

Gateway Academy

STUDENT HANDBOOK

2023 - 2024



Gateway Academy
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Table of Contents

Introduction	5
Welcome.....	5
Introduction to Gateway Academy.....	5
Vision Statement	5
Mission Statement.....	6
Enrollment Information	6
Staff Directory	7
Calendars	8
School Cancellation & Delayed Opening	9
Early Dismissal	10
Parent/Guardian Responsibilities	10
Academic Policies	10
Graduation Requirements	10
Guidelines for Promotion	11
Cheating/Plagiarism	12
Grading Policy.....	12
Internet Use Policy	13
Acceptable Use Policy	13
Attendance	14
Attendance Policies	14
Documented and Undocumented Absences	15
Automated Call System	16
Dismissals	16
Make-Up Provisions	16
Drop-Out Prevention	17
Non-School Trips	17
Attendance & MCAS Appeals	17
Policies & Procedures	18
Fifth Year Students	18
Senior Privileges	18
Use of Personal Electronic Devices	18
HPS Student Technology Device Policy	19
Cafeteria	21
Automobiles and Motorized Vehicles	21
Visitors to School	22
Work Permits	22

Publication of Student Photos and Work.....	22
Leaving During the School Day	23
Bus Rules	23
Rights of 18-Year Old Students	24
Dress Code	24
Public Safety Rules, Regulations and Laws	24
Code for Student Conduct	26
General Expectations	27
Basic Guidelines.....	27
Detention	27
Student Discipline	28
Disciplinary Procedures	38
Suspension	38
Opportunity for Academic Progress During/Suspensions/Expulsion	38
Student Due Process Rights	38
Discipline of Students with Disabilities.....	43
Police Action	44
Search Seizure	44
Student Services	45
Guidance Department	45
Health Services	45
Special Education Services.....	46
Athletics & Co-Curricular Activities	47
Athletics Information	47
Co-Curricular Activities	50
Guidelines for Communication with Staff (State and Federal Legislation)	51
Rights of Privacy	51
Drug-Free School Zones	51
Tobacco.....	52
Motor Vehicles.....	52
Hazing.....	52
Compliance Statement and Discipline Statues.....	53
Felony Complaints and Convictions.....	54
Discrimination	55
Physical Restraint	62
Student Educational Records	65
The Family Education Rights Privacy Act (FERPA)	65
Notification	67
Protection of Pupil Rights Amendment	67
Student Photographs and Issues of Privacy	68
Harassment Policy	68
Prohibition Against Bullying	68

McKinney-Vento Homeless Students: Enrollment Rights70
Educational Stability for Students in Foster Care71
Parent/Student Sign-off Page73

INTRODUCTION

WELCOME

Dear Students and Families,

Welcome to the 2023-24 school year. We are looking forward to a wonderful inaugural year! This Student Handbook contains rights, responsibilities, rules, and procedures that govern the operation of Gateway Academy. While this document is intended to be comprehensive, it is difficult to predict every scenario that might arise during a school year. The school administration, faculty, and staff will use their judgment and discretion in the operation of our school, guided by the policies, procedures, and spirit outlined in this handbook. We encourage you to review this handbook, through either the printed copy that your student will receive at school, or through the online version, located on our website.

We look forward to working with all of you this year!

Sincerely,

Brian Edmunds
Principal

INTRODUCTION TO GATEWAY ACADEMY

Gateway Academy was founded in 2022. Gateway Academy is a small, alternative school located in Haverhill, Massachusetts and is a part of the Haverhill School District. Our highly qualified staff provides a rigorous academic curriculum, attentive to diverse learning styles. Through differentiated instruction, behavior management strategies, and trauma-sensitive practices, we support students in discovering the power within themselves to learn and grow. As a small alternative learning environment, we are able to provide enhanced programming in the area of academics, therapeutic support, and vocational training. The Lower School offers a hands-on learning experience for up to 30 grade 7 & 8 students. The Upper School supports up to 90 high school students in creating an individualized learning path beyond a high school diploma to success in college, career, and beyond.

VISION STATEMENT

We will create a school where students will be supported to take ownership of their learning and understand their path to achievement. Staff will stay up to date on best practices, be trauma-informed, and build relationships that foster a safe learning environment in order for students to achieve success in and out of the classroom.

MISSION STATEMENT

Gateway Academy is a unique opportunity where members build a culture where students evolve to become collaborative, creative, and empathetic members of the community in a safe and supportive environment.

ENROLLMENT INFORMATION

Gateway Academy shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or foreign language, or prior academic achievement.

Gateway Academy Lower School students are typically referred by their guidance counselors in consultation with the parents and students. Gateway Upper School students can refer themselves or be referred by their guidance counselor. Students desire to attend Gateway Academy is an important part of the enrollment process. Students unwilling or uninterested in attending will not be enrolled. After being referred, the application process begins. Students are encouraged to apply prior to the start of the school year, but may apply at any time throughout the school year. Acceptance is on a rolling basis until spots are filled. If there are no spots available, applicants may be placed on a wait list.

Enrollment Process:

1. Complete and submit the application form. The application is available on the school website, at Gateway Academy, at the middle schools, and at Haverhill High School.
2. Schedule an interview and tour by calling 978-374-3473.
3. The application is reviewed by the admissions committee. Once a determination is made, parent/guardian(s) will receive a decision by phone and mail.

Upon Acceptance:

1. Staff will review the student's records including their application, transcript and grades, MCAS scores, IEP or accommodation plan (if applicable), and any other pertinent information. An initial schedule will be given to the student.
2. The student will participate in an array of assessments that may include a reading assessment, social/emotional assessments, learning style testing, and academic testing.
3. The parent/guardian will be asked to complete additional paperwork detailing their child's medical information, psychiatric/counseling information, current medications, and any involvement with legal issues.

4. Staff will review the results of all testing and submitted paperwork. Any adjustments to the student's schedule as well as additional emotional, behavioral, and academic supports will be put in place at this time.

STAFF DIRECTORY

Administration

Brian Edmunds, Principal
Michelle Bell, Principal Clerk

School Committee

Mayor James Fiorentini - Chairperson, Mrs. Toni Sapienza Donais - Vice Chairperson, Attorney Paul Magliocchetti, Ms. Gail Sullivan, Mr. Scott Wood, Jr., Ms. Maura Ryan-Ciardiello, Attorney Richard Rosa

Superintendent of Schools

Dr. Margaret Marotta-Smith

Assistant Superintendent of Schools

Mr. Michael Pfifferling

Chief of Teaching, Learning and Leading

Bonnie Antkowiak

Executive Director of Student Support

Deborah Ibanez

Education Team Facilitator

Danielle Gregoire

Guidance Counselor

Alexandra McArthur

School Adjustment Counselor

Tracy David

School Nurse

Cheryl Marczak

Bilingual Parent Engagement Liaison

Nancy Molina-Campos

Custodian

Brice Russell

Academic Staff

- Rosa Corporan - Multilingual Teacher
- Maria Fontaine - Art Teacher
- Alex Tsioropoulos - Music Teacher
- Charlie Matthews - Culinary Arts Teacher
- Michael Scatamacchia - Physical Education Teacher
- Joanna Dix - ELA & Social Studies Teacher/Head Teacher (High School)
- Gerald Kalayjian - ELA & Social Studies Teacher (High School)
- Simon Kigwana - Math & Science Teacher (High School)
- John Reeves - Math & Science Teacher (High School)
- Vu Phuong - Math & Science Teacher (High School)
- Jon Roman - ELA & Social Studies (High School)
- Brandon Grant - Math & Science Teacher (Middle School)
- Katie Davis - ELA & Social Studies Teacher (Middle School)
- Elingrace McAloon - Middle School Teacher
- Suzanne Leonard-Vazquez - Special Education Teacher
- Kathleen Ferrera - Special Education Teacher
- TBD - Academic Interventionist

Support Staff

- Kathleen Moriarty - Job Coach
- Silvia Pastrana - Student Support Coordinator
- Elsa Guzman - Intervention Support Technician
- Adalberto Rodriguez - Intervention Support Technician
- Donna Beeler - Education Support Professional
- Elizabeth Trull - Education Support Professional
- Justin Smith - Education Support Professional
- David Sayers - Math Tutor

CALENDARS

Middle School & High School

Term 1: Begins August 30, 2023
Term 1 Progress reports issued October 3rd
Term 1 Marks close November 2nd
Term 1 Report cards issued November 13th

Term 2 Progress reports issued December 12th
Term 2 Marks close January 19, 2024
Term 2 Report cards issued February 2
Term 3 Progress reports issued February 28
Term 3 Marks close April 1st
Term 3 Report cards issued April 15th
Term 4 Progress reports (grade 12 only) May 10th
Term 4 Progress reports issued May 10th
Term 4 Senior Progress reports May 14th
Senior Exams May 28th and May 29th
Term 4 Report cards issued (Grade 12 only) May 30th
Last day of school scheduled 180th day June 10th

All dates/schedules are subject to change.

