

**STUDENT  
HANDBOOK  
2008-2009  
GROTON DUNSTABLE  
REGIONAL HIGH SCHOOL**  
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**Groton-Dunstable Regional High School Mission**

The mission of Groton-Dunstable Regional High School is to provide a positive, supportive and respectful learning environment for all students to reach their full potential.

## **Statement of Purpose**

The administration, faculty, and staff are committed to maintaining an atmosphere of mutual respect and physical, emotional, social, and intellectual well-being in which students can reach their full potential.

Through an evolving curriculum, we provide a framework for students of different capabilities and learning styles to acquire and apply the skills and understandings that allow them to contribute to society.

By fostering a spirit of cooperation and support among the schools, the communities, the students and their families, we encourage each student to develop a spirit of inquiry and an intrinsic motivation for continuous growth and service so that they may live rewarding lives as responsible citizens in a rapidly changing world.

## **Expectations for Student Learning**

Groton-Dunstable Regional High School students will:

- Pursue learning independently
- Acquire and apply knowledge
- Show a spirit of inquiry
- Demonstrate learning processes involving multiple strategies
- Communicate and collaborate effectively
- Think critically and solve problems creatively
- Become independent competent users of technology
- Demonstrate an understanding and appreciation of the arts
- Challenge themselves and take appropriate risks to be active, responsible, independent lifelong learners
- Demonstrate respect for themselves and others as worthy, capable, and ethical individuals
- Demonstrate behaviors that promote physical and emotional well being
- Demonstrate an understanding and responsibility for global and environmental issues
- Understand the role of responsible citizenship
- Show commitment to service to self, family, school, and community

## **TIME & BELL SCHEDULE**

Regular School Day

A Block	7:27	–	8:51
BREAK	8:51	–	9:03
B Block	9:07	–	10:29
C Block	10:33	–	12:24
First Lunch	10:30	–	10:54
Class	10:58	–	12:24
Second Lunch	11:01	-	11:25
Class	10:33	–	11:01
	11:29	–	12:24
Third Lunch	11:31	–	11:55
Class	10:33	–	11:31
	11:59	-	12:24
Fourth Lunch	12:00	-	12:24
Class	10:33	-	12:00

D Block	12:28	–	1:50
Half Day			
A Block	7:27	-	8:15
B Block	8:19	-	9:07
C Block	9:11	-	9:59
D Block	10:03	-	10:50

(Adjustments to the bell schedule will occur for large announcements and during Advisory)

## **GENERAL INFORMATION**

### **Statement of Non-Discrimination**

It is the policy of the Groton-Dunstable School District not to discriminate on the basis of race, religion, color, gender, disability, sexual orientation, national origin or homelessness in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, and Section 504 of the Rehabilitation Act. Also, students will not be excluded for reasons of marriage or pregnancy. Requests for information about these laws and/or grievance procedures should be directed to Dr. Susan Rubel, Curriculum Director, Groton-Dunstable Regional School District, (978) 448-5505.

### **Surveillance Cameras and Building Security Policy**

The school committee has approved the use of video cameras at the high school to support security initiatives and ensure the safety of all students, staff and the community. Non-audio recording security cameras are located in public areas such as hallways, stairwells, parking lots, front offices where employees and parents come and go, gymnasiums, front and back commons, and other appropriate locations. Video cameras are not in areas where there is a “reasonable expectation of privacy,” such as bathrooms, gym locker/changing areas and private offices/classrooms. Signs informing students, staff and the public of the surveillance system are displayed in several prominent locations.

*(A comprehensive district security/surveillance camera policy is on file in the main office and at the superintendent’s office)*

### **Protocol for Addressing Questions, Concerns or Complaints**

There may be a time when a student or parent feels that he/she has been treated unfairly or disrespectfully. GDRHS encourages parents and students to communicate your concerns immediately and directly to the person involved.

Concerns about academics and classroom experiences should be directed to the classroom teacher. You may contact the teacher either by voice mail or email.

- If you are dissatisfied with the outcome, please contact the Curriculum Coordinator/Department Head for that department.
- If the matter remains unresolved, the next step would be to contact your child’s guidance counselor.
- If there is still no resolution of the problem, please direct the matter to either the Dean of Students or the Assistant Principal.
- Should you continue to be dissatisfied with the outcome, the Dean of Students or the Assistant Principal would make the recommendation for you to contact the Principal.

When there is a concern about athletics, a conversation with the coach is the first step, the athletic director the second step and when necessary please contact the Dean of Students or the Assistant Principal.

### **Books and Equipment**

The Groton-Dunstable Regional High School District provides most textbooks and equipment needed by students. This material is on loan to each student. In cases where books and equipment are lost, damaged or destroyed in excess of reasonable wear and tear, the student will be charged an amount sufficient to cover the loss. Textbooks should be covered at all times.

### **Change of Address**

It is the responsibility of each student/parent to notify the guidance secretary of any change of address or phone number.

### **Emergency Information Cards**

To ensure up-to-date and accurate information, it is imperative for parents to complete a new emergency information card annually. Students failing to submit updated information by the end of the first week of school may be placed on social probation. Emergency information cards should be returned to the school nurse.

### **Dress Code**

In keeping with the educational mission of the Groton-Dunstable Regional School District, and to promote a positive and productive school environment, students are expected to dress and groom themselves as individuals with a sense of responsibility and self-respect. Students may not dress in a manner that is disruptive to the learning environment or which compromises the health and safety of students. Site-specific guidelines will be made available to students and parents and published in handbooks.

The Student Council, Leadership Team and the HS School Council have designed dress guidelines that are in alignment with Massachusetts General Law pertaining to reasonable standards of health, safety, and cleanliness. The following guidelines are provided as reference to parents and students in order to avoid disruption to the learning environment and promote a positive school climate.

The purpose of a school dress code, as determined by the Groton-Dunstable High School Leadership Team, is to:

- Encourage a positive learning environment
- Provide guidelines so as not to distract from learning
- Outline school interventions if dress code is not upheld
- Prepare students for life

Students are to refrain from appearance or dress that would disrupt the learning process including (but not limited to): clothing imprinted with obscenities, sexual references or messages promoting tobacco, drugs, alcohol or gang affiliations.

### **Dress Guidelines**

**Students are to refrain from** clothing or accessories imprinted with obscenities, sexual references, messages or pictures promoting tobacco, drugs, alcohol or gang affiliations. Attire that falls under this description includes (but is not limited to):

- Items of clothing or accessories with marijuana leaves, paraphernalia, or drug innuendos (including '420')
- Items of clothing or accessories with alcohol or tobacco promoting messages
- Items of clothing or accessories with gang affiliated colors (bandanas)
- Items of clothing or accessories with sexual innuendos

- Items of clothing or accessories that display offensive images or words that would be considered socially, culturally, or ethnically inappropriate. (Including negative or offensive language or symbols based on bias relative to race, color, sex, religion, national origin, sexual orientation, age or handicap)

**Guidelines to avoid disruptions to the learning process:**

- Hats may be worn in common areas, including hallways and cafeteria.
- Hats must be removed in all classrooms, unless otherwise stated by the teacher.
- Tank tops with ‘spaghetti straps’, halter-tops, apron shirts, backless shirts, tube tops or muscle shirts should not be worn to school.
- Hoods may not be worn over the head in the building at any time.
- Clothing necklines should be appropriate to the educational setting.
- Undergarments should be fully covered.
- Oversized, baggy clothing that represents a safety risk, including pants that are worn below the hip level or lower should not be worn at school.
- See-through, sheer or transparent clothing should not be worn at school.
- Shorts/skirts should be one inch below one’s fingertips (with arm hanging straight)
- Shoes must be worn at all times
- Sunglasses are not permitted in the school building.

If it has been determined that a disruption to the learning environment has been caused due to inappropriate dress, the student will be asked by administration to change his/her attire, being sent home if necessary. Whenever this is disputed, the administrator’s decision will be final. Repeated administrative intervention will result in a parent conference/phone call and possible disciplinary action.

*We encourage parental support and thank you for helping us to maintain an environment that fosters integrity, respect, and a focus on learning.*

**Gambling**

Gambling is not allowed on school property at any time. If cards, dice or other gaming devices are used to make bets, they will be confiscated and returned to a parent/guardian upon request.

**Library Media Center**

The library media center is available to all students for research and reference work. To access the library during school hours, students need a pass from their classroom teacher. Students need to sign in upon entrance and sign out from the library upon exit. Students have use of library computers only after their *Acceptable Use* form has been completed and returned to the library. (See Internet Acceptable Use Policy)

Books may be borrowed for three weeks. Providing that no request has been made for a borrowed book, students will be allowed to renew the loan for another three weeks. Some material can only be borrowed for short periods of time and a majority of the reference material cannot be removed from the library. Current issues of magazines may be read in the library. Magazine back issues may be borrowed for one week.

Students will lose their borrowing privileges if a book is overdue. After two weeks time, if the book has not been returned, the student will not be allowed to return to the library or media center until reimbursement is made.

## **Lockers**

All students are provided a locker and a lock as a means for them to keep their personal belongings such as books, clothing, school supplies, lunches, etc., secure. PE lockers and locks are also provided to all students.

