Aid Night (see Financial Aid).

The Guidance Department attempts to keep you up-to-date on all opportunities, deadlines, scholarships, etc., during the entire senior year via the Masconomet website, morning announcements, guidance and homeroom bulletin boards, newspapers, meetings, and Naviance. In addition, the counselors host representatives from individual colleges who visit the Guidance Office throughout the fall on scheduled days. For this schedule, see the Guidance bulletin board, check the Masconomet website, and listen to morning announcements; appointments can be made to meet with these representatives with either your counselor or Mrs. Simi, the guidance office manager.

Throughout the senior year, the counselors function as consultants. They attempt to provide as much guidance as you need to assist you in making good decisions. The final decision concerning appropriate plans and execution of them, however, rests with you and your parents. Perhaps more than any other year, seniors should be in regular contact with their counselors.

### SENIOR INTERN STUDY PROGRAM

The purpose of the internship program is to enable seniors to participate in an occupation/profession or project that is of interest to them. The program is available to all seniors who are in good standing and meet the following requirements:

1. currently enrolled senior who is scheduled for sufficient credits/courses to receive a diploma in June and is in good academic standing, including

- community service requirement which must be completed by the end of the first semester;
  2. approval from the Intern Study Committee;
  3. signatures on the Senior Intern check-out form from all teachers; no outstanding obligations;
  4. approval from the Upper House Assistant Principal;
  5. positive recommendation from the student's guidance counselor;
  6. positive attendance history;
- No student may be absent, tardy or dismissed more than 15 times with the exception of field trips, medically
- a. documented illnesses, and pre-approved college visits.
  - b. All prospective interns must adhere to the mandatory checkout before April vacation.
  - c. No extended April vacations into the internship period will be approved.
7. Approval of the Internship Review Board (Principal, Assistant Principal, Department Chairperson and Internship Coordinator) of all appeals.

The internships take place during the fourth quarter of the senior year and are usually done on a full-time basis, but can be done part time with the approval of the internship coordinator.

Although the Internship Coordinator maintains a list of previous intern sites, and students are welcome to refer to it for possible positions, seniors are required to set up their own internship program between the end of January and the beginning of March of the senior year.

The 2008-2009 school years were the 20<sup>th</sup> year of Masconomet's internship program. Initially five to six students took advantage of this program, but now more than 95% of the class is participating. This is probably the best opportunity available for a real-life experience in a possible future career.

### CAREER INFORMATION IN GUIDANCE

The Guidance Office offers a rich diversity of information, publications and programs designed to help you with occupational and educational planning. There are hundreds of catalogs separated into four-year colleges, two-year colleges, and other specialized fields, such as art, music, nursing, law enforcement or military academies. In addition, reference books describing colleges, technical and trade schools, scholarship information, armed service information, summer programs, and foreign study opportunities are available. The web-based Naviance system answers questions and provides information about two-year and four-year colleges, occupations and scholarships.

A number of career surveys are available to aid you in examining yourself in relation to the world of work by

identifying your likes and dislikes with respect to a variety of job activities. Areas of interest are identified, careers are suggested for further exploration, and guidelines are provided to help you narrow your choices.

It is important to stress that interest inventories do not tell an individual which specific career to choose, but rather suggest types of careers which might warrant further investigation based upon the individual's expressed interests. It also must be borne in mind that these inventories are based solely on interests and do not attempt to measure ability which, in conjunction with values, training requirements

and education, must also be considered as career options are explored. The Guidance Office is open to students and parents during the school year, Monday through Friday, 7:20 a.m. to 3:20 p.m. The Guidance Department encourages families to use this important community resource. If you have any questions, please call Mrs. Karen Simi at Ext. 6177.

#### WORKING PERMITS

The Registrar, Mrs. Aguilar, located in the Guidance office will issue, at no charge, a working permit to any student fourteen through seventeen years of age who has been promised employment. Students fourteen and fifteen must also obtain a physician's certificate of good health. If you have any questions, please call Mrs. Aguilar at Ext. 6188.

#### RESIDENCY

Students whose parents or guardians are legal residents of the School District shall be eligible to attend the District' schools without payment of tuition. Students whose parents plan to move out of the District, and who wish to continue their education at Masconomet, may finish the semester with a waiver of tuition, but at the end of the semester the student shall transfer immediately from the District school.

A senior student who can qualify to graduate in June, whose parents or guardians move from the district on or after July first of the student's senior year, may be allowed to complete his/her senior year but he/she must pay tuition.

Parents must discuss their particular circumstances as soon as possible with their child's guidance counselor and inform the Superintendent in writing of the intended change of residency.

#### REGISTERING A NEW STUDENT

New students will register with the District through the Registrar located in the Guidance Office.

Proof of residency must be established. Registration requirements and materials are available from the Registrar.

#### MOVING/TRANSFERRING

If you and your parents are going to move out of the School District, your parents must notify the Registrar, located in the Guidance Office, in writing at least one week before you leave. This letter should include the date of the last day you will attend school and the name and address of the school in which you will be enrolled. You should also meet with your counselor to fill out forms needed to send your records to your new school. Also, on your last day at Masconomet, you must obtain a Withdrawal from School Form from the Registrar and have it signed by your teachers, the librarian, homeroom teacher, Assistant Principal, and counselor. On this form teachers will indicate your grade to date and that you have returned books and all other school materials.

Unless all school obligations are met, records cannot be released. When the form is completed, return it to the Registrar. You will be given a photocopy of it to bring with you to your new school. Your counselor, with the support of the Guidance Department, is willing to assist you after you have left Masconomet. Even as a former student, do not hesitate to contact the Guidance Office for assistance with career decisions. Students who are planning to transfer to a private school should discuss this decision with their counselor. If you wish a copy of your academic record sent to a private school, you must sign a record release form obtained from the Registrar. Requests for a transcript and/or any other academic information must be submitted to the Registrar three weeks before the application deadline. There is a \$5.00 fee for each private school application.

Students moving/transferring to another school during the summer or not planning to return to Masconomet in the fall, for whatever reason, should notify the Registrar at Ext. 6188 as soon as possible to arrange for transfer of records.

#### ENTERING MASCONOMET

Students who are entering Masconomet should call the Registrar in the Guidance Office at Ext. 6188 to set up an appointment **before** planning to start classes. Registration information and the requirements for entering students will then be sent. An appointment will be made with a counselor to discuss appropriate classes. When meeting with the counselor, it is important to bring a copy of grades from the previous school. Proof of up-to-date immunizations will be

necessary before starting classes. An orientation for all new students is planned for those entering at the beginning of the school year in September. Notices are mailed to the students at the end of the summer, informing them of the time and place.

#### TRI-TOWN COUNCIL

The Tri-Town Council on Youth and Family Services, Inc. is a private, non-profit community services agency serving Topsfield, Boxford, and Middleton, and Masconomet students from other communities.

The Council provides services for students and their families, including crisis intervention, special needs services and counseling, peer education, career counseling, and alternative activities.

For more information, call the Tri-Town Council at 978-887-6512, or call Masconomet at 978-887-2323, ext. 2127.

#### COLLEGE ADMISSIONS PROCESS

Some students feel they should be able to walk into the Guidance Office and be given a list of colleges that are ideal for them. The reality, however, is that the college search is a process through which each student must pass, making individual, often unique decisions about personal values, interests, lifestyles, abilities and goals. Your counselor serves as a knowledgeable and experienced consultant to you and your parents during this process.

#### FRESHMAN YEAR

Concentrate on getting the best grades that you can in the most appropriately challenging classes possible. Remember that you are building a transcript starting with the first day of your freshman classes! Join some activities, as colleges like to see that you are involved in your school community.

#### SOPHOMORE YEAR

Visit the Guidance Office and begin to familiarize yourself with the college information sources, including majors in your areas of interest. Ask the administrative assistant, Mrs. Simi, to help you. Begin to develop a sense of admissions standards of various colleges. During the sophomore year course selection process, choose courses which include your possible college majors so that you will be able to take the SAT II's (if necessary) your junior year. Discuss these choices with your counselor. Sophomores in Honors English and/or Honors Algebra II are encouraged to take the PSAT in October, but they should also plan on taking the PSAT in October of their junior year.

## JUNIOR YEAR

### PSAT's

If you are planning a post-secondary educational experience, you should take the Preliminary Scholastic Aptitude Test (PSAT) in October of your junior year. Basically a practice run for the SAT I, the PSAT also serves as a qualifying test for the National Merit Scholarship program. It is important to note that only  juniors  taking the test are eligible for National Merit

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qualification. Over the years, Masconomet has had many semi-finalists and finalists!

Sophomores who are enrolled in English 10 Honors or Algebra II Honors should have sufficient background to obtain a respectable score on the PSAT and are encouraged to take it.

Results of the PSAT do not go to colleges, but are sent to the Guidance Office in about six weeks. You will be notified that an appointment has been made with your guidance counselor. These scores reflect your first comparison with other college applicants on a national basis. The counselors will review the results with you and will recommend areas on which you should focus in order to prepare for the SAT.

To take the PSAT, you must first register in the Guidance Office three to four weeks prior to the exam. A fee of \$25 will be charged and you will be given a booklet that explains exam procedures and provides some sample questions. A late registration fee of \$35 will be charged students who register after the deadline.

### Junior Teacher Assessments

In the spring of your junior year, the Guidance Department will ask you to obtain assessments from up to five faculty members or coaches. Ideally, you should choose staff who knows you well. **You must ask each staff member you select if he/she would be willing to fill out this form.** If you fail to do this the teacher will not fill out the form. These comments are often quoted in a reference letter developed by your counselor.

### Contacting colleges

In the spring of your junior year, visit college websites to research which schools will be best able to meet your needs. You may also request information online on a particular program or extracurricular activity. You should also begin to visit colleges. Be sure to go on an "official" tour. In order to do this, call the admissions office to get the tour schedule.

### Junior Parents' Admissions and Financial Aid Overview Night

This program is held in late March or early April and includes a presentation by a college director of admissions. The second half of the evening is a question and answer session with your child's counselor.

### SENIOR YEAR:

In the fall, you should make an appointment with your counselor to assess your relative strengths in relation to colleges to which you might apply. Sign into the Guidance Office to make use of the variety of college search software available (i.e. Naviance, Collegeboard.com, etc.). You might want to buy a handbook of your own (e.g. Barron's Profiles or their less expensive version, Barron's Compact Guide to Colleges) so that you and your parents can study it at leisure. From these sources, develop a list of approximately twenty colleges which you feel will meet your needs. In addition to your individual interests, here are some of the factors you should consider when investigating colleges:

1. Location: Do not limit yourself to New England. There are many excellent colleges outside of New England, and College admissions officers may seek geographic diversity in building their student bodies. The fact that you have attended an academically excellent high school in the east may be an advantage when applying south or west—so don't be parochial.
2. Program: two or four-year; liberal arts, business, science, engineering, etc. Is the school strong in your area of major interest?
3. Size: large (more than 10,000 undergraduates) or small (2,000 students or less).
4. Coed or single sex.
5. Environment: urban, suburban, or rural.
6. Academic Level: Your college should be appropriate to your abilities. Check the average SAT scores, GPA and rank in class of accepted freshmen.
7. Competition Level: At this point in the process, you should identify at least five schools at which you can be relatively certain of acceptance, five at which you have a good chance, and at least two or three which may be a reach. In short, your choice of possibilities should be both realistic and broad.
8. Cost: While obviously an important factor, cost at this point in the college search should not be a deciding factor. College financial aid is based on

need, and will be discussed at a Guidance Department evening meeting in March or April of the junior year and again in January of the senior year

9. Housing: Make sure the college you choose provides the housing you are expecting. Some colleges are limited on dorm space and require students to seek their own accommodations.

### Measure Your Future College

After you have narrowed your college selections to about a half dozen, analyze each selection from this perspective, "Will the college give me what I expect?" The best way to get answers to these questions is to visit the campus or, if that is not possible, to speak with several recent graduates.

