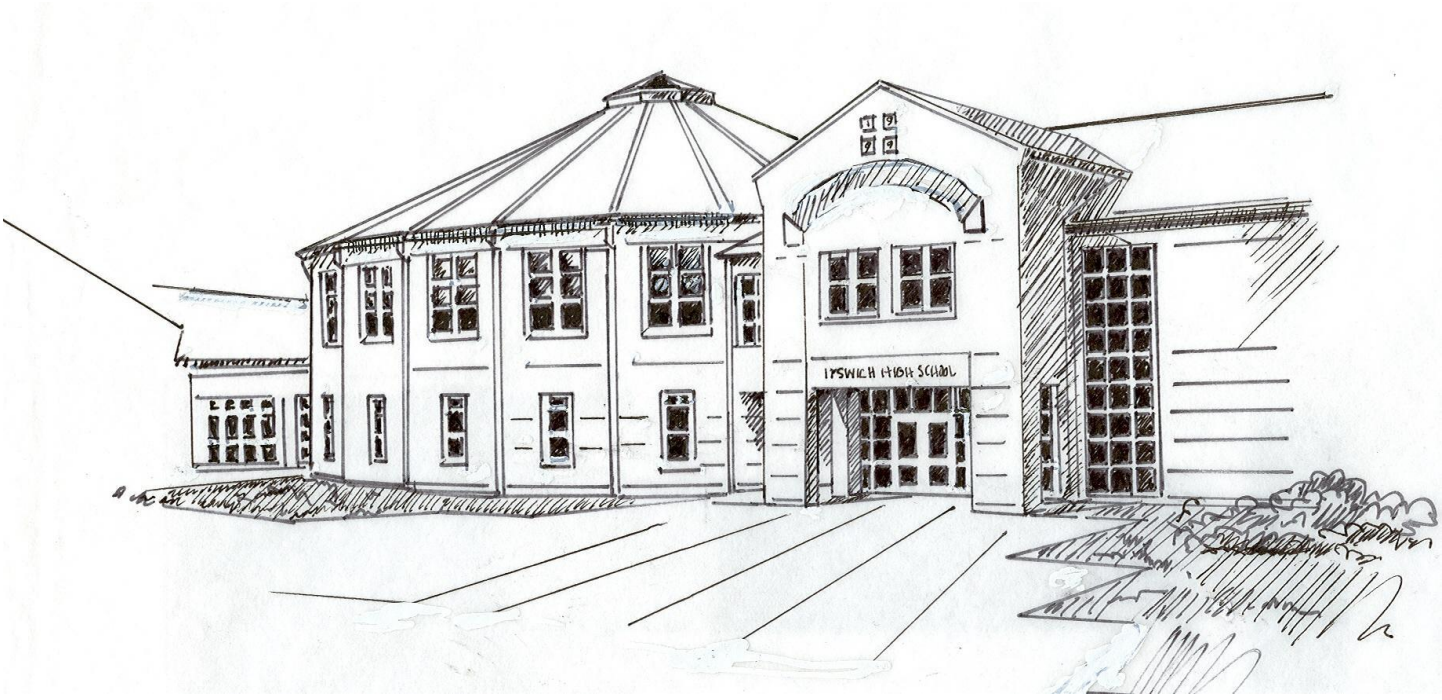
IPSWICH HIGH SCHOOL



STUDENT-PARENT HANDBOOK
2026 – 2027

IPSWICH HIGH SCHOOL STUDENT-PARENT HANDBOOK

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Jonathan Mitchell
Principal

Leeanne Collura
Assistant Principal

July 7, 2026

Dear Students and Parents:

The staff and administration welcome you back as we begin the 2026-27 school year. The new school year always brings with it the feelings of hope and excitement, and the promise of a fresh school year has our staff excited to continue to provide the high quality of education that everyone has come to expect at Ipswich High School.

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

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

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

Thank you,

Jonathan Mitchell
Principal
Ipswich High School

Ipswich High School
Empathy, Respect, and Responsibility

Our mission is to empower all students to become confident individuals equipped with a passion for learning, practical life skills, and the ability to apply their knowledge with purpose.

We are committed to cultivating a community built on empathy, respect, and responsibility, where each student is encouraged to grow as an agent of positive change.

Successful Habits of Mind (SHOM)

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

Social Expectations

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

Civic Expectation

- Make positive contributions as a responsible and informed citizen.

TO: **ALL STUDENTS**

FROM: **JONATHAN MITCHELL**

DATE: **SEPTEMBER 1, 2026**

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

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

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

Please tear out and return to the main office:

We have received and read the 2025-2026 STUDENT-PARENT HANDBOOK

_____/_____

NAME CLASS DATE

_____/_____

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

STUDENT'S CODE OF CONDUCT AND REGULATIONS

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

Ipswich High School expects all students to represent our school and community with respect, integrity, and kindness at all times. All school sponsored events are governed by the rules listed in the Parent-Student Handbook. The same expectations extend to non-school sponsored events.

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

ALCOHOL BREATHALYZER PROGRAM AND APPLICABLE SEARCHES

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

Actions:

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

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

2. Upon a positive reading on the Breathalyzer, the students' parents will be notified and requested to transport the student home from the event. A hearing will be scheduled with the school administrators. Handbook rules will apply, including the Chemical Health rule. The punishment may include a suspension from school of 5 days. Attendance at similar functions will be denied for the remainder of the school year.

Students who record positive result on the Breathalyzer and who acted as the driver of a car that transported other students or themselves will be referred to law enforcement. The driver of a car is

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

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

APPEAL PROCESS

Discipline administered to a student by the Assistant Principal may be appealed by a student or parent to the Principal. Discipline administered by the Principal may be appealed to the Superintendent of Schools to the extent permitted by law.

ARTIFICIAL INTELLIGENCE

Ipswich Public Schools uses Artificial Intelligence responsibly, transparently and with academic integrity to support learning while keeping human critical thinking, creativity, and problem-solving skills centered. Here is the link to our Parent/Guardian and Student AI Statement.

ATTENDANCE

Student Absences and Excuses

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

Parents and students are reminded that Massachusetts General Law Chapter 76 requires compulsory attendance for students. MGL Ch. 76, section 1 states (in part) that schools "may excuse cases of necessary absence for other causes not exceeding seven day sessions or fourteen half day sessions in any period of six months." The Massachusetts Department of Education classifies all absences as unexcused, regardless of the reason. We strongly discourage family vacations/ travel when school is in session, and instead encourage families to schedule travel only during school holidays and vacations. In addition to compromising the attendance law, family vacations interrupt the educational process in ways that make-up work cannot reverse. Teachers are not required to provide homework assignments prior to a family vacation or travel. It is the responsibility of the student to meet with teachers and make-up missed work upon his/her return.

Student Absence Notification Program

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

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

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

input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

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

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

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

Effect on Grades
Students will receive a failing grade of 59 (FA) for a quarter if they accumulate five or more absences for that class in that quarter. If a student's average is below 59, the student will receive the lower grade.

Advanced Permission
With prior approval from the principal, students in good standing can apply in advance to have their absences considered on a semester basis rather than a quarterly basis such that their absences cannot exceed eight absences for that semester. Interested students will need to apply prior to the start of each of the semesters for which they are seeking this exceptional consideration. The principal will consult with the student's teachers before making the final decision.

An additional remedy for failure due to excessive absences is for a student to improve his or her attendance for the quarter immediately following the one in which he or she exceeded the maximum number of absences. Specifically, if a student attends 90% or more class meetings for that same class he or she previously failed, the average for that failed quarter will revert to the average the student had originally earned. When students fail a fourth quarter class due to absences, they can re-earn their grade(s) by attending 90% of the days in the first quarter of the subsequent year. Seniors who have failed a course during 4th quarter may make up attendance through community service hours commensurate with the number of missed classes as arranged by school administration.