GATEWAY ACADEMY SCHOOL HOURS

Gateway Academy follows the Haverhill Public School middle school hours for students (8:30am-2:45pm).

SCHOOL CANCELLATION AND DELAYED OPENING

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

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

The Haverhill Public School District has implemented a “Two (2) hour” delayed opening of school if it is necessary to give additional time in preparing the roads for safe transportation. Students who ride buses should adjust bus pick-up time by adding two (2) hours to the regular pick-up time. Remember that on stormy days, there can still be a delay in bus pick-up. On a delayed opening day, school will begin at 10:30 a.m.

EARLY DISMISSAL

Students are dismissed at 11:05.

STATEMENT ON PARENT/GUARDIAN RESPONSIBILITIES

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

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

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

Until the class of 2024, twenty (20) credits are required for graduation from Haverhill Public Schools. Beginning with the class of 2025 and later, twenty-two (22) credits are required for graduation. All students must satisfy the graduation requirements listed below. In addition, students must pass the English, Mathematics, and Science MCAS tests as required by state regulations to graduate with a diploma.

All students in the Class of 2024 and 2025 are strongly encouraged to meet the MassCore graduation requirements set forth by the Department of Elementary and Secondary Education. MassCore is a state recommended, rigorous program of study that aligns high school course work with college and workforce expectations. MassCore requires an additional credit in Mathematics, one credit in both World Language and Fine Arts, and two and a half additional courses, for a total of 22 credits.

Beginning with the Class of 2025, MassCore has been approved by the School Committee as the Haverhill Public Schools Graduation Requirement.

Class of 2024 and earlier: 20 credits needed to meet local graduation requirements

Class of 2025 and after: 22 credits (MassCore) needed to meet local graduation requirements

	Class of 2024 and earlier	Class of 2025 and after
Area of Study	Haverhill Public School Credits 20	MassCore Credits 22
English (I, II, III, IV)	4.0	4.0
Social Studies (Including 1 Credit in U.S. History)	3.0	3.0
Mathematics (*Must include Algebra II)	3.0	4.0*
Lab-based Science	3.0	3.0
Computer Technology	0.5	—
School-to-Career	1.0	—
Fine Arts or World Languages	1.0	—
Fine Arts	—	1.0
World Languages (*Must be same language)	—	2.0*
Wellness	2.0	—**
Electives	2.5	—
Additional MassCore credits (* Must be from technology, school-to-career, business, or additional core academic areas)	—	5.0

Note: Graduation requirements subject to change with School Committee approval

**** Required by law**

GUIDELINES FOR PROMOTION

For Class of 2024 and earlier:

Grade 9 to 10: Earn 4.5 credits and pass both English I and Algebra I

Grade 10 to 11: Earn 9.0 accumulated credits and pass English II

Grade 11 to 12: Earn 13.5 accumulated credits and pass English III

For Class of 2025 and later: TBD

CHEATING/PLAGIARISM

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

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

Definitions:

- Cheating – (taking) an examination in a dishonest way, as by having improper access to answers.
- Plagiarism- The unauthorized use of the language and thoughts of another author and the representation of them as one's own.

GRADING POLICY

The following grades will be used on report cards: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Students should be aware of the fact that each classroom teacher is at liberty to determine his or her own method of arriving at the term letter grade. Teacher grading policies are distributed to students at the beginning of the course. Incomplete grades due to excused absences must be resolved within two weeks following the marking period unless a written extension is granted.

A+ (97-100)

A (93-96)

A- (90-92)

B+ (87-89)

B (83-86)

B- (80-82)

C+ (77-79)

C (73-76)

C- (70-72)

D+ (67-69)

D (63-66)

D- (60-62)

F (Below 60)

HONOR ROLL:

To be named to the High Honor Roll, a student must have all A's and a pass in Pass/Fail courses. To be named to the Honor Roll, the student must have no grade lower than a B- and a

Pass in Pass/Fail courses. In order to be eligible for any level of honor roll, a student must have at least 3 graded classes. Students who make the honor roll every term of high school respectively shall receive appropriate awards at graduation. Dropping a class or withdrawing from a class (either WP or WF) may result in the loss of eligibility for honor roll.

INTERNET USE POLICY

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

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

ACCEPTABLE USE POLICY (approved 7/3/2020)

- All use of a school's HPS Account or email system must be in support of education or research, consistent with the purposes of Haverhill Public Schools.
- Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users or misrepresent other users on the HPS network.
- Users shall not share their HPS Account login and password information to peers or colleagues.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the HPS network/Internet/online systems.
- Malicious use of the HPS Account to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or computing system is prohibited.
- Use of the HPS network/Internet to access or produce pornographic material, inappropriate text files, or files dangerous to the integrity of the HPS network is prohibited.
- HPS network/Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible from HPS Accounts should be assumed to be confidential to Haverhill Public Schools and follow all Local, State, and Federal privacy and security guidelines.
- Any use of the HPS Account for commercial or for-profit purposes is prohibited.
- Any use of the HPS Account for personal and private business is prohibited, except for use by exclusive union representatives as provided by M.G.L. c. 150E, s. 5A(e).
- The installation of illegally obtained copyrighted software for use on Haverhill Public School devices is prohibited.
- Making copies of copyrighted software is prohibited.

- All HPS email (or any other computer communication system supplied by HPS) should be used only for appropriate, legitimate, and responsible communication.
- All files/data stored within an HPS Account will be considered property of HPS and may be subject to retention under Local, State, and Federal guidelines.
- This policy will be reviewed regularly and is subject to change.

Use of electronic devices for educational purposes is at the discretion of the individual classroom teacher. Students are expected to respect the specific rules of each classroom teacher with regards to cell phone use. Please note that any student having a cell phone out in class, whether on, off, or in use during an assessment process will result in an assumption of academic dishonesty and a disruption of the educational process.

Inappropriate use of social networking sites during or outside of school, including, but not limited to slanderous, bullying, or compromising statements or videos, will result in disciplinary action and may impact a student's ability to receive school based awards as well as acceptance into honor societies.

ATTENDANCE

ATTENDANCE POLICIES

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

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

The District will work to recognize students who are not attending school consistently and attempt to intervene early. To accomplish this goal parents will be notified daily of their child's absence through an automated phone system. School staff will reach out to students and their families when a pattern of absenteeism is recognized and At-Risk Trackers and Attendance Officers will conduct home visits. Students, who despite our best efforts continue to be absent, may be

referred to the Department of Children and Families or to the Essex County Juvenile Court for the filing of a Child Requiring Assistance (CRA) Petition.

When students are in school, it is their responsibility to get to all of their classes before the late bell.