All locks must be *school provided* locks. All locks that are not provided by the school are subject to removal. Students wishing to have a school provided lock should obtain one during their Advisory/Homeroom. The deposit for a school lock is \$5. The lock may be kept for all four years. When the lock is returned to the school, the deposit will be returned to the student. If the student does not return the lock at the end of his/her senior year, the lock will be removed from the locker and the deposit withheld.

Authorized school personnel may open student lockers for inspection. Students are reminded to keep lockers free of all food and drink products that may perish over an extended period of time. Students will clean lockers at the end of each school year and at this time all locks should be removed for the summer.

Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. Report all thefts to the Main Office.

## **Lost and Found**

Lost and found articles can be claimed in The Commons area. Unclaimed articles will be disposed of at the conclusion of each quarter.

## **Lunch**

The Commons area should be an orderly place where students may enjoy lunch and conversation with their friends. Therefore, any inappropriate behavior will result in disciplinary action. Use of lavatories during lunch is restricted to lavatories located in the front Commons area. Students may not be in the corridors or in a classroom during their lunch without written permission from a staff member. Students scheduled for lunch who are found in any other area without a proper pass will be subject to disciplinary action.

## **Outstanding Obligations**

Students must meet all outstanding financial and academic obligations before they can move on to the next grade level. Students may not be allowed to take their final exam until they have turned in all books and materials for the course. In addition, seniors must meet all financial obligations and academic before graduating.

## **Skateboards, Rollerblades, In-line Skates, Heelies**

For safety reasons, skateboards, rollerblades, in-line skates, heelies are not allowed on school grounds at any time.

## **Skip Days**

Any day taken by a class for the purpose of going to the beach or participating in a similar activity will not be condoned. A "skip day" is NOT an authorized event and is against School Committee and state policy. Parents should be mindful that they are setting a poor example for their children by condoning this kind of absenteeism. A "skip day" will be counted towards a student's overall attendance. A "skip day" will not be excused during an attendance appeal for credit.

## **Visitors**

All visitors, including parents, must report to and register in the Main Office. All visitors will receive a visitor's badge prior to going elsewhere in the building.

Students who wish to bring visitors to school must adhere to the following guidelines:

Pick up a visitor form in the guidance department.

Complete the form.

Clearly state the reason(s) for having a guest.

Submit to an administrator for approval at least one day prior to visitation date.

Visitor requests may be denied for students wishing to bring a guest to school for non-academic reasons.

## **ATTENDANCE INFORMATION (See Council)**

### **Communicating Absences to School**

Communicating absences to school should be done using the High School Main Office number: (978)-448-6362. Please listen to the voice prompt and leave a message on the attendance line.

Phone calls from parents to excuse absences are required *on the day* the student is absent. If telephone communication is not possible, any student who has been absent must bring, on the day of return, a note to the main office containing the following information:

- Students first and last name
- Date(s) of absence
- Reason for absence
- Parent/Guardian signature
- Number where parent can be reached during the day

If a note is not received *within 3 days of the absence*, the student will be considered truant. It is the responsibility of the student, not parent or guardian, to bring a note to school within this time frame. If the student does not adhere to the attendance guidelines, they will be placed on social probation (see Social Probation for consequences) for the remainder of the term. An excusal note or phone call will **not** be accepted after the 3-day period. We ask that parents support our efforts, encourage their children to be punctual and stress the value of having consistent school attendance.

Unexcused absences may impact the credit which students receive on assignments while absent. In order to receive credit, assignments must be submitted immediately upon the student's return to school. Tests and quizzes missed due to an unexcused absence may be made up for reduced credit at the convenience of the teacher within in *one* week. Reduced credit will be 2 *grades below* the achieved score.

Excessive absences may impact the student's ability to learn and to earn credit for a course. Absences from school on a Friday will impact a student's ability to participate in school activities on Friday evening (dances, Homecoming, plays, sporting events, etc.) and during the weekend. Please refer to the school's Attendance Policy for more information.

## **ATTENDANCE POLICY**

### **Absences**

The teachers cannot teach those who are not present. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for the child. Students must be active participants in the process of learning. It is a well-established principle of education that underlies the policies of attendance.

Therefore, along with the academic standards established by individual classroom teachers, students must meet attendance requirements in a course to justify the receiving of academic credit.

### **Attendance Procedures**

1. No student will exceed seven (7) unexcused absences for any class during a single semester. On the eighth unexcused absence, the student will receive an automatic 'F' for that semester; the numerical equivalent being a 55. If the student's average that semester is less than 55 he/she will receive the average that he/she has earned for that semester.
2. No student will exceed four (4) unexcused absences for any class during a single term course. On the fifth unexcused absence, the student will receive an automatic 'F' for that term; the numerical equivalent being a 55. If the student's average that term is less than a 55 he/she will receive the average that he/she has earned for that semester.
3. Unexcused tardiness for, or absence from any class in excess of fifteen minutes will result in an unexcused absence from that class.
4. Seniors who exceed four (4) unexcused absences during the fourth quarter will receive an "F" for that semester.

### **Excused absences:**

1. Doctor/dentist appointments or verified illness (notification from doctor due within 5 school days after the absence. Please note that the student has to be seen at the doctor's office.)
2. Court appearances
3. DMV/Registry appointments
4. College visits
5. Religious holiday
6. Chronic illness documented by a physician
7. Suspension
8. Extenuating circumstances determined by the administration

### **Unexcused absences**

1. Family vacations
2. Job interviews
3. *Illness not requiring a doctor's attention*
4. Dismissals (not meeting above criteria)
5. Tardiness (\*see above)
6. Athletic or extra-curricular events (not school affiliated)
7. Missing ten or more minutes of a class without proper verification

Situations may arise which do not fall into the above categories, demanding that a student miss school or part of the school day. To determine if a class absence may be waived a student must submit by noon three days prior to the absence a written proposal to an administrator, who will convene the Appeals Committee. The Assistant Principal and/or the Dean of Students, at least one teacher, one guidance counselor, one student and a designee of the Principal will comprise the Appeals Committee. For appeals submitted after an absence, students must meet with the committee to determine whether the absence will be recorded or waived. Students in jeopardy of losing credit due to excessive absences will be invited to meet with the Attendance Appeal Committee within 1 week of the close of the term.

NOTE: The administration reserves the right to render the final decision on any attendance matter.

### **COLLEGE VISITATIONS**

Only Juniors and Seniors are eligible for College Visitations, and are allotted three (3) per year.

Prior approval by the Dean of Students is mandatory for any college visitation to be excused. If approval is not previously obtained, the day(s) may be considered an unexcused absence.

### **Cutting Class Policy**

Students are responsible for providing documentation of their whereabouts. A student is considered to be cutting class if no documentation is provided. A student is considered present but tardy if he or she is less than fifteen minutes late to class. A student is considered absent if he or she is more than fifteen minutes late to class.

If students are caught cutting class, they will receive zero credit for all work due for that class, receive no class participation credit and they will not be allowed to make up any assessments that took place in that class. In addition, students will have five points deducted for their final term grade for each class they cut.

### **Truancy**

Truancy occurs when a student does not come to school without the permission of a parent of guardian. Truancy is as serious offence. The first time a student is truant they will receive no credit for any work, test or quiz due that day, social probation and loss of parking privileges. In addition they will also have to serve 4 hours of detention. For a second incidence of truancy students will have to serve 8 hours of detention, serve a Saturday detention or other type of detention as determined by the administration as well as receiving no credit on any work, test or quiz due on that day, social probation and loss of parking privileges.

### **Dismissals**

Students who need to be dismissed from school must present a note from their parents or guardian to the Main Office at the *beginning* of the school day, on the day of the dismissal. The dismissal note must include a number where the parent or guardian may be reached in order to verify the dismissal.

No dismissal notes will be accepted after the student has left school without permission from the office. A student who has left school without permission will be suspended for 2 days. Classes missed due to dismissal count towards the attendance requirement unless the appeals committee has waived them. (*See Attendance Policy*)

Once a student has left school, he/she may not return without signing in at the main office with appointment verification. Once dismissed, a student must leave the school grounds until the end of the day or until they have signed back into school. If he/she neglects to sign in with the main office, the student will be considered an unregistered student. Unregistered students may be assigned 3 detentions. Students must also note that even if he/she is an unregistered student, all school rules apply as soon as the student returns to campus.

### **Tardiness to School**

Phone calls from parents to excuse tardiness are expected within 24 hours of the tardiness. It is the responsibility of the student, not the parent or guardian, to bring a note to school within this time frame. If the student does not adhere to the attendance/tardy guidelines, they will be placed on social probation (see Social Probation for consequences) for the remainder of the term. An excusal note or phone call will **not** be accepted after the 3-day period. We ask that parents support our efforts, encourage their children to be punctual, and to stress the value of having consistent school attendance.

- All students not in class by 7:27 AM are tardy to school.
- All students not in class by 7:27 AM *must* sign in at the Main Office before attending any classes.
- Students failing to sign in will be considered unregistered students and will receive *three detentions* for their first offense.

