



RESPECT, INTEGRITY, and EXCELLENCE for ALL

2014-2015

**Triton High School
Byfield, Massachusetts 01922**

Web Address: www.trsd.net

TRITON HIGH SCHOOL
CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

PREPARATION FOR CAREERS, COLLEGE, AND COMMUNITY
CONNECTED LEARNING
RELEVANT SKILLS
RESPECTFUL ENVIRONMENT

The Triton student will:

- ...communicate effectively.
- ...problem-solve effectively.
- ...engage in a diverse curriculum.
- ...demonstrate respect and responsibility.
- ...participate positively in the community.

ADMINISTRATIVE PERSONNEL

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Program Coordinators

English	TBA
Foreign Language	Ms. Joyce McKenna
Library/Media Technology,	Ms. Andrea Sargent
Mathematics/Business/Computer Science	Ms. Kathy Norton
Physical Education	Ms. Donna Andersen
Science and Engineering Technology	Ms. Maureen Farley
Social Sciences	Ms. Lisa Herzl
Visual and Performing Arts	Ms. Susan Densmore

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GUIDANCE DEPARTMENT
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TBA, Secretary

The purpose of the guidance department is to provide educational counseling and guidance services to all students. A developmental approach is taken in the planning and implementation of sequential guidance activities over the four years of the high school experience. We have a staff of certified, experienced counselors who stand ready to assist our students in dealing with a wide range of issues, including academics, college and career information, and personal counseling. Counselors are available during regular school hours and by appointment before and after school. Students can make appointments directly with their counselor or by leaving a note with the guidance secretary, or in the counselor's mailbox in the main office, or via e-mail.

ACADEMIC INFORMATION

Grading Policy:

A+ (100-97)	A (96-93)	A-(92-90)
B+ (89-87)	B (86-83)	B- (82-80)
C+ (79-77)	C (76-73)	C- (72-70)
D+ (69-67)	D (66-63)	D- (62-60)
F (Below 60)	FA (55)	

- P**—(Passing) is used to indicate that a student passed the course; [not counted in grade point average]
- I** — (Incomplete) is used to indicate that a student is given additional time to complete work for the course. Work must be made up within two weeks unless the student is given an extension by the teacher, for exceptional circumstances.
- W** — (Approved Withdrawal) [not counted in grade point average] is used for the necessary transfer from one instructional ability level to another and for withdrawal due to exceptional circumstances
- WF**—(Withdraw Failing) [counted as an “F” in grade point average]. Is used for students dropping a course after midpoint of the first marking period or for students requested to leave a course.
- M**— (Medical) is used to indicate a medical excuse from physical education.
- FA**— (Administrative Failure) An FA will be issued on the sixth (6) absence in a term.

Honor Roll

- High Honors: All **A** Grades
- Honors: All **A** and **B** Grades
- Merit: One **C**, all other grades **A** or **B**

The Grading Period Calendar for 2014-2015 is as follows:

- 1st Quarter:** September 2, 2014 – October 31, 2014
- 2nd Quarter:** November 3, 2014 – January 20, 2015
- 3rd Quarter:** January 26, 2015 – April 3, 2015
- 4th Quarter:** April 6 – Last day of school (June 16, 2015)

During the first week of school, students will receive written information from teachers on each of their courses explaining the relative weight to be given to tests, quizzes, homework, projects, class participation, and attendance in determining grades, as well as directions for making up work missed due to an authorized absence.

FOR FRESHMEN ONLY: An “F” grade will not be given a value lower than 50 for the first marking period’s grade so that students having difficulty early in the year will still have an opportunity to pass for the year.

An “F” grade in the remaining quarters or on the final exam can be given a value of 0 to 59. A “0” will be given for the final exam grade if a student does not take the exam.

In a full-year course where a mid-year exam is given, the mid-year exam will count no less than 5% and no more than 15% of the final course grade. It will not be averaged into the second quarter grade. The final exam will count no less than 5% and no more than 15% of the final course grade. The exam will not be averaged into the final quarter grade. The combination of the mid-year exam and the final course grade will be averaged with the four quarterly grades with each quarter counting for 20% of the final grade. In a one-semester course, there will be a final exam only; it will count no more than 20% of the final course grade.

The mid-year exam grade and the final exam grade will be recorded on the report card.

Prerequisites exist for entrance into Honors and Advanced Placement courses and are described in the Program of Studies which can be found on the high school website: <http://high.trsd.net/> Additional information may be requested from teachers and counselors.

GRADE POINT AVERAGE

Triton has developed a system of determining a student’s Grade Point Average (GPA) based on the Massachusetts State College System. Final grades for all full time subjects are counted and divided by the credits attempted.

WEIGHT TABLE FOR GRADE POINT AVERAGE (GPA)

Grade	AP	H	CP
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
D-	1.7	1.2	0.7

Progress Reports

Progress reports are issued at the mid-point date of each marking period. Students whose performance deteriorates dramatically after the mid-point of the marking period may, with the authorization of the principal, be failed even though they did not receive a warning.

Summer School

Summer school is not offered at Triton High School as a means of making up failed courses. During the academic year an on-line extra curricula option will be made available for credit recovery. This process is available to students beginning in their junior year and will be overseen by a staff/program administrator and will be discussed with affected students and their parents/guardians as warranted by failed courses.

Support for English Language Learners

Triton Regional School District is committed to ensuring that all of our students — including those who are not yet fluent in English — receive the best education possible. By law, all school-aged English language learners (ELLs) are eligible for English as a Second Language (ESL) support to help them become fluent English speakers. English as a second language instruction is:

- Provided by teachers with specialized training (ESL Specialists)
- Delivered using appropriate materials designed specifically for English language learners
- Offered proportional to a student's needs (e.g. A student just learning English will receive more intensive ESL support than a student who is nearly fluent.)

A Home Language Survey is used to screen students upon entrance to the district in order to identify needs for English language development support. If the child is identified as needing support and the parent/guardian accepts services, the student is enrolled in a traditional classroom setting with support from the ESL Specialist. A parent/guardian has the right to decline ESL services.

Once a student is receiving ESL services, his/her growth is monitored carefully by the classroom teacher and ESL Specialist. Students who demonstrate English language proficiency may be transitioned out of ESL services, but they are still monitored closely to ensure that they are being successful in class. Transition out of ESL services is always done in consultation with parents.

ATTENDANCE POLICY

Background

A key factor in achieving academic excellence is consistent attendance and punctuality. The responsibility for being in school rests upon the students and their parents or guardians. College admissions officers, scholarship committees, and future employers often evaluate attendance records.

We are preparing students for “careers, college, and community”. Frequent absences from, and tardiness to, the classroom disrupts the continuity of instruction. The interaction of pupils with one another in the classroom and their participation in instruction with their teacher are vital to achieving the goal of preparing students for their futures. To achieve this goal, we expect Triton students to attend school prepared and ready to learn.