ALL students should:

- Take direct routes
- Avoid lingering

DOCUMENTED AND UNDOCUMENTED ABSENCES

Documented Absences:

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

Reason Required Documentation

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

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

Undocumented Absences:

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

Students who are not in school for at least half of the day by state law are considered absent. Those students that arrive after 11:45 a.m. will have their attendance marked as Tardy/Absent and those that leave prior to that time will be recorded as Dismissed/Absent.

If a student is absent five (5) or more unexcused absences or has five (5) days in which the student misses two or more periods, the school will make a reasonable effort to notify the parent or guardian for the purpose of developing an action plan for student attendance.

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

the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the superintendent or the superintendent's designee for an exit interview. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or designated representatives, provided no extension shall be for longer than fourteen days. The superintendent or designee shall convene a team that may consist of the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student. The superintendent shall annually report to the department of education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement which each such student has taken. The provisions of this section shall not apply to a student who has completed the regular course of education, apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

AUTOMATED CALL SYSTEM

Parents/Guardians will be informed of student absences by an automated call system. It is essential that parents and students provide up-to-date telephone numbers. Calls are made daily informing parents of absences. Parents who receive an automated call and are unaware of an absence, have other attendance issues, or have a family emergency should call the main office of Gateway Academy at 978-374-3473.

DISMISSAL

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

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

MAKE-UP PROVISIONS

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

- One Day – Work is to be made up by the end of next school day after the teacher assigns it.
- Two to Five Consecutive Days – Work is to be made up by the end of the next period of two to five school days after a teacher assigns it.
- More Than Five Consecutive Days – Arrangements are not to be made with each teacher. *Absence Due to Illness – Students who are absent five (5) or more consecutive days for reasons of illness must report to the nurse’s office before they can be readmitted.*

DROPOUT PREVENTION

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student’s parent/guardian, who has been absent from school for ten(10) consecutive days of unexcused absence. The notice shall be sent within five(5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (1) days for an exit interview with the Superintendent or designee, the student, and the student’s parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten(10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

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

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

NON-SCHOOL TRIPS

When a family chooses to vacation at times during the academic year other than school vacations, it is the student’s responsibility to make up work in a timely manner.

- A non-school trip form must be submitted to the front office one week prior to the absence.
- Assignments are due on the day of the return to school after the trip, unless otherwise designated by the teacher.
- It is the student’s responsibility to inquire about all class work/activities missed.

ATTENDANCE AND MCAS APPEALS

The State of Massachusetts requires 95% attendance for all students in the junior and senior years as a prerequisite in appealing the MCAS testing requirement. Students who do not meet the 95% requirement may not appeal their failures on the MCAS test to the Department of Education.

POLICIES AND PROCEDURES

FIFTH YEAR STUDENTS

Once approved, the fifth year student will be required to meet with the principal or designee prior to beginning the school year. That student will be required to be in attendance only for the courses that the student needs to complete his/her education. Such students are to leave the building and grounds when not in class, unless they have permission from the principal or designee to do otherwise. Fifth year students who are not 18 must have parental permission to be off campus when not in class.

SENIOR PRIVILEGES

Students that are seniors at Gateway Academy may go off campus for lunch with parent/guardian permission. Students can leave at the start of their lunch period and are expected to return to school at the start of their next class period. Students who abuse this privilege may face disciplinary action and lose the opportunity to go off campus.

USE OF PERSONAL ELECTRONIC DEVICES

The Haverhill Public School District is committed to aiding students and staff in creating a 21st century learning environment. In an effort to put students at the center and empower them to take control of their own learning, Gateway Academy will allow students to use personal technology devices during the school day with certain conditions in place for classroom usage. The words "electronic device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod touches, cell and smartphones. The student takes full responsibility for his or her device and keeps it with himself/herself. The school is not responsible for the security of the device. Students may have silenced electronic devices on their person. Students will be allowed unrestricted access to their personal devices before and after school as well as during lunch periods. In the classroom and at the teachers discretion, students are allowed to use their listening device as long as the volume is low enough for the teacher to be able to communicate with the student and it is not a distraction to others. Students cannot use their electronic device to make phone calls/video calls in the classroom. At any time, the teacher can revoke the students' right to use electronic devices in class if s/he feels it is disruptive to the learning environment. If Gateway Academy feels the need to make any changes to this policy, parents/guardians and students will be made aware of the necessary changes.

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

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

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

HPS Student Technology Device Policy

Personal Responsibility

It is the responsibility of the assigned user to maintain their device with the best care possible and to communicate any issues with their classroom teacher. If the device does not work for academic purposes, it can be swapped with a daily spare (returned at the end of the school day) from the students' school until a replacement device is ready for take-home use. If physical, purposeful damage occurs on an HPS issued device, appropriate discipline can be issued by the school. Multiple occurrences of damage may result in the loss of privilege of the take-home device.

Using Your Device at School

Students are expected to bring a FULLY CHARGED Device to school every day. All Devices should be transported everywhere in the provided sleeve/case. Students should leave their charging cables at home, as there is enough battery life in the devices to last a full school day if charged each evening.

Ownership of the Device

Haverhill Public Schools retain sole right of possession of the device. Haverhill Public Schools lends the device to the students for educational purposes only. Additionally, Haverhill Public Schools administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Content Filter

Haverhill Public Schools utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored while being used. If an educationally-valuable site is blocked, students should contact their teachers to request the site be unblocked.

No Expectation of Privacy

Students shall have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log; supervise; access; or view online history. The district may also, without prior notice or consent, monitor device usage or student online activity through software specifically designed for this usage. The district may, without prior notice or consent, also record said monitored activity at any time for any

reason related to the operation of the school. This recording would not employ either the camera or microphone in the device. By using a device, students agree to such access, monitoring, and recording of their activity.

Damage and Repair Process

If a device is broken, students should work with a classroom teacher to report the issue to HPS Technology. A loaner device can be borrowed from the school on a daily basis until the assigned device is either repaired or replaced.

Parent/Guardian Responsibilities

Parents and Guardians should assist their students with adhering to the policies in this document, including providing additional monitoring for Internet content and supporting the student learning with navigating websites, online class materials, and other related information from the schools. It is also the responsibility of the Parent/Guardian to pay for the cost of replacement parts of the HPS-issued device due to physical/liquid damage or loss, as invoiced by HPS Technology.

Damage Waiver Fee (Optional)

To help protect the device and its related peripherals, students will have the opportunity to pay a Damage Waiver Fee to protect their assigned device with Haverhill Public Schools for \$20 a year, which will cover a single incident of damage or repair for the school year (not covering lost equipment). If a student declines this optional fee, they may be held responsible for the individual costs of the item(s) damaged. Likewise, if there are multiple incidents over the course of a single year, additional costs and/or disciplinary action may be assessed, per the discretion of the school or District Administration. Fees will be collected (by cash or check) and tracked by the main office at the student's school. Please make checks payable to: Haverhill Public Schools.

Lost/Stolen Devices

Devices that are lost or stolen should be reported to the local authorities, as well as school administration as soon as possible. Devices that have been reported as lost or stolen will be locked down by HPS Technology and unable to be utilized.

Transferring/Graduating/Withdrawing from HPS

Students that transfer out, graduate, or withdraw from Haverhill Public Schools must turn in their device, chargers, and cases to school office personnel on or before their last day of attendance.

Guidelines for Proper Care

- I will keep food and drink away from the device.
- I will be the ONLY user of my school-issued device.
- I will give the same care to my assigned device at all times that I would give to my most valued possession.
- I will not attempt to make repairs to my assigned device if it is damaged or malfunctioning.

- I will not deface the device: No stickers (except district issued) will be allowed, nor writing, drawing, or labels of any kind.
- I will use care in transporting my assigned device to and from school in the provided sleeve.
- I will keep the screen clean with a soft, dry, anti-static cloth, or with a screen cleaner designed specifically for the screen only.
- I will take care of my device and will not intentionally damage it in any way.