When signing in at the Main Office a note should be provided indicating the time and the reason for tardiness. If a note with a valid signature explaining the reason for tardiness is provided at that time, the student will receive an admission slip and will be admitted to class. If a valid note is not provided, the student will sign a form acknowledging that he/she is responsible for bringing an excusal note within three days or he/she will be placed on social probation. (See Social Probation for consequences)

In order to be eligible to participate or practice on the day of an event, students must report to school no later than 8:30 AM and remain in school until 1:50 PM. A tardy after 8:30 AM on a Friday or an absence on a Friday, may exclude the student from any weekend activities. The administration will review extraordinary circumstances including medical appointments and family emergencies.

### **Tardiness to Class**

Students who are late to class without a pass will be admitted and receive a teacher detention. Said detention will be held by the teacher of that class and will begin at 2:00 PM and may last until 3:00 PM. Six tardies (defined as a maximum of 15 minutes) to class will constitute one unexcused absence. Please refer to the Attendance Policy.

### **Chronic Tardies**

- More than six tardies per quarter, excused or unexcused, will result in a parent/student notification from an administrator.

- Student parking privileges may be revoked. Other disciplinary action may be imposed, including social probation and suspension.
- Students with six or more unexcused tardies per quarter may be placed on Social Probation..

**College Days and Family Vacation Policy**

In order for the class absences not to be counted towards the attendance requirement, a written proposal would need to be submitted to the administration at least three days prior to the first day of the absence.

If the student is taking a college day, students must notify the office in advance and a verification letter issued by the college admissions office must be presented upon their return to school. Students are responsible for all make-up work. Teachers are not obligated to provide class work ahead of time.

NOTE: The administration strongly feels the need for student attendance in the classroom. Extended family vacations, early departure for summer employment/vacation/camps, college visits have a significant impact a student’s overall attendance record and may jeopardize credit, if time outside of classroom exceeds 7 school days from a semester class or 4 from a term class. Therefore, absences due to family vacations and college visits should be avoided whenever possible.

**Early Release of Seniors**

Groton-Dunstable Regional High School schedules early release at the end of the school year for graduating seniors in accordance with the board of education requirements under 603 CMR 27.05, ensuring that neither the conclusion of the seniors’ school year nor graduation is more than 12 school days before the regular scheduled closing date of that school.

**ACADEMIC INFORMATION**

**Academic Standards and Requirements**

In order to be successful, students must attend all classes and all assignments must be completed. At the end of each of the four terms, letter grades (A, B, C, D, F, and INC.) will be given.

**MARKING SYSTEM**

A+ 97-100	C+ 77-79	M Medical Excuse
A 93-96	C 73-76	P Pass
A- 90-92	C- 70-72	I Incomplete
B+ 87-89	D+ 67-69	WP Withdraw Pass
B 83-86	D 63-66	WF Withdraw Fail
B- 80-82	D- 60-62	
Failing, Below 60		

All students, grades 9-12, must take a minimum of 8 credits per year. Students in danger of failing a term will be notified in advance so that they have an opportunity to improve their performance. Please contact teachers or the guidance counselors to discuss the academic progress of a student.

Students will not be allowed to take a failed course and the next subsequent course at the same time (i.e. English 9 and English 10). Only students who fail courses with an average of 50 or above are eligible to attend summer school. We strongly recommend that they do so. If that is the

case, they must make arrangements with their counselor and the administration prior to registration for summer school. No credit will be given for summer school courses taken without prior approval of the administration.

Students who have developed an interest in an area of study beyond the classroom instruction may, with the administration's approval, develop an Independent Study Program. Please note that this must take place in addition to a normal course load and may not be used to make up a missing credit in a course. Independent Study request forms are located in the guidance department.

For specific graduation requirements, please refer to the Program of Studies.

### **Academic Progress Reports**

Academic Progress Reports will be issued to all students usually at the end of the fourth week of the marking term. However, teachers may, at their discretion, issue warnings more frequently as they deem necessary.

### **Incompletes**

Students who fail to complete all assigned work due to excused absence may be given an "Incomplete" for a grade. The student must make up incomplete work during the first two weeks of the next term. Any incomplete not made up during this two-week period automatically becomes a failure. Teachers may, with the approval of the administration, make special extensions of these limits and continue the incomplete until such time as the work is made up.

### **Make-Up Work**

It is the responsibility of the student to secure make-up work upon return from an illness. Students must make up all work missed from an excused absence due to extended illness within one (1) week upon their return to school. Students missing class because of a field trip (in-school or out-of-school), class meetings, etc., are responsible for assignments within 24 hours after the missed class.

Students will receive reduced credit for assignments missed due to an unexcused absence only if submitted to teacher immediately upon return to school. Test and quizzes missed due to unexcused absence may be made up for reduced credit at the convenience of the teacher within one (1) week. *Reduced credit will be two (2) grades below achieved score.* Students shall return for make-up sessions whenever requested to do so by the teacher. Failure to keep an appointment for academic purposes is very serious matter and may result in eventual loss of credit.

### **Course Changes**

The selection of courses must be given careful thought, and students must make the effort so that their decisions will help them reach their graduation requirements. A final selection of courses should represent the best program possible for a student's individual needs.

Once the school year has started, changes in a student's program may not always be possible because of class size, scheduling conflicts, number of sections, etc. Emphasis must be placed on careful planning prior to the end of the previous school year.

Should a student encounter difficulty in a course they have signed up for, the course of action to be taken should be discussed with their teacher, parents, counselor, and administration.

Students may *Withdraw Passing (WP)* from a course if:

- Parent permission is secured.
- The student still carries minimum of 8 credits.
- Total credit accumulation must project toward promotion to next grade level.
- Withdrawal is during the first two weeks of a course or at the quarter's end.

NOTE: Withdrawal at any other time will result in a *Withdrawn Failing* (WF), which is calculated into the quarterly average. Final grades will reflect academic status at the time of withdrawal from that course, i.e.

- Withdrawn Passing (WP) = 60
- Withdrawn Failing (WF) = 50

Students should be aware that these final grades would be included with all other final grades in the calculation of cumulative average and class rank.

Extenuating circumstances will be reviewed by the administration. After a parent conference, any student removed permanently from a class for disciplinary reasons will receive an automatic "F" for that course.

Students may elect subjects with parental consent, but the school reserves the right to assign levels according to previous achievement of the student.

### **Honor Roll**

Report cards are issued four times a year in November, February, April, and June. All courses receive a letter grade. The Honor Roll program exists to recognize academic achievement. All courses count toward the Honor Roll. Honor Roll eligibility is as follows:

- High Honors:* All A's
- Honors:* All A's and B's

### **Academic Probation**

Upon issue of a Progress Report or Report Card, a student failing two (2) or more subjects will be placed on Academic Probation (i.e. ineligible to participate in ALL school sponsored activities). Academic Probation will begin on that date and extend until the next Report Card or Progress Report is issued. At that time, if it is determined that the student is no longer failing two (2) or more subjects (based on Term Grade in each subject, not Final Grade), eligibility to participate will be restored. Violation of Academic Probation will result in a one (1) day suspension and/or a personal growth project. (Restrictions are the same as Social Probation) Term 4 failures will result in Academic Probation through Progress reports of Term 1 the following school year or completion of summer school with passing grades.

A student receiving services under Chapter 766 whose individualized education plan is a 502.4 or more restrictive prototype, may be declared academically eligible by their Principal provided that all other eligibility requirements are met.

### **Parent Notification**

According to the Massachusetts General Laws Chapter 71, Section 32A, the Commissioner of Education has sent notification to all school districts that they must notify all parents/guardians about any curriculum that primarily involves human sexuality issues and permit parents to exempt their children from any portion of that curriculum without penalty. Parents of Groton-Dunstable students will receive such notification prior to the teaching of topics on human sexuality.

## **Student Records**

Student Records consists of:

- A transcript containing the student's name, address, phone number, and birth date; the name, address, and phone number of the parents or guardians; course titles; grades; grade level completed; and the year completed. Transcripts are filed in the guidance office.
- A temporary record containing the majority of the information maintained by the school about the student. This may include such items as standardized test results, class rank, school sponsored extracurricular activities, and disciplinary action.

## **Family Information and Privacy**

Educational records, with the exception of directory information designated by the school district, cannot be released to third parties without permission. Directory information can be released without permission provided schools notify parents annually.

With a few exceptions, no individuals or organizations but the student, parent/guardian, 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/guardian or the student.

Under federal and state law, MGL 71:34H, a divorced or separated parent has the right to access his/her child's student records unless there is a court order, state statute, or legally binding document specifically revoking these rights. A non-custodial parent must submit a written request to the principal annually in order to receive reports. No records will be released until 21 days after notification of the custodial parent of such a request.

## **National Honor Society**

The National Association of Secondary School Principals sponsors the National Honor Society. Its purpose is fourfold: to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Membership in the National Honor Society is both an honor and a privilege that carries responsibility.

Students are selected on the four criteria of:

**SCHOLARSHIP, LEADERSHIP, CHARACTER, & SERVICE**

Eligibility to apply for NHS is open to students in the eleventh and twelfth grades. Students must have a cumulative GPA of ninety (90) to be considered for membership. The NHS Faculty Council (NHSFC) elects new members based on the four criteria.

Students may be placed on probation or dismissed according to the guidelines as stated in the Code of Ethics. The NHSFC will meet to discuss and take action on individual cases. Copies of the student eligibility packet, guidelines for selection, the Code of Ethics and the Chapter's Constitution are available for viewing in the school library.