Massachusetts General Law, Chapter 76, Section 1: Regulation of School Attendance, stipulates, “The school committee of each town shall provide for and enforce the school attendance of all children actually residing therein in accordance herewith. The superintendent, or teachers in so far as authorized by him or by the school committee, may excuse cases of necessary absence for other causes not exceeding seven-day sessions or fourteen half-day sessions in any period of six months.”

Regulations that govern MCAS Performance Appeals (603 CMR 30.05) state that “[students must have] maintained at least a 95% attendance level (no more than nine days of absence from school in a 180-day school year) during the school year prior to, and the year of, the appeal, provided that the superintendent may present evidence of circumstances such as a student’s disability or serious illness that would justify an exemption from this requirement.” The commissioner of education has encouraged all school officials to use the 95% attendance requirement in local attendance standards.

Accordingly, Triton High School’s Attendance policy is as follows:

Students will face a failure for the quarter (FA/Administrative Failure) if their total absences **exceed five (5) in a full time course, or two (2) in a part-time course, per quarter**. An ‘FA’ will be issued on the sixth (6) absence in a full time course and on the third (3) absence in a part-time course. Students will receive the numerical average of a 55% for that quarter.

If a student’s absence is to be considered *excused*, the absences are usually related to circumstances which are out of the control of the student or his or her family. These include, but are not necessarily limited to:

- A short or long-term illness of the student – Confirming documentation from a physician is required if there are more than 3 absences in a period of five school days.
- A communicable disease within the family (confirmed independently by a physician), where the student may be a “carrier”
- A scheduled medical or dental appointment
- Death in the family
- Observance of religious holidays
- College Visits, Job Interviews, Job Shadowing, Armed Services Tests, Professional Appointments
- A required court appearance
- Home schooling approved by the Superintendent of Schools
- Other circumstances approved by the Principal, following guidelines issued by the Superintendent of Schools from time to time

For medical absences, a doctor’s note specific to the illness and dates of absence must be received in the main office within three (3) days after the student returns. Further, the consecutive days will be condensed to one absence.

Unexcused absences usually relate to circumstances in which a student or his or her family makes choices as to whether or not a student attends school.

Unexcused absences include, but are not necessarily limited to:

- Any absence not defined as excused.
- Absence from class without the permission of an administrator or the school nurse.
- Absence from a class for 15 minutes without a pass.
- Failure to provide documentation for an excused absence.
- Vacations taken during the school year without the prior approval of the Principal. The School Committee does not condone such absences.

Students and parents are reminded that attendance is kept on a class-by-class basis. Further, classes missed due to a dismissal or tardy arrival count towards that class's attendance.

Appeals

In the case of extenuating circumstances, the student and his/her parent/guardian may appeal the Administrative Failure (FA). Parents should call the school to schedule their appeal. A waiver will only be granted in extreme situations. The decision of the principal shall be final.

Make-up Policy

A student who is absent from school is granted twice the number of days to complete missed work as the number of days the student is absent. For example, if the student is absent two days, he is permitted four days to complete his make-up work, unless the teacher grants additional time. The Make-Up Policy for performance-based curricula, i.e. Physical Education and Performing Arts may have additional requirements. The particulars of these requirements will be provided to students in writing at the beginning of the school year. Students are not allowed to make up work for an unexcused absence.

Reporting Student Absence

A parent/guardian must report student absences to the Main Office by 8:00 a.m. on the day of the absence. The phone number for reporting absences is (978) 462-8171 ext. 4512. Triton High School is equipped with voice mail, which helps to accommodate our Attendance Policy. Messages may be left at any time of day or night. To facilitate communication regarding student absences, Triton's automated system makes calls to the home of absent or tardy students.

Tardiness to School

The school day begins at 7:42 a.m. and ends at 2:13p.m. Punctuality affects school attitudes and is expected. If students arrive after 7:42a.m., they are tardy, and are to report to the Main Office. Administrative action will follow:

- 1st and 2nd offenses in one month-Warning
- 3rd offense in one month-after school detention
- 4th and subsequent offense in one month-Saturday School

Students who drive to school and who are chronically tardy may lose this privilege. Students who arrive to school after 9:00 a.m. are considered legally absent and are ineligible to participate in sports, student activities, or any school sponsored event on that day. Extenuating circumstances must be brought to the attention of the Athletic Director/Assistant Principal for waiver consideration.

Early Dismissal

Early dismissals for any reason are discouraged. Doctor, dentist, and other appointments are to be scheduled outside of the school day when possible. If an early dismissal cannot be avoided, a note (not a phone call) from the parent or guardian is required and must be submitted to the main office. It must contain: a. the specific reason for the absence, b. the requested time of dismissal, c. the anticipated time of return (if appropriate) d. the name of the person providing transportation to the student, e. the phone number where the parent may be reached. Students granted an early dismissal must sign out in the Main Office. In cases of extreme emergency or dismissal via school nurse, parent phone calls will be accepted. A parent must report to the office to dismiss a student in case of an emergency or if no note is provided.

STUDENT RULES AND REGULATIONS/CODE OF CONDUCT

Expectations

The purpose of Triton High School is to educate and prepare students for the world today and for the future. Along with attaining a high level of academic proficiency, students should develop a personal set of values and a code of responsible behavior.

Discipline is a continuum. It begins in the home and continues in the classroom and in the school community. The discipline process ends when it becomes internalized and the student practices self-discipline. For discipline to be successful, teachers, administrators, students, and parents must work together to offer behavioral intervention and support.

The **TRITON** Community is committed to the ideals of **T**rust, **R**espect, **I**ntegrity, **T**eamwork, **O**ptimism, which are **N**ecessary to unite us. As individuals, students are expected to develop and demonstrate courtesy, honesty, pride, self-discipline, and self-respect. As members of a school community, students are expected to cooperate with others and accept a variety of human differences. The guiding role of family and school should

be appreciated, and the property of others should be respected. As members of a world community, students are expected to value and respect justice, freedom, law and order, and all other basic human rights.

Certain rules and regulations must be followed in order for students to achieve these objectives and enhance the learning experience for all. This handbook states specific rules and regulations as well as the consequences for the violation of these rules and regulations. Be sure to familiarize yourself with them. The best rules however, are to use common sense and to treat all students, teachers, and staff with courtesy and respect.

The following are general guidelines:

1. Students' main reason to be in school is to receive a quality education.
2. The school protects the right of teachers to teach and the right of students to receive an education without interference.
3. All students are expected to conform to requests made by any member of the faculty or staff.

Possible Disciplinary Actions in order of severity:

The disciplinary actions listed below are general. The specific consequences depend on the severity of the offense and the circumstances. Therefore, Triton High School is not limited to the specific disciplinary action as indicated.