Policies

- I agree to abide by the HPS Technology Acceptable Use Policy, the Student Technology Device Expectations, and all local, state, and federal laws.
- I agree that my use of HPS technology is for educational purposes only.
- I agree that use of Haverhill Public Schools' technology is a privilege. I am responsible for the proper care of my HPS-issued Device. I understand that a device will be issued to me as long as I am a student at HPS.
- I agree to promptly report any damage to the device to my teacher or the school.

CAFETERIA

All Haverhill Public School students will receive free breakfast and free lunch for the 2023/2024 school year.

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

AUTOMOBILES & MOTORIZED VEHICLES

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

All vehicles parking on school property must be registered with the main office and exhibit a permit. Student's car must be registered in Massachusetts. Students must follow the below regulations in order to receive a parking permit. If there is a parking spot shortage, priority will be given to senior students.

1. Students are to park in the student section only and display their parking tag at all times.
2. Students may lose their parking privileges if they do not park responsibly.
3. Students that are found to have left property without permission will lose their parking privileges as follows:
 - a) 1st offense – 1 week
 - b) 2nd offense – 1 month
 - c) 3rd offense – Remainder of the school year

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

VISITORS TO SCHOOL

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

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

WORK PERMITS

Enrolled Gateway Academy students aged 14-17 are required to have working papers when seeking employment. Gateway Academy students may acquire work permits from the secretary at Gateway Academy. A copy of the student's birth certificate is required.

PUBLICATION OF STUDENT PHOTOS AND WORK

We are proud of the variety of accomplishments that our students make and we enjoy sharing the news of their accomplishments with the community. As a result, pictures of students and/or student work may be published in several different forms including, but not limited to, the school or local newspaper, bulletin boards, teacher websites, and other electronic media forms. Display of pictures is selective and appropriate. If you prefer that your child's photo and/or student work not be published in the manner described above, please send a written request to the principal,

Mr. Brian Edmunds. Once a written request is received, every effort will be made to ensure that the identified student's picture and/or work will not be displayed.

LEAVING DURING THE SCHOOL DAY

Students may be granted permission to leave the building during the school day if they are interns, work study students, and/or dual enrollment students. Students are expected to remain in the building while they have scheduled classes.

BUS RULES

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

1. Waiting for the bus

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

2. Riding the bus

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

3. School Authority

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

RIGHTS OF 18-YEAR OLD STUDENTS

When a student turns eighteen, s/he has some of the same legal rights as an adult. However, the school can continue to keep parents informed about a student's progress and whereabouts. The school cannot require that the 18-year-old's parents sign report cards or sign permission slips for field trips. As an adult, the student can give himself/herself permission to go on a trip. The school cannot require that absence notes be signed by a parent. If school officials wish to verify the truth of the absence note, they may require the signature of another adult. The school can notify parents that a student was absent. The rights of 18-year-olds have been limited by Chapter 480 of the Acts of 1981, which amends the student records Regulations. Parents now have access to the record even if the student is 18. Eighteen-year-olds must still follow the regulations of the school in all areas, including dismissal procedures.

DRESS CODE

While recognizing Chapter 71, section 83 of the General Laws of Massachusetts, states 'School officials shall not abridge the rights of students as to personal dress and appearance except if officials determine that such personal dress and appearance violate reasonable standards of health, safety and cleanliness', students are to dress in a manner that is appropriate for a place of work and study. This guideline is in direct support of Gateway Academy's Mission Statement. Accordingly, all male and female students and their guests attending Gateway Academy are expected to adhere to the following guidelines concerning personal appearance:

- When safety regulations are in effect, (i.e. PE class, working with machinery) clothing must conform to the teacher/administrator's requirements to ensure the personal safety of the student.
- Articles of clothing, jewelry, etc. must not display insignias or designs such as those advertising tobacco products, alcohol, drugs, weapons or sexual material or containing slurs regarding race, ethnicity, religion, disabilities or sexual orientation.
- Footwear must be worn at all times.
- Faculty and/or administration may ask students to remove hoods at any time. Failure to do so will be considered insubordination.

Public Safety Rules, Regulations and Laws

A. Weapons

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

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

1. Students may not use or be in possession of tobacco products in school, on school grounds or at school-sponsored events.

2. Students who remain where tobacco products are being used will be considered in violation of our tobacco policy.
3. Students in violation of our tobacco policy will be subject to disciplinary action as outlined in Violation of Rules, Section 6-1.

C. Drugs, Alcohol and Other Intoxicants

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

D. Drug Paraphernalia

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

E. Fire Safety Rules

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

F. False Fire Alarm

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

G. Vandalism and Property Damage

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

H. Physical Abuse, Assault, Assault and Battery

1. A student who assaults another student will be subject to discipline, which could include long-term suspension. In addition, in the event such conduct is suspected to be criminal activity, it may be referred to the police.

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

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

I. Insubordinate or Uncooperative Conduct

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

J. Gambling

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

K. Backpacks

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

L. Bomb Threats

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

CODE FOR STUDENT CONDUCT

Conduct must always reflect respect for the rights of others and for the entire school environment. Violations of certain school conduct rules will result in appropriate consequences including suspension. Gateway Academy believes in the Restorative Practice model and nontraditional disciplinary methods. These models and methods will be used initially in all disciplinary situations. Restorative Practice mimics real life consequences. When the violation is too significant for Restorative Practice or other nontraditional disciplinary methods, suspension may be the consequence.

In any case of school disturbance, either at school or during a school event, the administration has the right to use its discretion in order to maintain the proper school atmosphere and decorum. Administration reserves the right to restrict co-curricular participation, including athletics, as a discipline measure. The Principal or designee has the authority to handle extraordinary matters not otherwise covered by this handbook in a way that he/she believes will be in the best interest of the school and the individuals who may be involved.

General Expectations:

- Students and staff are expected to treat one another with care and respect at all times. Even during times of difference, school members must remember to respect the thoughts, values and perceptions of others.
- During class, any student who uses the restroom or visits the nurse or guidance must sign out of class.
- All students are expected to eat lunch in designated rooms unless they have received administrative approval.
- No food is to be thrown.
- No gambling of any kind is permitted.

Basic Guidelines

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

Detention

- a. Each professional and paraprofessional staff member is authorized to detain students after school. Teacher detention is up to 15 minutes, office detention is 50 minutes.
- b. A detention may be imposed on the day of the infraction if the staff member is satisfied that the student does not have an important prior commitment or transportation problem. Student employment, athletics or other club activities are not acceptable reasons for missing detentions.
- c. In case of such a problem, the detention may be imposed for the next school day. The student

shares responsibility for informing parents or guardians regarding detention(s).

d. Parents or guardians are responsible for providing, if necessary, transportation from school.

e. The duration of each detention is at the reasonable discretion of the staff member (within a 60 minute limit). Office detentions are 50 minutes.

f. After-school activities or athletics will not be participated in until detentions are served.

g. Failure to report for detention or arrange for an approved deferral may result in additional detentions or suspension from school.

h. Students may be denied parking privileges until assigned detentions are served

Student Discipline

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances. Students violating any of the rules of student conduct and control will be subject to disciplinary action. Certain breaches of conduct are so serious that the Principal may long term suspend or expel a student under the provisions of M.G.L. c. 71, §37H and 37H ½. These include:

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

Other violations of the code of conduct will subject a student to disciplinary action up to and including suspension under the provisions of M.G.L. chapter 71, §37H ¾. The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using long term suspension/expulsion until other remedies and consequences have been employed. The following actions will result in disciplinary action:

It is not practical or even possible to list every student action which is prohibited in a school setting and which may subject a student to discipline. Any act by a student that is disruptive to the educational environment, whether listed below or not, may result in

discipline. Moreover, the particular form of discipline may vary for each student and each incident, based upon all relevant circumstances. Thus, the following list merely presents examples of prohibited behavior and guidelines for response.