#### Consider the following:

1. Accreditation:  
Is the college accredited? If it is a career-oriented program, is it approved by professional organizations in that field?
2. Student Body:  
Is the student body a national mixture or is it comprised of largely local men and women? Does it appear that you have much in common with them? Does the student body represent a wide variety of career interests as in a university or is it geared toward one field; i.e., engineering or business administration? Are these factors important to you?
3. Academic Pressure:  
Are your academic interests and abilities similar to those of the student body or would you be one of the stronger or weaker students in the school? Do you enjoy stimulating academic pressure or do you prefer a more comfortable, less competitive pace?
4. Academic and Counseling Assistance:  
Are tutoring and counseling services available to you if you have difficulties with your course work or social adjustment? Are these services available at no additional charge?
5. Co-curricular Activities:  
If you enjoy a variety of co-curricular activities, does the college provide sufficient opportunity for you to participate in sports, musical or theatrical productions, or other activities that you enjoy?
6. Social Life:  
Does the school sponsor social events or do the students organize their own? What kinds of rules and regulations does the school enforce which may restrict social activities?
7. Living Arrangements:  
Do most students live on campus, in apartments, or do they commute? What is the campus like on

weekends? Are there many activities and functions or is it more like a ghost town? Are the dormitories in good condition? Are the dorms provided with adequate supervision? Are they coed or single sex dorms? Are there visiting hours? How much privacy does a student have?

8. Finances:

How much does it cost to attend the college? Are there any other fees charged in addition to tuition? What kinds of deposits are required before

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admission? Does the school have a refund policy if illness or personal reasons necessitate your withdrawal during the school year? What percentage of freshmen receives financial aid and what is the average amount? It is important to remember that tuition is substantially lower in most public two and four-year colleges. However, some of the most expensive private universities have enough scholarship money to meet the needs of students they accept for admission. Also, schools farther away from home may cost less than local private colleges even when transportation costs are included.

How Do Colleges Measure You?

Many college admission committees accept applicants on the basis of the following criteria listed in order of usual priority. Emphasis on these considerations can vary from college to college. A committee may accept students who do not meet its standard in several of these areas.

First Consideration

- The high school transcript
  - Pattern and level/strength of courses
  - Grades
  - Class rank, or percentile, if submitted
- Other Factors
  - Activities, special skills and interests
  - Personal Essay on application form (VERY IMPORTANT)
  - Counselor and Teacher Recommendations
- Tests
  - SATs OR ACTs
- Interview (may be either required or optional, check with your colleges for their policy on interviews)

Other factors including alumni relatives, influential friends, home geographical area, or possession of a particular skill or quality needed by the college.

CAUTION: Students considering applying to profit-making career schools should use special caution in evaluating their programs. Many of these schools do provide excellent educational services; however, others have engaged in unethical advertising and recruitment procedures, and have not provided the programs and training promised. Students interested in career training schools should meet with their counselors to discuss their educational plans.

NOTE: Students should not give to any career school a deposit for tuition prior to their senior year. Usually, deposits are not refundable. Students receiving requests for such a deposit should discuss these requests with their guidance counselors.

Potential College Athletes

At this time a letter or e-mail of introduction or e-mail should be sent to the coaches at all the colleges you are considering. Included in the letter should be the length of time you have been involved in the sport, frequency of participation, awards, select teams, names and telephone numbers of appropriate current coaches, etc. It is also time to apply to the NCAA Clearinghouse for those athletes who are considering playing Division I or Division II athletics in college. The application is online at [www.NCAAClearinghouse.net](http://www.NCAAClearinghouse.net).

SAT I/SAT II/ACT

You should plan to take the SAT I in May of your junior year and if appropriate SAT II's (subject tests) in June. Most colleges require the SAT I or the ACT. The SAT I includes sections on Critical Reading, Mathematics, and Writing, including an essay. You may repeat the test in November and/or December of your senior year if you feel you can improve your score. All scores will appear on the report, but many colleges will consider the highest one. Some students benefit from courses designed to prepare students for the SAT's. Talk to your counselor about programs available at Masco and elsewhere. ACT's are also accepted by almost all colleges in the country and they can be taken in either April or June. If you take the ACT's, be sure to take the ACT with Writing.

In addition, some colleges require the SAT II Subject Tests, which are one hour in length, and measure your knowledge in specific subjects. You should check individual college catalogs or websites for the requirements; colleges can request up to three SAT II exams. It is not possible to take both SAT I's and the SAT II's (Subject Tests) on the same day. SAT II

Subject Tests are normally taken in June of your junior year, a fact which should be kept in mind while selecting junior courses. (The June timing is essential for Early Application candidates.) However, if you feel particularly competent in a sophomore subject (such as Algebra II Honors), you might consider taking this one test at the end of your sophomore year. Discuss these decisions with your counselor.

SAT I's may not be taken on the same date as the SAT II's. The Guidance Department has information on these dates, procedures, and registration deadlines. Test dates and registration forms are also available at [Collegeboard.com](http://Collegeboard.com). ACT information is available at [ACT.org](http://ACT.org). Results of tests will be sent to you within four to six weeks, and are also available online.

The Guidance Department offers, for a modest fee, an evening SAT Preparation course in Critical Reading, Math and Writing prior to the November and May testing. Each course runs for two and one-half hours, one night a week for six weeks.

Registration and Test Fees:

SAT I: Reasoning Tests	\$45.00
(Includes Writing)	
Subject Tests	
Basic Registration Fee	\$20.00
Language Test with Listening	add \$20.00
All Other Subject Tests	add \$9.00 each

Service Fees: (nonrefundable)

Late Registration Fee	\$23.00
Test Center Change Fee	\$22.00
Telephone Rush Request Service	\$27.00
Each Additional ATP Report to a College or Scholarship Sponsor	\$ 9.50
SAT Question-and-Answer Service Fee	\$18.00
Standby Fee (does not include Test fee)	\$38.00

NOTE: In filling out your SAT I/SAT II Subject Test application form (available in the Guidance Office or online at [Collegeboard.com](http://Collegeboard.com)), the below numbers are important! Failure to include them on your registration form may where required delay your results

Test Center Number: **22808**  
 (For those taking the test at Masconomet)  
 Your High School Code Number: **222135**  
 (For all Masconomet students)  
 This is also the school code for the ACT

Websites: collegeboard.com and act.org

## SENIOR YEAR Counselor Contact

Schedule your senior interview early in the fall and look over all the records to be sent to your college choices. Make sure that the records are correct, and use them, with your counselor, to analyze your strengths and weaknesses to determine if you are aiming for the right colleges. You should also obtain an unofficial transcript to take to college interviews. Parents are also welcome to make an appointment with the guidance counselor.

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During your senior year, see your counselor frequently to keep him/her informed of your progress with application materials and interviews. Listen to the morning announcements in homeroom, check the Masconomet website or the calendar posted outside of the guidance area for dates and times of visiting college representatives. Attend the information meetings in the Guidance Office; they are an excellent opportunity to learn about schools which interest you, as well as a means to establish an initial personal contact. A college admissions officer is always impressed with students who have done their homework, have a general knowledge of the college, and are able to ask intelligent questions.

## College Visits and Interviews

Try to visit as many of your potential colleges as you can. Speak with admissions officers, increase your sense of their "desired candidate," pick up literature about schools which interest you--and study it! Begin to develop a file of admissions deadlines, noting especially Early Decision deadlines. Call the admissions office and make an appointment for an interview (if the college requires them or simply offers them) and a campus tour. Do these early as you will often have to wait one or two months. Colleges do not interview on Saturday afternoons and Sundays, and often give only group interviews on Saturday mornings in the fall. If you know you are going to an interview, dress up! Admissions people will know that their college is important to you. While on campus, take the student/guide tour; visit the snack bar and talk to students; sit in on classes (advance arrangements necessary); look at the yearbooks while waiting for your interview; and pick up copies of the student newspaper and other literature. Many colleges offer prospective students the opportunity to stay overnight in the student dorms and breakfast in the dining hall. Be sure to ask when you call or write to schedule an interview.

During the interview, just remember to be honest, be yourself--and relax! The interviewer is trying to help you show your best qualities, not show you up; there are no trick questions. It is very helpful to bring copies of your test scores, a resume of co-curricular activities, and the unofficial transcript of grades. These will give the interviewer the opportunity to ask questions that you will be comfortable answering. Be prepared with a list of intelligent questions about the college and its programs, but show that you have done your homework by being familiar with the basic information. Most colleges will continue to interview through early February, but it is best to do it early so that you will know to which colleges you want to apply. As a general rule, the larger the school, the less important the interview to the admissions decision.

All college visits must be approved by the high school office in advance of any absence.

## College Application Package

There is no limit to the number of applications you may submit, but the average is about seven. All transcript requests to be mailed before Christmas must be filed with your counselor by December 1. There are several parts of the application package--you are responsible for seeing that all the separate pieces of information reach your colleges.

Transcript - Submit a yellow transcript request form and a copy of your resume to your counselor or Registrar who will then send the transcripts to the colleges you request. Due to the vast number of transcripts processed by the guidance department, you must submit this request at least three weeks in advance of any deadlines. The first request is free. All others are \$5. The transcript includes courses, semester grades, and credits from ninth grade on; your G.P.A.; a recommendation letter from your counselor; and a copy of your resume. A profile of Masconomet is also included in your application package. Officially signed and sealed transcripts must be mailed from Masconomet directly to the school or college. For further information, contact the Registrar, Mrs. Aguilar. at extension 6188

College Board Scores SAT I/SAT II - You must make a request to the College Board send your test scores to the individual colleges. Four reports will be sent free of charge to the schools you designate on your test application form. For the other colleges on your list, use the Additional Report Request form sent with the

application material, or obtain one from your counselor. The College Board also has a Rush Report service, for an additional \$27.00 fee, whereby they guarantee to mail out your scores within one week of receiving your request.

Application Forms - Fill out your application forms to the colleges carefully, and remember that they are all different. Follow the instructions to the letter; pay close attention to the different time deadlines; and keep records of what has been sent to whom. It is best to type the applications. Be aware that the majority of students are now applying online.

The essay at most competitive colleges is considered one of the most important parts of the application procedure. Don't put it off until the night before the deadline. Write it, revise it, and be very certain that your spelling, punctuation, and grammar are correct. The essay question is often a variation on the "tell us about you" theme. In response, you should choose one experience or aspect of your life that is interesting and helps to set you apart from the other applicants (a hobby, a job, your relationship with another person, a trip, a career goal, a particular talent and how you use it, etc.) How you write is almost as important as what you write. Let your personality show through, that's what the college is interested in.

Many applications will ask for your proposed major. Your selection should be backed up by the courses you have taken in high school. However, if you are sincerely debating between an extremely popular major (i.e. business administration) and an obscure liberal art, it might be advantageous to state the latter. In most colleges, some departments are less competitive than others. Discuss strategies with your counselor.

In general, consider an application an opportunity to put your best foot forward. Be honest, but not overly modest.

Recommendations - Many colleges will request one or two teacher recommendations, frequently from an English teacher, and some will supply forms for this. If you are applying to a number of colleges, don't ask the teacher to fill out six different forms; one letter, which can be duplicated, will be acceptable. Ask the teacher to send the original to the Guidance Office in case you decide to apply to additional colleges later. Be sure to provide stamped, addressed envelopes for them. Do this early - teachers are often swamped with last minute requests. Remember, teachers and staff members are not available during the summer.

It is sometimes helpful to send recommendations

from other people, such as alumni who are relatives or know you well, or a person who can describe some particular talent you possess (music teacher, employer, coach, etc.). However, don't overdo it. Here again, discuss strategies with your counselor.

Additional Information - Newspaper clippings and samples of your work may also be sent. As one admissions officer put it, "As long as each piece of information tells us something we would not otherwise know about you, send it."

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Application Fee - Staple your application fee check to the application; don't forget it. If you apply online, you will need to pay the fee online with a credit card.

#### Mid-year and Final Grades

Most four-year colleges require mid-year grades. Some schools include mid-year grade request forms with their application package. It is not necessary to turn these into the guidance office as we will automatically send mid-year grades to all the colleges you applied to.

When you make your initial transcript request, you are also giving the Guidance Department permission to send first quarter, mid-year and final grades to the schools to which you are applying. Mid-year grades will be sent out during February vacation.

#### College Admission Policies

Many colleges have a rolling admissions policy which means they will act on each application as soon as all required materials are received. The more competitive colleges adhere to the Candidates Reply Date and will inform you of their decisions between April 1 and 15. You will have to let all your colleges know your decision by May 1. Once you have accepted an offer of admission, you should also respond in writing to offers of admission you will not accept.

If you have been placed on a waiting list, you should not count on getting in, but be sure to see your counselor immediately. Send a deposit off to your second choice and be prepared to forfeit it if the first college does find room for you.

Early Decision is a special application process for students who are certain of the one school they most want to attend. Such students should pay special attention to application deadlines and have their senior interview with their counselor before the end of September. Some schools offer modified versions of early decision opportunities. Counselors have more

information on some of these variations.