1. Verbal warning
2. Teacher detention
3. School detention
4. Removal of privileges
5. Conference with parents/guardians and/or teachers
6. Suspension from a particular class
7. Saturday School suspension
8. Out of School suspension
9. Expulsion
10. Criminal prosecution

Teachers are responsible for handling minor discipline issues, included but not limited to the following:

- Talking in class
- General roughhousing in class or the hallways between class periods
- Inappropriate use of time in class
- Arriving for class unprepared
- Causing minor disruptions which impede the learning process
- Tardiness to class
- Use of food or beverages outside the cafeteria
- Use of cell phones, iPods, etc, without permission
- Wearing hoods or wearing/carrying hats within school
- Use of profane, obscene, or other improper language in the hallways, classroom or cafeteria.

The Principal and/or Assistant Principals are responsible for handling major discipline issues, including but not limited to:

- Any act which imperils or threatens the safety of others, including fights or serious threats
- Fighting
- Bullying
- Hazing
- Gambling
- Smoking in school or on school grounds
- Possession of a dangerous weapon or implement
- Possession and/or use of drugs or alcohol in school or at school related events or activities including athletic events
- Possession of any illegal substance or paraphernalia
- Theft or damage to personal property of others
- Acts of vandalism
- Starting a fire or pulling a false alarm
- Leaving school without permission
- Profane, obscene, or other improper language directed at a staff member
- Open defiance of a teacher's authority
- Blatant disregard for school rules.

Teacher Interventions

1. **Reprimand:** A discussion of the infraction and a stern review of the regulation.

2. **Detention:** Assignment of detention time supervised by the teacher involved.
3. **Parent Contact:** A telephone call or e-mail to parents/guardians informing them of their child's misbehavior and reviewing the regulations with them.
4. **Parent Conference:** A meeting between school personnel, parents/guardians, and student to review the misbehavior and regulations.

Administration Interventions

1. Reprimand
2. Administrative detention
3. Parent/guardian contact
4. Parent/guardian conference
5. Saturday School
6. Short term/long term suspension
7. Expulsion

Monitoring Classroom Behavior

Each teacher will be responsible for monitoring classroom behavior. When a student violates a rule of the classroom, the teacher should make note of that in his/her personal files. This will ensure that adequate documentation can be presented if/when the student is referred to the Assistant Principal. The student is then placed on the following step discipline plan:

Step one (1st offense):

- Teacher will assign a teacher detention
- Teacher will hold discussion with the student
- If the student does not attend the assigned detention, the teacher will proceed to step two.

Step two (2nd offense):

- Teacher will contact parents/guardians
- Teacher will inform Assistant Principal who will assign an office detention

For major infractions listed as the responsibility of the Assistant Principal or the Principal, students will be sent directly to the office for disciplinary action, at the discretion of the administrator and in accordance with MA Student Discipline Statutes and Regulations as of July 1, 2014. Teachers should complete the Disciplinary Referral form.

Detention Policy

It is expected that students at Triton High School intend to comply with all the school policies stated in the Student Handbook. On those occasions when certain policies are not adhered to, detention is issued according to policy described below. Saturday School may be issued for continued non-compliance of specific policies.

Teacher Detention

1. Disruption of class – talking, horseplay, noise-making, and similar behaviors in a class or outside the classroom
2. Leaving class without permission
3. Violation of classroom rules
4. Tardiness to class –
 - * Absence from a class for 15 minutes without a pass will be considered an unexcused class absence.

Penalty: Students will serve a detention the day of or the day following the offense. Students report to the teacher who issues the detention. Students who fail to serve the detention will be referred to the Assistant Principal. Teachers are expected to give students 24 hours to serve the detention, and to contact the student's parent/guardian before referring the student to the Assistant Principal.

School Detention

These include but are not limited to:

1. Violation of classroom rules
2. Tardiness to school
3. Dress code violations
4. Open defiance of a teacher's authority
5. Referral from a teacher when a student has not stayed for a teacher detention

6. Disruptive and inappropriate behavior and/or language
7. Failure to adhere to any school policy

Penalty: Students will report to the detention room from 2:20- 3:20 p.m. on assigned day(s). 24-hour notice is always given so that arrangements can be made for transportation.

After school jobs will not serve as an excuse for not reporting for detention. It is the student's responsibility to notify his/her employer that he/she will not be to work on time.

If a student does not serve the assigned detention on the specified day, one detention will accumulate for every day thereafter until the detention is served. If a student accumulates four detentions, the fifth detention will be a Saturday School suspension.

Accumulated unserved detentions (4) will affect participation in all extra-curricular activities and sports teams. Students will not be allowed to participate in any after school activity, including sports, until detentions are served.

In School Suspension

In school suspension may be assigned following guidelines in accordance with MA Student Discipline Statutes and Regulations as of July 1, 2014.

Saturday (SAT) School: *SATURDAYS 7:30 – 11:30 A.M.*

Saturday School is an alternative form of discipline. The goal of this program is to hold students accountable for their actions without loss of instructional time. Saturday School replaces In-School and (some) Out-of -School Suspensions.

Students are not permitted to sleep, talk, listen to ipods, use phones, etc., or eat during the Saturday School. Students are responsible for coming to Saturday School with books and materials for work. On the day before the assigned Saturday School, students are responsible for asking each subject teacher for work to be done in the program the next day.

Failure to report to Saturday School will result in an out of school suspension for insubordination as well as a rescheduling of the Saturday School for the original offense. Should the student fail to attend the rescheduled Saturday School the following week, a mandatory parent meeting with the appropriate assistant principal must take place before the student returns to school.

Parents or students themselves are responsible for transportation to and from Saturday school. Students who arrive tardy (between 7:31 – 8:00a.m.) will be assigned a detention for the following Tuesday. No student will be admitted after 8:00 am.

Students may not participate in any extra-curricular activity on the day of their Saturday School. Students involved in athletics will miss a game within one week of receiving the Saturday School assignment from the office (if a game had not been held on that Saturday).

Out-of-School Suspension (OSS):

The offenses listed below will be punishable, in most instances, by Out-of-School Suspension (or expulsion), depending on the severity of the offense.

1. Repeated behavior(s) listed in the disciplinary action section above.
2. Intimidation, assault, battery, and/or intent to do bodily harm.
3. Other serious offense that endanger others and/or create a climate that prevents the school from meeting its educational goals. These offenses include arson, bomb threat, false alarm, extortion, and inciting others to disrupt the order or function of the school.
4. Serious harassment based on gender, race, color, religion, national origin, ancestry, disability, sexual orientation, or handicap.

Any student who is suspended out-of-school is prohibited from being in school, on school grounds, or in attendance at any school activity. In addition, a suspended student is barred from all buildings and grounds which come under the jurisdiction of the school district. To violate these restrictions is a matter of criminal trespass and will be addressed as such. In addition, the suspension will be extended.