Extraordinary Circumstances

Students may request a waiver for extraordinary circumstances by submitting an appeal in writing to the Assistant Principal within 10 days after the end of the quarter during which the excessive absences occurred. Requests for appeal submitted after the 10 days have expired will not be granted. School administration will consider the circumstances, the student's prior attendance, and grades in deciding whether to grant the appeal.

With proper documentation, absences for only the reasons listed below will not count towards the student's cumulative class absences.

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

Important:
Submission of medical documentation does not automatically guarantee that an absence will be excused. The principal (or designee) reserves the right to determine the acceptability of the documentation and whether the absence qualifies as excused under school policy. If a student has an appropriately documented disability and either an Individualized Education Program (IEP) and/or a Section 504 Plan that specifically accommodates medical absences, a principal will not reject valid documentation that aligns with those legal accommodations. In instances of chronic, extended, or patterned absences, the school may require parents to sign a limited medical release form so that the school nurse or administration can clarify the educational accommodations or timeline required for the student's safe and compulsory attendance. Failure to provide clarification or allow communication regarding extended absences may result in the documentation being deemed insufficient, and the absences marked as unexcused.

BACKPACKS

Students may bring backpacks to their classes. Backpacks and all other types of bags must be compact enough to be stored in classrooms such that staff and students can walk safely about the room.

BULLYING & HARASSMENT

Reference full on-line bullying and harassment policy on the district website.

From Policy JICFB:

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

1. Causes physical or emotional harm to the victim or damage to the victim's property.
2. Places the victim in reasonable fear of harm to himself or of damage to his property.
3. Creates a hostile environment at school for the victim
4. Infringes on the rights of the victim at school

5. Materially and substantially disrupts the education process or the orderly operation of the school.

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

In accordance with **M.G.L. c. 71, § 37O**, Ipswich High School prohibits any form of bullying or cyberbullying that utilizes technology to infringe upon the personal dignity and identity of others. This prohibition includes the use of generative Artificial Intelligence (AI) and synthetic media.

Below is a non-exhaustive list of actions that are strictly prohibited and classified as forms of Harassment or Cyberbullying:

- Creating "Deepfakes" or Synthetic Content: The use of AI or analog tools to create, post, or distribute images, videos, or audio recordings that falsely represent a student or staff member. This includes, but is not limited to, "face-swapping," AI voice cloning, or the digital manipulation of a person's likeness into compromising, mocking, or defamatory contexts.
- Unauthorized Use of Name, Image, and Likeness (NIL): Students may not capture, use, or disseminate the name, photo, video, or digital likeness of any member of the IHS community without express written or verbal consent.
- Digital Impersonation: Impersonating a student or staff member through the creation of social media accounts, profiles, or digital messages (e.g., "parody" accounts or fake text threads) with the intent to humiliate, intimidate, or cause a disruption to the educational environment.

These policies apply not only on school grounds or during school-sponsored activities, but also off-campus and on-line. If the creation or distribution of synthetic media or unauthorized use of NIL occurs outside of school hours but creates a hostile environment at IHS, infringes on the rights of the victim at school, or materially and substantially disrupts the educational process or the orderly operation of the school, students will be subject to school-based disciplinary action which may include suspension, expulsion, and the loss of all take-home, school-issued technology.

Further, pursuant to Massachusetts privacy and harassment statutes, the school reserves the right to report the creation of harmful synthetic media to the Ipswich Police Department, especially in cases involving Non-Consensual Intimate Imagery (NCII) or identity theft.

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

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

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

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

Bullying Prevention Plan
https://www.ipsk12.net/cms/lib/MA02212674/Centricity/Domain/407/Bullying%20Prevention%20Plan.updated%204.2023.pdf

Reporting Bullying Form
https://docs.google.com/forms/d/1iOZ1wSqj9lxdmSMLKjDT6mlAWo7lI0QHSfUGvxRglow/edit

BUS CONDUCT FOR STUDENTS

Transportation to and from school is provided for those students who do not walk to school. There is no late bus. Please contact Central office at 978-356-2935 x. 1126 for further information. Buses will leave the school at approximately 2:25, except on Thursdays when they leave at 1:21.

All school transportation should be a safe, orderly and efficient activity. The Ipswich School Committee expects system wide transportation in accordance with the law and administrative regulations. Students should be aware, however, that transportation can be temporarily suspended due to violations of the rules below. The Principal must be notified by the transportation contractor of all student misbehavior.

BUS RULES

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

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

CAFETERIA

Hot and cold lunches are served in the cafeteria during regularly scheduled lunch periods. The cafeteria will operate on an I.D. number system using a debit approach. We encourage students to access the recycling bins as part of the disposal of trash. All students will receive student identification cards. Lunches are currently free to all students through a state subsidy, but families can supplement student lunches by creating an account through myschoolbucks.

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

CELLPHONES

Ipswich High School maintains a cell phone free environment. Our goal is to improve the mental health of students as well as enhance the culture of the classroom and school campus by eliminating cell phone distractions. Students will be required to keep their powered down phones in a phone locker for the duration of the academic day. The "academic school day" is defined as the start of first period and throughout the day until the last class is over. If a parent prefers for their student to keep their phone at home or in their vehicle,the student and the parent must complete the "Phone at Home" form by the end of the school day on the first Friday of the school year. If there is reasonable suspicion that a student possesses a cellphone in violation of school rules, the student may be subject to a search of their person and belongings. With our one-to-one Chromebook devices, students have the necessary technology to access learning in their classes. Parents are asked not to call or message their children during school hours; however, they can email their child via their school email or contact the school office and this message will be passed on to their child. Students will also be provided an opportunity to return parents' call via the school office phone in case of an emergency.
Failure to follow the personal device rule will result in consequences outlined on page 15 of this handbook.

CHEMICAL HEALTH RULE

In an effort to both promote healthy decision-making as well as prioritize the safety of our students and their community, Ipswich High School has adopted a rule whereas every Ipswich High School student will be subject to the following expectations regarding underage drinking and drug use. From the first day of school until the last day of school each school year, no student shall use, possess, consume, buy, sell, or give away any illicit substance or product, regardless of quantity either on or off campus.

These substances or products include any beverage containing alcohol, any tobacco product, marijuana, steroids, vapes, inhalants, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed by the student's doctor for the student's use. While in school, students may not carry prescription or other drugs. All drugs, prescription or otherwise, must be dispensed at the school's health office.

As with other rules and policies contained in this handbook, progressive discipline will be the goal when enforcing consequences, but Ipswich High School retains sole discretion in determining an appropriate level of discipline. Our priority as a school is to emphasize the educational opportunities that arise when student behavior violates policy. An additional factor in assigning consequences for infractions will be their impact on the community.

Police Charged or Summonsed | Possession or Under the Influence of Alcohol/Drugs
An Ipswich High School student who is charged or summonsed by the police for being in possession of alcohol/drugs, or for being under the influence of alcohol/drugs, will be found to be in violation of the chemical health rule and will be subject to the penalties listed below. The Principal shall enact the penalty after receipt of a police report documenting the offense. The principal will show reasonable discretion so that the consequences do not compound, e.g. the student loses leadership position AND cannot attend a school dance. If the student is an athlete, the MIAA consequences for a chemical health rule violation will be applied.

The following are the minimum penalties for violation of this rule:

First violation:
When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the following penalties will apply:

- Loss of eligibility for the next consecutive interscholastic contests or extracurricular activities totaling 25% of all interscholastic contests/activities. No exception is permitted for a student even if the student becomes a participant in a treatment program.
- During the suspension, a student may not be in uniform; however, students are expected to attend practices, events, rehearsals, etc., to support their team/club unless otherwise prohibited by the high school principal.
- The student will lose any elected or appointed leadership position for the remainder of the academic school year.
- The student will not be eligible for any school award whose criterion includes positive citizenship, character, or leadership for the remainder of the academic school year.
- Any other penalties required by a league, chapter, society, or those expected by the coach or club advisor will also apply.
- Attendance at school functions (dances, shows, athletic events) may be prohibited for up to 45 days

Second and subsequent violations:
When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the following penalties apply:

- The student shall lose eligibility for the next consecutive interscholastic contests or activities totaling 60% of all interscholastic contests or activities.
- If, during the second or subsequent violations, the student elects to enroll in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA or IHS activities after a minimum of 40% of events provided the student-participant was fully engaged in the program throughout that penalty period. The director or a counselor of a chemical dependency treatment center must issue such a certificate of completion.