Note that any suspected criminal activity may be referred to the police department. Such referral is separate and distinct from discipline which may be imposed in the school setting. However, for the information of students, “police referral” is listed next to those actions which may be criminal in nature and which are thus likely to result in referral to the police department. Gateway Academy believes in Restorative Practices and nontraditional disciplinary methods, however, when those are exhausted the disciplinary actions listed below may be used. **The disciplinary actions listed below represent a hierarchy of consequences, not a sequence.**

1-1 Tardiness to homeroom/school

Disciplinary Action:

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

1-2 Tardiness to class

Disciplinary Action:

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

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

Disciplinary Action:

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

2-2 Truancy from school for whole or part of a school day

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention 51
- D. Parent conference and/or suspension

3-1 Loitering or misconduct in hallways

Disciplinary Action:

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

3-2 Disruption in class or out of class

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Removal from class
- E. Suspension from class
- F. Parent conference and/or suspension

3-3 Lunch period misconduct

Disciplinary Action:

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

3-4 Refusal to follow direct instructions in disruptive or conflict situations

Disciplinary Action:

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

3-5 Misconduct while serving detention

Disciplinary Action:

- A. Additional Detention/Parent Contact
- B. Suspension OSS

3-6 Students in unauthorized/restricted areas; i.e parking lots, opposite gender restrooms or locker rooms, fields or wooded areas surrounding school, roof, etc.

Disciplinary Action:

- A. Conference with student
- B. Detention
- C. Parent conference/suspension

3-7 Misconduct on field trips Disciplinary Action:

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

3-8 Possession of and/or throwing snowballs at school, on school grounds, at school bus stops or on school bus

Disciplinary Action:

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

3-9 Misconduct during participation in school-sponsored students activities (on or off school grounds, during 52 or after school hours)

Disciplinary Action:

- A. Detention
- B. Prohibition from activities
- C. Parent conference and/or suspension

3-10 Misconduct during transition of classes or after school/Opening locked doors to allow students/strangers entrance to the building

Disciplinary Action:

- A. Detention
- B. Prohibition from continued or subsequent presence at school
- C. Parent conference and/or suspension

3-11 Misconduct on school buses or at school bus stops

Disciplinary Action:

- A. Conference with student
- B. Parent Contact
- C. Detention
- D. Suspension of bus privileges
- E. Parent conference and/or suspension

3-12 Improper or disruptive conduct such as verbal harassment, inappropriate language, pushing, shoving, tripping, kicking, displays of affections, wrestling in hallways, classrooms or other areas.

Disciplinary Action:

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

3-13 Chronic misconduct that constitutes a threat to public order or presents a threat to the safety of students or staff members

Disciplinary Action:

A. Suspension

3-14 Insubordination/disrespect to school personnel-refusal to follow direct instruction from staff

Disciplinary Action:

A. Conference with student

B. Parent Contact

C. Detention

D. Parent conference and/or suspension

3-15 Violation of Internet Policy Disciplinary Action:

A. Conference with student

B. Detention

C. Detention/parent conference/suspension

D. Possible referral to police

3-16 Violation of Student Dress Code

Disciplinary Action:

A. Conference with student

B. Parent Contact

C. Detention

D. Parent conference and/or suspension

4-1 Forged/counterfeit school related documents such as absence or dismissal notes, report cards, progress reports

Disciplinary Action:

A. Parent Contact

B. Detention

C. Possible suspension

4-2 Forged signature on any school-related document such as hall pass, comment/appraisal form, etc.

Disciplinary Action:

A. Parent Contact

B. Detention

C. Possible suspension

4-3 Giving false information to school personnel

Disciplinary Action:

A. Parent Contact/Conference

B. Possible referral to police

4-4 Cheating/Plagiarism Disciplinary Action:

- A. Credit for report/test denied
- B. Parent notified
- C. Possible removal from team, club, organization or elected office representing HPS
- D. Parent conference

5-1 Arson

Disciplinary Action:

- A. Suspension
- B. Restitution
- C. Referral to police and fire departments

5-2 Vandalism

Disciplinary Action:

- A. Detention
- B. Suspension
- C. Restitution
- D. School/community service
- E. Referral to police

5-3 Vandalism of computers to computer programs

Disciplinary Action:

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

5-4 Theft

Disciplinary Action:

- A. Suspension
- B. Restitution
- C. Referral to police

5-5 Misuse of motor vehicle

Disciplinary Action:

- A. Revocation of privilege
- B. Detention
- C. Parent conference and/or suspension

5-7 Graffiti

Disciplinary Action:

- A. Suspension
- B. Restitution
- C. Referral to police

6-1 Smoking, use or possession of tobacco products in the school building including Vapor Pens, on school grounds or at school-sponsored event

Disciplinary Action:

- A. School and/or school community service.
- B. suspension

6-2 Being in possession of a controlled substance as defined in Massachusetts General Laws, Chapter 94C. Such substances include, but are not limited to, cocaine, marijuana, heroin, barbiturates, amphetamines, and Ritalin.

Disciplinary Action:

- A. Suspension
- B. Expulsion from school and referral to police.

6-3 Being under the influence of a controlled substance as defined in Massachusetts General Laws, chapter 94C, or possessing paraphernalia related to the use of such controlled substances.

Disciplinary Action:

- A. Suspension and referral to police.

6-4 Possession, use, or being under influence of alcohol

Disciplinary Action:

- A. Suspension and referral to police.

6-5 Using legal drugs in an illegal or hazardous manner, or possessing selling, or giving away such drugs

Disciplinary Action:

- A. Suspension and referral to police.

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

Disciplinary Action:

- A. Suspension and referral to police.

7-1 Possession or use of lighters, matches or other flammable devices.

Disciplinary Action:

- A. Confiscation

- B. Detention
- C. Parent conference and/or suspension
- D. Possible referral to police and fire departments

7-2 False fire alarm, tampering with fire equipment, AED machines, video surveillance equipment, etc.

Disciplinary Action:

- A. Suspension
- B. Restitution
- C. Referral to police and fire departments

7-3 Intentionally switching off lights or power sources for tools or equipment in shops, corridors or in any other part of the school facility

Disciplinary Action:

- A. Detention
- B. Suspension (in the case of tools or equipment in shops, corridors or in any other part of the school facility)

7-4 Possession of firecrackers, sparklers, or other such devices

Disciplinary Action:

- A. Detention
- B. Parent contact and/or suspension
- C. Referral to police and fire departments

7-5 Detonating firecrackers, stink bombs or other such devices

Disciplinary Action:

- A. Suspension
- B. Referral to police and fire departments

7-6 Possession and/or use of disruptive devices: pagers, cell phones, cell phone cameras, Bluetooths, CD players, signal devices, laser pointers, squirt guns, water balloons, etc.

Disciplinary Action:

- A. Confiscation
- B. Parent Contact
- C. Detention
- D. Suspension

7-7 Gambling, and/or possession of gambling apparatus

Disciplinary Action:

- A. Confiscation
- B. Parent contact
- C. Detention

D. Parent conference and/or suspension

8-1 Possession of a firearm

Disciplinary Action:

- A. Suspension
- B. Expulsion
- C. Referral to Police

8-2 Possession of a weapon [other than a firearm]

Disciplinary Action:

- A. Suspension
- B. Referral to police.
- C. Expulsion.

9-1 Fighting

Disciplinary Action:

- A. Suspension
- B. Possible referral to police

9-2 Assault and Battery

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-3 Assault and Battery against a school employee or volunteer staff member

Disciplinary Action:

- A. Suspension
- B. Referral to police
- C. Expulsion from school

9-4 Malicious physical abuse or assault

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-5 Physical abuse of others, fighting or disorderly conduct when expressly related to religion, race, ethnicity, sexual orientation, or gender and/or violation of nondiscrimination policy

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-6 Hazing

Disciplinary Action:

- A. Suspension from school for up to five (5) school days.
- B. Prohibition from all extracurricular activities for one (1) year.
- C. Referral to police.