NOTE: Under the same time guidelines stated in the make-up policy, any student suspended out-of-school may make-up and receive credit for any work missed. It is the student's responsibility to contact his/her individual teachers to request such work.

Universal Behavioral/Classroom Expectations

1. In order to promote safety and security and to facilitate student identification, all students are required to have their school issued I.D at all times during the school day. Student's are expected to show their I.D upon request. Failure to comply will result in an administrative detention. Multiple offenses will result in administrative sanctions. The student has the responsibility to report a lost I.D. to the office. A \$3.00 fee will be charged to replace a lost I.D.
2. Students will be responsible for all textbooks and equipment issued to them by Triton. Students will be charged a replacement fee for all lost or damaged books or equipment. All student obligations must be cleared prior to the end of the school year. Students will not be allowed to attend any class sponsored activities/events until all financial obligations are met.
3. Students will be responsible for maintaining the integrity of their academic work. All forms of cheating are expressly forbidden.
4. **CELL PHONES AND PORTABLE COMMUNICATION DEVICES:** The use and possession of cell phones and electronic devices at school or on school property is a privilege, not a right. Therefore, students who choose to bring cell phones and/ or electronic devices to school or onto school property, including buses, agree to the following:
 - In grades 9-12, the use of cell phones and electronic devices will be permitted during lunch times and hallway passing times, so long as it does not violate existing school policies, including, but not limited to: 1. Bullying, intimidating, and harassing behavior via texting and social networking sites; 2. Academic integrity-sharing of assessment or assignment information; 3. Safety protocols (i.e. fire drill procedures); 4. Any act that may interfere with the learning opportunities of other students within the operation of the school; and 5. Unauthorized audio/videotaping or photographing of any individual without the express consent of the school administration. Staff members have the obligation to report to the main office students who are violating existing school policies at any time in school, on school property, at school sponsored events, or on the school bus.
 - Cell phones must remain off or in silent mode when not in use for educational purposes in classrooms and/or offices.
 - The use of cell phones and electronic devices is not permissible in the classroom setting unless teacher approval has been granted and the devices are used for educational purposes that are closely aligned with the course content. Video gaming applications and social networking sites that are not connected to the course content are not permitted.
 - **Cell phone/electronic or digital device searches:** School administrators may conduct a search of cell phones or electronic/digital devices for pictures, text messages, video, audio, uploaded and downloaded online materials if they have reasonable suspicion that a violation of the Triton High School Universal Behavioral Expectations has occurred. If a search of an electronic device is found to contain evidence pertinent to an investigation, the school administration has the sole discretion to hold on to the device, download the evidence, and notify the police. This may include but not be limited to: evidence of graffiti/destruction of property; evidence of harassment/intimidation/bullying; evidence of academic dishonesty; video and pictures of threats, assaults, and fighting; evidence of possession, use, or distribution of controlled substances, illegal drugs, or alcohol.
 - Students who display acts of defiance or disrespect toward staff regarding cell phone and electronic devices use will be subject to further disciplinary action.
 - All cell phones and electronic devices that are confiscated for unauthorized use will need to be picked up at the end of the academic day. On the second offense and all subsequent offenses, the device will need to be picked up at the school office during regular school hours by a parent or guardian. The student again may be subject to additional disciplinary action. Triton High School will not be liable for any property not picked up by parents within 48 hours.
 - Triton High School is not responsible for any lost, stolen, or damaged devices.
 - Parents who anticipate a need for emergency communication should contact a school administrator to discuss the specific situation.
5. Teachers reserve the right to collect all student cell phones at the beginning of class to be returned at the end of the class.
6. Some teachers integrate the use of certain technological devices to enhance lessons and course material and to further the instructional objectives in school. Electronic devices such as laptops, tablets, and e-readers, for instance, can be used for reading, word processing, and research.

Responsible use of these devices, then, is allowed in classes under the guidance of the teacher. Triton High School will hold no responsibility or involvement should there be a theft or loss of any such device.

7. No student should be out of class, study hall, or lunch period without a valid pass.
8. Skateboards are not to be brought onto school grounds.
9. Card playing and/or gambling is not permitted. Failure to comply will result in the forfeiture of the item until after school and will result in disciplinary action.
10. During first period ONLY, students are allowed to consume other school appropriate beverages. Under an agreement with the Student Council, this privilege can be revoked for all students at any time by school administration should students not:
 - a. Clean up after themselves
 - b. Bring non-school appropriate drinks (any faculty member has permission to inspect a student's drink if there is a reason for suspicion)
 - c. Dispose of these beverages before moving to second period.
11. After first period, only capped water bottles will be allowed in classrooms, teacher permitting. Students may bring food into the building to be consumed in the cafeteria, either at breakfast, or at lunchtime or in a classroom during the designated snack time. Exceptions will be made for festivals, etc.
12. A snack time is provided each day during third period class, with the exact time to be determined by the teacher or staff person in charge. Students wishing to have a snack during this "snack time" are expected to be on time for class and to bring their snacks with them to the class. Water is still the only drink allowed. Students will clean up after themselves in class.
13. All students shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development. Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.

Policy On Homework

The purpose of this policy is to set expectations regarding the assignment, quality and management of homework. It is based upon a review of research on best practice. Students spend a considerable amount of time on homework assignments, it is therefore important that the time spent is appropriate and productive. The district, schools and teachers all have a responsibility to ensure that homework assignments contribute effectively to student learning while not becoming over-burdensome to students and families.

The School Committee recognizes that many students follow a wide variety of interests outside of school, and that quality time with families is important for a student's development.

The Purposes of Homework:

- The emphasis of the purpose of homework varies with the maturity of the student. Students in Grades 6 through 12 should be assigned homework in order to:
- develop independent study and organizational skills
 - provide opportunity for students to review and practice or apply what they have learned
 - prepare for a future lesson or lessons
 - integrate different elements of the curriculum they have experienced
 - supplement or extend the work of the classroom

Students should not be assigned homework:

- as a matter of routine because it is scheduled for a particular day
- as a punishment
- for students to teach themselves new concepts/material
- that requires parents to teach
- as a significant element of assessing what students know, understand and are able to do

Homework Assignments:

- are relevant to work in the classroom and curriculum content standards
- are meaningful, engaging, and rigorous
- are appropriate to the needs of the individual learner (differentiated)
- can typically be completed within a predictable amount of time
- foster the development of good study habits, research skills, and reading skills
- should not be given as a matter of routine nor as a punishment
- turn to reading as the default assignment

It is recognized that students who enroll in Advanced Placement courses should expect to spend more time on homework than other students. However, teachers are expected to ensure that AP students do not become overwhelmed.