- During the suspension, a student may not be in uniform on an athletic team; however, students are expected to attend practices, events, rehearsals, etc. to support their team/club unless otherwise prohibited by the high school principal.
- The student will lose eligibility for all appointed or elected leadership positions for the remainder of the academic and subsequent school year.
- The student will not be eligible for any school award whose criterion includes strong citizenship, character, or leadership for the remainder of the academic and subsequent school year.
- Any other penalties required by a league, chapter, society, or those expected by the coach or club advisor will also apply.
- Attendance at school functions (dances, shows, athletic events) may be prohibited for up to 90 days

Penalties shall be cumulative each academic year but will not generally be carried over from year to year. The school will notify students during the school year that the violation occurs whether penalties will carry over to the following year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

CLASSROOM DECORUM

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

COLLEGE VISITS

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

COMPUTER USE/ABUSE

In using district technology, students agree to abide by the guidelines outlined in the Student Computer Use Agreement (available both in Aspen and on the district website). This agreement ensures responsible and ethical use of district-provided technology, fostering a safe and productive learning environment for all. Students are expected to familiarize themselves with the terms of this agreement and adhere to its principles at all times while using district technology. Violation of the Computer Use Agreement may result in disciplinary action.

Examples of behavior which may result in the loss of the Internet/computer privileges:

1. Sending hate mail, making discriminatory remarks and any other antisocial behavior
2. Accessing or processing pornographic material, inappropriate text files, or any files dangerous to the integrity of the local network
3. Using the Internet for financial or commercial gain
4. Using the Internet to harm other people
5. Interfering with other people's computer work
6. Trespassing in other people's files
7. Using someone's name, likeness or image without their permission
8. Downloading and using software for which you have not paid
9. Using other people's computer resources without authorization
10. Using the Internet for illegal activities

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

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

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

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

CONDUCT AT OFF-SCHOOL ACTIVITIES

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

DANCE RULES AND PROCEDURES

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

DETENTION (Teacher)

Teacher detentions are typically the first step in progressive discipline for unwanted student behavior. Teachers may assign students to report to them after school for up to 60 minutes to discuss behavior, make up work, provide extra help, etc. A twenty-four hour notice will be given before the assigning of a teacher detention. If a student is simultaneously assigned teacher detention and office detention, teacher detention takes precedence. The student is responsible for bringing a teacher signed note to the office detention room.

The student must reschedule the office detention at that time. Failure to report to a teacher detention will result in two (2) office detentions.

DETENTION (Office)

Detention will be assigned for failure to abide by the rules as stated in the Code of Conduct or for failure to report to teacher detention. Students will be notified the day before the detention is to start. Failure to report to office detention will result in 5 days detention. Subsequent failure to attend office detention may result in suspension. Students may not accumulate more than 10 consecutive days of office detention. The accumulation of more than 10 consecutive days of office detentions may result in further progressive disciplinary action, including in-house suspension, social probation, or other consequences as determined by building administration. Parents will be contacted. After the successful completion of a suspension, all prior office detentions will be waived.

DETENTION PROTOCOL

This is a reminder that during office detention students should not be allowed to text, email, play games, use the Internet, access social media, or use electronic devices for any non-educational purposes. Students in detention are not allowed to have visitors. If a student wishes to use an electronic device for completing an assignment, teachers may allow them to do so at their discretion as long as they are able to monitor the student. For detention students must

- Remain silent during detention
- Stay awake and alert with their heads up
- Be on time

DISCIPLINARY PROCEDURES, INFRACTIONS AND CONSEQUENCES

All students are expected to meet reasonable expectations for their behavior while enrolled at Ipswich High School. Each individual is responsible for their conduct in school, on school property, at all school-related activities or events off school property, or on school-provided transportation. Failure to adhere to the school's expectations for behavior listed on the following pages may subject a student to disciplinary consequences, including but not limited to those outlined further below.

Due Process and Appeals

Prior to the imposition of discipline, a student will be given an opportunity to receive notice of, and respond to, the allegations or charges against them.

1. Emergency Removal

Emergency removal of a student on a temporary basis is within the principal's authority when, in their judgment, the student's continued presence poses a danger to persons or property and there is no adequate alternative to alleviate that danger. However, the principal or designee shall do the following:

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

2. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. Before a suspension of ten days or less takes place, the student shall receive oral and written notice to the student and the student's parent/guardian in English and the family's primary language stating:

- The basis for the charge;
- The potential length of suspension and consequences;
- The opportunity for hearing to dispute/present explanation of facts and mitigating circumstances;
- The date, time and location of hearing; and
- The right to interpreter services if needed.

After the hearing takes place, the principal/principal's designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, a date of return to school, and the opportunity to make up assignments and other needed schoolwork. Suspensions issued pursuant to G.L. c. 71, 37H3/4 will also include written determinations regarding the use of alternative remedies.

3. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten consecutive school days, or for more than ten school days cumulatively for multiple disciplinary offenses in any school year. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90

school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Before a suspension of ten days or more takes place, the student shall receive oral and written notice to the student and the student's parent/guardian in English and the family's primary language stating:

- The basis for the charge;
- The potential length of suspension and consequences;
- The opportunity for hearing to dispute/present explanation of facts and mitigating circumstances;
- The date, time and location of hearing;
- The right to interpreter services if needed;
- The opportunity before hearing to review student's record and documents relied on by administration;
- The right to counsel/representation at own expense;
- The right to produce witnesses;
- The right to cross-examine school's witnesses; and
- The right to request audio recording of the hearing and to obtain a copy.

After the hearing takes place, the principal/principal's designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, a date of return to school, the opportunity to make up assignments and other needed schoolwork and applicable processes to request an appeal to the Superintendent. Suspensions issued pursuant to G.L. c. 71, 37H3/4 will also include written determinations regarding alternative remedies.

4. Expulsion

An expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½. Before expulsion occurs, the student shall receive oral and written notice to the student and the student's parent/guardian in English and the family's primary language stating:

- The basis for the charge;
- The potential length of expulsion and consequences;
- The opportunity for hearing to dispute/present explanation of facts and mitigating circumstances;
- The date, time and location of hearing;
- The right to interpreter services if needed;
- The opportunity before hearing to review student's record and documents relied on by administration;

- The right to counsel/representation at own expense;
- The right to produce witnesses;
- The right to cross-examine school's witnesses; and
- The right to request audio recording of the hearing and to obtain a copy.

After the hearing takes place, the principal/principal's designee will issue a written determination of the expulsion to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the expulsion, any date of return to school, and the opportunity to make up assignments and other needed schoolwork.

5. In-School Suspension

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive school days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under state regulations. If a student is placed in in-school suspension for more than ten days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process and appeal purposes.

6. Appeals

- M.G.L. c. 71, § 37H
    - A student may only appeal expulsions issued under this section. An expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. At the hearing, the student shall have the same rights afforded to them in their principal's hearing. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- M.G.L. c. 71, § 37H1/2
    - Following a principal's decision to remove a student based on the issuance of a felony complaint or felony delinquency complaint, the student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal unless mutually agreed to be held on another date. At the hearing, the student shall have the same rights afforded to them in their principal's hearing. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the school district.
    - Following a principal's decision to remove a student based on a student being convicted of a felony/felony delinquency or upon an adjudication or admission in court of guilt, 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 unless mutually agreed to be held on another date. At the hearing, the student shall have the same rights afforded to them in their principal's hearing. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the expulsion.