#### Financial Aid

You and your parents should begin to investigate financial aid opportunities during your junior year in order to become familiar with application procedures, types of financial aid, and your eligibility status. There are online calculators at collegeboard.com and at finaid.org which will enable parents to get an estimated family contribution.

The Guidance Office furnishes continuous financial aid information. Evening financial aid workshops for you and your parents are held in March or April of your junior year and the following January. The FAFSA (Free Application for Federal Student Aid), which is the application for federally funded need-based aid cannot be filed until after January 1<sup>st</sup>. Certain private colleges also require the CSS profile form. This should be filed in the fall.

Each fall the Guidance Department updates a booklet, Masconomet Financial Aid. This booklet contains information on local, regional, and national aid sources, the booklet also has a helpful introduction, "Eleven Steps to Obtaining Financial Aid - Summary," which should be of particular importance to parents. Both are available from your counselor.

The Masconomet Regional Scholarship Foundation coordinates the local scholarship program, with many scholarships distributed annually. Beginning January 1, available local scholarships are publicized on the Masconomet website. Due to federal cutbacks in aid to students, it is extremely important for students and parents to consider carefully the costs of college and the implications of receiving or not receiving financial aid.

#### Military Service

**Schools are now required to supply the military with lists of students in Grades 11 and 12 with their addresses and phone numbers. If you do not wish your student(s) to be on these lists, please fax Mrs. Culver at (978) 887-3287 asking to have your child removed from the listing.**

Seniors interested in any branch of the armed services should contact their counselor to arrange a meeting with a recruiter. The recruiter will discuss career opportunities available in the military. These students should also take the ASVAB to determine eligibility for various military programs. Generally, during the third week in October, a Military Week is held at Masco. Each day during the week recruiters from different branches of the service will distribute

pamphlets, hold informal discussions, and present multimedia programs to interested students.

#### CO-CURRICULAR ACTIVITIES

Masconomet's co-curricular program is designed to help students develop interests and skills in non-classroom areas. It is also designed to improve interpersonal relationships and develop leadership abilities. Participation in our activity program enables students to "round out" their personalities. It is our hope that students will be able to participate in a variety of co-curricular offerings including athletics and activities. To this end, we will make every effort to avoid conflicts between and among activities and athletics. Before joining, students must, however, give serious consideration to the commitment required by each activity or athletic team.

#### ACTIVITY GUIDELINES

##### Eligibility

Co-curricular activities include athletics, clubs, academic teams, student government, dances, proms, banquets and all other non-classroom related activities.

In order to be eligible for participation in athletics and other co-curricular activities, you must be enrolled in at least four major subjects each marking period, and must not be on either Academic Probation or Social Probation. Academic eligibility is determined on the day that report cards are issued at the end of the marking period preceding the time of the activity. Students with delinquent obligation bills are also ineligible for athletics and other co-curricular activities. Students who are on academic probation but who are not on social probation or have outstanding obligations may participate in co-curricular activities with the exception of athletics, clubs, and organizations.

**If you become ineligible in the middle of an athletic season or drama production, you will be excluded on the date that report cards are issued.**

Seniors should note that all senior week activities, including graduation, are considered co-curricular and, therefore, subject to these eligibility requirements.

If you are absent from school, arrive at school after 8:00 a.m. or are dismissed on the day of an activity or on the day preceding a Saturday activity, you will not be allowed to participate without permission from the Principal or the Assistant Principal.

A physical exam within the past year is required for a student to be eligible to participate in the inter-scholastic athletic program and cheerleading. Records

of these exams must be on file in the Health Office (see Physical Examination).

### Personal Conduct

Good conduct is expected. It is a requirement of all members of the Masconomet student body at all times. Criminal acts, participation in vandalism, or discourteous conduct, which seriously misrepresents the character and values supported by the School Committee, may result in disciplinary action and could result in a loss of the privilege of participating in the Masconomet activity program.

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### Student Exchange Program

As part of its co-curricular program, Masconomet offers a Student Exchange Program with France, Germany and Spain. School Committee Policy states that students who wish to participate in this program must meet the following requirements:

1. Participants must be enrolled in or have completed the second year of the high school world language or its equivalent at the time of departure to the foreign country.
2. Parents and students must agree to the specific regulations pertaining to each exchange program.
3. For a student to be considered for participation in the overseas portion of the exchange, he/she must demonstrate that he/she is a student in good standing by:
  - a. having no grade below a C- at the close of the semester directly prior to the overseas portion of the exchange;
  - b. having no grade of F or more than one D at the Grading Report period directly prior to the overseas portion of the exchange;
  - c. having no Effort or Conduct rating lower than Satisfactory at the end of the marking period or Progress Report period directly prior to the overseas portion of the exchange;
  - d. having no incomplete work at the time of departure. If, due to extenuating circumstances, a student fails to meet one or more of the criteria above, he/she may ask for a review of the situation by an Appeals Board. The members of this board will be: the Director of the Exchange, the Chairman of the World Language Department, the high school Principal, and the teacher(s)/ administrator(s) involved in the situation.
4. No student will be allowed to participate in an

exchange program whose past conduct indicates he/she has inadequate self-discipline and may present problems in terms of attitude and conduct.

5. No student who is on Social Probation or who is on suspension will be allowed to participate in an exchange program.
6. A minimum of twelve (12) students must make application and be approved for participation in the Exchange before final travel arrangements are made. All exceptions to this requirement must be approved by the School Committee.

All Masconomet rules, including the "Zero Tolerance" Policy on substance use, apply to students on exchange trips.

### Field Trips

To be eligible to participate in field trips which will take students away from classes for more than one day, students must meet the eligibility requirements for exchange programs. A student who does not meet these requirements may participate if his/her teachers verify to the Principal that the student is in good academic standing at the time of the trip. If a student is no longer enrolled in a course in which a deficiency occurred, the Principal may approve participation based on an overall review of the student's academic standing and conduct. Regardless of the duration of the trip, a student who is suspended and/or on social probation at the time of the trip may not participate. This policy applies to all school-sanctioned trips.

### After School Priorities

Academic success is the top priority for Masconomet students, and every effort is made to enable students to get the help they need. To this end, teachers are available to students Monday through Thursday from 2:20 until 2:50 for Directed Study. In the case of a conflict in after school obligations, the following are priorities:

1. Detention (office, then teacher),
2. Make-up work,
3. Directed study,
4. co-curricular activities.

The following are options available to students at the end of the academic day:

1. All students who are not seeking extra help and who do not have after school commitments should leave school at the end of classes.
2. Students should seek extra help from their teachers Monday through Thursday from 2:20 until 2:50 p.m.
3. Students who are in academic difficulty or who

have not used the extra help time constructively may be assigned to study with a teacher during that time period.

4. Students seeking extra help will not be penalized for missing a part of their activity or athletic practice session.
5. Students participating in athletics or activities who do not need extra help on any given day may:
  - a. take quiet study in the library;
  - b. study with any teacher with that teacher's permission;
  - c. take informal study in the high school cafeteria;
    - (1) An informal, but orderly environment that will allow individual or group study must be maintained.
    - (2) Students may converse quietly.
    - (3) Students may attend student-directed meetings of certain clubs or sub-committees that are meeting without their advisor during this time. These meetings must not prevent productive study by other students using the facility.
6. Students may not loiter in the halls. Movement from one approved location to another may take place without a pass.
7. Locker rooms will be opened at 2:55 p.m. Student athletes may pass to locker rooms at that time.

Athletes should take their books, coats, etc., to practice. Students cannot return to their lockers after athletic commitments. Arrangements should be made to be picked up behind the High School Cafeteria or by the Field House entrance.

### Meeting Times

Athletic practices should terminate no later than 5:45 p.m. each day (except during winter sports). With the exception of occasional game days, students should be out of the locker rooms no later than 5:45 p.m.

With approval of their advisor, a few activities will meet on Monday-Thursday between 2:30 and 3:15 under student leadership and/or from 2:55 until 5:45 with the advisor. Several activities (e.g. Model UN, Future Problem Solvers) meet in the early evening. Students involved with an activity after school are expected to behave responsibly and to leave the building promptly upon completion of the activity session. In all cases, a student's academic standing should take priority. Involvement with an activity should enhance rather than detract from his/her academic success.

Exception to these ending times will be made only with written approval of the Principal.

**ACTIVITY FEE SCHEDULE**

Students participating in co-curricular activities at Masconomet are required to pay a fee which is used by the School Committee to supplement funding for activities. An exception is made for certain honor and service activities as well as for attendance at proms, dances, etc. High school students sign up for activities in advance by submitting a registration form and full payment in August for the next school year. The fee schedule approved by the School Committee is on the website.

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Masconomet's co-curricular activities are listed and described below. For more complete information on the athletic program, please see the Athletic Guidelines.

Special Interest Organizations

WBMT	Theatrical Productions
Math Team	International Thespians
Science Team	Yearbook
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Model UN*	Foreign Exchange Program+*
Future Problem Solving Team	Recitals+
French Club	Student Council*+
Spanish Club	School Council+
German Club	Student Advisory Board*+
Regional Advisory Board*+	National Honor Society*+
Cheerleading (Fall)	Habitat for Humanity
Environmental Club	Gay/Straight Alliance
Ultimate Frisbee	Literary Magazine - Exit 51
Best Buddies Club	Pep Band +
Photo Club	Snowboarding

High School Sports

Varsity Boys Soccer*	Varsity Girls Soccer*
Jr Varsity Boys Soccer*	Jr Varsity Girls Soccer*
Freshman Boys Soccer*	Freshman Girls Soccer*
Varsity Boys Cross Country	Varsity Girls Cross Country
Jr Varsity Boys Cross Country	Jr Varsity Girls Cross Country
Varsity Football	Varsity Field Hockey*
Jr Varsity Football	Jr Varsity Field Hockey*
Freshman Football	Freshman Field Hockey*
Varsity Volleyball*	Varsity Golf*
Jr Varsity Volleyball*	
Varsity Boys Basketball*	Varsity Girls Basketball*
Jr Varsity Boys Basketball*	Jr Varsity Girls Basketball*
Freshman Boys Basketball*	Freshman Girls Basketball*
Varsity Boys' Ice Hockey*	Boys Skiing*
Jr Varsity Ice Hockey*	Girls Skiing*
Boys Indoor Track	Wrestling
Girls Indoor Track	Swimming/Diving*
Gymnastics	Girls Ice Hockey
Boys Track and Field	Girls Track and Field
Varsity Softball*	Varsity Baseball*

Jr Varsity Softball\*      Jr Varsity Baseball\*  
 Freshman Softball\*      Freshman Baseball\*  
 Boys Tennis\*      Girls Tennis\*  
 Varsity Boys Lacrosse\*      Varsity Girls Lacrosse\*  
 Jr Varsity Boys Lacrosse\*      Jr Varsity Girls Lacrosse\*  
 \* indicates activities with a participation limitation  
 + indicates no fee

Students who intend to participate in co-curricular activities should read this material carefully.

Questions regarding the Activity Fee Program should be directed to Pamela G. Culver, HS Principal; Jared Scarpaci, Athletic Director; Alan McCarthy, Faculty Manager; or Dr. Claire Sheff Kohn, Superintendent. Please call 887-2323 to reach any of the above.

Athletics and Activities Fee Schedule

Please refer to student mailing or consult [www.masconomet.org](http://www.masconomet.org) for the fee schedule.

Please make checks payable to Masconomet Regional School District. Checks may be mailed to Masconomet Regional School District, 20 Endicott Road, Topsfield, MA 01983.

- a. Athletic fees have been established which will allow high school students to participate in sports during the school year. This option covers participation in all non-athletic extracurricular activities available in the high school.
- b. Students wishing to participate in the co-curricular activities program, excluding athletics, please refer to student mailing or consult [www.masconomet.org](http://www.masconomet.org) for the activities fee schedule.

The following information is provided in order to answer questions which students and parents may have regarding the fee program.

- a. Students who wish to participate in an athletic activity that is restricted in squad size will receive a refund of the athletic fee paid if they do not make the team and do not elect to participate on any other athletic team during the school year.
- b. Some varsity teams that are open to participation by members of the freshman, sophomore and junior classes are titled "Junior Varsity."
- c. Playing time is not guaranteed to any varsity-level participant
- d. Refunds:  
 The full amount of the specific activity fee will be refunded if (a) the student tries out and is a "cut" from a team (b) the student paid but never participated in the activity. Prorated refunds are available to a student who is unable to participate in an activity because of illness or injury. (A

physician's statement is required for this refund.  
 No refund is available to a student who (a) becomes ineligible for academic or discipline reasons (b) moves out of the District (c) drops out of an activity.