It is expected that homework will normally be assigned Monday through Friday.

Vacations:

If it is determined that homework is given over a vacation period, it is expected that the amount and type of assignment given will enable students to enjoy their vacation while completing assignments (ideally reading) that are not over-burdensome. Students who are following Advanced Placement courses may be expected to undertake some vacation as well as summer preparation work.

TRITON HIGH SCHOOL HONOR CODE

As part of the high school's Expectations for Student Learning, we expect students will demonstrate honesty, responsibility, integrity, in word and deed. The Honor Code specifically addresses four important issues that all members of our school community are expected to be aware of, and understand, in order that we live out honesty, responsibility and integrity in word and deed.

The Issues

1. **Plagiarism** encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Copying, downloading, or purchasing a paper from any Internet site or service.

Some examples are: having a parent or another person write an essay or do a project which is then submitted as one's own work, **including unauthorized collaboration on an assignment**, failing to use proper documentation and bibliography; stealing another student's homework, notes, or handouts.

2. **Cheating** encompasses, but is not limited to, the following:

- Intentionally using or attempting to use unauthorized materials, information or study aids to gain an advantage on a quiz, test, exam, report, or other class project.
- Using dishonest methods to aid others in gaining an advantage on a quiz, test, exam, report, or other class project.

Some examples are: using "cheat sheets" on a quiz, test, or exam; using verbal communication or gestures during a quiz, test, or exam; copying homework; allowing homework to be copied; acquiring or receiving advanced copies of a quiz, test, or exam; accessing the teacher's answer key for a quiz, test, or exam; sharing information about a quiz, test, or exam; stealing the teacher's edition of the textbook.

3. **Lying** encompasses, but is not limited to, the following:

- Intentionally telling an untruth in an oral or written statement.
- Attempting to use deception or fraud in an oral or written statement.

Some examples are: lying to a teacher or an administrator; failing to give complete information to a teacher or an administrator; feigning illness to gain extra preparation time for a quiz, test, exam, report, or other class project; inventing citations for sources of information in research papers.

4. **Stealing** encompasses, but is not limited to, the following:

- Taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student or the instructional materials of a teacher.

Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key, stealing the teacher's edition of the textbook; stealing another student's homework, notes, tests, or handouts.

Responsibilities:

Student

- Avoid situations which might contribute to any of the above offenses
- Avoid any assistance on work that they don't have permission from the teacher to use
- Cite all materials and sources that ideas are borrowed from

Parent

- Sign the handbook which acknowledges the Honor Code
- Support the faculty and staff and their enforcement of the code

Teacher

- Take immediate action when violations occur and follow full consequences as outlined by the honor code.
- Clearly outline collaboration and when it is appropriate
- Review the proper outlining and citing methods
- Remind students of the necessity to adhere to the honor code throughout the year

Administrator

- Make all staff, students, and parents aware of the policies as outlined in the Honor Code
- Encourage and support teachers in their enforcement of the honor code.
- Facilitate conferences between students, teachers and parents when necessary
- Discipline students according to the outline provided in the handbook.

Consequences for Violations**1. First Violation:**

For homework and classwork assignment:

- The student will receive a zero for the assignment.
- The teacher will call the parent/parents/guardian.

For test and quiz, in addition to the above consequences:

- The student will be assigned Saturday school.
- The student will lose any leadership positions for three months.
- The teacher will write an incident report that will remain in the student's discipline file throughout the student's high school career.

2. Second Violation:

All second offenses will be regarded the same:

- The student will receive a zero for the assignment.
- The teacher will call the parent/parents/guardian.
- The student will be assigned Saturday school for one day and an administrator will call the parent/parents/guardian.
- The student will lose any leadership positions for the remainder of the school year.
- The student will be unable to participate in any extracurricular activities for three school months.
- The teacher will write another incident report that will remain in the student's file throughout the student's high school career.

3. Third and Subsequent Violations:

- The student will receive a zero for the assignment.
- The teacher will call the parent/parents/guardian.
- There will be a required parental/administrative meeting
- The student will be assigned out-of-school suspension for three days.
- The student will be ineligible for any leadership position for the remainder of their high school career.
- The student will be ineligible for participation in any extracurricular
- The teacher will write an incident report that will remain in the student's file throughout the student's high school career.

****National Honor Society has additional consequences as outlined in the NHS by-laws.**

**We thank Langley High School from McLean, Virginia for permission to use and reprint their honor code and acknowledge them as the source used for our honor code.*

Exclusion from Participation in Graduation Ceremonies

Seniors may be excluded from participation in graduation for the following reasons:

1. Failure to meet school committee credit and distribution graduation requirement.
2. A suspendable violation of the School Committee's Policy on Drugs and Alcohol during the last marking period of their senior year.
3. A serious violation of the High School discipline code during the last marking period of their senior year – including senior week and activities.

Memorandum of Understanding

Triton High School has a Memorandum of Understanding with the Newbury Police Department that requires that the school consult with the police regarding a disciplinary issue that may be a reportable crime.

Drug and Alcohol Policy

Alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action as set forth in the Student Handbook.

The Triton Regional School Committee, recognizing the legal and social responsibility to establish policies and encourage administrative action that will promote a school environment free from usage, possession, or distribution of narcotic drugs and alcoholic beverages of any kind, establishes the following policy:

When a school official has a reasonable suspicion that a student has been/is consuming alcohol in school, on school property, or at a school-sponsored event/activity, or has come into school, is on school property, or is at a school-sponsored event/activity after having consumed alcohol, the school official may administer, or have administered, a Breathalyzer test. If the student fails or refuses to comply with the directive to have such a test, the student shall be disciplined for "complete disregard for school authority" pursuant to the discipline policy in the handbook.

1. Any employee of the school district, including bus contractors and drivers, will report any incidents or evidence of unauthorized using, possessing, selling or distributing controlled substances (drugs) and/or alcoholic beverages. Such report should be made personally to the principal, assistant principals, assistant superintendent or superintendent.
2. The parent or guardian of any student using or under the influence of a controlled substance (drug) or alcohol in a school building, or on school property, or at a school-sanctioned activity, whether on school district property or elsewhere, will be so notified by the administration. A parent or other appropriate authority may be required by the administration to cause such student to be removed forthwith from the school grounds. Such students may be suspended from school or excluded from school by the principal and referred to the police.
3. Any student who, based on results of a hearing conducted in accordance with school committee policies and Massachusetts's law, is found to be in unauthorized possession of any controlled substance (drug) or alcoholic beverages at a school sanctioned activity, whether on school district property or elsewhere, shall be immediately suspended. The student may be excluded from school by the principal. If the offense involves possession of a controlled substance (drug), or alcoholic beverage, the matter will be referred to the police for appropriate action.
4. Any student who, based on the results of a hearing conducted in accordance with school committee policies and Massachusetts law, is shown to be selling any controlled substance (drug) or alcoholic beverage in a school building or on school property or at a sanctioned activity, whether on school district property or elsewhere, will be suspended immediately from school and will be considered for exclusion from school at a hearing conducted by the principal. The matter will be referred immediately to the police for appropriate action.
5. Any student who, based on the results of a hearing conducted in accordance with school committee policies and Massachusetts law, knowingly and willfully assists another person in using controlled substances (drugs) or alcoholic beverages in a school building, or on school property, or at a school sanctioned activity whether on district school property or elsewhere shall be immediately suspended from school and may be excluded from school by the principal. In all cases, the matter will be referred to the police for appropriate action.
6. In addition, student violators of section 2, 3, 4, or 5 of this regulation will be ineligible for a period of time up to one year, to hold any class office or to hold office in any school organization, to participate in interscholastic athletics or competitions, or to attend or participate in any extra-curricular activity.
7. Controlled substances (drugs) shall mean any controlled substance as defined in Chapter 94 (C) of Massachusetts General Laws.