- M.G.L. c. 71, § 37H3/4
    - A student may only appeal a long-term suspension issued under this section. A suspended student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal unless mutually agreed to be held on another date; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the same rights afforded to them in their principal's hearing. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

Infractions and Consequences

1. Offenses Covered by G.L. c. 71, §§ 37H and 37H1/2
    a. Possession/Distribution of Controlled Substances- Any student found on school premises, on a school bus or at school-sponsored or school-related events, distributing or possession of a controlled substance as defined by law, may be subject to discipline up to and including expulsion.
    b. Assault of Principal/Assistant Principal/Teacher/Teacher's Aide/Other Educational Staff- A student who commits an assault of a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events may be subject to discipline up to and including expulsion.
    c. Possession of a Dangerous Weapon- A student in possession of any kind of dangerous weapon or object which has the potential of causing bodily harm on school premises or at school-sponsored or school-related events may be subject to discipline up to and including expulsion.
    d. Felony Charges and Convictions- A student who is the subject of an issued felony complaint or felony delinquency complaint may be removed from school until the adjudication of the criminal charges. A student who is convicted of a felony or who is adjudicated of/admits guilt in court with respect to such felony or felony delinquency complaint may be subject to expulsion.

2. Offenses Covered by G.L. c. 71, §37H3/4-

For all of the offenses listed in the below consequence chart to which suspension or expulsion are listed as a consequence, the decision maker shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents. Alternative remedies may include but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The sole exceptions to the foregoing requirements are: (1) where specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive; or (2) where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

Please note that this chart is for quick reference only. School Administration reserves the right to impose consequences on a case by case basis. Any disciplinary incidents not detailed in this chart or the Student-Parent Handbook will be addressed at the discretion of the Ipswich High School Administration

Infraction	**Consequence**		
	1st offense	**2nd offense**	**Repeated violations**
Misbehavior in Cafeteria	Office Detention(s)	In School Suspension	Social Probation
Misuse of cell phone	Phone stays in main office until parent picks it up	Parent picks up phone from main office and student serves office detention	discipline, including, but not limited to: suspensions (ISS or OSS), and/or social probation.
Misuse of Computers	Possible loss of computer use as well as disciplinary action up to and including suspension	Possible loss of computer use as well as disciplinary action up to and including suspension	Possible loss of computer use as well as disciplinary action up to and including suspension
Cutting Class	2 office detentions	In school suspension	Progressive Discipline
Drinking/Drug Use outside of	See chemical health rule page 9		

Infraction	Consequence		
	1st offense	2nd offense	Repeated violations
school (in the presence of)			
Drinking/drug Use outside of school (charged w/ possession or under the influence	See chemical health rule page 9		
Drinking/Drug Use on school grounds or events	Up to 5 day out of school suspension	See "Police Charged or Summonsed" tier of consequences on page 9	Referral to superintendent and possibility of long term suspension or expulsion.
Fighting	Short term suspension (commensurate with level of offense)	Long term suspension (commensurate with level of offense)	Expulsion Hearing scheduled
Forged or Altered Hall Pass	Office Detention	3 office detentions	In school Suspension
Student in Hallway without Permission/Pass	1 Office Detention	Multiple office detentions	In School Suspension
Wearing headphones in hallways	Headphones stay in main office for a whole school day	Parent picks up headphones from main office and student serves office detention	discipline, including, but not limited to: suspensions (ISS or OSS), and/or social probation.
Student Failure to correctly identify themselves to a staff member	Office detention	In school suspension	Out of school suspension
	Student removed from class & teacher	Student removed from class &	discipline, including, but not limited to: suspensions

Infraction	Consequence		
	1st offense	2nd offense	Repeated violations
Use of inappropriate language towards a staff member	conferences with student to correct behavior before next class	teacher and administrator conference with student	(ISS or OSS), and/or social probation.
Display of Inappropriate Materials	Office Detention(s)	In School Suspension	Out of School Suspension Hearing
Honor Code Violation	*zero on paper, exam, etc. *Teacher will contact the student, parent/guardian, and administration about the infraction. *If the student admits their infraction, at the teacher's discretion, the student may be allowed to mitigate the consequences to the score. *Honor Code conduct referral submitted	* zero on paper, exam, etc, *ineligible for any awards and National Honor Society for remainder of the academic year. *Leadership roles in clubs, activities or extracurricular teams may be lost for the remainder of the school year. *Parent/guardian notification and potential conference with administration *Honor Code conduct referral submitted	*zero on paper, exam, etc., *ineligible for any awards and National Honor Society for remainder of the academic year and subsequent years. *Leadership roles in clubs, activities, or extracurricular teams will be lost for the remainder of the school year and subsequent years *Parent/guardian notification and conference with administration *Honor Code conduct referral submitted
Insubordination (Refusal to follow teacher's request)	Student removed from class & teacher conferences with student to correct behavior before next class	Student removed from class & teacher and administrator conference with student	discipline, including, but not limited to: suspensions (ISS or OSS), and/or social probation.

Infraction	Consequence		
	1st offense	**2nd offense**	**Repeated violations**
Leaving School Building/Grounds Without Permission	Conference with Administration and potential office detentions	In school Suspension	Social probation
Failure to Report to Office Detention	1 additional Office Detention	1 additional office detention	10 total office detentions will result discipline, including, but not limited to: suspensions (ISS or OSS), and/or social probation
Public Display of Affection	Conference with school administrator	Conference with school administrator, possible progressive discipline	Conference with school administrator, possible progressive discipline
Tardiness to Class	Teacher detention	Conduct referral to office	Progressive discipline
Failure to report to teacher detention	Teacher sends reminder to student	2 office detentions	discipline, including, but not limited to: suspensions (ISS or OSS), and/or social probation.
Threats, Assaults, and/or Abusive Behavior towards Staff	Expulsion Hearing	Expulsion Hearing	Expulsion Hearing
Threats, Assaults and/or Abusive Behavior towards students	Long term suspension hearing	Long term suspension hearing and referral to law enforcement	Expulsion Hearing

Infraction	Consequence		
	1st offense	**2nd offense**	**Repeated violations**
Truancy (Absence from School Without Parental Permission)	Office detention(s)	In school Suspension	Out of School Suspension Hearing
Vandalism	Short Term Suspension Hearing & restitution for damaged items	Long Term Suspension Hearing & restitution for damaged items	Social Probation & Expulsion Hearing
Vape Alert Presence	Parent Notification	Parent Conference and/or educational module	Progressive: Detention, In-house Suspension, OSS
Weapons	Expulsion Hearing	Expulsion Hearing	Expulsion Hearing

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

3. Searches and Potential Discipline

If school administrators have a reasonable suspicion that a student is in possession of an item prohibited by law or school rules, a student and their personal belongings may be subject to a search. The search can include the student's clothing, locker, personal belongings and automobile, if the vehicle is parked on school premises. A search can include scanning students with a portable "wand" style metal detector, to determine if a student is under the influence, and searching the student's personal belongings. If the school has reasonable suspicion that the student possesses an item prohibited by law or school rules, and if the student refuses to a search and/or to answer questions, the school may construe this as an admission and take appropriate disciplinary action.

4. Educational Services Plan

Suspended students are afforded the opportunity to continue to make academic progress toward meeting state and local requirements while they are out of school. Students who are short-term suspended have access to their assignments and instructional resources that are posted on-line by their teachers. Students who are suspended for ten or more days will be given additional resources that may include

- Four hours of off-site tutoring to support their work on current and/or missing assignments

- Alternative coursework and assessments aligned with the curriculum standards of their current courses on an on-line platform, e.g. Edgenuity

The principal or his/her designee will not only notify the student and their parent of the opportunity to receive educational services at the time the student is expelled or long-term suspended, but also verify the enrollment of the student in the service as selected from the available options by the student and parent/guardian.