- e. Students who are not financially able to pay the established fee may qualify for a hardship grant. A student's eligibility will be based on qualification for free or reduced lunch or other extenuating circumstances. Complete details and forms are located on the Masconomet Website.
- f. In order for an activity to be included in the current program, a minimum number of students must register for the activity. Since students will be expected to honor their commitments, they should make their activity selections carefully.
- g. Annual physical examinations are required for high school athletic activities and cheerleading. The annual physical examination should be performed by the family physician before the beginning of an athletic season. **A student will not be able to participate in the athletic program or cheerleading if the school does not have a record of the physical examination** (see Physical Examinations).

Other Possible Expenses

We offer many exciting experiences for our students both in our credit courses and in our co-curricular program. These activities, though not required, attract many students. Some of the activities require student/parent expenditures above the athletic or activity fee.

The following list is not exhaustive, but does give you some warning about the estimated costs involved if Masconomet students elect to participate:

Future Problem Solvers, if invited to	
National Competition	\$ 600.00
Foreign Trips	\$2,200.00
Band Trips	\$125.00-\$500.00
Model UN (depending on trip)	\$350.00-\$500.00
Sports Teams	\$30.00-\$100.00

ELECTIVE/APPOINTIVE ORGANIZATIONS

National Honor Society

The purpose of the Society is to recognize students who excel in the areas of scholarship, leadership, character and service. Members are chosen from the junior and senior class. A grade point average of 4.300 (effective with the Class of 2010) is required for

consideration for membership. Activities include sponsoring several service projects and social events. Meetings every two weeks. –**Ms. Story & Ms. Wildman**

### STUDENT LIAISON ORGANIZATIONS

The following organizations are elective or Student Council-appointed bodies which serve as liaisons between the Masconomet student body and various administrative groups. Membership is open to interested students who can be elected or appointed. Time commitment will vary.

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Student Council: Official student government organization. School-wide elections in May determine the leadership of the council. Representatives are also drawn from the class executive board and the Student Advisory Board. The council sponsors programs to promote school spirit, social and civic responsibility, and better faculty-student relations. Five to ten hours per week for officers; two hours per week for representatives. – **Ms. Marini**

Class Organizations: The class officers direct the social activities of the class and represent the class to the administration. The officers of each class are elected during spring elections. Time commitment will vary. Class Advisors: Class of '10 - **Mr. Pierce**, Class of '11, - **Ms. Stanley & Ms. Harvey**, Class of 2012 - **Mr. Serino** and Class Of 2013 - **Ms. DeMatteis & Mr. Novello**

Student Advisory Board: SAB represents the student body to the School Committee and gathers student opinions and concerns. Representatives are elected from each class and one member at large; they attend School Committee meetings and Student Council meetings twice a month, and the chairman sits as a non-voting member of the School Committee. **Mrs. Culver**

School Council: This important group composed of parents, faculty and community members, has two student representatives who are elected by the student body in the spring of each year. The Council meets in the evening once each month and serves in an advisory capacity to the Principal on significant educational decisions made in the high school. -- **Mrs. Culver**

### SPECIAL INTEREST ORGANIZATIONS

Each club or team hopes to increase the knowledge or appreciation of its members in a particular area of interest. To help you choose among them, the following list will provide a brief description of their activities and the time commitment necessary. Everyone is welcome unless otherwise noted.

Masco Mathletes: The Masconomet Math Team competes in both the Tri-State Math League and the Mass. Association of Math Leagues.

Any student in any grade who shows an interest and talent for mathematics may join and participate in as many as twelve meets held each year. **Mr. Kachinski & Mr. Svendsen**

Foreign Exchange Program: Masco students spend three to four weeks in France, Germany or Spain with a family, participate in family activities, attend school, and visit points of interest. In turn, students from that country, usually from the same family, visit and stay with tri-town families for one month. - **Ms. Mirra**  
N.B. Students must meet eligibility requirements to participate in this program (see Activity Guidelines).

French Club: Annual French dinner, dining at French restaurant, miscellaneous activities to raise money for trip to France and/or club activities, attendance at French films or plays. Meetings twice a month in addition to special events. Open to students taking French. - **Ms. Scarponi**

Spanish Club - Learn more of Spanish culture through dining at ethnic restaurants, museum trips, and guest speakers. Meetings twice a month in addition to special events. Help administer AATSP Exam. Open to students taking Spanish. **Mr. Donahue**

German Club - Participate in cultural affairs, community dinner; raise funds for activities and German Club scholarship. Meetings twice a month and as needed. Open to students taking German. - **Ms Conklin**

Science Team - Practice lab techniques, discuss science topics, and compete in five meets per year with area schools. Two hours per week. - **Ms. Due**

WBMT Radio Station - Students must study for and obtain FCC 3rd class radio license. Activities include: disc jockey, sports, public affairs, news, engineering, music, field trips to other stations; WBMT Memorial Day Weekend Radiothon - 96-hour fundraiser; Topsfield Fair

broadcasts, Student Broadcast Convention in Washington D.C. Staff meetings first Wednesday evening each month; major weekly time commitments. **Mr. Czarnecki & Mr. Novello**

Literary Magazine: Students increase their interest in writing creative works and learn the basics of editing and publishing while producing the literary magazine. Meetings, after school intermittently; independent writing.- **Ms. Vanni**

Future Problem Solvers - A state/national program for talented students designed to stimulate and develop their creative and imaginative skills by posing futuristic problems to be solved. Two to four hours a week. (senior division, Grades 10-12); **TBA** (intermediate division, Grades 7-9) **TBA**

Model U.N. - The purpose of the Model United Nations is to promote student awareness and knowledge of international relations. Masconomet competes in two simulations, one at Harvard in December and one at the United Nations in April. The competition is a simulation of United Nations committees in which we would represent the interests of a particular country assigned to us. Students must be in Grades 10 to 12 to compete. Students may participate in just one or both simulations. Time commitment: one meeting a week (6:00 to 8:00 p.m.) for a period of eight weeks prior to the competition. - **Mr. Magner & Ms. Noon**

Gay/Straight Alliance - The purpose of the Gay/Straight Alliance (GSA) is to unite students and faculty of all sexual orientations. The organization's goal is to create a school environment that is non-repressive, where students can learn and flourish regardless of their sexual orientation. - **Ms. Murphy**

Theatrical Productions - Drama and Musical: One drama production (selections balance comedy and drama) and one musical production are generally offered. Students may participate through acting and/or stage crew and/or set design and/or pit orchestra and/or wardrobe, and/or business staff. Depending on size of part and type of involvement, two to four afternoons per week and every afternoon during the final week of rehearsals. - **Mr. West**

International Thespian Society - Troupe #2408: Open to students who have participated in dramatic activities and who have been selected on the basis of their

interest in the advancement and improvement of the dramatic arts program. Dinner theatres, coffee houses, children's productions, New York theatre weekend, spring productions, fund-raising activities. Two meetings per month and continued involvement in dramatic and musical productions. - **Mr. West**

Recitals - These recitals are open to all interested students. Informal recitals are scheduled at 3:10 p.m. while formal recitals begin at 7:30 p.m. For more information, the Recital Guidelines are available from the Music Office. - **Mr. O'Keefe**

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Yearbook - Production and coordination of art, photography, and copy for the yearbook. Opportunities in photography, art, copy, layout, ad drive, subscriptions, and distribution. Extensive time commitment for editor-in-chief, assistant editor, business, photography, and art editors. - **Mr. Yutkins**

Photo Club: - **Ms. Colotti**

Community Service- Volunteer members work with the elderly, the handicapped, at Beverly Hospital, local nursing homes, and assist with community projects.

**Ms. Bridgeo & Mrs. LaRosa**

Best Buddies: - **Ms. Finnegan**

Habitat for Humanity: - **Mr. Scarpaci**

## SPECIAL EVENTS

Science Fair - Students from many classes will be selected to compete for prizes as well as represent Masconomet at the Regional Fair in Somerville and State Fair at M.I.T.

Sr. vs. Jr. Girls' Football Game - In November, touch football between the junior and senior girls, with members of the football team as coaches and cheerleaders.

Homecoming Week- Friday evening - rally, introduction of sports captains, and a Student Council-sponsored activity; Saturday - home athletic contests featuring class activities. In addition there are daily in-school

activities.

### Senior Frolics

A review staged by the senior class.

School Dances - Sponsored by various student and parent groups. All Masconomet rules and regulations apply.

Junior and Senior Proms - Dinner and formal dances held in May, off campus.

Graduation Week Activities - Baccalaureate, Class Night, Senior Banquet and Graduation.

Post-Graduation All Night Party - A substance-free party for the graduated seniors, sponsored by the Tri-Town Council and chaperoned by parents of members of the junior class.

Art Exhibits and Concerts - The Art and Music Departments present two annual art exhibits and concerts each year in December and April or May.

## ATHLETIC GUIDELINES

Our athletic program is very successful and popular. Over 500 students participate in a wide variety of athletic events during the three sports seasons. All students are encouraged to take part in this program. You should keep in mind, however, the commitment involved - in terms of both the other team members and coach who are dependent on each other for a successfully run program, and also of the amount of time you will have to spend. Most students learn to organize their time effectively so they can enjoy these worthwhile activities.

Each student who wishes to be involved in our athletic program is expected to sign, with his/her parent, a document which states that they are aware of Athletic Department regulations pertaining to practices, competitions, conduct on or off campus, and use of drugs, alcohol or tobacco on or off campus. Parents and students should review these regulations, which are listed below.

### I. PROGRAM COMMITMENT

#### A. Student Commitment

The many values of athletic participation can be realized only if the student athlete makes a strong commitment to his/her athletic endeavors. This commitment should include:

1. Developing good academic study habits.

2. Being a good citizen and setting a good example for all members of the school community.
3. Achieving maximum personal level of total fitness.
4. Assuming leadership roles on and off the playing field.
5. Keeping calm and objective under pressure.
6. Being a good team member.

### B. Parent Commitment

Family support for a student athlete is an important element in a student's success in athletics. Parents must help a student maintain perspective: modesty and sportsmanship in success; determination and perseverance in defeat. Family plans should be arranged to minimize conflicts with the student's athletic commitments. The student's health and well-being, as well as his/her effect on the team, will be considered when play is resumed after time has been missed due to an absence from the team.

#### School Commitment

1. The School Committee, administration, and coaching staff have made a commitment to provide an environment that will promote athletic excellence. This environment is comprised of high quality equipment, facilities, and coaching. The school will also try to maintain effective communication among the home, school and community, and will foster the total development of the student athlete by making every attempt to minimize conflicts with other activities.
2. The Masconomet Regional High School supports athletes involved in individual sports such as track and field, gymnastics, golf, tennis, etc., who want to participate in MIAA approved tournaments not included in the regular athletic schedule. Athletes who wish to participate in such competitions must inform the Athletic Director of their intent. The Athletic Director will work with the athlete to insure that participation is in compliance with all the rules and regulations stipulated by the Massachusetts Interscholastic Athletic Association. The athlete is responsible for his/her transportation and supervision. Masconomet will assume no responsibility for the athlete while participating in such an

event.

a minimum of 20 semester credits in major courses during the previous year.

## II. TEAM SELECTION AND COMPOSITION

Due to the constraints imposed by the availability of staff and facilities, it is necessary to limit the number of players on certain teams. These teams are listed on the enrollment form. When "cuts" have to be made, freshmen and sophomores will be given preference over juniors and seniors in the selection of junior varsity teams. Junior class members who "make" a junior varsity team are not guaranteed a varsity position the following year. Highly skilled freshmen are allowed to play on varsity and junior varsity teams with permission from the Athletic Director. Seniors may not participate below the varsity level in Cape Ann League competitions. It is the coach's prerogative to keep a senior on a junior varsity team. Varsity and junior varsity players are expected to be willing to play at either the varsity or junior varsity level as the needs of these teams dictate.

## III. RULES AND REGULATIONS

The Masconomet Regional School District is a member of Massachusetts Interscholastic Athletic Association (MIAA) and must adhere to all rules and regulations of this organization. Masconomet students must also observe all local rules and regulations.