9-7 Use of derogatory language referring to religion, race, ethnicity, sexual orientation, or gender and/or violation of nondiscrimination policy. Use of racial slurs in reference to any other person:

Disciplinary Action:

- A. Conference with student
- B. Parent contact
- C. Detention
- D. Suspension

9-8 Hate Crime

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-9 Sexual Harassment

Disciplinary Action:

- A. Suspension
- B. Referral to police

9-10 Harassment and/or violation of Bullying Prevention and/or Non-Discrimination Policy

Students are prohibited from knowingly making false statements or knowingly submitting false information during a grievance process, including but not limited to harassment/bullying reports and investigation.

Disciplinary Action:

- A. Parent Contact
- B. Detention
- C. Suspension

9-11 Threats to another person, threatening note, or bomb threats

Disciplinary Action:

- A. Parent Contact
- B. Referral to Police
- C. Suspensions and possible expulsion

10-1 Failure to serve an assigned (teacher/office) detention or to arrange for an approved deferral

Disciplinary Action:

- A. Parent Conference
- B. Detention
- C. Suspension

10-2 Failure to wear a seatbelt

Disciplinary Action:

- A. Conference with student
- B. Suspension of privileges
- C. Revocation of privileges

10-3 Refusal to wear a face covering (COVID-19) in accordance with any mask mandate/rule authorized by state or local authorities, the Haverhill School Committee or other school officials, students who refuse to wear a mask at school will be subject to progressive disciplinary action, up to and including removal from class and out-of-school suspension from school.

Disciplinary Procedures

Suspension

A suspension is a short term or long term removal from regular classroom activities. Short term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive days or less.

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

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

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

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving a short-term suspension or long-term suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational

services plan. Services available under the school-wide educational services plan may include tutoring and on-line classwork

Student due process rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow. 1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

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

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

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

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

For any suspension under this section, the principal or a designee shall provide prior notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice

of the charges and the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

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

a. Short-term Suspension (§37H ¾)

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

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

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

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

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

b. Long Term Suspension (§37H ¾)

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

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

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

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

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

suspended for greater than 90 days, beginning on the first day the student is removed from the building.

Emergency Removal (§37H ¾):

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

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

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

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

Superintendent's hearing (§37H ¾):

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of a long term suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. There is no right to appeal a short term suspension to the Superintendent. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause. The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The Superintendent's decision is the final decision of the district.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.

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

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the

student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.

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

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

Police Action

Gateway Academy has a Student Resource Officer (SRO) assigned to the school. The SRO is an officer of the Haverhill Police Department and serves in a preventative role. If necessary and should circumstances warrant police intervention, the SRO will respond.

Search and Seizure

Students and their personal belongings are subject to search by school personnel to the extent such search is reasonable. In the event of a search of a student of his belongings, the parents will be notified as soon as possible following the search. In addition, students are again reminded that desks made available to them for their use remain the property of the school district. They should have no expectation of privacy in such areas, as they are subject to search by school personnel at any time. Students are responsible for all items on their persons or in their desks, backpacks, or any other containers. It is important that a student reports immediately to the office any items not belonging to them discovered in desks, book bags, or other containers.

STUDENT SERVICES

GUIDANCE DEPARTMENT

The function of the Guidance Center is to assist students to gain maximum benefit from their educational experiences through counseling and guidance in relation to their academic and personal needs. Understanding, acceptance and empathy with the students essentially characterize the counselor's role in order to aid in their emotional and education growth. Counseling is an integral part of the school, particularly with the complex and involved situations with which students are confronted today. The key areas, which are covered, are personal concerns and needs, academic counseling, career information and educational and job placement. Students are encouraged to visit their guidance counselor whenever there is a necessity.

HEALTH SERVICES

Health Services are available to all school students for in-school injuries, illnesses, and school-related accidents. Students are assessed by a registered nurse or licensed practical nurse, and treatment provided as appropriate.

In consideration of the importance of time on learning and attendance, every effort will be made to see students in a timely manner in an effort to get students back in class.

Medications:

- Students are not allowed to carry medicine (over the counter or prescription) in school, unless appropriate medication administration documents are on file in the nurse's office,

including current physician prescription, parent/guardian permission form, and nurse validation of ability to self-carry. This includes Epi-pens and rescue inhalers.

- If a student must take medicine during school hours, an order from a licensed physician, and a signed permission form from a parent or guardian must be on file each school year in the nurse's office.
- All medications must be delivered to the nurse's office by an adult. Medication must be in an original pharmacy labeled container with current prescription. Nurse and student will identify an appropriate time of day for routine medication administration in the nurse's office.

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

Absences of five (5) or more consecutive days due to illness require a note from a physician when the student returns to school. Parents and students with serious student health problems (i.e. diabetes, seizures, etc.) must notify the school nurse annually. Parents are encouraged to call or visit the nurse concerning any student health problems. The school telephone number is 978-374-3473.

Parents are notified of needed immunizations as determined by Massachusetts Department of Public Health [School Immunization requirements](#). Students may be excluded from school if they are not properly immunized.

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

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

SPECIAL EDUCATION SERVICES

Special education services are in place at Gateway Academy to enhance and supplement learning opportunities for eligible students presenting specific needs. Support services are offered in the regular education classroom and in academic support resource centers. In addition, counseling, speech and language therapy, physical therapy and occupational therapy are provided to our students if needed per their IEP. Such services may be delivered in various combinations. An in-house evaluation team including the student and his or her parents determines service delivery.

Transition planning is an important part of the Individualized Education Plans (IEPs). Parents can request further information directly from the Gateway Academy Team Chair. Transition planning is also part of preparation for graduation. During the high school years, the team discusses future goals for living, working and further education. These goals are also part of the Individual Education Plan and may involve adult services providers such as the Department of Developmental Services, the Department of Mental Health and Massachusetts Department of Rehabilitation.

ATHLETICS & CO-CURRICULAR ACTIVITIES

Athletics Information

Students at Gateway Academy may participate in any athletic program that Haverhill High School offers. Haverhill High School sponsors a broad-based athletics program, offering 35 sports programs and fielding over 55 different teams. All programs are also governed by rules of the Massachusetts Interscholastic Athletic Association (MIAA). The materials outlined below define some of the policies and procedures for all students participating in our High School Athletic program. Additional Rules and Regulations can be found in the MIAA Handbook and Haverhill Parent/Student-Athlete Guide.

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

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

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

Starting Dates:

Fall Season: August 19, 2022 for Football & Golf / August 22, 2022 for, all other sports

Winter Season: November 28, 2023

Spring Season: March 20, 2023

Participation Requirements

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

- Participation Packet – includes HHS Permission Form, Medical History and NRH Consent.
- Physical Examination - Student-athletes must present a valid physical on an annual basis. Physicals are valid for 13 months. Any student who has an expired or invalid physical will NOT be permitted to participate under any circumstances. Updated physicals should be submitted online or to the athletic department office through the course of the year. Physical examinations must be performed by a duly registered physician, physician's assistant, or nurse practitioner.

Haverhill Public Schools is proud to announce that all user fees have been removed for the 2022/2023 school year

Academic Eligibility

A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional yearlong major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving school's eligibility standards. (see Rule 57.7.1) A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional yearlong major English courses. To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year, the equivalent of four traditional yearlong major English courses. Academic eligibility of all students shall be considered as official and determined on the published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.

Department of Athletics Disciplinary Policies

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

1. Chemical Health

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

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

Minimum PENALTIES:

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

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All 10 decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment

Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

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

2. School Equipment

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

3. Team Rules & Regulations

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

PROCEDURES

1. Class Attendance Policy

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

2. School Suspensions

Students who have been suspended from their regular classes (either in-house/Education Resources Center or out-of-house) are not eligible to practice or compete until the day following their last day of suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. For further information on participation in athletics, please refer to the Haverhill Parent/Student Athlete Guide on www.hillie.org If you have any questions, please contact the Department of Athletics at (978) 374-5732 or athletics@haverhill-ps.org.