## **CHEATING AND PLAGIARISM:**

### **Academic Honesty**

Academic Honesty is the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed.

Cheating and plagiarism are totally unacceptable behaviors. For a first offense, the parents and student are required to meet with the Assistant Principal and the teacher to discuss the incident. The student will earn no credit for the assignment, 4 detentions and will be placed on social probation for a period of two weeks. A second offense will warrant a suspension. Teachers may create policies in their classrooms with additional consequences. These policies must be in writing and distributed to students.

### **Cheating**

Cheating includes, but is not limited to cheat sheets, attempting to secure answers on a test or quiz from another source other than direct personal knowledge, submitting another student's work/report/term paper as one's own, allowing one's work to be used by another student, and use of any portion of someone else's material or from an alternate source (which includes copying material from another student's computer data disk) without proper footnoting or credits.

Cheating includes, but is not limited to:

- Copying, or allowing another to copy, answers to a test, quiz, or examination.
- Transmitting or receiving, during a test, information that is covered on that examination (either orally, in writing, by sign, electronic device, or otherwise).
- Giving or receiving answers to a test, quiz, or examination scheduled for a later time.
- Unauthorized use of a calculator or other electronic device.

### **Plagiarism**

Plagiarism is the use of someone else's ideas or words, even with a few changes, without giving proper credit to the creator. This includes ideas or words from any media source such as print, video, film, computer disc, CD-ROM, or music. To plagiarize is to steal.

Plagiarism includes, but is not limited to:

- Directly quoting all or part of another person's written or spoken words without quotation marks.
- Paraphrasing all or part of another person's written or spoken words without notes or documentation.
- Presenting an idea, theory, or formula originated by someone else as original work of the person submitting that work.
- Repeating information, such as statistics, which is not common knowledge and was originally compiled by another person.
- Purchasing (or receiving in any other manner) a term paper, or other assignment that is the work of another person and submitting all or part of it as your own work.

## **SUPPORT SERVICES**

### **Guidance Services**

Guidance services are an integral part of the educational program at Groton-Dunstable Regional High School. Guidance Counselors' assist each student with their personal, social, emotional, and academic needs so that they may benefit fully from their high school experience.

The guidance department identifies a student's needs and helps him/her meet these needs in the educational, vocational and personal social domains. The overall purpose of Guidance is to encourage each student to participate in his/her own development toward becoming a self-directed person in a changing society, having full respect for the work and dignity of self and others, and becoming the person he/she desires to become.

The Guidance services provide three basic functions: counseling, guidance, and consulting. Full guidance and counseling services are provided for all students.

## Guidance Counselor Assignments 2008 -2009

	O'Loughlin	Charbonneau	Hennelly
9th	A-F	G-N	O-Z
10th	A-F	G-M	N-Z
11th	A-G	H-L	M-Z
12th	A-K	Various	L-Z

### Resources

The district has personnel available for providing student assistance. A school psychologist, social worker, a drug and alcohol counselor and a behavioral specialist work with the teachers and administrators to provide the best learning environment for the students. Every month the Student Assistance Team (SAT) meets to discuss students who are referred for consideration. Teachers can pick up referral forms from the main office. If a student wishes to refer another student for consideration, they should speak with their guidance counselor.

### Special Education

The Groton-Dunstable Regional School District provides special education services for eligible students in accordance with state and federal laws. When a student continues to have difficulty accessing the general education curriculum, and is not making effective progress, staff and/or parents may request an evaluation of the student to determine if the student is eligible for special education services.

In order to be found eligible for special education, a student must demonstrate the presence of a disability: autism; developmental delay; specific learning disability; intellectual, sensory, neurological, emotional, communication, physical, or health impairment.

Upon written consent from parents, a comprehensive initial evaluation will be completed to determine eligibility for specialized instruction and services. If a child has been found eligible for special education, a Team, consisting of parents, staff, and, at times, the student, will develop an Individualized Educational Program identifying the programs and services that will assist the student in accessing the curriculum.

The federal regulations clarify that students who need special education services should receive those services in the general education environment with students who do not have special education needs. "Removal from the general education environment should only occur if the nature of the student's special education needs are such that the education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily." (Notice of Procedural Safeguards, August 2005)

### 504 Plans

The school has the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Parents who would like more information about 504 Plans should contact their child's guidance counselor. Section 504 of the Rehabilitation Act of 1973 reads: "No otherwise qualified, handicapped individual...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

A person is deemed to have a handicap if he/she:

- Has a mental or physical impairment which substantially limits one or more major life activities (caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working)
- Has a record as having such impairment or is regarded (perceived) as having such impairment

### **MEDICAL SERVICES**

The High School has a full time registered nurse available for consulting, assessing ill and injured students, administering medicines or treatment, and providing screenings. Health care plans will be written for those students requiring special care.

Students who are ill or injured should be seen by the nurse to determine if treatment and/or dismissal are necessary. Communicable diseases are treated using the guidelines from the Mass. Department of Public Health Protocols. All students need to have an emergency card on file in the nurse's office. A parent, or their designee, will be notified if the student needs dismissal due to illness/injury.

If out of school, because of an illness or injury, for more than three consecutive days, the parent or guardian of the absent student should call the nurse. At that time special arrangements can be made for care if needed.

Required immunizations for entry into high school for 2008-2009:

- ✓ 4 DPT
- ✓ 3 Polio
- ✓ 2 MMR
- ✓ 3Hep B
- ✓ 2 Varicella [chicken pox] or history of disease
- ✓ Td booster within 10 years]

### **Health Records**

The nurse maintains a health record for every student. Medical information is confidential and student records will remain secured in the nurse's office. No person other than the nurse will have access to these files. The entire health record will be given to the student upon graduation.

A copy of the student's immunizations and/or their physical exam can be obtained from the nurse with a 24-hour notice. If needed for summer camp, request for the copies must be made no later than the last week of school. You will not be able to get a copy during vacations. Transferring students will receive a copy of their immunizations if requested. The nurse or her designee will forward the health record to the new school.

### **Medication Policy:**

Students are not allowed to carry any medication, whether prescription or-over-the-counter. If medication is required during the school day, the following needs to happen:

- A form from the nurse must be completed and signed by the parent and the prescribing physician.
- The parent needs to deliver the medication (in its properly labeled original container) and completed form to the nurse.
- Medicine cannot be transported on the bus or be in possession of the student.

The only exception to this policy is an inhaler or epi-pen, but prior arrangements, including appropriate paper work, need to be made with the nurse. Students with a life-threatening allergy will have an emergency care plan written and implemented by the nurse. Students who carry epi-pens must carry them for all field trips or after school activities. Failure to have the epi-pen will result in the student being excluded from that activity.

### **Physical Exams**

All students must have a physical exam on file with the nurse. The physical is valid for one year after the date taken. To participate in any sports program with school association, the athlete must pass a physical exam. Exams are administered in August, November and March at the cost of \$5.

### **State Mandated Screenings**

Scoliosis screening is done for all ninth graders. The physical education teacher performs the initial screening. Referrals are made to the nurse and if warranted, to a physician. A letter will be mailed home if the student needs to see a physician. Hearing and vision screening is done for all tenth graders. A letter will be sent home if further medical attention is recommended. All tenth graders will have their height and weight recorded in their health record. A BMI [body mass index] will be done and a referral letter will be sent home if the student is over 94% or under 5 %.

### **STUDENT ACTIVITIES**

The purpose of the educational program at GDRHS is to provide each student with the opportunity to develop to the full extent of his or her capabilities. All students are encouraged to take advantage of these opportunities to develop academic, athletic and social skills to complement those learned in the classroom.

The student activities program is designed to provide social skills and leadership development for students. Though they provide many learning experiences to the student, outside activities are still only supplemental to a student's education. A student's classes are his or her first concern and students will not be allowed to leave or miss class for outside activities without permission of their teacher.

Students wishing to start a new club need to secure a faculty advisor and obtain a charter from an administrator.

### **Extracurricular Activities**

We encourage student involvement in school organizations and clubs such as:

Athletic teams	Music Honor Society	Peer Leaders
Amnesty International	National Honor Society	Ski Club
Bible Study	Future Business Leaders	Spanish Club
Book Club	of America	Yearbook
Student Activities	Latin Club	Outdoors Club
Student Council	Leadership Team	Photography Club
Dance Club	Literary Magazine	Spanish Club
Drama	Newspaper	
First Robotics	Orientation Leaders	

The Activities Fair held in the fall gives students time to ask questions and an opportunity to sign-up for these clubs.

### **Extracurricular Activity Eligibility**

Students must report to school no later than 8:30 AM and remain in school until 1:50 PM to be eligible to participate or practice on the day of an event. An absence on a Friday or a tardy after 8:30 AM on Friday will exclude the student from any weekend activities. An administrator will review extraordinary circumstances including medical appointments (a note from the doctor will be required) and family emergencies.

Students who have been suspended 5 or more days for infractions violating but not limited to the drug and alcohol policy, harassment policy, or violent offense may be excluded from any school sponsored extracurricular activity including dances, trips, athletic competitions, etc.