### A. Academic Requirements

1. A student must be enrolled in at least four major subjects and be passing four major courses on the day that report cards are issued at the end of the marking period preceding the athletic season. Eligibility is determined on the day that report cards are issued. A student who is declared ineligible during a season will be removed from the team on the date that report cards are issued.
2. Since a mark of Incomplete does not assure that the student has been successful, courses with incomplete work cannot be counted as "passed."
3. A student with a rating of Unacceptable in Effort or in Conduct is ineligible to participate in athletics.
4. Eligibility is based on quarter grades except that eligibility in September is also based on total credits earned for the previous year and fourth quarter Effort and Conduct ratings. To be eligible, a student must earn

### B. Mass. Interscholastic Association Rules

These rules have been selected from the MIAA rules as those most important to students and parents.

#### 1. Chemical Health Policy 62.1:

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance.

This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

The minimum PENALTIES are:

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

### Second And Subsequent Violations:

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

1 <sup>st</sup> Offense	
# of Events / Season	# of Events / Penalty
1 – 7	1
8 – 11	2
12 – 15	3
16 – 19	4

#### 2. Time Allowed for Participation

A student shall be eligible for interscholastic competition for no more than twelve consecutive seasons (defined below) beyond the eighth grade. In no case will a student be eligible to participate in more than four of each of the seasons defined as follows:

*"Fall"--coinciding with the dates of the fall season.*  
*"Winter"--coinciding with the dates of the winter season.*

"Spring"--coinciding with the dates of the spring season.

3. Age Limits

A student shall be under nineteen years of age. However, he/she may compete during the remainder of the school year, provided that his/her nineteenth birthday occurs on or after September 1 of that year.

4. Practice and Game Limitations

Loyalty to the High School Team: Bona Fide Team Members (MIAA RULE 45): A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-athletic activity/event in any sport recognized by the MIAA. Any student

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who violates this standard is ineligible to play in the next two contests or the next two weeks (whichever is greater) immediately upon confirmation of the violation. See rule 95 for additional tournament restriction.

Each Student Participant Must Be a Bona Fide Member (MIAA RULE 95): 95.1 a Bona Fide Member of the team is a student who is consistently present for, and actively participates in, all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Any student that violates this standard is ineligible for the MIAA tournament(s) in that sport for that season.

5. Boys and Girls on the Same Team

a. No student shall be denied the opportunity in any implied or explicit manner to participate in a co-curricular activity because of the race, color, sex, religion or national origin of the student, except as provided in Part b.

b. A school may establish separate teams for males and females for interscholastic competition in a particular sport.

c. Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment, opportunities to practice and compete as

teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.

d. A student may play on a team of the opposite gender if that sport is not offered in the school for that gender.

e. When a sport is offered in two different seasons, each individual must participate on the team of his/her sex.

6. Game Suspension/Expulsion

a. Any member of a squad in any sport who is ruled out of a game shall not participate in the next scheduled game to be played with a member school of MIAA or in tournament play.

Player expulsion exceptions included in rules of that sport that do not carry a penalty of exclusion beyond that game are:

- (1) Basketball - Five personal fouls.
- (2) Soccer - Decision of game official.

b. A student ruled out of a game twice in the same season shall be disqualified from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification.

c. Any player who physically assaults an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.

C. Athletic Department Rules

1. Practice and Competition Attendance

Team members who miss one practice session or game without a valid excuse, such as a health appointment, family emergency or important family plans, contest or performance in another activity, etc., will receive team discipline. The second unexcused absence will result in immediate suspension as a team member for a minimum of one game. Team members must notify the coach in advance of impending conflicts. Athletes may not miss a Masco game or practice to practice or compete on a non-school team. An athlete who does not complete the season, including all tournament play, due to team suspension, will forfeit any end-of-season awards.

2. Alcohol and Drugs

Team members will not use or be in possession of alcoholic beverages or drugs on or off campus. Any violation will result in discipline consistent with Masconomet's Drug

and Alcohol Policy (see School Policies section of this handbook). This means no possession or use, on or off campus.

3. Tobacco

Team members will not use or be in possession of smoking or chewing tobacco or snuff. This means no use, on or off campus. Students who use tobacco products will be disciplined consistent with the MIAA Chemical Health Policy 62.1 (see School Policies section of this Handbook).

4. Practice

Authorized practices are only those organized and directed by the coaching staff.

5. Personal Conduct

The major justification for Athletics is to build good character among team members and, by example, among all students. Therefore, good conduct is expected and is a requirement of all team members at all times. Unsportsmanlike conduct, participation in vandalism or discourteous conduct, on or off campus, which would seriously misrepresent the character and values supported by the School Committee, will result in disciplinary action and could result in the loss of the privilege of participating in the Masconomet athletic program.

6. If an athlete is to be considered for suspension from his/her team, the Principal or Assistant Principal will meet with the student and his/her parents, will review the evidence of the alleged misconduct, will hear the student's position concerning the alleged misconduct, and will advise the student and his/her parents of the decision. The decision will be implemented immediately. The parents may appeal this decision to the Superintendent and to the School Committee.

IV. DIRECTED STUDY

Academic success is the top priority for Masconomet's student athletes. Students should seek extra help from their teachers Monday through Thursday from 2:20 p.m. until 2:50 p.m. Directed Study has priority over practice.

A. Students participating in athletics, who do not need extra help on any given day, may:

1. take quiet study in the library;
2. study with any teacher with that teacher's permission;

- B. Students may not loiter in the halls. Movement from one approved location to another may take place without a pass.
- C. Students who are in academic difficulty or who have not used the 2:20-2:50 time constructively may be assigned to study with a teacher during that time period.
- D. Locker rooms will be opened at 2:55 p.m. Student athletes may pass to the locker rooms at that time if they are not receiving extra help.
- E. Students seeking extra help until 2:50 p.m. will not be penalized for missing that part of their practice session. Academic success has priority for all students at Masconomet.

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#### V. PRACTICE TIMES

To facilitate student athletic transportation after practice, each coach is required to post weekly practice schedules each Monday. Most fall and spring practice sessions are conducted between the hours of 3:15 p.m. and 5:45 p.m., Monday through Friday. Many teams will practice on Saturday mornings. During the winter season, the ice hockey and swim teams practice many times in the early morning and evenings. Basketball and wrestling teams will also practice during some evenings. Vacation practice schedules will be posted at least one week in advance. Athletes must bring their books, jackets, etc., to the locker room before practice and games. Athletes are not allowed outside the athletic area after practice or games.

#### VI. TRANSPORTATION

The Masconomet Regional School District will normally provide transportation for all away athletic competitions, with the exception of swimming. It is required that all athletes utilize the transportation provided by the District. Exceptions will be granted only by parental note in advance and coach approval.

All transportation to and from practices is the responsibility of parents.

#### VII. EQUIPMENT

##### A. Issue and Return

Practice and game equipment will be provided to each athlete. Athletes are not provided with footwear, gloves, under garments, or ice hockey

sticks. All equipment is expected to be returned no later than the first school day after the conclusion of the sport season or after the athlete is no longer a member of the team.

##### B. Cleaning and Repair

Each athlete will be issued clean equipment prior to the season. It is then the athlete's responsibility to clean all equipment during the season. All equipment repair and end-of-season cleaning will be done by the Athletic Department. Equipment that is lost, not returned or intentionally damaged will be paid for by the athlete. Students with outstanding obligations will be considered ineligible for athletics and activities.

##### C. Equipment Usage

All equipment issued by the Athletic Department is to be used during school practice and game sessions ONLY. Personal use of this equipment will result in team discipline and possible team suspension.

##### D. Storage and Security

All athletes will be issued an equipment storage area and a combination padlock to secure this area. Athletes will assume all responsibility for all equipment issued until it is returned.

##### E. Personal Property

Personal property must be secured at all times. The Masconomet Regional School District assumes NO responsibility for personal property stored in the athletic areas.

#### VIII. HELPFUL HINTS

- A. All athletes are provided with a locker to store their athletic equipment and a combination padlock to secure the locker. Most security problems associated with the safekeeping of equipment will be avoided if each student:
  1. Does not share his/her locker with another person.
  2. Does not share the combination to the padlock with another person.
  3. Locks the locker during practice, games, after practice and during shower time.
  4. Does not write the combination to the padlock on the outside of the locker.
  5. Does not store large sums of money or valuables in the locker. The coach will secure money or valuables if requested to do so.
- B. Locker room and playing field injuries can be avoided if athletes:
  1. Do not participate in horseplay before,

during and after practice sessions.

2. Do not run in the shower room.

- C. Athletic practice and game schedules are always available in the Athletic Director's office. The staff of the Athletic Department is always available to answer questions from parents or community members pertaining to the athletic program, and can be reached by calling 887-2323 ext. 6194.
- E. You may find out about schedule changes and postponements by calling 887-2323 ext. 6194.

#### IX. BUILDING USAGE

The Masconomet athletic facilities can be used only during regularly scheduled practice and game sessions and when under the supervision of a member of the Masconomet staff.

All athletes are expected to apply rules of common sense when using the athletic facilities. Athletes participating in acts of vandalism will be suspended for the entire athletic season.

#### X. PHYSICAL EXAMINATION

All athletes must pass and present a physical exam within thirteen months before participating in any sport. It is expected that students will have this exam by their own primary physician. However, the school physician may be available at certain times during the school year and the school nurse will post these exam dates.

#### XI. MEDICAL COVERAGE

An Emergency Medical Technician (E.M.T.) is on duty between 3:00 and 5:00 p.m. every school day during each athletic season. The E.M.T. is assigned to all levels of football competition. A physician is also assigned to all Varsity football contests.

#### XII. AWARDS

Awards and other forms of recognition are provided to signify a student's success in athletics. To be eligible for an athletic award, the student must attend practice regularly and complete the season, including all playoff and championship competitions, as a team member in good standing. This includes social as well as academic eligibility.

The following are the types of awards and the levels of performance which are required in order to receive them.

##### A. Masconomet Athletic Awards and Trophies

1. Two trophies shall be awarded in each

varsity sport. The Coach's Trophy winner shall be selected by the coach of that sport. The Team Trophy winner shall be selected by the varsity team members of that sport.

2. Athletic awards are issued in the following progression:

- a. 1st Varsity letter - "M," certificate, and pin
- b. 2nd Varsity letter - pin and certificate
- c. All other Varsity letters - pin and certificate
- d. 9 Varsity letters or more - Joseph Casey Bowl to be awarded in the spring of the senior year.

B. A senior who participated in any one sport during his/her junior and senior years will be awarded a Varsity letter.

C. In case of injury, any requirement may be waived if the coach judges that the athlete would

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have been a consistent performer in that sport.

D. A coach may award a Varsity letter in the event of any unusual circumstances. All such awards must be approved by the Athletic Director.

E. The following conditions must be met in order to earn a varsity letter in the following specific sports:

1. Football, softball, baseball, basketball, hockey, wrestling, field hockey, soccer, swimming and lacrosse: The athlete must play in at least half of the total number of periods or innings played by the team in the regular season.

2. Girls' Outdoor Track: A Varsity letter will be awarded to those athletes who meet the following qualifying times or distances in any meet:

100 m hurdles	19.0 sec.	plus five points during season
100 m. dash	13.5 sec.	plus five points during season
200 m. dash	29.8 sec.	plus five points during season
400 m. dash	66.5 sec.	plus five points during season
800 m. run	2:42 min	plus five points during season
Mile	6:30	plus five points during season
400 Relay		five points, one each member
800 Medley		five points, one each member
Shot Put	27'8"	plus five points during season
Discus	83'5"	plus five points during season
Javelin	89'	plus five points during season
Long Jump	15'	plus five points during season
High Jump	4'8"	plus five points during season
Two Mile	13:15	plus five points during season
Triple Jump	32'	

3. Boys' Outdoor Track: A Varsity letter will be awarded to those athletes who meet any of the following:

100 meters	11.7 sec.	plus five points
200	24.0 sec.	plus five points
400	55.5 sec.	plus five points
800	2:07	plus five points
1600	4:53	plus five points

3200	10:45	plus five points
4x100	:48	plus ten points
4x400	3:56	plus ten points
Discus	120'	plus five points
Javelin	140'	plus five points
Pole Vault	10'	plus five points
Shot Put	40'	plus five points
Long Jump	18'6"	plus five points
High Jump	5'4"	plus five points
300 Low Hurdles	44.5 + .2	plus five points
110 High Hurdles	17.0	plus five points
Triple Jump	38'	plus five points

Any place in either the Cape Ann, Northern Area, or State Meet.