The school committee will encourage educational and counseling programs that provide every student and staff with a good understanding of the physical, psychological, and social dangers associated with narcotic drugs and alcohol.

Breathalyzer Policy

When determining possible alcohol use or intoxication by a student during the school day or at a school-related function the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device which indicates the presence or absence of alcohol.

- Student Breathalyzer testing will be used in situations where Triton High School administration has reasonable suspicion of the use of alcohol.

For purposes of this policy, indications of reasonable suspicion of alcohol consumption may include, but are not limited to, such characteristics as alcohol odor, slurred speech, and unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes, marked change in personal behavior, a report by a third party of a student's consumption of alcohol or other similar information, or behavior that is risky, aggressive, or disruptive.

- Random Breathalyzer testing may be used at any/all extracurricular activities, both on and off campus.

Police officers may be present at an extracurricular or school-sponsored event where breathalyzers are used, but police officers will not be involved in the screening process or in the disciplinary action taken by school officials against a student who fails a breathalyzer test.

The following guidelines shall apply:

1. A properly trained administrator will conduct Breathalyzer testing in privacy with at least one other school employee as a witness. All Breathalyzer testing will be done in a professional and confidential manner.
2. Parents/guardians will be notified if Breathalyzer testing has been conducted. The Police Department and other authorities will not be notified following a positive Breathalyzer test. This will be considered a school, student and parent/guardian issue only.
3. Emergency help will be called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
4. If a student fails a Breathalyzer test and they contend that they have not consumed alcohol, a second Breathalyzer test may be administered. If the student fails the second test, the results will be considered final and the proper protocol will be followed
5. A refusal to submit to the Breathalyzer test will be considered a positive test result.
6. An administrator will notify parents to pick up the student and detain the student until parent's arrival.
7. If the student has tested positive and the parent/guardian cannot be reached, the administrator will keep the student at school (or the location where he event is taking place) until arrangements can be made to get the student home safely, even if it means calling the Police Dept. to take the student into protective custody.
8. If any student suspected of intoxication leaves the scene against the school official's request, their parent/guardian is notified and the police will be called if it is believed the student is in danger and/or poses a danger to others. Disciplinary action for insubordination is taken as indicated in the Student Handbook.
9. If the student has used alcohol, all school regulations in existence shall apply (see page 17 of the Student handbook).
10. Any student testing positive on the breathalyzer will not be allowed to attend any THS dances for the remainder of the school year including the Prom, and/or Celebration. If the student is a senior s/he will also not be allowed to attend any remaining senior activities (e.g. senior breakfast, senior picnic, senior trip that occur after the event where s/he has been tested positive for alcohol).

Breathalyzer units shall be maintained, repaired and calibrated as required by the manufacturer.

Smoking Policy

Triton High School is committed to having a smoke and tobacco free environment for all members of the school community. Therefore, the use or possession of tobacco products and smoking related products on school property, and vehicles used in the transportation of students, is strictly prohibited. Violations will result in the following consequences.

Triton Students – 1st Offense

- \$100.00 fine
- Parent notification
- Notification to sports and activity directors
- One day of Saturday School Suspension

Triton Students –2nd Offense

- \$100.00 fine
- Parent notification
- Notification to sports and activity directors
- Two days of Saturday School Suspension

Triton Students – 3rd Offense and thereafter

- \$100.00 fine
- Parent notification
- Out of school suspension
- Meeting between parents, student and administration
- Notification to sports and activity directors
- Out of school suspension

Triton Staff – 1st Offense

- \$100.00 fine

Triton Staff – 2nd Offense

- \$100.00 fine and verbal reprimand

Triton Staff – 3rd Offense

- \$100.00 fine and written reprimand to go in personnel file

All Others –

- 1st Offense -A warning will be issued
- 2nd Offense- \$100 fine
- 3rd Offense and thereafter -\$100.00 fine and removal from the premises

Student Appearance/Dress

The School Committee recognizes the right of citizens to freedom of expression under the First Amendment of the Constitution. The committee also recognizes that while a student is in the custody of a school, the school may and often should act as a parent (in loco parentis), and that the primary function of a school is to educate students. As part of this work, schools are expected to prepare students to take their place in the adult world. A useful skill in the adult world is to know how to dress appropriately for different activities and occasions. In accordance with Massachusetts State Law there is an expectation that students dress in keeping with reasonable standards of safety, health, and cleanliness, so as not to detract from, or disrupt, the educational process.

The following guidelines apply:

1. There is an expectation that students dress in a manner that is appropriate for a place of work and study. Clothing is to be clean, comfortable, practical and in reasonably good repair.
2. There is an expectation that school attire properly covers the body. Extremely tight fitting or unreasonably skimpy clothing is prohibited. This includes, but is not limited to, backless or strapless tops, shorts or skirts shorter than the fingertip length of that student's extended arm, and other garments that reveal midriff, cleavage or undergarments. School issued team uniforms may be worn at individual coaches' discretion.
3. Clothing worn to school which causes disruption or distraction to the educational process is prohibited. Such clothing may materially or substantially interfere with the operations of the school. Articles of clothing, jewelry, etc. must not display inappropriate language, any depiction of weapons, gang related flags or colors, insignias, or designs such as those advertising alcohol, drugs or sexual material, or containing slurs regarding race, ethnicity, religion, disabilities, or sexual orientation.
4. Footwear must be worn at all times. The School Committee encourages the wearing of footwear that provides healthy support and protection through the school day.
5. Outdoor clothing such as hats, coats, and jackets, is not to be worn in the building except in times of unusually low building temperature. Such clothing should be stored in lockers during the school day. Wearing or carrying hats is prohibited (hats must be secured in backpacks or lockers). Hoods or bandanas (worn or displayed) may not be worn in the school building at any time. Outdoor clothing that is worn indoors (including hats) may be taken from the students during the school day and returned to the student at the end of the school day. Triton High School will hold no responsibility or involvement should there be a theft or loss of any such clothing.
6. Some areas such as technology education, science, and physical education may have specific dress requirements to ensure the personal safety of the student.