### **Athletics**

The guidelines and regulations of the Massachusetts Interscholastic Athletic Association govern interscholastic athletics. Copies of the M.I.A.A. Bluebook will be available in the high school library, guidance office and Athletic Director's office. M.I.A.A. policies are the minimum standards, which are followed, however, Groton-Dunstable's Academic and Social Probation policies may supersede these standards.

Coaches will review issues and guidelines in their preseason meetings, paying particular attention to attendance policies, academic requirements, chemical health policies, physical exams and practice and game limitations.

GDRHS fields teams in the following sports:

Boys & Girls Varsity Soccer	JV Ice Hockey
Boys & Girls JV Soccer	Cheerleading
Girls Freshmen Soccer	Ski Racing
Boys Freshman Soccer	Varsity Baseball
Boys & Girls Golf	JV Baseball
Boys & Girls Cross Country	Varsity Softball
Football JV & Varsity	JV Softball
Varsity Field Hockey	Boys & Girls Track
JV Field Hockey	Boys & Girls Tennis
Boys & Girls Varsity Basketball	Boys & Varsity Lacrosse
Boys & Girls JV Basketball	Boys & Girls JV Lacrosse
Boys & Girls Freshmen Basketball	Varsity Volleyball
Ice Hockey	JV Volleyball

### **Dances/Concerts**

- Students will not be allowed entrance to the dance *one hour after the dance has begun* (except with prior permission from the administration).
- Students must remain at school dances until *one half hour before its conclusion* (unless prior approval is given from the administration).
- Students who have left the dance may not then return, as there is no re-admittance.

Dances are for Groton-Dunstable students; therefore they are not open to the general public. However, students from other schools *may* attend if they have made prior arrangements with the administration. Students wishing to bring a guest to a school-sponsored dance should pick up a guest form in the main office and submit to the Dean of Students 24 hours prior to the function.

*To sign-up guests:*

- The GD student must register guests no later than the day before the dance.
- Approval of guests is the sole prerogative of the administration.
- Administration reserves the right to meet the guest, prior to the dance/event.
- Students may invite one (1) guest, at the appropriate grade level, to the dance.
- The student is responsible for his/her guest's conduct.

Dances are school-sponsored activities and all school rules will be in effect. No smoking will be allowed. Students who arrive at the dance under the influence or who may be imbibing on the premises will be subject to all penalties under the school Alcohol/Drug Abuse Policy. Students who abuse the policy, will have their parent/guardian notified and be asked to leave the dance.

Students who are disorderly must leave the dance without a refund and may be denied the privilege of attending future dances. Parents will be contacted. Suspended students and those on either Social or Academic Probation will not be allowed to attend dances held during their probation or suspension. Students who have arrived to school late, were absent, or are dismissed before the conclusion of the school day are also not allowed to attend dances. This policy applies to school proms as well.

- Students are expected to wear proper clothing for dances.
- Dances will be held from 7:00-10:00 P.M.
- Invited guests must also comply with all of the above criteria.
- Tickets are to be sold in advance.
- All bags and jackets brought into a dance are subject to being searched.

The sponsoring organization of a dance/concert must receive approval from the administration; complete a building facility use form, confirm 5 chaperones and arrange for police and EMT coverage for the event.

## **ELECTRONIC DEVICES POLICY**

### **Cell Phones**

Students may bring cell phones to school, however, should be in the *off mode* between 7:27am and 1:50pm. Cell phones may be used *before* 7:27 and *after* 1:50 in The Commons area and outside. Students may not use their cell phones as a calculator, gaming device, as a camera, for email or text purposes during the school day. Students should exercise respect for their teachers and peers by not taking out their cell phone during class and causing a disruption to the learning environment. Students who violate this policy will be referred to the office for disrupting the learning environment

- First offense: The cell phone will be returned to the student at the end of the day.
- Subsequent offenses: Will require parent notification and further disciplinary action including that a parent pick up the student's phone.

*It is important to note that cell phones are not to be used during lock down or emergency situations.*

### **Personal Listening Devices & Electronic Games**

Personal listening devices are allowed on school grounds and may only be used during lunch and break in The Commons area with headphones. CD Players/MP3 players/headphones/IPODS, etc should be in backpacks when in class.

Other electronic devices such as portable stereos, portable DVD players, electronic gaming devices, digital cameras, etc. are not allowed on campus without prior administrative approval.

Students who violate this policy will be referred to the office for disrupting the learning environment and insubordination.

- First offense: The device will be returned to the student at the end of the day.
- Subsequent offenses: Will require parent notification and further disciplinary action including that a parent pick up the device.
- Repeated offenses: Will result in the permanent loss of a student's privilege to bring personal electronic devices on school grounds.

### **Personal Computers**

Personal computers are not allowed on school grounds without prior administrative approval.

### **MOTOR VEHICLES/PARKING POLICY**

Student parking is a privilege that is available only to seniors and juniors on a space limited basis. All spaces are numbered spaces. All registered drivers will be required to park only in their assigned space with an assigned sticker. School administration will periodically patrol the parking lot to ensure safety, proper use of facility and identify violations.

#### **Information for Seniors**

Seniors are guaranteed a parking space when they submit all criteria *on or before* the registration deadline. Seniors who have missed the deadline for parking registration are not guaranteed a parking space. Those missing the deadline will have their name added to a Wait List.

#### **Information for Juniors**

Junior parking spaces are on a *first come first serve* basis. Juniors, who have missed the deadline for parking registration *or* parking was not available when they attempted to register their vehicle, will have their name added to a Wait List.

Automobiles are to be parked only in assigned spaces in the student parking areas. Students are not to park on grassy areas, in the roadway, in the teachers' parking area, or behind the school. The upper parking lot by the athletic fields is reserved for students with parking stickers.

Once a vehicle has arrived on school property, it should be parked in its assigned space and students should immediately leave the parking area. No student is to return to the parking area or enter an automobile without permission from the administration or until school has been dismissed for the day. If a student is in violation of this, he or she will receive a minimum of four hours of Saturday Detention. Repeated offenses may result in suspension. The only exception to this is for seniors during their Senior Project block.

#### **Parking Registration and Times**

All students must have their Auto Registration and License

*(Please register in the Main Office)*

**August 25 & 26, 2008                      9:00AM-12:00PM**  
SENIORS ONLY

**August 27, 2008                              9:00AM-12:00PM**  
**September 2 & 3, 2008                      9:00AM-12:00PM**  
OPEN REGISTRATION (Seniors and Juniors)

*(Please register in the Main Office)*

**There will be No Registration on September 4, 2008**

**September 5, 2008**

***During Break & the Students' Lunch Time  
After School: 2:00PM in the Main Office***

### **Lost Parking Stickers**

Students who lose their parking sticker will be required to pay a \$5 replacement fee. At this time, the student may be reassigned a new space to match the new replacement sticker number. Students who lose their sticker more than two times may have their parking privileges revoked.

### **Parking Violations**

- Any vehicle that is parked improperly, parked in the faculty parking lot, parked in visitor or handicapped spot or is missing a valid parking sticker is subject to towing or booting at the owner's expense. No prior warning is necessary.
- Any student with 6 or more tardies, excused or unexcused, is subject to having their parking privileges revoked for the remainder of that term.
- Any student who uses their vehicle to leave school grounds without permission will have their parking sticker revoked and may be suspended for up to two days.
- Any student who violates the Safe Operation Policy may lose parking privileges or be subjected to a fine.
- Any student who violates the Safety Belt Policy may lose parking privileges or be subjected to a fine.

### **Safe Operation**

Students are asked to remain safe and cautious drivers.

- Speed limit on school property is *20 miles per hour*.
- The exit from the student parking lot *is* school property.
- No student vehicles are allowed on the Emergency Access road.
- Students exiting the parking lot are *not* allowed to cut into line in front of moving school buses.
- Passing a school bus with its red lights flashing may result in the student receiving a fine of up to \$200.
- Violation of the Safe Operation Policy may result in loss of parking privileges and/or fines.

### **Seat Belt Use**

As per state law, seatbelts are required to be worn while operating a vehicle on school property.

- Any operator responsible for a violation of the above is subject to receiving: a written warning and 2 weeks loss of parking privileges.
- Repeat infraction will result in notification of the driver's parents and possible permanent revocation of parking eligibility.

*All moving and standing motor vehicle violations could result in a ticket from the Police Department.*

## **DESCRIPTIONS, POLICIES AND PROCEDURES**

### **Transportation & Pupil Safety Policy**

Responsible behavior is expected at all times. The privilege to ride the bus may be revoked if there is dangerous or continuous misconduct on the bus.

**Forgery of Notes**

Parents will be contacted if the school suspects that a note has been forged. A first offense will result in a parent conference, 4 detentions and 2 weeks social probation. The second offense will result in a two-day suspension.

**Inflammatory Devices**

Possession and/or lighting of any incendiary device, including, but not limited to, firecrackers, smoke bombs or matches and lighters will result in suspension.

**Internet Acceptable Use Policy**

The school has taken measures to prevent access to inappropriate information. However, the school cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality or the content of information available through this service. The students know what is appropriate and inappropriate based on stated school guidelines.

The use of building and district information systems is a privilege, not a right, and inappropriate use of electronic information resources is a violation of school rules and may also violate, local, state, and federal laws for which students may be prosecuted.