#### 4. Girls' Indoor Track

9 points or,		
5 points and the attainment of one or more of the following:		
High Hurdles	9:00	
50	7:00	
300	44.00	
600	1:48	
1000	3:15	
Mile	6:25	
2 Mile	13:00	
Shotput	27'8"	
High Jump	4'8"	

Or any place in the State meet

\* Standard athletic measures will be posted in Athletic Office.

#### 5. Boys' Indoor Track

15 points or,		
5 points and the attainment of one or more of the following:		
High Hurdles	7.4	
50	6.0	
300	37.0	
600	1:25	
1000	2:37	
Mile	5:00	
2 Mile	10:50	
Shotput	38'0"	
High Jump	5'4"	
4x440 Relay	3:58	plus ten points

Or any place in the Cape Ann, Northern Area, or State Meet.

6. Cross Country: Each athlete's place in each race is used to calculate his/her average place for the season. The ten athletes with the lowest average places will earn Varsity letters.

7. Boys' tennis, girls' tennis, wrestling and volleyball: The athlete must play in at least half of the total number of games or matches played by the team in the regular season. Time played in post-season competition will be applied toward fulfillment of this criterion.

8. Ski Team: Letters will be awarded to athletes who:

- a. Score a total of 60 points;
- b. Score at least one point in 75% of the meets held.

9. Cheerleading: Students chosen after tryouts to cheer for a given team at athletic events. All athletic rules and regulations apply. Only students who are currently enrolled in the High School may try out for and participate on cheering squads.

Tryouts for the football cheering squad will take place each spring prior to the football season and tryouts for the basketball/hockey cheering squads will take place each November prior to the winter sports season. Participants must attend all practices and games in the cheerleading season. Interested students should see **the Athletic Director**.

### NCAA ELIGIBILITY REQUIREMENTS

Students, parents, guidance counselors and coaches should be aware of the NCAA Proposition 16 eligibility requirements for student/athletes who may wish to participate in Division I or II sports in college. Students must earn a minimum grade point average, combined with SAT/ACT scores on a sliding scale, in a core curriculum of at least 13 academic courses. These courses must include at least 4 years of English, 2 or 3 years of math, 2 years of social studies, 2 or 3 years of natural or physical science and 2 years of additional academic courses. The student's eligibility is determined by the NCAA Clearinghouse. Athletes should apply their junior year. For more information, and to be sure of your eligibility, speak with your guidance counselor or check with the Athletic Department.

### LEGAL NOTICES

#### SCHOOL COMMITTEE POLICIES AND LEGAL NOTICES - Suspension and Expulsion

The Superintendent or Principals shall have the power to suspend from school any student whose conduct is such as to be detrimental to the good order and discipline of the school, or who, through his or her fault or deliberate actions, continually fails to comply with the regulations of the school.

Whenever feasible and appropriate, students and parent or guardian should be warned that a suspension will be forthcoming if continued misbehavior is evident.

### DISCIPLINARY DUE PROCESS

1. **SHORT TERM DISCIPLINARY SANCTIONS:** A student will be given oral notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be

notified by telephone and in writing.

2. LONG TERM DISCIPLINARY SANCTIONS: Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (Principal/ School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c.71

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§37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the Committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2

STUDENTS WITH DISABILITIES: Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services may be entitled to additional procedural protections when a disciplinary exclusion is considered. These additional procedures include a manifestation determination and where appropriate a functional behavioral assessment. Students eligible for special education will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Director of Special Education.

### Expulsion

The following section conforms to Chapter 71 of the Acts of 1993, the Educational Reform Act. The provisions contained in this policy reflect the wording and intent of the statute.

- 1a. 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 or a controlled substance as defined in Chapter 94C, including, but not limited to: marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the Principal.
- 1b. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a firearm will incur a minimum one-year expulsion, subject to modification by the Superintendent/Principal on a case-by-case basis (per the Federal Gun-Free Schools Act, Section 14601).
2. Any student who assaults a Principal, Assistant Principal, teacher, aide, tutor, monitor or other educational staff on school premises or at school-sponsored or school-related events, including athletic games may be subject to expulsion from school or school district by the Principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) above shall be notified in writing of an opportunity for a hearing, provided, however, the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the Principal. The student's parent or guardian may be present at the hearing.

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 (1) or (2) above. The Principal will advise the student and parent or guardian of his/her decision regarding expulsion or suspension within one school day following the hearing.
4. Following an expulsion of a student under the provisions of this policy, the Principal will file a written report with the Superintendent which provides a full description of the reasons for the expulsion including dates of the incident, date of the hearing and date of the expulsion.
5. Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled

student will have ten (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provision of this policy.

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

### STUDENT HARASSMENT

#### General Statement of Policy

The Masconomet Regional School District is committed to maintaining a school environment free of harassment. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Masconomet Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

#### DEFINITION OF HARASSMENT

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct, which offends or shows disrespect to others.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual

advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.

#### RETALIATION PROHIBITED

Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Masconomet Regional School District.

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#### INVESTIGATION

Any individual, who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with him/her, or if she/he does not address the problem in an effective manner, the individual should inform the Superintendent or the Title IX Coordinator who can be reached at 20 Endicott Road, Topsfield, (978) 887-2323.

The Masconomet Regional School District will promptly investigate every complaint of harassment. If it determines that harassment has occurred; it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements. In most cases, an investigation will be completed within ten (10) school days.

In certain cases, the harassment of a student may constitute child abuse under state law. The Masconomet Regional School District will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

#### CLOSURE OF A COMPLAINT

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

At any stage in the complaint process, the complainant has the right to file formal complaints with the Regional Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491 (617) 289-0111, or with the Massachusetts Commission Against Discrimination, One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, (617) 727-3990. For complaints of discrimination on the basis of disability the complainant may also file a complaint with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (617-338-3300 or may file a Request for Hearing with the Department of Education's Bureau of Special Education Appeals, 350 Main Street, Malden, MA, 02148, 617-338-6400.

The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at the John F. Kennedy Building, Room 275, Government Center, Boston, MA 02203, (617) 565-3200

#### ADMINISTRATIVE PROCEDURES

The Superintendent is directed to develop administrative procedures that implement this policy. These procedures are to be developmentally appropriate and are available in the Superintendent's office.

When an investigation involves minor children, parents will be notified—in accordance with administrative procedures.

#### NOTICE OF NONDISCRIMINATION

The Masconomet Regional School District does not discriminate on the basis of race, color, religion, homelessness, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Masconomet Regional School District complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151B, c.151C, c.76, §5, and c.71B.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation

Act of 1973, and Chapter 622 of the Acts of 1971 is the Superintendent or designee. He/she can be reached at Masconomet Regional School District, 20 Endicott Road, Topsfield, MA 01983, (978) 887-2323, ext. 6111.

Inquiries regarding the application of the Masconomet Regional Schools' nondiscrimination policy may be referred to the Superintendent or Title IX Coordinator, as named above or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J. W. McCormick Building, P.O. Square, Boston, MA 02109.)

#### Dissemination of Policy

1. This policy shall be conspicuously posted throughout each school building in areas accessible to students.
2. This policy shall appear in the Calendar Handbook.

#### Education of the School Community on Title IX

##### 1. Students:

On an annual basis, all students in grades 7 through 12 shall have one class for one day devoted to education on sexual harassment. Under the leadership of the TITLE IX Coordinator, members of the sexual harassment committee will provide this training and distribute appropriate materials to students. Substitute coverage will be provided for those staff members who are conducting the training.

Large assemblies will not be used as they are unsuitable for the dissemination of such information.

##### 2. Parents:

On an annual basis, time shall be allotted during Parents' Night in the fall for a presentation on Title IX by the TITLE IX Coordinator to all parents in attendance. Additionally, printed materials shall be distributed to parents.

#### Internet Acceptable Use Policy

The Masconomet Regional Middle and High Schools' (MRHS) network provides users that are staff and students with access to a multitude of instructional resources from both local and remote repositories of electronically stored information. The intent of this policy is to ensure that all uses of the MRHS network are consistent with the purpose of the network.

#### Purpose

The purpose of the MRHS network is to advance and promote educational opportunities, innovation and educational excellence, and to provide students and teachers access to a world wide array of educational resources. Personal uses are prohibited. Access to the

resources of the network will improve learning and teaching through research, student access to information, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

#### Network Use

The MRHS network shall be used in a manner consistent with the purpose of the network, the administration rules for using the network, and with School Committee Policies. Communications using networked resources will be considered publications and will be governed by School Committee and administrative policies regarding publications.

Users are expected to conduct themselves in a responsible, ethical, and polite manner while using the network. Staff and student access to the Internet is provided with the understanding that some material that can be accessed on the Internet may be inaccurate, and that some resources may contain material that is

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deemed contrary to prevailing community standards or inappropriate for classroom use. Access of such resources will not be permitted. If such inappropriate material is inadvertently encountered, it shall be the user's responsibility to disengage immediately.

#### Responsibilities

Access to the MRHS network and the Internet is a privilege, not a right, extended by the MRHS to staff, students, and other users for the purpose stated above.

Users have the responsibility to respect and protect the rights of other users in our network community and on the Internet. It is in violation of this policy without the authorization of the Superintendent, to reveal names, personal address or phone numbers. Users are expected to act in a responsible, ethical and legal manner, in accordance with the MRHS network and School Committee policies, in conformance with the purposes of the other networks they use on the Internet, and in compliance with the laws of Massachusetts and the United States.

#### Student Violation of Acceptable Use Policy (AUP)

##### Entering/Participating in Chat Room/Instant

##### Messenger:

- 1<sup>st</sup> Warning by appropriate staff member-teacher detention, e-mail note to Assistant Principal/ cc: Tech Department

- 2<sup>nd</sup> One office detention, account suspension for that day plus up to three additional days, e-mail to Assistant Principal/cc: Tech Department

##### Downloading/Loading of Games, Unapproved Files Morpheus, and Nintendo:

- 1<sup>st</sup> Warning by appropriate staff member – teacher detention, e-mail note to Assistant Principal/cc: Tech Department, account suspension for that day plus up to one additional day
- 2<sup>nd</sup> One office detention, account suspension for that day, plus up to three additional days, e-mail note to Assistant Principal/cc: Tech Department
- 3<sup>rd</sup> Account suspension for that day plus up to five additional days
- 4<sup>th</sup> Account suspension for that day plus up to remainder of semester, suspension hearing

##### Using a Network Account Other Than Their Own Student Account

- 1<sup>st</sup> One office detention, account suspension for that day plus up to three additional days, email to Assistant Principal/cc: Tech Department
- 2<sup>nd</sup> Account suspension for that day plus up to five additional days
- 3<sup>rd</sup> Account suspension for that day plus up to remainder of semester, suspension hearing

##### Entering/Viewing of an Inappropriate Internet Site

- 1<sup>st</sup> One office detention, account suspension for that day plus up to three additional days, e-mail to Assistant Principal/cc: Tech Department
- 2<sup>nd</sup> Account suspension for that day plus up to five additional days
- 3<sup>rd</sup> Account suspension for that day plus up to remainder of semester, suspension hearing

##### Manipulating/Publishing/Posting of Inappropriate Internet Site

- 1<sup>st</sup> Account Suspension for that day plus up to remainder of semester, suspension hearing
- Any punishment for the above violation will be reported to the student's teachers, library and guidance as the computers in these areas are restricted to the student during the time of punishment.

##### Network Usage Guidelines

All use of the MRHS network must be consistent with its purposes as stated above. This policy does not attempt to articulate all required or proscribed behavior by users of the network. In any specific situation, we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following general guidelines are offered:

1. Any use for illegal purposes, or in support of illegal activities, is prohibited.
2. Any use for political or commercial purposes is prohibited.
3. The use of electronic mail in any manner that is contrary to MRHS network and School Committee Policy is prohibited.
4. Any use that disrupts the educational and administrative goals of the Masconomet Regional Middle/Senior High School is prohibited.
5. Any use of a MRHS network account by anyone but the authorized owner of the account is prohibited.
6. Copyrighted Material: One copy of copyrighted material may be downloaded for a user's personal use. Any reproduction of copyrighted material without explicit permission is prohibited.
7. Privacy: Network storage areas will be treated like school lockers which may be inspected at anytime. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that students are using the system in a responsible manner.
8. Storage capacity: Users are expected to remain within allocated disk space and delete E-mail or other material which takes up excessive storage space.
9. Illegal copying: Users should neither download nor install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator; nor should they copy other people's work or intrude into other people's files.
10. Communications: Users are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. No abusive, profane or offensive language should be used to communicate on the MRHS network or on the Internet.
11. Inappropriate materials: Access of material that has been deemed inappropriate for educational use is

- prohibited. Should users encounter such material by accident, they should disengage. Students should report such encounters to their teacher immediately.
12. Violations: The district reserves the right to deny, revoke or suspend specific user privileges or may take other disciplinary action, including suspension or expulsion from school, for violations of this policy. In the event that there is a claim that a student has violated any of the guidelines in this policy, she/he will be provided with written notice of the suspected violation and an opportunity to be heard. The District will advise appropriate law enforcement agencies of illegal activities conducted through the MRHS Network. The District also will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the MRHS Network.
13. Develop procedures for implementation.