Under Massachusetts General law Chapter 70, Section 83, school authorities may intervene if student dress is not consistent with reasonable standards of safety, health, and cleanliness. Staff persons should send violators to the office. Responses to non-compliance with this policy may include, but are not limited to, requiring the student to wear clean alternative clothing supplied by the school or requiring the student's family to bring appropriate clothing to the school.

Student Lockers

Each student will be assigned a locker at the beginning of the school year. Lockers, which are the property of the school, should be as clean, unmarked, and undamaged at the end of the year as when they were assigned and may be inspected. Any student found responsible for damage to a locker will be charged for the cost of the

repairs. Students are not to share lockers or give out locker combinations in order to reduce instances of missing property or damaged lockers. Any locker problem should be reported to the main office.

Directed Studies

All students will be assigned to quiet study halls either in teacher classrooms or when necessary, in the cafeteria. For attendance purposes, all students **must** report to Directed Study first, then, after checking with the study hall teacher, students may exercise pass privileges (i.e. Honors passes, teacher passes, guidance passes) and be allowed to go to designated destinations.

Students may go to the Library, Computer Labs or to other authorized areas in the school provided they have an Honors pass or a written pass and have checked in with the study hall teacher.

Senior Commons *[Subject to review and revision during the 2014-2015 school year]*

Only seniors who have a regularly scheduled study hall are allowed in the Senior Commons during any period. Seniors who are in a class where there is a substitute teacher are not allowed to be in the Senior Commons. Seniors do not need to report to their regularly scheduled studies first and therefore must report to the Senior Commons on time. Tardy students will not be admitted to the Commons and will be sent back to their scheduled study hall for the period. Seniors are to remain in the Senior Commons for the entire period and are not to leave the Commons early. Senior Commons Room will take 3rd Lunch.

Common Courtesies:

- A teacher must be present at all times. If found cutting classes, you will lose room privileges for the remainder of the cycle plus the following cycle.
- Sign in properly
- Enjoy the use of your iPods & Laptops
- Respect others and their belongings
- Clean up after yourself

No underclassmen are allowed!

- First offense – Warning
- Second offense – Loss of privilege to use room during first semester of senior year
- Third offense – Loss of all privileges

Unauthorized Areas

With the exception of the courtyard area outside the cafeteria, during lunches, students are not permitted to be outside of the building during class changes, or at any other time during the school day, unless required by their class schedule or as part of a supervised class activity. Additionally, students are not allowed to go to the middle school without permission. Students who are found in an unauthorized area or who leave the building/grounds without permission are subject to disciplinary action. Leaving school building/grounds constitutes an automatic Saturday school, at the Principal/Assistant Principal's discretion.

Students are not allowed in any area of the building after 2:13pm unless they are accompanied by an adult staff member. Students should only be in the building after school with the intended purpose of participating in a school sanctioned activity.

Audio and Video Recording

The audio or video recording of any group class or activity during the school day without the consent of the staff person in charge is prohibited.

Selling Food and Drink

The selling of food or drink by students on school grounds during the school day is prohibited.

Cafeteria Conduct

While in the cafeteria, students should:

1. Only attend their scheduled lunch period,
2. Only enter the food line through the proper entrance door,
3. Place trash in trash barrels,
4. Remain at table until dismissed,
5. Take no food or drink out of the café into any other area of the school, including the courtyard.
6. Adhere to the Behavioral Expectation: In grades 9-12, the use of cell phones and electronic devices will be permitted during assigned student cafeteria lunch periods, so long as it does not violate existing school policies, including, but not limited to: 1. Bullying, intimidating, and harassing behavior via texting and social networking sites; 2. Academic integrity-sharing of assessment or

assignment information; 3. Safety protocols (i.e. fire drill procedures); 4. Any act that may interfere with the learning opportunities of other students within the operation of the school; and 5. Unauthorized audio/videotaping or photographing of any individual without the express consent of the school administration Staff members have the obligation to report to the main office students who are violating existing school policies at any time in school, on school property at school sponsored events, or on the school bus.

Requirements for Students Driving Cars to School

Students wishing to drive private vehicles to school will be required to pay a fee to reserve a parking space. The cost to reserve a parking space is \$180.00 for the year or \$90.00 for a semester (half year). The only exception to the time blocks stated will be for those students who receive their licenses in the spring. For those students, a fourth quarter only option will be available at a cost of \$45.00. No student is allowed to park on campus without a reserved space, and there are no per diem options. In order to receive a parking space, a student must fill out the required paperwork (available in the main office), supply all necessary information, and make payment. Upon completion of these requirements, a space will be issued. Any student of legal driving age, who intends to drive to school, either on a regular basis or occasionally, must comply with these parking regulations.

School Requirements:

1. Student drivers and parent/guardian must sign the Parent Permission and Student Agreement Form.
2. Car make and registration details must be recorded with the school.
3. Students may park only in their designated spot.
4. Students are required to adhere to all road rules and drive in a safe and responsible manner.
5. Students are not permitted under any circumstances to drive from the school grounds during the day without written permission.

*If any of the above requirements are not followed, the student will have appropriate sanctions applied which may include but are not restricted to: a warning, detention, or revoking of the student's right to park at school.

Motor Vehicle Use

The privilege of bringing a car on to school grounds may be lost for the following:

1. Chronic tardiness
2. Use of vehicle to leave school grounds without permission
3. Reckless driving, speeding, parking or driving on lawns or curbs, or parking in areas other than approved for student parking.
4. Students must be academically eligible passing the equivalent of four major subjects on the last previous report card.

Parking Procedures

Students park in student parking areas at their own risk. Triton High School will not assume responsibility for theft, vandalism, or damage to student vehicles or their contents while they are parked or driven on school property. Students are reminded that the school parking lots are considered part of the safe school zone at Triton High School. The school-wide prohibitions against weapons, alcohol, drugs and contraband apply to student vehicles which are parked on school grounds. Students who park on site do so with the understanding that their vehicle may be subject to search by an administrator upon suspicion that the vehicle contains items which are prohibited on school property.

Any vehicle that is improperly, unauthorized or illegally parked will be subject to ticketing by the Newbury Police Department and/or towing at the owners expense.

Bus Behavior Guidelines

Students are to enter and leave the bus by the front door. The rear door is to be used only in emergencies. After entering the bus, students are to sit down and remain seated until the bus comes to a halt at the school or at the students' stop.