DISCIPLINE OF STUDENTS WITH DISABILITIES

As required by law, students with disabilities that have individualized education programs (IEPs) or 504 plans are entitled to additional due process in the consideration of discipline. A brief overview of these rights is provided below. The basic rights and protections set forth below will apply to students who have IEPs and to students who do not have IEPs but have been placed on 504 plans.

- In general, special education students may be excused from their programs, just as any other student can be, for up to ten (10) school days per year. However, when a special education student is excused from their program for more than ten (10) school days in the school year cumulatively, the student's Special Education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was related to their disability, a "manifestation determination."
- If the Team determines the behavior was not related to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excused from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent/guardian(s) consent to a new IEP.
- In the event, a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 calendar days. A school may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent/guardian disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent/guardian has the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Ipswich Public Schools Student Services Department at 978-356-2935

DISMISSALS

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

The reasons for which the administration will excuse a dismissal will be the same as those for an excused absence (see section on ATTENDANCE). The administration reserves the right to deny a dismissal request for cause. A student who is dismissed before 1:30 p.m. Monday, Tuesday,

Wednesday and Friday or 12:30 p.m. on Thursdays forfeits the privilege to participate in and/or attend any extracurricular activities on that day.

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

DRESS CODE

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

School officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety, and cleanliness. Administration reserves the right to restrict attire that interferes with the orderly function of the school.

To ensure the safety of students, any non-religious/cultural headwear (including hoods) that potentially conceals a student's identity or inhibits hearing is not permitted inside the school building.

DRINKING (Use of Alcoholic Beverages on School Grounds)

The possession, odor of, use, sale, supplying, giving or purchase or the attempt to possess, use, sell, supply, give or purchase alcohol or illegal drugs on School Grounds/during school affiliated events, will result in the student being disciplined in accordance with the law and this handbook. Further, the consequences delineated in the "Police Charged or Summonsed" tier of consequences in the Chemical Health rule (Page 9) will apply. Subsequent offenses will result in administration considering further action including the possibility of long-term suspension and/or expulsion. A portion of the suspension may be waived if the student and the family agree to a drug/alcohol treatment agency and to follow the recommendations of the agency's counselor. The student will be readmitted to school upon providing evidence of a scheduled appointment for the assessment. The student will have a two-day grace period in which to make the appointment.

DROPOUT PREVENTION

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

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

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

DRUGS

Illicit drugs include prescribed controlled drugs used without a physician's authorization; over-the-counter drugs used for recreation and controlled illegal drugs including marijuana, cocaine, amphetamines, ecstasy, barbiturates, opium and derivatives; other hallucinogens and mind altering drugs (e.g., edibles, mushrooms). Synthetic or natural drugs including but not limited to Spice, K2, and bath salts as well as any abusable glue, aerosol paint or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, or inhalation of other unlawful or controlled substances as determined by law are also included within the meaning of illicit drugs. The possession, odor of, use, sale or purchase of these substances or what is represented to be these substances is forbidden on school grounds/functions.

Students who are found on school premises or at school sponsored/related events (including athletic games) using or in the possession of a controlled substance will be disciplined in accordance with the law and this handbook and may be referred to law enforcement.

If a student receives a long-term suspension, a portion of the suspension may be waived by the school administration if the student successfully participates in a drug abuse counseling or treatment program. The amount of suspension time waived will depend on the length and quality of the student's participation in the counseling or treatment program.

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

ELECTRONIC DEVICES

Classroom use of any wireless, electronic, and/or recording device of any kind without authorization from your teacher is prohibited. Failure to comply will result in the forfeiture of the device until the end of the school day and may result in office detention or suspension.

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

ELIGIBILITY

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

1. Have fewer than 6 tardies in any quarter

2. Have fewer than 6 absences in any quarter (documented medical absences will be waived)
3. Must arrive in school before 8:15 am and may not be absent
4. May not be dismissed from school on a day the student arrives tardy
5. No dismissals before 1:30 pm or 12:30 pm on Thursdays

EXAMS EXEMPTIONS

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

EXTRA-CURRICULAR ACTIVITIES

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

FALSE ALARMS

Bomb threats, false fire alarms and the inappropriate use of 911 calls, jeopardize the safety and security of the entire school building. These offenses will result in up to disciplinary action and referral to law enforcement. Criminal laws related to bomb threats and false fire alarms maintain civil and criminal penalties.

FIELD TRIPS

While participating on field trips, students are expected to obey the instructions of chaperones, guides and any applicable rules of the place being visited. Violations of the Code of Conduct will result in disciplinary action as described in the handbook. All school rules apply while on field trips. Students must be in acceptable academic standing to attend any field trips, as determined by school administration.

All students must present a signed "Parental Consent, Release From Liability and Indemnity Agreement" form to the teacher in order to participate in the field trip. For overnight field trips, the administration may request documentation from the student's physician affirming the student's physical and mental fitness to participate.

If a student does not return the indemnity form to the teacher within 10 days of the field trip, no written or phone authorization for that student to participate on the field trip can be accepted.

For participation in overnight trips, students need to uphold behavioral expectations indicated in the student-parent handbook. For individual students who are going on overnight field trips, there is a behavioral expectation that should be met before participation is allowed. The Principal is the final decision maker with regard to participation.

For further information on Field Trips refer to School Committee Policy **IJOA**
at https://z2policy.ctspublish.com/masc/browse/ipswichset/welcome/root

FIGHTING

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

Students who record, post, share, or otherwise disseminate videos or images of a fight will be subject to appropriate disciplinary action.

FLAG SALUTE

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

FOOD AND DRINK

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

Food deliveries to the building are not permitted and will be denied access to the school building.

FUNCTIONS AND CO-CURRICULAR APPROVAL

All requests to hold class, club, or organizational activities must be submitted to and approved by the Assistant Principal at least 3 days prior to the event. Late requests will not be unreasonably denied.

HARASSMENT - SEXUAL (Student)

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

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

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

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

1. A parent-student conference will be held with the Assistant Principal or Principal.
2. The student may be asked to apologize to the victim.

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

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

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

TEEN DATING VIOLENCE AND HEALTHY RELATIONSHIPS

Ipswich High School is committed to maintaining a safe, supportive and respectful school environment. Dating violence will not be tolerated. Teen dating violence is behavior by a person in a current or former dating relationship that is intended to cause physical, emotional, psychological or sexual harm, or to intimidate, control or isolate another person.

Dating violence can take many forms and may include, but is not limited to:

- hitting, pushing, kicking or other physical violence
- threats, intimidation or unwanted physical contact
- controlling or isolating a dating partner from friends or family
- repeatedly monitoring a person's whereabouts, phone, social media or other communications
- unwanted sexual contact, pressure or coercion
- stalking or repeated unwanted contact
- threatening to share or sharing private or intimate photographs, videos or other information without consent
- using electronic communication or social media to threaten, harass, humiliate or control a dating partner

A healthy relationship is based on mutual respect, trust, communication, appropriate boundaries and the ability of both individuals to make their own choices. Students who experience or witness behavior that may constitute dating violence are encouraged to report their concerns to a trusted teacher, school counselor, school adjustment counselor, parent/guardian, Assistant Principal or Principal. Students do not need to be certain that behavior constitutes dating violence before seeking assistance.

When a report of alleged dating violence is received, the school will take appropriate steps to address the report, protect the safety of students, and determine appropriate school-based interventions. Depending on the circumstances, interventions may include counseling and support, parent/guardian notification, development of a safety plan, changes to schedules or other school arrangements, disciplinary action, and referral to appropriate community or law enforcement resources.

Reports will be handled as privately as possible, consistent with the school's responsibility to investigate allegations, protect students, comply with applicable laws and address safety concerns. Retaliation, threats or intimidation against a student who reports dating violence or participates in an investigation will not be tolerated and may result in disciplinary action.