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Notifications

A copy of this policy will be distributed to all employees of the District and must be incorporated into all student handbooks published in the District.

Health Education

The Statement of Purpose and the Supporting Educational Philosophy adopted by the Masconomet School Committee recognizes that development of responsible citizens and the full development of student potential are major objectives; these objectives will not be achieved if students are unaware of how they may develop and maintain good physical and mental health. Therefore, Health Education, including an understanding of Human Sexuality, will be part of the curriculum.

The following sections provide criteria to govern the development and administration of the Health Education program:

1. All presentations on the topic of human sexuality shall be conducted in a manner that is:
  - a. consistent with accepted medical practice;
  - b. consistent with the maturity level and needs of the students involved and
  - c. sensitive to the feelings of the students involved.
2. Responsible decision making shall be stressed as an integral part of all units on human sexuality.
3. Health Education, including an in-depth discussion of human sexuality, shall be a requirement for

- graduation in the High School. This requirement shall be fulfilled through any of those courses designated in the Health Education curriculum.
4. The program shall be coordinated to insure that all students shall have access to the information present in the Middle School curriculum as well as current information on birth control and abortion.
  5. All students shall be made aware of the informational and counseling services available to them at any time through the student services department.
  6. Any student may be excused from attendance at instructional sessions dealing with the topic of human sexuality if he/she or, in the case of a student being less than 18 years of age, his/her parent submits the request in writing to the principal. Any student may be excused from the entire Health Education course and its requirement for high school graduation if the student or the student's parent, in the case of a student being less than 18 years of age, presents a written request to the Principal:
    - a. requesting such an exemption on the basis that the course conflicts with deeply-held religious or moral values and explains the conflict, and . . .
    - b. that a partial exemption will not meet the parents' and/or student's objections, and . . .
    - c. the request for exemption is received prior to the beginning of the course. The Principal may waive this requirement if the request was delayed due to extenuating circumstances.
 If these criteria are met, the Principal is authorized by the School Committee to exempt the student.
  7. Opportunities will be provided for community input for the updating of the Health Education Curriculum.
  8. All materials and teaching strategies used for instruction relative to human sexuality shall be consistent with this policy and open for review by any parent.
  9. The Guidance Department Head shall have the responsibility for the review of materials and strategies to determine their appropriateness for inclusion in the Health Education Curriculum. In situations where a grant is applicable, application procedures will be followed.
  10. A student may be exempted from attendance at any health education related activity with permission from the principal or assistant principal.

Student Health

A physical examination of any student(s) attending or proposing to attend the District Schools may be required, (by the school committee) upon recommendation of the school nurse or nurse leader. A

recommendation may be made by the health professional under the following conditions.\*

- a. If such an examination is in the interest of protecting the health of other pupils or staff
- b. Frequent absences due to unexplained illness
- c. Performance appears to be impaired by illness or physical problems

This examination may be performed by the primary physician (at the parent's expense and within a reasonable time frame) or the school physician will be assigned to complete this exam. A copy of the report must be forwarded to the school nurse and nurse leader.

If a student is infected with a disease dangerous to the public health (as defined in accordance with section six of chapter one hundred and eleven), this student will be excluded from school until he/she is no longer infectious (also defined in above noted chapter).

\*As set forth in Massachusetts Department of Public Health Regulation (105 CMR 200-210).

The School District has made arrangements to provide an insurance policy for students so that coverage will be available in case of accident or injury. There are two basic options available. The first option will provide excess coverage insurance in case of accident or illness during the school day. The second option will provide coverage on a 24-hour basis. Students purchasing the individual insurance policy will be covered for all activities with the exception of football. A family's hospitalization and health policy will provide primary coverage with school insurance covering costs over and above those covered by the family policy. Because of the very low cost, all students are encouraged to purchase insurance.

In all cases of accident or injury, students should be sure that an accident form has been filed with the school nurse. Students who have purchased insurance may obtain claim forms in the Health Office. These forms must be filled out by the parent, the school, and the physician. The forms are then forwarded to the insurance company for processing. All claims must be initiated within 30 days of an accident.

Mass Health, a program of the Medical Assistance Division of the Department of Public Health, provides free or low cost health insurance to all middle/low income families in the school district. Please call the schools health office for further information or application regarding this program.

ZERO TOLERANCE Use, Possession and Distribution of Drugs and Alcohol

Beverages When under School Control: On-campus or at School-related Activities off Campus

It is the legal and social responsibility of the District School Committee to establish policies and encourage administrative action that will promote a school environment free from usage, possession or distribution of drugs and alcoholic beverages. Drugs and alcoholic beverages shall mean any controlled as defined in Section 94 (C) of Massachusetts General Laws. The School Committee also encourages educational programs that provide every child with a good understanding of the physical, psychological, and social dangers associated with drugs and alcoholic beverage usage. Therefore:

1. The School Administration shall direct the staff to plan and conduct a variety of learning activities that emphasize adequate knowledge of drugs and alcoholic beverages and their effects. Opportunities to participate in individual and group discussions about personal and/or social problems related to drugs and alcoholic beverages will be provided.
2. Employees of the School District, including bus contractors and their employees, will report any students, other employees, or visitors to the school who display evidence of using, possessing or distributing drugs and/or alcoholic beverages. Reports should be made personally to the Assistant Principal, Principal, or to the Superintendent.
3. The parent or guardian of a student suspected of using a drugs alcoholic beverages will be notified in a timely manner. If the student's actions are disruptive to the educational process or school related activity, the Administration will require the parent or other appropriate authority to remove the student from the school grounds or the school sponsored activity.
4. Based on the results of a hearing conducted in accordance with School Committee policies and Massachusetts law, any student found to be in possession of or displaying the actions of one under the influence of any controlled substance or alcoholic beverages on school property or at a school sponsored activity shall be immediately suspended. The matter will be reported immediately to the police. The student shall be referred to the principal for progressive disciplinary action.
5. Based on the results of a hearing conducted in accordance with School Committee policies and Massachusetts law, any student found to be selling controlled substances or alcoholic beverages on school property or at a school-sponsored activity

shall be suspended immediately and will be considered for expulsion. The matter will be reported immediately to the police.

6. Based on the results of a hearing conducted in accordance with School Committee policies and Massachusetts law, any student who knowingly and willfully assists another person in using controlled substances or alcoholic beverages on school property or at a school-sponsored activity shall be immediately suspended immediately and may be considered for expulsion. The matter will be reported to the police.
7. Violators of Section 4, 5, or 6 of this regulation will be ineligible, for a period of up to one year, to be determined by the principal or a designee, to participate in or hold office in any school organization, to participate in interscholastic athletics or competitions, or to attend or participate in any school-sponsored activity. The student and parent will participate in a school approved substance abuse rehabilitation program at the family's expense. This program will include a drug-testing component. Participation in the program will continue until the school and program counselor agree that the threat of continued substance abuse has been significantly reduced and the student has tested substance free for at least two months. Failure to comply with this section of the policy will result in a long- term suspension with readmission contingent upon compliance with the rehabilitation program for at least two months.
8. Any student sanctioned under this policy is ineligible to receive a varsity letter for the sport in which the student was a participant when the infraction occurred, and/or any awards or honors conferred by the Masconomet Regional School District for Masconomet clubs or activities in which the student was a participant when the infraction occurred.
9. A student possessing and/or using a prescription drug in an authorized manner shall be exempt from the above regulations. It is recommended that the student advise the principal about taking a prescription drug in order to avoid a possible misunderstanding in the application of these regulations.

OUTSIDE OF SCHOOL FOR MIAA PURPOSES (see athletic guidelines III. B. MIAA Rules, page 42)

USE OR POSSESSION:

OFFENSE<sup>1/</sup> PENALTY<sup>2/</sup> REQUIREMENT

First Placed on Social Probation Initialparent/student

for 14 calendar days meeting with the school counselor

Loss of parking privileges for 14 calendar days Student to meet with counselor once more within the 14-day period

Any student sanctioned under this policy is ineligible to receive a varsity letter for the sport in which the student was a participant when the infraction occurred, and/or any awards or honors conferred by the Masconomet Regional School District for Masconomet clubs or activities in which the student was a participant when the infraction occurred.

Second & Subsequent Offences Placed on Social Probation for 84 calendar days Initial parent/student meeting with the school counselor

Loss of parking privileges Student to meet subsequently on a weekly basis with school counselor; these meetings to be terminated at the discretion of counselor.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for removal from Social Probation after a minimum period of 45 calendar days. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

IN THE PRESENCE OF:

OFFENSE<sup>1/</sup> PENALTY<sup>2/</sup> REQUIREMENT

First Placed on social probation for 14 alendar days Initial parent/student meeting with the school counselor

Loss of parking privileges for 14 calendar days Student to meet with counselor once more within the 14 day period

Second parent/student Placed on social probation for 84 calendar days Initial meeting with the school counselor

Loss of parking privileges Students to meet subsequently on a weekly basis with school counselor; these meetings to

be

terminated at the discretion of the counselor

**Third & Subsequent Offenses**

Placed on social probation for 84 calendar days

Initial parent/student meeting with the school counselor

Loss of parking privileges

Student to meet subsequently on a weekly basis with school counselor; these meetings to be terminated at the discretion of counselor

expectation of privacy in these areas. Such areas are subject to search at any time, including but not limited to canine searches.

Student Smoking

The use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel is prohibited (MGL Chapter 74, Section 37H).

This law covers all visitors to any public school property at all times.

Effective September 1994, by action of the Boxford Town Meeting, there will be fines for each offense - the first offense is subject to a \$25 fine, the second is a \$50 fine, and the third and subsequent offenses will be \$100 each. These fines are in addition to the penalties described elsewhere in this Handbook.

Fund Raising - Student Organizations

All fund raising by any student organization directed by a Faculty Advisor, the Athletic Director, or the Coach of an athletic team shall operate under the authority of the School Committee and be conducted in accordance with the following provisions:

1. All fund-raising activities shall be presented in writing to the Principal for approval at least two weeks prior to the planned activity. Plans should be specific, naming those raising the funds, stating the intended use of such funds, and indicating the amounts to be raised.
2. The Principal will maintain a chronological listing of student sponsored fund-raising activities and post copies of updated listings on a designated bulletin board available to both students and faculty.
3. The School Committee favors fewer, more successful fund-raising drives to keep to a minimum the number of appeals for donations made to citizens and businesses.
4. The manner of fund raising helps form the public's perception of Masconomet and the communities it serves. Therefore, only those fund-raising proposals which are deemed appropriate and reflect favorably on the dignity and the seriousness of purpose of the District should be approved.
5. Each organization is accountable for funds it receives and may control the use of funds raised, as long as it is noted that the Faculty Advisor or Athletic Director and the Principal are ultimately responsible for any decision regarding the money's disbursement. All funds must be deposited and accounted for by procedures approved by the

Superintendent and the Treasurer.

6. Repeated and willful violations of this policy may result in sanctions against the organization's right to operate fund-raising activities and/or the individual's right to participate in the organization.

Fund Raising - Parent Organizations

The School Committee appreciates the significant contribution made by parents over the years in raising funds to benefit Masconomet programs and urges compliance with the following guidelines.

1. The nature of the fund raising and the manner in which it is conducted should reflect favorably upon Masconomet.
2. The parent group should notify the Principal in writing at least two weeks prior to the event of the nature and purpose of the fund-raising activity.
3. The parent group should obtain the approval of the Principal to utilize the proceeds of its fund-raising activities to benefit the school; the approval of the Principal and Faculty Advisor to utilize the proceeds to benefit a class or club; the approval of the Principal and Athletic Director to utilize the proceeds to benefit a team. The School Committee reserves the right of final acceptance or refusal of donated services or equipment.
4. Each parent group is accountable for funds it receives and should develop appropriate accounting procedures to record receipts and expenditures and for safeguarding the funds. The organization will identify the person or persons who will accept responsibility for the group and will identify the person in charge or the officer of the association in its publicity.