CO-CURRICULAR ACTIVITIES

Gateway Academy students are encouraged to participate in any co-curricular activity that Haverhill High School offers. Haverhill High School prides itself on providing many opportunities for our students. Students are highly encouraged to get involved. Coaches and co-curricular advisors are expected to work together when possible to avoid scheduling conflicts; however, students will not be penalized for choosing to represent one activity over another. Haverhill High School offers a wide variety of co-curricular activities, clubs and honor societies that meet after school. These activities include:

Peer Leaders, BookWorms Club, Model UN Debate/Speech Club, MVP Program, Drama Club, Science Team, Environmental Club, Student Advisory Council, Gay/Straight Alliance, Student Council, Literary Magazine

Attendance

Students who are absent from school, or dismissed from school are not permitted to attend or participate in co-curricular activities on the same day or evening.

GUIDELINES FOR COMMUNICATION WITH STAFF

(State and Federal legislation Summaries of Interest to Students)

(1) *Rights of Privacy*

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

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

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

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

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

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

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provision of this section.

(3) *Tobacco-Chapter 71 2A, General Laws of the Commonwealth of Massachusetts* An Act prohibiting The Use of Tobacco in the Public Schools of the Commonwealth of Massachusetts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in

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

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

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

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

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

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

Notice of Nondiscrimination

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

Title IX Notice and Procedures

Title IX of the Education Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. 20 USC §1681.

Sexual harassment, including sexual violence, is unlawful sex discrimination. As required by Title IX and in compliance with Title IX, the Haverhill Public Schools (HPS) does not discriminate on the basis of sex in its education programs or activities including in its admission or employment practices. Inquiries regarding the application of Title IX to the HPS's education program and activities are directed to the Title IX Coordinator.

The following conduct constitutes sexual harassment:

- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment)
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

How to Report Sex Discrimination, including Sexual Harassment

Any person may report sex discrimination, including sexual harassment in person, by mail, by telephone, or by electronic mail, to the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinators.

Maureen Irons
Title IX Coordinator
Haverhill Public Schools
4 Summer Street, Room 104
Haverhill, MA 01830
978-270-6106
mirons@haverhill-ps.org

How to File a Formal Complaint of Sexual Harassment

A complainant may file a formal complaint with the Title IX Coordinator by mail, email, telephone or in person. The Title IX Coordinator may also initiate a formal complaint.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Haverhill Public Schools investigate the allegation.

How HPS will respond:

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive measures are offered whether or not the complainant files a formal complaint and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a [formal complaint](#). The Title IX Coordinator must treat complainants and respondents equitably and offer supportive measures to the complainant and respondent.

The HPS may remove a respondent from school or an activity on an emergency basis, provided that an individualized safety and risk analysis determines that there is an immediate threat to the physical health or safety of any student or other individual. Respondents removed on an emergency basis will receive notice and an opportunity to challenge the decision immediately following the removal. This provision may not modify any rights for students with disabilities.

Grievance Process

In response to a formal complaint, HPS will adhere to the following grievance process.

Written Notice:

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties who are known. The written notice shall include:

- Notice of the grievance process, including notice of informal resolution process;
- Notice of the allegations that includes sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice and may inspect and review evidence; and
- Notice that the HPS code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If any new allegations arise during the grievance process, the Title IX Coordinator will provide written notice of the additional allegations to the parties whose identities are known.

Investigation:

The HPS will investigate the allegations in the formal complaint. HPS will use trained personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.

The HPS may dismiss the formal complaint if:

- The conduct alleged would not constitute sexual harassment even if proved, did not occur in a HPS education program or activity, or did not occur in the United States.
- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint of any of the allegations in the formal complaint, or if the respondent is no longer enrolled or employed by the HPS; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon a dismissal, the Title IX Coordinator will promptly send written notice for the dismissal and reason(s) therefore simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the HPS will:

- Apply a presumption of innocence, and ensure that the burden of proof and the burden of gathering evidence rests on the HPS and not on the parties;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during the grievance process;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- Prior to the completion of an investigative report, send to each party and the party's advisor the evidence subject to inspection and review and provide the parties at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- Create an investigative report that fairly summarizes relevant evidence for their review and written response.

The investigator shall strive to complete investigations within thirty (30) school days of the filing of the formal complaint. Although the District's goal is to complete investigations generally within thirty (30) school days, the time may be extended for good cause upon written notice to the complainant and respondent.

Additionally, the timeline for investigation may be suspended during any informal resolution procedure or meeting.

Determination regarding responsibility:

- The decision-maker, who shall not be the investigator or the Title IX Coordinator, will provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Complainants may not be asked inappropriate questions about prior sexual history. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.
- The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision maker shall apply a preponderance of the evidence standard. Preponderance of the evidence means that it is more likely than not that the alleged conduct occurred.
- The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances.
- The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals:

Either party may appeal the determination regarding responsibility (or from a dismissal) on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the complainant or respondents generally or individually that affected the outcome of the matter.

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome. In the event of an appeal, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

Informal resolution:

An informal resolution process is available when a formal complaint is filed. Informal resolution process is available without a full investigation and nothing in the informal process shall preclude the parties from resuming a formal complaint process. Participation is voluntary and written consent is required. An informal resolution process is not permitted to resolve allegations that an employee sexually harassed a student.

Record Keeping

The HPS will maintain records regarding sexual harassment reports and complaints for a period of

seven years.

Retaliation Prohibited

Retaliation is prohibited against any individual, including complainants, respondents, and witnesses for reporting sexual harassment, participating (or refusing to participate) in any investigation/grievance process. Individuals may report retaliation to the Title IX Coordinator who will investigate and take measures to protect individuals from retaliation.

Complaints of Discrimination and/or Harassment on the basis of sex may also be reported to:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150
Electronic Mail: OCR.Boston@ed.gov

Discrimination/Harassment Complaint Procedures

I. WHERE TO FILE A COMPLAINT

Any Haverhill Public School student, employee, or third party who believes that a Haverhill Public School student, employee, or third party has discriminated against or harassed them because of their race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, or activities may file a complaint with:

Maureen Irons
Title IX Coordinator
Haverhill Public Schools
137 Monument Street
Haverhill, MA 01832
978-270-6106
mironso@haverhill-ps.org

504 Coordinator (for complaints regarding disability based discrimination)

Deborah Ibanez, M.Ed, CAGS
Executive Director of Student Support Services
Haverhill Public Schools
(978) 374-3400 x1947
deborah.ibanez@haverhill-ps.org

Title IX Coordinator (for complaints regarding sex based discrimination)

Maureen Irons
Title IX Coordinator
Haverhill Public Schools

137 Monument Street
Haverhill, MA 01832
978-270-6106
mirons@haverhill-ps.org

II. CONTENTS OF COMPLAINTS AND TIMELINES FOR FILING

Complaints under this procedure must be filed within twenty (20) days of the alleged discrimination or harassment. Complaints filed after this 20 day period will be accepted, however, the investigation may be impacted due to the passage of time. Complaints may be submitted orally or in writing. The complainant may select another person to help with the filing of the complaint. Any responsible employee who receives an oral complaint will memorialize the allegations in writing and forward the written allegations to the Office of the Superintendent or the Superintendent's designee by the following school day. The written complaint should include the following information:

1. The name and grade level (or address and telephone number if not a student or employee) of the complainant;
2. The name (and address and telephone number if not a student or employee) of the complainant's representative, if any;
3. The name(s) of the person(s) alleged to have committed or caused the discriminatory or harassing action, or event (respondent);
4. A description, in as much detail as possible, of the alleged discrimination or harassment;
5. The date(s), time(s), and location(s) of the alleged discrimination or harassment;
6. The names of all persons who have knowledge about the alleged discrimination or harassment (witnesses) as can be reasonably determined; and
7. A description, in as much detail as possible, of how the complainant wishes to see the matter resolved.