Students who are concerned about their own relationship or the safety of another student are encouraged to seek help from any trusted adult at school.

This policy is consistent with Massachusetts General Laws Chapter 71, Section 2C, which requires school districts to establish policies and discipline codes addressing teen dating violence in public schools.

HARASSMENT-SEXUAL (Adult)

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

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

HAZING

Hazing is prohibited at Ipswich High School. Hazing is any conduct or method of initiation into any student organization whether on public or private property which willfully or recklessly endangers the physical or mental health of any student. Hazing is a violation of Massachusetts law which may result in criminal penalties.

HOMEWORK

A student should expect to have an amount of homework commensurate with the level of courses in which they are enrolled. In other words, students should expect both the rigor of homework and the time required for its completion to increase with each successive grade and in honors or AP level courses. Homework assigned for the next school day will not be posted after 3:30 PM. We encourage parents to take an active role in conveying the importance of homework by

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

6. Empowering students to communicate with their teachers when they need help completing assignments

HONOR CODE

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

Types of Academic Dishonesty

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

- Using any form of memory aid/notes during tests or quizzes without the permission of the teacher.
- Copying/offering answers on tests, quizzes or other assignments.
- Copying/offering homework in written form, or by S means.
- Copying or in any way duplicating assignments that are turned in as original work.
- Exchanging assignments with other students, whether you believe they will be copied or not. This is referred to as the facilitation of academic dishonesty and carries the same punishment.
- Using the Internet to search for responses rather than reading the assignment.
- Having anyone, including parents/guardians or tutors, complete assignments
- Presenting collaborative work as individual work.
- Using another's ideas without proper citations.
- The use of unauthorized books, electronic devices, notebooks, websites or other resources for assignments
- Unauthorized collaboration on assignments, including the use of Artificial Intelligence
- Talking or gesturing to another student during a test, quiz or exam.
- Any communication during an assessment will be interpreted as cheating, regardless of the subject matter being discuss
- Intentionally missing a test, quiz, exam, or project deadline for the sole purpose of avoiding a due date, extending preparation time, and/or obtaining information from other students.

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

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

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

- Falsifying data or results from research or lab/fieldwork.

- Selectively omitting or altering data that do not support one's conclusions.

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

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

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

How can students avoid plagiarism?

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

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

- Teachers are available for extra help after school and can be reached by email. Encourage your children to contact their teachers with questions or if they need help.
- Don't push your children beyond their limits with expectations. Many times students make bad decisions because they feel pressure to succeed.
- If you notice that your child is not completing assignments at home speak to them about when and where they are completing assignments.
- If your child is caught cheating, please remember that this is a learning experience; help your child to accept the consequences for his/her actions so that it does not happen again.

What are the consequences for infractions?

- 1st offense: Student will receive a zero on the paper, exam, etc. Teacher will contact the student, parent/guardian, and administration about the infraction. If the student admits their infraction, at the teacher's discretion, the student may be allowed to mitigate the consequences to the score. The incident will be recorded in Aspen as an Academic Honor Code Violation.
- 2nd offense: Student will receive a zero on the paper, exam, etc, and will be ineligible for National Honor Society and any academic awards for the remainder of the academic year. Leadership roles in clubs, activities or extracurricular teams may be lost for the remainder of the school year. Teacher will contact the student, parent/guardian, and administration about the infraction, and a conference may be held with parent/guardian, student, teacher, and administration. The incident will be recorded in Aspen as an Academic Honor Code Violation.
- Subsequent offenses: Student will receive a zero on the paper, exam, etc., and will be ineligible for National Honor Society and any academic awards for the remainder of the academic year and subsequent years. Leadership roles in clubs, activities or extracurricular teams will be lost for the remainder of the school year and subsequent years, and may be suspended from school for up to 3 days. Plagiarism and cheating offenses are cumulative throughout the student's academic career. The incident will be recorded in Aspen as an Academic Honor Code Violation.

IDENTIFICATION

Students are required to give their proper name to teachers and members of the staff when asked to do so. Failure to give the correct name will result in an office detention. Repeat offenses will result in progressive discipline up to and including suspension.

INAPPROPRIATE MATERIAL

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

INSUBORDINATION (refusal to follow teacher's request)

Insubordination exhibited to a member of the staff will result in removal from class and a conference between staff member and student to correct the behavior before next class. Teacher and/or office detentions may be assigned. Further incidents will result in conferences with administration and possible in school or out of school suspension, and/or social probation.

LEAVING SCHOOL WITHOUT PERMISSION

Students are not permitted to leave the school grounds and/or building without prior permission. Infractions of this rule will result in a conference with administration and office detention. Subsequent offenses may result in further consequences of in-school suspension and/or social probation.

LOCKERS

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

MAKE-UP WORK

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

NATIONAL HONOR SOCIETY (Agawam Chapter)

To be eligible for membership in the Agawam Chapter of the National Honor Society a candidate must be a member of the current Junior or Senior class and have maintained a minimum G.P.A. of 3.9.

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

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

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

The student who exercises **LEADERSHIP**

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

The student who performs **SERVICE**

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

The student of **CHARACTER**

- takes criticism willingly and accepts recommendations graciously.
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, office, etc.
- demonstrates the highest standards of honesty and reliability.

- shows courtesy, concern and respect for others.
- observes instructions and rules, punctuality and faithfulness both inside and outside of the classroom.
- has powers of concentration and sustained attention as shown by perseverance and application to studies.
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- actively helps to shape a positive school environment.
- shall not have been suspended for substance use, abuse or dishonesty during the year of eligibility.

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

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

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

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

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

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

NURSE-HEALTH ROOM

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

PARKING AND AUTOMOBILE REGULATIONS

Students may not remain in vehicles or stand in the vicinity of the parking area unless they obtain permission from the Principal or Assistant Principal to go to their vehicles during the school day. Scarcity of parking spaces is not a valid excuse for tardiness to school. Careless driving, excessive speed, discourtesy to other persons or vehicles, failure to park properly, remaining in a parked vehicle or loitering in the parking area will result in loss of parking privileges and/or detention or possible suspension depending on the severity of the offense. Grade 10 students will not be permitted to park at school without prior permission from school administration.

PASSES

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

PERSONAL DEVICES

Students are required to use their school-issued Chromebook during the school day. Personal laptops are not permitted. If students are referred to administration for use of a personal laptop, they will be subject to the same consequences as being in possession of a cell phone as described on page 15.

PERSONAL PROPERTY

The School District/Academy assumes no responsibility for the loss, theft, or damage of personal property brought onto school grounds, onto school buses, or to off-site school-sponsored events. Students who choose to bring personal items to school do so at their own risk. While the school may provide lockers, desks, or cubbies for student convenience, these areas are not guaranteed secure environments. Personal items should never be left unattended or unsecured in locker rooms.

In the event that a student's property is damaged by another student, the school will investigate and may take disciplinary action according to the Code of Conduct. However, the school will not provide financial reimbursement or replacement for the damaged item. Any financial restitution must be settled privately between the families involved.

POSTERS

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

PROPERTY OF THE SCHOOL

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

PUBLIC DISPLAY OF AFFECTION

Displays of affection (embracing, kissing, etc.) between students is not appropriate school behavior. An offense will result in a meeting with school administration that may result in disciplinary action up to and including an office detention.