A copy of this policy will become part of the Calendar Handbook.

LEGAL NOTICES

In compliance with state and federal regulations, the following notices are annually provided for parents: Chapter 71: Section 37H

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the

1/ For students participating in MIAA sports, the student will be sanctioned pursuant to the MIAA standard or this policy, whichever is greater.

2/ For the purpose of this policy, "calendar days" do not include the vacation period, which begins the day after school ends and ends for athletes on the first day of "double sessions" and for all other students on the first day of school.

3/ A first "in the presence of" will count as a first offense under "Use or Possession" if the student is 50

subsequently disciplined under the use or possession section of this policy.

Student Searches and Locker Privileges

Students and their personal belongings, student vehicles, and student lockers are subject to search by school personnel to the extent school personnel have a reasonable basis for suspecting that the search would reveal evidence that the student has violated the law or school rules. In the event of search of a student or his belongings, parents will be notified as soon as practical following the search. In the event a student refuses to cooperate with the search, the police may be summoned or the parents will be called.

Except as otherwise necessary due to exigent circumstances, searches will be conducted by school administrative staff members in the presence of another adult. In all cases the nature of the search must be reasonably related to the object sought and not excessively intrusive in light of the age and gender of the student.

School lockers and desks, which are assigned to students for their use, remain the property of the school department and students should, therefore, have no

conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs standards and procedures to assure school building security and safety of students and school personnel and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

(a) Any student who is found on school premises or at school-sponsored or school-related events, including

athletic games, in possession of a dangerous weapon, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled

student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited to solely to a factual determination of whether the student has violated any provisions of this section

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

#### Chapter 71 §37H1/2 –Felony Charges Felony Law

Section 37H-1/2 amends Chapter 71 further as follows:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or Headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or Headmaster if said Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect.

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

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension.

The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or Headmaster,

including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or Headmaster of a school in which the student is enrolled may expel said student if such Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect.

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

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

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

#### Friable Asbestos

Masconomet is in compliance with all the requirements of the Asbestos Hazard Emergency Response Act (AHERA). The Management Plan and inventory of asbestos-containing building materials is available for your inspection at the school administration office. If you have questions or concerns, please contact Susan Givens.

### Summary of Regulations Pertaining 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. (They also apply to all private schools which have state approval to provide special education services to publicly funded students.) 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 federal Family Educational Rights and Privacy Act (FERPA) also guarantees parents and eligible students the right to access student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational process. This information includes name, address, course titles,

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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, and evaluations and comments by teachers, counselors, and other persons; health records, as well as other similar information. The temporary record is destroyed within seven 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 fourteen 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 ten 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.

Finally, 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.

### NON-CUSTODIAL PARENT'S RIGHT TO INFORMATION

Unless there is a court order to the contrary, a non-custodial parent of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

#### Confidentiality of Record

With a few exceptions, no individuals or organizations but the parents, 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.

#### Directory Information

This information includes name, address, telephone number, date and place of birth, photo/video, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates

of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Parents or eligible students who object to the release of this information without their prior written approval must so state to the Principal, in writing, at the beginning of each school year. The Principal of each school will determine to whom this information will be released. Under federal law, schools are required to release such directory information to military recruiters and institutions of higher education unless the parents or eligible student have prohibited the release of such information in writing.

#### Disclosure of Records

Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 199, ss. 51B, 57, 69 and 69A respectively.

Whenever a student is expelled for possession of a dangerous weapon or a controlled substance or assault on school staff, and the student applies for admission to another school, the Superintendent of the former school shall send written notification to the Superintendent of the new school of the reasons for such expulsion. The student is required to provide a complete copy of his/her school record when transferring to a new school district.

#### Publication of College Acceptances

As a matter of practice, the Guidance Department publishes both on Radio Station WBMT and in local newspapers, lists of seniors and their college acceptances and post-graduate plans. If any senior does not wish this information to be published, he/she must notify his/her counselor in writing.

#### 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 school 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 Student Records

This is to inform you of the eventual destruction of students' records which are maintained by the school system. The records, which are described below, contain significant information which may be of importance. Because of this, you have the opportunity to examine and receive copies of any or all of the records, prior to their destruction.

In accordance with Department of Education regulations, different parts of the record will be destroyed at two points in the future. The majority of the information will be destroyed within seven years of your graduation from high school.

Specifically, the information to be destroyed within seven (7) years from your graduation includes: results of standardized tests, including College Board, personality, and intelligence tests; record of school-sponsored extracurricular activities; evaluations and reports by teachers, counselors, and others; attendance data, health record, including immunization history; any and all Chapter 766 Special Education records; all other information not listed below.

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The following information may be destroyed only after sixty years: identifying information regarding student and parent or guardians; course titles and grades received; grade level completed and year completed.

You have the right to examine and receive a copy of any or all of the above information at any time prior to its destruction. If you have any questions regarding records, please contact the Guidance Department at Masconomet.

#### Transfer of Records

It is the practice of the Masconomet Regional School District to forward the student record of any student who transfers to another public school district upon request of the receiving district.

#### Hazing

##### CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

##### CH. 269, S.18. DUTY TO REPORT HAZING

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

##### CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section

and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

##### Massachusetts Law, Chapter 622 Federal Law Title IX Massachusetts Law, 622, reads as follows:

"Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, homelessness, national origin or sexual orientation."

Federal Law Title IX reads as follows:

"No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..."

Masconomet Regional School District is in compliance with both of these laws. All courses of study, extracurricular activities, and services offered by the school are available without regard to race, color, sex, religion or national origin. Any student or parent or employee who feels he or she has been discriminated against should contact 978-887-2323. If the matter is not resolved within seven days, an appeal in writing should be sent to the Principal.

If the matter remains unresolved at the end of fourteen days, an appeal in writing may be made to the Superintendent, who will investigate the complaint and respond in writing within another fourteen days. The final step for complaints, if they are not resolved with the school officials, is the Bureau of Equal Opportunity in Boston for Chapter 622 violations, and the Office of Civil Rights at the U.S. Department of Education at 33 Arch Street, Boston, MA 02110.

If the complainant does not wish to follow the route through the school officials, the complaint may be taken directly to the Bureau of Equal Opportunity or the Office of Civil Rights.

Please contact the Superintendent at 978-887-2323 regarding any question which may arise.

##### Rehabilitation Act of 1973-Section 504

Section 504 of the Rehabilitative Act of 1973

provides that: "no otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the intention of Masconomet Regional School District to comply with this legislation. All courses of study, extracurricular activities, and services offered by the school are available without regard to handicap. The full text of Section 504 is available at the Superintendent's Office.

Voter Registration and Selective Service

Students may register to vote and for selective service with the Guidance Director in the Guidance Office.

## COMMUNITY RESOURCE LIST

Ambulance - Topsfield, Boxford (Lyons Ambulance, Danvers).....	1-978-774-1500	Baldpate (over 18 yrs only).....	1-978-352-2131
Ambulance - Masconomet, Middleton (Middleton Fire Dept.).....	1-978-774-2211	Center for Addictive Behaviors.....	1-800-334-5512/978-777-2121
Boxford - Emergency.....	911	Narcotics Anonymous.....	1-800-736-4597
Other business.....	1-978-887-8135	National Institute of Alcohol.....	1-301-443-3820
Middleton.....	911	NORCAP.....	1-508-543-1873
Other Business.....	1-978-774-4424	Project RAP Hotline.....	1-978-922-0000
Topsfield - Emergency.....	911	Substance Abuse Helpline (24 hr).....	1-800-327-5050
Other business.....	1-978-887-6533	Turning Point (24 hr).....	1-978-462-8251
State Police Newbury.....	1-978-462-7478	Women's Project COPE.....	1-781-581-9270
Danvers.....	1-978-538-6060	<b><u>Eating Disorders</u></b>	
<b><u>Hospitals</u></b>		Center for Family Development.....	1-978-921-1190
Beverly Hospital.....	1-978-922-3000	MEDA (Mass. Eating Disorders Assoc.).....	1-617-558-1881
Merrimack Valley Hospital.....	1-978-374-2000	<b><u>Pregnancy Information</u></b>	
Emergency Room.....	1-978-521-8600	Greater Haverhill Pregnancy Center.....	1-978-373-5700
Merrimack Valley Center.....	1-978-774-4400	Health Quarters, Inc. (Beverly).....	1-978-922-4490
Salem Hospital.....	1-978-741-1215	Health Quarters, Inc. (Haverhill).....	1-978-521-4444
<b><u>Abuse-Women &amp; Children</u></b>		Health Start (Medical Insurance).....	1-800-531-BABY (2229)
Child at Risk (24 hr).....	1-800-792-5200	Planned Parenthood.....	1-800-682-9218
HAWC (Help for Abused Women & Children - 24 hr).....	1-978-744-6841	<b><u>Suicide</u></b>	
MSPCC (Mass. Society for Prevention of Cruelty to Children - 24 hr).....	1-978-922-8772	Samaritans (24 hr)	
North Shore Rape Crisis Center (24 hr hotline).....	1-800-922-8772	Haverhill.....	1-978-372-7200
Women's Crisis Center of Lowell.....	1-800-400-4700	Newburyport.....	1-978-465-6100
Parent and Child Stress Line (24 hr).....	1-800-632-7446	Lawrence.....	1-978-688-6607
Parent only Stress Line.....	1-617-927-7446	Lowell.....	1-978-452-7333
Women's Crisis Center (Newburyport - 24 hr).....	1-978-458-2155 or 1-978-465-0999	Office Number.....	1-978-688-0030
<b><u>AIDS and Sexually Transmitted Diseases</u></b>		National Suicide Prevention Lifeline.....	1-800-273-TALK
AIDS Hotline.....	1-800-235-2331	Project Safety Net (24 hr).....	1-978-771-4619
AIDS Action Committee Hotline.....	1-617-437-6200	Teen Suicide.....	1-888-767-8336
Spanish.....	1-800-344-7432	<b><u>Miscellaneous Services</u></b>	
TTY.....	1-800-243-7889	American Cancer Society.....	1-617-878-4100
National STD Hotline.....	1-800-227-8922	American Heart Association.....	1-508-620-1700
Strongest Link AIDS.....	1-978-777-5885	American Lung Association.....	1-978-524-7770
Anonymous HIV Testing		Smoker's Quit Line.....	1-800-227-2345
AIDS Action Committee		American Red Cross.....	1-978-532-0600
131 Clarendon Street, Boston.....	1-800-235-2331	Adolescent Medicine	
Health Quarters		M.G.H. Children's Services.....	1-617-726-2728
19 Broadway, Beverly.....	1-978-922-4490	North Shore Children's Hospital.....	1-978-745-2100, Ext. 2815
12 Market Square, Lynn.....	1-781-593-1115	Children's Friend and Family Services (Counseling).....	1-978-744-7905
NUVA/HES		Mass. Brain Injury Association.....	1-800-242-0030
298 Washington Street French Ctr., Gloucester.....	1-978-283-0000	Mass. Department of Public Health.....	1-617-624-6000
Psychological Center, Inc., 1 So. Union Street, Lawrence.....	1-978-685-1337	Northeast Regional Office.....	1-978-851-7261
<b><u>Department of Social Services</u></b>		Mass. Rehabilitation Commission.....	1-978-745-8085
Boxford/Topsfield.....	1-978-469-8800	<b>POISON CONTROL CENTER</b> .....	1-800-682-9211
Bradford/Haverhill.....	1-978-825-3800	National Runaway Hotline.....	1-800-786-2929
		North Shore Community Program Mediation.....	1-978-741-7646
		Project Rap (Violence Prevention).....	1-978-922-0000
		Project Safety Net (24 hr Crisis Hotline).....	1-978-771-4619
		<b>TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES</b> .....	1-978-887-6512
		For more resources.....	www.TriTownCouncil.org
<b><u>Drugs &amp; Alcohol</u></b>			
AlAnon/Alateen.....	1-508-394-4555 or 1-781-843-5300		
Alcoholics Anonymous.....	1-978-957-4690		
Alcohol <u>24 Hour</u> Helpline.....	1-800-345-3552		

*A service of the Comprehensive Health and Human Services Grant*



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