Employees, visitors, students and parents must sign an acceptable use policy statement before using the district's computers. If anyone does not honor the policy his/her privileges will be revoked and further disciplinary action may follow depending on the nature of the infraction.

**Leaving School**

Once a student arrives at school, he/she is not permitted to leave while school is in session without permission of the Main Office. Exceptions to this are students granted permission to leave during their Senior Project Class. Any student who leaves school without permission will be suspended and/or assigned a Saturday detention for their first offense. Drivers who leave school without permission will have their parking privileges terminated for the remainder of the term. ~~If any~~ student's vehicle is found on school grounds during this period of time, it will be towed at the owner's expense and liability.

**Smoking**

Students are not allowed to smoke on school grounds at any time. The Massachusetts Clean Indoor Air Law effective April 13, 1988, "prohibits smoking in public and private schools". Smoking or the use of smokeless tobacco is not allowed in any part of this building, the grounds, or school buses including before, during, and after school.

Any person smoking or in possession of cigarettes, lighters, or rolling papers, including use of any form of smokeless tobacco, in the building, anywhere on school grounds, or at any school related activity will serve four hours of detention and one (1) day suspension. The second offense will result in a two (2) day suspensions and eight hours of detention. There will be a three (3) day suspension and 12 hours of detention for any subsequent offense.

For the purpose of this regulation, the act of smoking includes, but is not limited to, holding a lighted or unlighted cigarette in one's hand or mouth, serving as a "lookout" and/or being in the close proximity of any student violating the above regulation. All will result in the suspension outlined above.

No cigarettes or lighters are allowed on school grounds. If brought on school grounds they will be confiscated and returned to a parent or guardian upon request. Violation of chemical health policies by athletes will result in penalties as mandated by the MIAA and coaches of their respective teams.

### **Student Anti-Harassment Policy**

Groton Dunstable Regional High School is committed to maintaining a safe, inclusive, and respectful environment free from all forms of bullying and harassing conduct, including but not limited to harassment based on race, color, national origin, creed, religion, gender or gender identity, sex, affectional or sexual orientation, age, physical appearance, socio-economic status, family situation or disability. Therefore, all such conduct is prohibited at school and school sponsored events.

The goal is ensure all individuals the opportunity to work, learn, and develop relationships without the disruptions caused by fear of intimidation, humiliation, or degradation.

### **DEFINITIONS**

**Inciting a violent act:** Any action that encourages another to participate in an act of violence.

**Harassment:** Any action, conduct, or communication which has the purpose or effect of interfering with an individual's work or education or creating an intimidating, hostile or offensive environment. This includes actions against individuals or groups not only based upon legally protected classifications such as race, color, national origin, religion, creed, gender, sex, sexual orientation, age, and disability, but also upon personal circumstances such as socioeconomic status, gender identity, family situation, and physical appearance.

**Bullying:** Repeatedly, and over time, intentionally inflicting injury or discomfort on an individual with the purpose or effect of interfering with an individual's work or education or creating an intimidating, hostile, or offensive environment. Bullying can take many forms and can be directed against a person or a group. It often involves an imbalance of power or strength, in which one person is victimized by another person.

**Retaliation:** Any damaging or threatening action taken against an individual for reporting a violation of school policy.

**Fighting:** A physical altercation between 2 or more individuals.

**Physical Assault/Battery:** Any intentional action taken that places another in reasonable fear of imminent offensive or harmful physical contact. For the purpose of this policy, it is distinguished from fighting as 1) The victim had NO warning of the pending attack or means to avoid it 2) The victim clearly did not incite, attempt to escalate the altercation, or retaliate against the individual in any manner.

**Hazing:** As set forth in Massachusetts General Law ch269 Ch 17-19, hazing is identified for the purposes of this policy as: Any conduct or method of initiation into a student organization, whether on public or private property, which willfully and recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, beating, forced calisthenics, exposure to weather, forced consumption of food, liquor or any beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely effect the physical health or safety of any such student person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Massachusetts General Law, Ch 269 17-19 provides for the following criminal penalties: Whoever is the principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$1,000 or by imprisonment in a house of correction for no more than 100 days, or by both such fine and imprisonment. Anyone who knows that another person is the victim of hazing as defined by above, must, without endangering

him/herself or other, report the crime to an appropriate law official as soon as possible. A fine of not more than \$500 shall punish whoever fails to report such a crime.

**Hate Crime:** A crime in which a person's conduct is motivated, in whole or part, by hatred, bias, or prejudice, based on actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation of another individual or group. Students found to be committing hate crimes will be held accountable according to the GDRHS Harassment Policy and will be referred for criminal prosecution under Massachusetts General Law Ch 265 sec 39.

**Indecent Assault/Battery:** A criminal offense in which an individual commits an assault upon a person that is sexual in nature. This includes kneeling, exposure, grabbing or groping a person in an unwelcome, sexually explicit manner.

## **REPORTING RESPONSIBILITIES**

### **Harassment**

Everyone in the school community is responsible for immediately reporting incidents of harassing, bullying and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or school sponsored event. Failure to report such incidents or failure to cooperate with an investigation of such an incident will result in disciplinary action. Further, it is the responsibility of all faculty, staff, and students to intervene verbally in any incident when it is possible for them to safely do so.

#### *When to Report:*

- If you are a target or victim of violations to the anti-harassment policy
- If you are a witness to violations of the anti-harassment policy
- If you see insulting or demeaning graffiti or other visual displays
- If you have other reasons to believe that there may have been a violation of this anti-harassment policy. This could include hearing re-occurring gossip about a possible incident or incidents.

NOTE: If you witness violations of the anti-harassment policy, you may make a report through your Guidance Counselor or the Harassment Officer. In order to allow students to report suspected violations of this policy without fear of retaliation, GDRHS will deal seriously with any and all acts of retaliation for the good faith filing of a complaint or cooperation in the investigation of any such complaint.

#### *Who to Report To:*

School Harassment Officer: Ms. Erickson  
Guidance: Ms. Charbonneau, Mr. Hennelly, Mr. O'Loughlin  
Assistant Principal: Mr. Jones  
Any GDRHS Teacher, Coach or Staff Member

Any harassing behavior that involves adult to student or student to adult must be referred to Principal, Ms. Shelley Marcus Cohen.

*The above individuals can be reached at (978) 448-6362*

All reported incidents of harassing behavior will be investigated. In the event a violation of this policy is established, GDRHS will take reasonable steps to stop the violation and prevent its recurrence. These steps may include actions against those whom have been determined to be in violation.

The following level system is intended to be used as a guideline pertaining to possible offenses. It is not designed to be all-inclusive or reflect extenuating circumstances. Administrators will be the

final arbitrators in all disciplinary actions and will use the following merely as guidelines in their decision-making.

### **Level One**

Intervention may be dealt with by staff member or referred to Harassment Officer. Infractions at this level are first time offenses that are general in nature, and include but are not limited to:

- Irritating words, gestures, or actions toward another that interfere with individual's work/education.
- General use of slurs not directed at an individual (ex: "That's gay" "How retarded").
- Demeaning jokes, stories, or activities toward a group of individuals.
- Destroying or defacing school approved postings.
- Displays or circulation of material that promote demeaning stereotypes.
- Demeaning use of sarcasm.
- Failure to report harassing/bullying behavior to appropriate authority.
- Making a false accusation(s) against another.
- Non-specified name calling not outlined in level 2.

Corrective actions at this level may include but are not limited to:

- Discussion with teacher
- Educational assignment
- Mediation
- Referral to Harassment Officer
- Teacher detention
- Office detention
- Letter of apology

### **Level Two**

Corrective Actions may include teacher-imposed consequences and MUST include referral to the Harassment Officer for review, documentation, and possible further action including administrative referral. Infractions at this level are either repeated level one offenses, or are directed at a specific individual or group, and are not physical in nature. Examples of offenses at this level include but are not limited to:

- Repeated Level One offenses
- Displaying or circulating any form of pornography.
- Using racial, religious, sexual orientation or other slurs directed at an individual or specific group.
- Use of profanity directed at another with purpose to offend, embarrass, or intimidate.
- Demeaning comments about a person's size/appearance/socioeconomic status/perceived intelligence.
- Threatening statements directed at an individual
- Physical posturing in a threatening manner
- Blocking a person's movement
- Attacks on personal property
- Inciting a violent act
- Unsolicited sexually explicit remarks or gestures.
- Impeding an investigation of a complaint of harassment

Corrective actions at this level include but are not limited to:

- Educational group (after school)
- Educational assignment
- Restorative justice project

- Notification of parents
- Social probation-1 week
- Office detentions
- Documentation in student record
- Saturday detention
- Possible referral to Assistant Principal
- Written reprimand/warning

### **Level Three**

Students must be referred directly to administration and may be referred back to the Harassment Officer for education or other intervention. Infractions at this level include but are not limited to:

- Repeated Level Two offenses
- Retaliation against individual reporting harassment.
- Touching another person in an embarrassing, intimidating or hostile way.
- Any physical intimidation including but not limited to touching, pushing, or tripping.
- Intimidation with an object
- Extortion or use of blackmail
- Unwelcome sexual remarks, including pressure for dates or information on sexual experiences.
- Unwelcome sexual/physical advances such as pinching, patting or pulling at another's clothing.