RELEASE OF INFORMATION

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

SEARCHES

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

SENIOR PRIVILEGE

The senior privilege rule has a twofold purpose: 1. To reward positive academic and social behavior, and 2. To provide seniors with an opportunity to practice individual responsibility with support and guidance from the school. Eligible students are required to sign out in the main office before being permitted to leave the building during R block and lunch. Seniors with the privilege will be permitted to have their cell phones and personal laptops during the school day, but their phones must remain silent and out of sight while in the school building, and their personal laptops must be registered for monitoring by the technology department. To be eligible for the senior privilege, students must satisfy the following requirements:

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

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

SMOKING, VAPING AND TOBACCO USE

Smoking is prohibited in the school and on school grounds at all times. Cigarettes, e-cigarettes, vaporizers, tobacco, nicotine gel, matches, lighters, or any other item used for the consumption of tobacco products will be confiscated and parents may be notified. Any student smoking or in

possession of a tobacco product may be suspended one day for the first offense. The Administration reserves the right to offer an alternative to suspension with the possibility of doing a written paper or participation in a smoking cessation program and/or suspension. Subsequent offenses will result in a two to four day suspension. Students repeatedly found to be in the bathroom when the vape detectors alert to their use will be subject to disciplinary action according to the chart on pages 19-23 of this handbook.

SNOWBALLS

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

SOCIAL PROBATION

As an alternative to in-school or out-of-school suspension, a student may be placed on social probation as a result of repeated violations of the Ipswich High School Student-Parent Handbook, serious offenses such as violation of drug and alcohol rule, or other causes for suspension as determined by the principal or his/her designee. A student who is placed on social probation by the school administration will be prohibited from 1. being on campus after school hours, 2. attending, as a spectator or participant, after school activities such as athletic events, dances, banquets, proms, and ceremonies including graduation and senior activities. Social probation will be applied as a consequence on a case-by-case basis. The school administration will utilize the following guidelines in applying social probation. Final determinations are within the discretion of the school administration:

- Suspensions of one (1) to three (3) days = social probation of one (1) to three (3) weeks
- Suspensions of four (4) to ten (10) days = social probation of four (4) to ten (10) weeks

A student may request a review of their social probation status with the school administration if they have made improvements in their behavior and can document such improvements.

STEALING

Stealing is prohibited. The act of stealing or the possession of stolen property may result in a 1 to 5 day suspension depending on the value of the property stolen.

TARDINESS TO CLASS

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

TARDINESS TO SCHOOL

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

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

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

In order to participate in extracurricular activities that day, students need to be in school by 8:20.

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

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

Students who threaten or assault a staff member are subject to disciplinary action up to and including expulsion.

THREATS AND/OR ASSAULTS AND ABUSIVE BEHAVIOR (Student)

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

TRUANCY

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

UNAUTHORIZED ABSENCE FROM CLASS (Cutting)

For each unauthorized absence from class a student will be assigned 2 office detentions for the first offense. Subsequent offenses may result in suspension from school. Work missed as a result of an unauthorized absence cannot be made up.

VANDALISM

If school property is destroyed, vandalized or defaced, any student who has knowledge of the act should report it. The student responsible for the vandalism may be suspended from school for up to 5 days and required to make full restitution. Subsequent offenses will result in a referral to the Superintendent of Schools.

VISITORS

Students wishing to bring visitors to the school must get approval from the Principal or Assistant Principal at least 3 days prior to the visit with a note from the host student's parents authorizing the visit, with criminal background checks (CORI) being required for visitors 18 years of age and older. The host student is responsible for the visitor's conduct at all times. If the visitor behaves in a manner that is unacceptable or disruptive to the atmosphere of the school, the guest will be required to leave.

VULGARITY

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

WEAPONS

Possession of knives or other weapons on school grounds during the school day or during a school-sponsored event will result in disciplinary action up to and including expulsion.

WITHDRAWAL FROM COURSE AND COURSE CHANGES

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

WITHDRAWAL FROM SCHOOL

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

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

STUDENT SERVICES AND MISCELLANEOUS INFORMATION

ACCESS TO STUDENT RECORDS

Federal and state laws and regulations govern the access of student record information. Ipswich High Schools acts in accordance with these laws and regulations when granting or denying access to a student's education record.

INSPECTION OF RECORD

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

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

The parent and student may request to have parts of the record interpreted by a qualified interpreter.

CONFIDENTIALITY OF RECORD

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

AMENDMENT OF RECORD

The parent and student have the right to request to add relevant comments, information or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the Principal to make their requests known.

DESTRUCTION OF RECORDS

School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and have an opportunity to receive a copy of any of the information before it is destroyed.

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

A. If a student is under the age of 14 years or has not entered the ninth grade, the student's parent or guardian must exercise these rights.
B. If a student is between the ages of 14 and 17 years or has entered the ninth grade, the student and/or the student's parent or guardian may exercise these rights.
C. If a student is 18 years of age or older, the student alone may exercise these rights.

ACCIDENTS

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

ATHLETICS

Subject to available coaching staff and sufficient student interest, Ipswich High School offers the following athletic opportunities:

INTRAMURALS:	Volleyball
SPRING:	Lacrosse (B&G), Baseball, Softball, Track (B & G), Tennis (B&G)
WINTER:	Basketball (B & G), Gymnastics, Ice Hockey, Track, Swimming
FALL:	Soccer (B & G), Football, Field Hockey, Cross Country, Cheerleading, Golf (B&G) and Volleyball
SPORTS REPLACEMENT:	See Page 53 (Graduation Requirements)

AWARDS

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

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

1. Academic achievement (15 points required): A G.P.A. of at least 3.0 earns 15 points. A G.P.A. of at least 3.5 earns 20 points. A failing grade in any subject during any grading period will automatically disqualify a student. The remaining 25 points must be earned from at least two of the three remaining criteria categories as indicated below. At least 2 points must be earned from Extracurricular and School Service category.
2. Community and Volunteer Service (20 points accepted): Groups that meet at least monthly or equivalent membership in church groups, scouts, civic action groups, political action groups, volunteer work and others approved by the Principal earn 5 points maximum for each organization.
3. Extracurricular activities and school service (20 points accepted). People to People, Math League, Science League, Student Government, Art Club, Environmental Club, Interact Club, drama production participant, class officer, Regional Student Advisory Council Representative, School Council member, earn 5 points each.
   Other: Clubs or organizations that meet at least once a month (1 to 5 points each).
   Volunteer as student guide or student panel participant (1 to 3 points).
   Yearbook Editor: 10 points
   Girls/Boys State, Mass. Star designee: 2 points
4. Sports (20 points accepted).

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

HONORS RECEPTION: Each June an Honors Reception is held. At this time students who have demonstrated outstanding academic achievement indicated by a cumulative G.P.A. of 3.74 for the first three quarters of the current year will be recognized with a Certificate of Academic Merit. Students with a cumulative G.P.A of 3.9 or higher for the first three quarters will be recognized with a Certificate of Distinctive Academic Merit. Students who have earned awards for citizenship and scholastic achievement will also be honored. Parents are invited.

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

BACCALAUREATE: For Senior Baccalaureate Reception, Honor Cords are issued to students with a cumulative 3.74 G.P.A. or greater.

BICYCLES

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

BOOKS

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

CLUBS AND ORGANIZATIONS

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

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

COURSE REQUIREMENTS FOR GRADUATION

See High School Graduation Requirements in Appendix.

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

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

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

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

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

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

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

FEES FOR CURRICULAR AND CO-CURRICULAR ACTIVITIES

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

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

FIRE DRILLS, BOMBS, AND FALSE ALARMS - 911

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

GRADING SYSTEM AND EXAMINATION

REPORT CARDS: Report cards are posted on-line four times a year: November, February, April and June. All borrowed school materials must be returned to the teacher/coach before report cards are issued. Letter grades corresponding to a numerical equivalent are recorded. No credit is given for a grade below 60. See the section on Grades.

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

MID-YEAR EXAMS AND FINAL EXAMS: They should cover the first and second semester's work respectively and count for 20% of the semester grade. If a semester exam is not given, then the semester grade is the average of the two quarters' grades. Final grades for a full year course will be arrived at simply by averaging both semester grades. Seniors with an average of 90 or above will be exempt from taking the final exam in that course in the second semester. Students are not permitted to take final exams early. Students who miss midyear or final exams will need to make them up at a time determined by the student's teacher in consultation with school administration.