III. INVESTIGATIONS AND RESOLUTION OF THE COMPLAINT

Complaints will be investigated promptly and resolved as quickly as possible.

Due process procedures apply to issues of identification, evaluation, and placement under Section 504. Any person who alleges discrimination on the basis of a disability relative to the identification, evaluation, or educational placement of a person, who because of a disability is believed to need regular or special instruction and related aids or services, pursuant to Section 504 of the Rehabilitation Act of 1973, Massachusetts General Law chapter 71B, and/or the Individuals with Disabilities Education Act, may use the procedure outlined in the Massachusetts Department of Elementary and Secondary Education's Parents' Rights Brochure, rather than this procedure. Information on this alternative process may be obtained from the Director of Student Services for the Haverhill Public Schools.

The Discrimination/Harassment Complaint Procedure applies to issues of disability discrimination and harassment, as well as other forms of discrimination/harassment including race, color, national origin, sex, disability, or age. Respondents will be informed of the charges as soon as the grievance officer deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated, and in no case later than fifteen (15) school days following receipt of the complaint. The grievance officer will interview witnesses who are deemed to be necessary and appropriate to determine the facts relevant to the complaint, and will gather other pertinent information. Interviews of students will be conducted in such a way as to reflect the age and emotional condition of the student. The complainant(s) and respondent(s) shall have an equal opportunity to present witnesses and other evidence. Such interviews and gathering of information will be completed within fifteen (15) school days of the receipt of the complaint.

Within twenty (20) school days of receiving the complaint, the grievance officer will meet with the complainant and/or his/her representative and the respondent and/or his/her representative to review information gathered and, if appropriate, to propose a resolution designed to stop the discrimination or harassment, prevent its recurrence and to correct its effect.

Within ten (10) school days of meeting with the complainant and/or his/her representative and the respondent and/or his/her representative, the grievance officer will provide written disposition of the complaint to the complainant and/or his/her representative and to the respondent(s) and/or his/her representative, including a statement regarding whether the complaint was found to be credible and whether discrimination was found to have occurred. Where the grievance officer finds that discrimination has occurred, Haverhill Public Schools will take steps that are reasonably calculated to end discrimination that has been found; prevent recurrence of any discrimination, and correct its discriminatory effects on the complainant and others, if appropriate. The grievance officer will contact the complainant within 10 school days following conclusion of the investigation to assess whether there has been on-going discrimination or retaliation, and to determine whether additional supportive measures are needed. If the grievance officer determines that additional supportive measures are needed, he or she shall offer such measures to the complainant within fifteen school days following conclusion of the investigation.

Notwithstanding the above, it is understood that in the event a resolution contemplated by the grievance officer involves disciplinary action against an individual, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (e.g., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment). Any disciplinary action imposed upon an individual will be subject to applicable procedural requirements. All the timelines indicated above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation in which case the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented.

Confidentiality of complainants/respondents and witnesses will be maintained, to the extent consistent with the obligations of the Haverhill Public Schools relating to the investigation of complaints and the due process rights of individuals affected.

IV. RETALIATION PROHIBITED

Retaliation against someone because he/she has filed a complaint under this procedure is strictly forbidden. Retaliation against someone who has participated in an investigation is strictly prohibited. Haverhill Public Schools will take appropriate steps as necessary to prevent retaliation. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Upon request, the grievance officer will provide the complainant with the names and addresses of those state and federal agencies which handle discrimination and harassment matters.

(9) *Physical Restraint Policy*

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

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

Physical restraint shall not be used:

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

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

- Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation and requires approval of the principal prior to the restraint.
- Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

- Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.
- Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.
- Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.
- Parent shall mean a student's father, mother, or legal guardian or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

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

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

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

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

shall participate in in-depth training in the use of physical restraint. The Department recommends that such training be competency-based and be at least sixteen (16) hours in length with at least one refresher training occurring annually thereafter.

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

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

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

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

Informing parents. The principal or director of the program or his/her designee shall make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by

the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the school or program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

(10) *Student Education Records*

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

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

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

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

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

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

A student record consists of the transcript and the temporary record, including all information, recording or computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student’s name or in a way that such a student may be individually identified, and that is kept by the Haverhill Public Schools. The term as used in 603 CMR 23.00 shall be all such information and material regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04. The temporary record consists of all the

information in the student record which is not contained in the transcript. Such information is important to the educational process and may include standardized test results, class rank, extracurricular activities, and evaluations of the student by school staff.

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

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

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

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

(12) 603 CMR 23.10: Notification

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

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

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

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

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

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

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

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

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

(14) *Student Photographs and Issues of Privacy*

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

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

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

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

(15) ***Harassment Policy***

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

Deborah Ibanez, Executive Director of Student Support Services
deborah.ibanez@haverhill-ps.org
Haverhill Public Schools
4 Summer Street Room 104
Haverhill, Massachusetts 01830
(978) 374-3435

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

(16) ***Prohibition Against Bullying***

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

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

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

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

a. The creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (a) to I, inclusive, of the definition of bullying.

b. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (a) to I inclusive, of the definition of bullying.

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

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

(17) *McKinney-Vento Homeless Students: Enrollment Rights and Services*

The McKinney-Vento Homeless Assistance Act requires school districts, through their homeless student liaisons, to provide public notice of the education rights of the homeless students enrolled in their districts. As required by law, Haverhill Public Schools will work with homeless children and youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs, summer programming and extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;

6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The Homeless Liaison is Deb Ibanez, deborah.ibanez@haverhill-ps.org.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district. If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

(18) *Educational Stability for Students in Foster Care*

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

Students in Foster Care are defined as students placed by the Department of Children and Families (DCF) into 24-hour out-of-home care, away from his/her parents or guardians. These placements include, among others:

- foster family homes;

- foster homes of relatives;
- emergency shelters (including STARR programs and Transitional Care units);
- residential facilities;
- child care institutions;
- group homes; and
- pre-adoptive homes.

Foster care students may continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced.

The Superintendent shall designate an appropriate staff person to be the District's Point of Contact to help ensure the educational stability of students in foster care.

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;
- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;
- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

Additionally, the POC will help ensure that students in foster care:

- Are identified and supported through coordination between districts and DCF;
- Are enrolled in and regularly attending school; and
- Have full and equal opportunity to succeed in school and to meet the same challenging state academic standards as other students, and to receive educational services for which they are eligible.

Decisions about whether a student in foster care should continue to attend the school of origin are made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed, and these parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination. When DCF and the involved district(s) cannot agree about whether it is in the student's best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by ESE and DCF. Decisions made

through this process are not subject to review. Under ESSA, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

LEGAL REF.: Every Student Succeeds Act (ESSA).

Dear Students, Parents and/or Guardians,

Welcome to Gateway Academy! In order to assist you with your many questions and concerns, we provide a Student/Parent Handbook on-line (www.haverhill-ps.org – schools top tab – select Gateway Academy – select Parent/Student Resources) for your review. It contains the essentials that are critical to the operation of our school and serves as a guide to familiarize you with the policies, procedures, and expectations. You will also find information regarding our educational goals and objectives as well as information about activities and organizations. If you have any questions you can always call the appropriate person listed in the book or our website is www.haverhill-ps.org and select Gateway Academy.

It is important that you sign and return this form after reviewing the handbook on-line. It must be returned with your student by September 28, 2023 to your period A teacher.

I acknowledge that I have reviewed the online Student Handbook, and understand the procedures and guidelines as presented in the 2023-2024 Gateway Academy Handbook.

PLEASE PRINT

Student name:	First	Last	Grade
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Parent/Guardian Signature(s)	Date
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Student Signature	Date
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