Corrective/Disciplinary actions to infractions at this level include, but are not limited to:

- Parent meeting required.
- Educational group
- Social probation up to 3 weeks
- Restorative justice project
- Suspension 1-5 days
- Written reprimand
- Documentation in student record
- Possible referral to Police.

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### **Level Four**

Students must be referred directly to administration and will be referred to the Groton Police Department. Infractions at this level represent a repeated pattern of infractions that has not ceased despite prior intervention, and/or offenses that are in violation of Massachusetts State Law, including but not limited to:

- Repeated Level Three offenses
- Criminal threatening
- Intimidation of a witness
- Physical assault & battery
- Indecent assault & battery
- Hazing
- Hate crimes
- Terror provoking threats of violence against an individual or a school, either verbal or written.

Responses/Disciplinary Actions at this may level include but are not limited to:

- Parent meeting required.
- Documentation in student's record.
- Possible removal from team/activity if directly associated with offense.
- 3-10 day suspension by Assistant Principal
- Referral to Principal for possible long term suspension, exclusion, or expulsion\*.
- Referral to Superintendent for possible long term suspension, exclusion, or expulsion\*.

- Notification of Groton Police Department.
- Notification to Division of Social Services where applicable.
- In some circumstances the administration may initiate a risk assessment, or other testing with conditional reinstatement.

Resource List:

Guidance Office	978-448-6362
Assistant Principal	978-448-6362
Groton Police Department	978-448-5555
Safelink-Domestic Violence 24 hour hotline	877-785-2020
Peer Listening Line for gay, lesbian, transgender youth	617-267-2535

GDRHS urges all individuals who believe they have been subjected to violations of this Anti-Harassment Policy to report the matter to school officials so that they may take appropriate action. Individuals who believe that they have been subjected to harassment based upon legally protected classification should also be aware that may contact the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148-5023, telephone (781) 338-3300 or US Department of Education, Office of Civil Rights (OCR), J.W. McCormack POCH, Boston, MA 02109-4557, telephone (617) 223-9662, TDD Users (617) 223-9695

**DETENTION**

**Teacher Detention**

Students should be fully aware that the teacher is authorized and has the primary responsibility for maintaining order. In the classroom, the subject teacher will deal with those actions that are disruptive of the learning environment. Chronic and/or serious offenders will be referred to an administrator.

Teachers may assign Teacher Detention for infractions of class rules or violating handbook regulations. Class rules will be stated at the beginning of the class and may be updated at the will of the teacher at any time. Teacher detention will begin at 2:00 P.M. and last until 3:00 P.M. It remains the student’s obligation to report to the teacher’s detention at the teacher’s discretion. Failure to report to teacher detention will result in referral to an administrator for disciplinary action.

**Office Detention**

Office detention is held two days a week from 2:00 until 3:00. The location of detention is posted in the Main Office.

Teacher and office detentions cannot be served concurrently. When both are scheduled on the same day, the teacher detention will be served first. The office detention will be rescheduled for the next viable date. It is the student’s responsibility to notify the office of the conflict *before* the office detention is scheduled to be served.

Office detention takes precedence over all other obligations including school related activities and outside employment. Not attending detention on the date assigned will result in suspension. Disruptive behavior in detention will also result in suspension.

**Saturday Detention**

Saturday Detention is held from 8:00am-12:00pm one Saturday per month. Coordination of transportation to and from school is the responsibility of the student. Students who are late will not be admitted. Students who miss a Saturday detention may be suspended and a parent meeting will be required prior to the student returning to class. Students receiving more than 3 Saturday detentions in a term are subject to suspension.

A student must serve all detentions. If, for any reason, they haven't been served, a student will be suspended and will be placed on social probation for part or all of the next academic term.

### **Accumulated Detentions**

All detention hours must be served prior to Progress Reports and Report Card periods. Students who do not complete these hours will receive one day of suspension for every 6 hours of detention owed. This suspension does not expunge the detention hours owed. Owed detention will carry over into the next reporting period and still must be served before the end of the next reporting period.

Students who do not meet their disciplinary obligations prior to the start of the next reporting period will be placed on Social Probation thus impacting the students' ability to participate in athletic and social activities.

- Detentions: If a student accumulates more than 4 detentions,, they may be assigned a mandatory 4 hour Saturday detention. Failure to attend a Saturday Detention may result in suspension. The suspension will not absolve the student of fulfilling the Saturday Detention The student may be required to serve the next Saturday Detention(s).. Should a student accumulate 8 office detentions, they may be suspended for up to 2 days.. -(thought not finished.)
- All petitions for removal of detention hours must be made to an administrator.

### **Detentions and Extracurricular Activities**

Students with outstanding detentions must serve all hours prior to participating in any athletic or extracurricular event including but not limited to practices, games, performances, meetings or after school events.

It is the responsibility of the student to notify the office if he/she feels an error has been made regarding detention.

### **SOCIAL PROBATION**

A student whose behavior is inappropriate of a student at Groton-Dunstable High School will be placed on social probation.

Social probation means a student will not be allowed to participate in or attend any school function (games, dances, Prom, awards banquet, etc.). Students on social probation must leave school grounds at the end of the regular school day unless he or she is receiving tutorial assistance or serving a detention. Students, with the exception of school choice students, will have their parking privileges revoked if on social probation. Students on athletic teams may be granted permission to attend practice with prior approval of the administration but will not be allowed to participate in matches/games.

Social probation is automatic with a suspension offense. Social probation begins on the first day the student returns to school following suspension. For suspensions of 1 to 3 days on the first offense, a student will be on probation for one week, second offense - two weeks, third and

subsequent offenses - one marking period (nine weeks). For suspensions of four (4) or more days, the first offense will result in two weeks of social probation and the second and subsequent offenses - one marking period or the equivalent. Violation of social probation will result in a one (1) day suspension.

### **Suspension from School**

During the period of out-of-school suspension a student may not be in school, on school grounds, or at any school function. Students will receive reduced credit for assignments missed due to a suspension, only if submitted to the teacher immediately upon return to school. Tests and quizzes missed due to suspension may be made up for reduced credit at the convenience of the teacher. *Reduced credit will be two (2) grades below achieved score.*

GDRHS will hold in-house suspensions when the infraction warrants it and when the school is able to accommodate it. The school will also employ out-of-school suspensions.

### **Suspension Guidelines**

When a student is suspended for the first time, the parent(s) or guardian(s) will be provided with:

- Telephone call
- Written notification of cause
- Notification of length of the suspension and Social Probation.
- Possible request for parent/student conference with the Assistant Principal as condition for student reinstatement.

If a student is suspended for the second and third times, the conditions stipulated above will prevail. The following appeal levels are available to a student or parent:

- A suspension by the Assistant Principal may be appealed to the Principal.
- A suspension or Principal's decision may be appealed to the Superintendent of Schools.
- The Superintendent's decision may be appealed to the School Committee.
- In the event that the next scheduled School Committee Meeting would cause a lengthy delay in the appeal process, a 3-member subcommittee of the School Committee may hear an appeal.

When a student is suspended for the third time, the student, parent/guardian, Assistant Principal and Principal shall follow the same procedure stipulated above. Parents need to understand that the student would be subject to a referral to the Superintendent and possible withdrawal from school.

Multiple suspensions may result in a referral to the-Principal for a conference and recommendation, which could include re-instatement, withdrawal, or expulsion.

### **Law Regarding Suspension**

\*In *Goss vs. Lopez* (419 U.S. 565 (1975)), the United States Supreme Court held that before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

- Oral or written notice of the charges against him/her;
- An explanation of the evidence against him/her; and
- The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator).

## **Suspension Procedures for Students on Individualized Educational Programs**

Students receiving special education services generally may be excluded from programs or suspended from school, just as any other student can be, for up to ten consecutive school days or for 10 cumulative school days. When a student in special education will be excluded from his/her program for more than 10 school days, the student's special education TEAM will conduct a functional behavioral assessment and develop a functional behavioral assessment plan. In many cases, the TEAM may be required to determine whether the student's behavior was related to his/her disability through a "manifestation hearing" process.

If the TEAM determines that the student's behavior was not related to his/her disability, the school may mete out consequences for conduct as outlined in this handbook and the school will determine the provision of educational services during the period of suspension or exclusion. If the TEAM determines that the student's behavior was due to his/her disability, the student may not be suspended or excluded from the current educational placement until the TEAM develops, with parental consent, a new IEP. Exceptions to this involve possession of weapons or drugs or when the student poses a danger to his or her-self or others.

## **DRUG & ALCOHOL POLICY**

This policy statement is designed to provide a framework upon which to base local decisions. As such, this statement is based upon the philosophy that the School Committee and Administration have a responsibility to protect the individual rights of each student as well as the rights of all students. Both responsibilities imply protection against influences detrimental to health and safety.

Drugs, which include over the counter medication, prescription drugs (other than prescription drugs registered with and in the possession of the nurse), any form of tobacco and alcohol have no place in our school. The use of drugs and alcohol is not only illegal, even for students over eighteen, but also incompatible with the sense of community and decision-making skills we want students to attain.

NOTE: Student athletes are subject to all MIAA regulations. Violations of the MIAA drug and alcohol policy impact player eligibility regardless of whether the offense took place in school or in the community. The school administration reserves the right to remove a student from any team when the student has incurred multiple offences within his/her high school career.