GRADE, GRADE POINT AVERAGE

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

GRADE	WEIGHT			
	A.P.	Honors	College Prep 2	College Prep 1
A+	5.00	4.50	4.00	3.50
A	4.70	4.20	3.70	3.20

A-	4.50	4.00	3.50	3.00
B+	4.30	3.80	3.30	2.80
B	4.00	3.50	3.00	2.50
B-	3.70	3.20	2.70	2.20
C+	3.40	2.90	2.40	1.90
C	3.00	2.50	2.00	1.50
C-	2.70	2.20	1.70	1.20
D+	2.40	1.90	1.40	.90
D	2.00	1.50	1.00	.50
D-	1.70	1.20	.70	.20

2. By offering courses at four difficulty levels, all students can succeed in courses at their own level and earn a place on the Honor Roll. By weighing the G.P.A., we provide incentive to the students to take courses at a more difficult level. This hybrid system promotes both academic achievement and appropriate recognition and rewards for hard working students of various abilities.
3. Students who transfer in after the end of their sophomore year will not have a cumulative GPA assigned.

SUMMER SCHOOL CREDITS:
The Guidance Department must give prior approval for a student to attend summer school.

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

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

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

https://ipsk12.net

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

INSURANCE - ACCIDENT

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

LOST AND FOUND

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

MEDIA CENTER

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

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

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

THE BRIDGE PROGRAM

The BRIDGE program at Ipswich High School is a six-week program at the end of the senior year. Participants spend 30 hours per week at their worksite, gaining valuable career insight and experience. Completion of required courses entails a special project or paper. For elective courses, partial course credit is awarded. Students do not attend classes during the internship period, with the exception of Advanced Placement (AP) courses. Five elective credits are awarded upon successful completion of the internship. Please refer to the BRIDGE application for eligibility criteria.

PERFORMING ARTS RULES

1. School Rule: If a student is absent, dismissed, under suspension or more than a half day tardy (8:15 am) from school on the day of an event or on a Friday preceding a Saturday event, they may not be allowed to participate or attend unless the absence has been excused by the Principal or the Assistant Principal. If a student is dismissed without appropriate documentation before 1:30 on Monday, Tuesday, Wednesday, or Friday; or 12:30 on Thursdays, then the student will be ineligible to participate or attend performing arts activities after school.

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

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

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

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

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

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

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

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

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

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

PROJECT ADVENTURE

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

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

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

STUDENT EMPLOYMENT REGULATIONS

Before reporting to a formal job, students under the age of 17 **MUST** apply for a work permit at the Superintendent's Office.

TRANSCRIPT AND MAILING FEE

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

Under 603 CMR 23.07 (4) (g), notice is given that families are not required to provide additional consent if the District forwards the records of any student transferring to a new school district.

VALUABLES AND MONEY

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

Ipswich Public Schools

Dr. Brian J. Blake
Superintendent of Schools

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

NONDISCRIMINATION STATEMENT

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

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

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

Director of Student Services Payne School Building
1 Lord Square
Ipswich, MA 01938
Phone: 978-356-2935

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

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475

Telephone: 202-453-6020
FAX: 202-453-6021; TDD: 800-877-8339
Email: OCR.DC@ed.gov

TITLE IX AND CHAPTER 622 GRIEVANCE PROCEDURE - STUDENTS AND PARENTS

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

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

LEVEL I - PRINCIPAL

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

LEVEL II - CENTRAL OFFICE

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

LEVEL III

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

PARENTAL RIGHTS UNDER SECTION 504

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

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

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

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

Consistent with Massachusetts regulations, 603 CMR 26.05(1), Ipswich Public Schools, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

High School Graduation Requirements

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

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

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

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

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

****The High School Principal or his/her designee shall decide whether transfer courses will satisfy any IHS graduation requirements

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

<u>Competency Determination</u>

In December 2024, Mass General Law, M.G.L. c. 69, s. 1D (i), was amended to eliminate passing the MCAS as the "competency determination" (CD) required for graduation from Massachusetts public high schools. Instead, students must meet the CD by both completing locally-determined coursework aligned with the state curriculum frameworks previously assessed on the MCAS as well as demonstrating mastery by earning a passing score on the relevant courses' final exams or final project. .

Successful completion of the following courses in our Program of Studies, as defined by a final average of 60 or above, in addition to passing these courses' final exam or project, will demonstrate that students have met our local Competency Determination.

- English 9 and English 10
- Algebra I and Geometry
- Biology

Please note that students who complete a full Algebra I course at the middle school level will have that course counted toward their CD. Beginning with the Class of 2027, students must pass a course in US History and its final exam as an additional requirement to earn the CD.

Alternatives for demonstrating mastery: If a student successfully completes relevant coursework but does not pass the related final exam, a student can pass the corresponding MCAS exam or a locally-generated assessment aligned to the state curriculum standards for that course in order to satisfy the mastery requirement.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

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

Students, administrators, staff and faculty must:

1. Respect the use of technology and computers for educational purposes:
   - Not intentionally access, transmit, copy, create, send, display or receive material that violates the school's code of conduct (such as messages, pictures or other media that are offensive, pornographic, threatening, rude, discriminatory, defamatory, abusive, obscene, profane, sexually oriented, racially offensive or intended to harass).
   - Not use email to transmit spam, chain letters, unsolicited mass mailings, or for any other reason that violates the school's code of conduct.
   - Not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
   - Not use computers/Internet to play non-educational games or other non-academic activities such as downloading of MP3s and other non-school related materials.
   - Not use computers/Internet for political lobbying.
   - Not participate in any type of teleconferencing or chat for reasons other than educational purposes.
   - Not take, share, post, etc. pictures or use the likeness of others without explicit permission

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

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

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

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

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

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

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

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

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student's/Staff's Signature: _____

Parent's Signature: _____

Date: _____

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

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

FORM MORE INFORMATION, SEE www.cybercrime.gov.

IPSWICH HIGH SCHOOL
NOTICE OF POSSIBLE PUBLICATION OF CERTAIN STUDENT INFORMATION
DURING THE SCHOOL YEAR

Dear Parent or Guardian:

Under Department of Education regulations, the school may release for publication certain information concerning your child from time to time without first obtaining your consent, **unless you indicate now that we should not do so.**

In addition, photo images and student work are sometimes displayed on the website and social media outlets as a means of communicating and sharing student achievements with the community and other schools. Persons accessing the internet who are not part of the educational community may view these images. We do not publish student names on social media sites.

Please sign and return the form below within one week if you DO NOT give permission for Ipswich High School to display on the school website or on social media, pictures of your child as they relate to activities, projects and programs at the school.

_____ Please **DO NOT** release the following information for publication.

_____
Student Name

_____
Parent or Guardian Signature Date

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

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

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

Example Student @ipsk12.net cannot receive email from or send email to an email address as anyone@yahoo.com

CONCERNING IPSWICH PUBLIC SCHOOLS STUDENT EMAIL

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

- Email is to be used for school-related communication only and students are encouraged to check their email regularly.
- Students have access to their school email accounts by logging into Gmail using their school issued login. ***All accounts end with @ipsk12.net.***
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and other class-related items.
- Students may send email to their teachers with questions or comments regarding class or to turn in an assignment.

  However, there will be no requirement or expectation for staff to answer student email outside of their regular workday, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.
- Students may send email to other students to collaborate on group projects and assist with school assignments when using Google tools.
- Students may not:
  - send harassing, offensive email messages or content.
  - send spam or messages containing a virus or other malicious content.
  - send or read email at inappropriate times, such as during class instruction.
  - send email to share test answers or promote cheating in any way.
  - use the account of another person or share their account with another person.
- Students should notify their teacher immediately if they believe their email account has been compromised. A new password will be assigned and the account history will be reviewed.

FOR FURTHER INFORMATION:

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