### **Abuse Categories**

The following categories represent the most common areas of abuse:

**Use:** Is when a student is actually observed drinking liquor, smoking marijuana or tobacco, taking drugs such as barbiturates, prescription drugs (improper dose or without a prescription), amphetamines, or when the use of these drugs has been determined through investigation.

**Possession:** Is when a student is in possession or knowingly in the presence of drugs or paraphernalia, or alcohol. Please refer to the "Weapons" section (pg. 21) for further consequences of being in possession of a controlled substance as defined in Ch. 94C, including but not limited to marijuana, cocaine and heroine.

**Under the Influence:** Is when in the judgment of the teacher, nurse, and administrator, the behavior or symptoms indicate a student is under the influence. Indicators may include, but are not limited to: odor, slurred speech, pupil dilation, inability to answer questions, slow reactions, etc.

**Transactions:** Any involvement in the sale or exchange of drugs and alcohol.

All of the above offenses are not allowed on school grounds or at any school function.

### **Disciplinary Action**

If a determination is made that any of the abuses have occurred the following action will take place:

- The student will be referred immediately to the Assistant Principal.
- The Principal, student's parents, Superintendent, and police will be notified.
- Parents will be advised that an immediate conference is necessary.
- The student will be suspended for a minimum of 5 days.

A second offense by any student while enrolled in grades 9–12 will result in the same action noted. In addition, the student may appear before the Superintendent for a hearing. After the disposition of the case, the outcome could include a recommendation for long-term suspension, exclusion, or expulsion.

A third offense while enrolled in grades 9–12 will result in the recommendation for expulsion of the student for the remainder of the school year.

### **WEAPONS**

Weapons of any kind (including replicas, firearms, knives of any length or shape) will not be allowed for any reason at GDRHS. Any student found with a weapon will be immediately suspended for 10 days and will be subject to a hearing. The results of the hearing could result in reinstatement, extended suspension, exclusion or expulsion from school.

Education Reform Act of 1993, Chapter 71, Section 37H

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

a. The principal may expel from school or the school district any student who is found on school premises, at a school-sponsored or school-related event (including athletic games), in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C., including but not limited to, marijuana, cocaine, and heroin.

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

c. Any student who is charged with a violation of either paragraph (a) or (b) the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.”

Education Reform Act of 1993, Chapter 71, Section 37H1/2

“Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

a. Upon the issuance of a criminal complaint charging a student with a felony delinquency complaint against a student, the principal of the school in which the student is enrolled may suspend the student if the principal determines that the student's continued presence in school has a substantial detrimental effect on the general welfare of the school.

b. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of the school in

which the student is enrolled may expel said student if continued presence in school would have a substantial detrimental effect on the general welfare of the school.”

The student shall receive written notification of the charges and reasons for such action. The student has the right to appeal. See the procedure for appealing disciplinary actions outlined under the Suspension section of this booklet. However, please note that the suspension or exclusion will take effect prior to any appeal hearing.

**STUDENT BEHAVIOR STANDARDS**

Good behavior and classroom discipline are imperative if learning is to take place. The purpose of Groton Dunstable High School’s Policies and Standards for Behavior is to ensure a safe and orderly environment for everyone. These rules are in effect for all GDRHS students, regardless of their age, while at school and at all school sponsored events.

Students, parents and teachers should be aware that the following charts are included in the handbook as a quick-reference for general disciplinary actions. It is not designed to be all-inclusive or reflect extenuating circumstances.

Administrators will be the final arbitrator in all disciplinary actions. When more than one response is available, the school administrator will use the most appropriate choice according to the severity of the offense(s) and all other factors involved in the incident.

<u>Infraction</u>	Typical Consequence					
	Disciplinary Action	Detentions				Suspension
		1	2	3	4	
<b>Cutting Class</b>						
	Please refer to the appropriate section of this Handbook.					
<b>Class Absences</b>						
4 or more per term course	Loss of credit/Attendance Appeal					
7 or more per semester course	Loss of credit/Attendance Appeal					
<b>Tardiness to class</b>						
1st offense	Teacher detention	X				
<b>Tardy</b>						
Chronic tardiness: 6 or more tardies	Social Probation through end of term, Parking priv. revoked				1 day	
6 or more tardies of 15 minutes or less	Equals 1 unexcused absence, social probation					
Tardy after 8:30 AM	Loss of activity/athletic privileges					
<b>Unregistered Student</b>						
1st offense			X			
2nd offense					1 day	
<b>Truancy</b>						
1st offense (unexcused absence)	Reduced credit, social probation, parking priv. revoked			X		
2nd offense (unexcused absence)	Reduced credit, social probation, parking priv. revoked			X X	Sat. Detention or as otherwise	

						determined by the Administrator
3 <sup>rd</sup> offense (unexcused absence)	Reduced credit, social probation, parking priv. revoked					1 day
Unexcused absences on a Friday	Loss of weekend privileges					
<b>Dismissal</b>						
Leaving school without permission	Sat. detention, social probation, parking priv. revoked				X	2 days
<b>Cheating and Plagiarism</b>						
1st offense	Meeting w/ Parent & Teacher & Admin. Earn 0 credit, social probation				X	Sat. Detention or as otherwise determined by the Administrator
2nd offense	Meeting w/ Parent & Teacher & Admin. Earn 0 credit, social probation					1-3 days
<b>Academic and Social Probation</b>						
Violation of the policy	Personal growth project					1 day
<b>Dress Code</b>						
1st offense	Change attire, sent home, parent notification					
2nd offense	Change attire, sent home, parent notification	X				
3rd offense	Change attire, sent home, parent notification				X	Sat. Detention or as otherwise determined by the Administrator
<b>Electronic Devices/Cell Phones</b>						
1st offense	Returned to student at the end of the day					
2nd offense	Parent pick up the phone/device		X			
3rd offense	Parent pick up the phone/device			X		
<b>Dances &amp; Events</b>						
Inappropriate dress	Change of clothing/sent home					
<b>Motor Vehicles/Parking</b>						
Non-valid sticker	Towing/booting, Loss of parking privileges					
Lost Parking Sticker (2+ times)	\$5 fee, Towing/booting, Loss of parking privileges					
Parked in faculty, handicapped, visitor parking	Towing/booting, Loss of parking privileges					
Leaving school grounds without permission	Sat. detention, social probation, parking priv. revoked					2 days
Violation of speed limit, not yielding to buses, parking in handicap spaces, Safe Operation Policy, Seat Belt Use Policy	Towing/booting, Loss of parking privileges, fines	X				
Inappropriate conduct of a driver	Towing/booting, Loss of parking privileges, fines	X				
Subsequent offenses/ violation of disciplinary action	Towing/booting, Loss of parking privileges, fines				X	
6 or more tardies	Equals 1 unexcused absence, social probation, Towing/booting, Loss of parking privileges, Social Probation					
<b>Detention</b>						
Teacher detention	2-3 PM					

Skippping teacher detention			X			
Skippping office detention						
Skippping Saturday detention	Exemption from extra-cur. Activ.					1-3 days
3 or more Saturday detentions	Parent conference					1-5 days
Disruptive behavior in detention						1-3 days
Accumulation of 4 detentions	Saturday detention					1 day
Accumulation of 8 detentions						2 days
Accumulation of 12 detentions						3 days
Accumulation of 16 detentions						4 days
Accumulation of 20 detentions						5 days
<b>Suspension</b>						
All suspensions	Social Prob., reduced credit					
<b>Social Probation</b>						
Violation of Social probation						1 day
<b>Forgery of Notes and Passes</b>						
1st offense (forgery)	Parent conf., 2 weeks social prob.				X	
2nd offense (forgery)	Parent conf., 2 weeks social prob.					2 days
Improper use of pass sign out			X			
<b>Insubordination, Language and Behavior</b>						
Profane and vulgar language				X		
Disrespectful/uncooperative				X		
Throwing objects (1st)				X		
Inappropriate conduct				X		
Insubordination						3 days
Profane/vulgar lang. directed at staff						3 days
<b>Property Damage</b>						
Defacing school property				X		1 day
Damage to property including school/staff/student						3 days
<b>Harassment</b>						
1st offense: Harassment of student						See Policy
2nd offense: Harassment of another student						See Policy
Harassment of faculty/staff						See Policy
<b>Drugs and Alcohol</b>						
1st offense	Notification of parents, super, princ. & police					5 days+
2nd offense	Notification of parents, super, princ. & police					Long-term
3rd offense	Notification of parents, super, princ. & police					Expulsion
<b>Smoking</b>						
1st offense					X	1 day
2nd offense					X	2 days
Subsequent offenses					X	3 days
					X	
					X	
<b>Reporting to the Office</b>						
Not reporting to office when sent				X		

Not going to office when sent (2nd)						2 days
Leaving office once sent						2 days
<b>Other</b>						
In unsupervised area (repeated)						2 days
Fighting						2-5 days
Stealing/possession of stolen property						3 days
Possession/lighting of incendiary device						3 days
Assault and battery						5 days
Pulling false fire alarm						5 days
Behavior endangering health & safety						1-10 days
Possession of drugs/weapon or assault on school personnel See GDRSD policy						Subject to Ed. Reform Act of 1993