Students are expected to avoid the following behaviors while on the bus:

- Smoking
- Eating or drinking
- Obscene or abusive language
- Pushing, shoving, hitting, or fighting
- Throwing objects inside the bus or out of the windows
- Putting arms or legs out of the bus windows
- Any other behavior that violates common sense or the rules of safety.

Students are to follow the directives of the bus drivers without argument or question. Disrespect, disobedience or any other behavior that seriously challenges or mocks the authority of a bus driver will not be tolerated.

In addition to Triton's *Bus Behavior Guidelines*, the following regulations are in effect:

1. Bus assignments are according to your home address. Any change in bus assignment will have to be authorized by both the school administration and the bus company.
2. Students are not to get off the bus at any place except at school or at the bus stop nearest their home.
3. Bus drivers have the right to assign seats to students. Students are required to ride in the seats that are assigned.

Discipline Procedure

1. The bus driver will give a written notice to any student whose behavior violates the listed expectations and appropriate discipline by the school will follow.
2. The second violation may result in the student being suspended from the bus for a period of time determined by the bus company coordinator, in consultation with the school administration.
3. A student will be suspended without warning if the student's behavior is a significantly serious violation of the behavior code, especially if it involves the safety of one or more students, or if it seriously challenges the authority of the bus driver.
4. Subsequent violations will result in further suspensions from the bus for increasingly longer time periods.

The role of the administration in these incidents is to support the decision of the bus company; to assist them in investigations, when asked to do so; to join with the bus company in determining the length of bus suspensions, when appropriate; and to apply the school disciplinary code, in cases where it is appropriate.

Bus Company Information:

North Reading Transportation, Inc.
978-462-0820
90 Hanover St.
Newbury, MA 01951

Late Bus Schedule

Unless otherwise announced, there will be a late bus at 3:35 on Tuesday, Wednesday, and Thursday.

Conduct at School-Sponsored Activities

Participation in student activities at Triton High School is a privilege, not a right. Students are to be advised that their behavior at all school-related/sponsored events, whether as a participant or a spectator, regardless of where the events are held, is governed by the rules listed in the Code of Conduct. Proper behavior, consideration for others, and general good manners are expected at all school events. Misconduct at school related/sponsored events may result in the forfeiture of privileges to attend such functions for the remainder of the season or year.

School Dance Rules and Procedures

1. All school rules apply.
2. Dances will begin at 7:00pm and end at 10:00 pm.
3. Once admitted, students who choose to leave the dance will not be readmitted and must leave school property.
4. Attendance at school sponsored dances is restricted to high school students only. Any Triton student who wishes to bring a visitor from another high school must first obtain the *Permission to Attend* request form from the high school office.

Visitors

All visitors require prior permission from the Main Office. Permission to visit class instruction will only be given in exceptional circumstances. All visitors are to report to the Main Office and sign in before going anywhere else in the building. Visitors will be required to obtain and display a visitor's badge. Visitors who do not report to the Main Office may be considered trespassers and may be reported to the authorities for civil action.

Fire Drill Procedures

1. Students and staff are to leave the building by the nearest exit when the fire alarm sounds.
2. Move rapidly, but **DO NOT RUN**.
3. Students and staff are to move at least 50 yards from the building before stopping to wait for the signal to return to the building is given.
4. Attendance will be taken outside at the assembly point and upon return to class.

Stay in Place

1. Students and staff are to remain in rooms with doors closed and locked.
2. Students and staff are to remain "in place" – no external movement.
3. Instruction can continue.

Lockdowns

In the event of a lockdown at the school, no guests, visitors, or parents will be granted access to, or egress from the building until the lockdown is lifted. Further, communications to the school will be suspended. Once the lockdown has been terminated, all normal procedures will be restored and communication describing the situation will be sent out by administration.

INTERSCHOLASTIC SPORTS AND STUDENT ACTIVITIES

Eligibility for Interscholastic Athletic Activities and Student Activities:

As a member of Massachusetts Interscholastic Athletic Association (MIAA), Triton High School conforms to all rules and regulations of that association.

To be eligible for participation *in athletics* on any given day, a student must:

- Be passing a minimum of four (4) core academic classes (English, History, Math, Science, Foreign Language) on the day report cards are issued each quarter to be able to compete under the Massachusetts Interscholastic Athletic Association Rules. Details of these requirements are available in the Athletic Director's office.
- A team captain must be academically eligible during all semesters in his/her Junior and Senior year. Failure to be academically eligible at any time within their Junior or Senior year will result in loss of their captain status and/or prohibit them from being a candidate for a team captain during the next season.

To be eligible for participation *in any student activity* on any given day, a student must:

- Be passing the equivalent of four (4) full-year academic subjects on the last previous report card.
1. Quarterly grades are used to determine eligibility during the year. The effective date is the date report cards are issued. In addition, final averages for the year as well as the 4th quarter grades are used to determine eligibility for participation in fall sports.
 2. Student must be in attendance at school for a minimum of five and one half (5.5) hours on full days. (A waiver may be obtained in advance, through the principal's office, if there are extenuating circumstances.) On half days, a student must be in attendance for the full time.
 3. Student must be in attendance in school on the day prior to any weekend, holiday, or vacation period.
 4. Student must not be under suspension. Saturday School students involved in athletics/activities will miss a game/activity/performance within one week of receiving the Saturday School assignment from the office (if a game/activity/performance had not been held on that Saturday). In School Suspension students are ineligible for participation in athletics and student activities on the day of the in school suspension. Out-of-School Suspension Students are ineligible for sports and student activities from the time they receive the suspension until the time they return to school from the suspension.

In addition to the above, athletes must:

1. if injured, and under a doctor's care, return with the doctor's written permission.
2. have a physical examination before taking part in practice or play. **NO EXCEPTIONS** will be made. The student must bring a note from his doctor stating his health status.

Once a season is at least two weeks old, a player cannot quit one sport to try out for another sport without first meeting with the coach of the team s/he is leaving, the new coach, and the athletic director.

Expectations for Student Activity/Athletic Leaders

Student Activity/Athletic Leaders are expected to represent Triton High School in a positive manner. Student leaders or potential leaders who are found to be in violation of the school's discipline code, MIAA Chemical Health Policy, or are academically ineligible may be subject to removal from their leadership position.

User Fees

In order to offer students the widest possible variety of sports and activities, Triton High School charges user fees for participation. A schedule of fees is available from the Athletic Department Office. Students who demonstrate a financial hardship may be eligible for a waiver for all or part of the user fee. User fees will be refunded if within the first two weeks of a sport season/activity period a student sustains a long term injury or makes the unforeseen decision to remove him/herself from the sport/activity for the season.

National Honor Society

Purpose

The purpose of the National Honor Society of secondary schools is to foster academic excellence, encourage good character, promote service to school and community, and nurture leadership.

Criteria for Membership

To be eligible for membership in the Triton Chapter of the National Honor Society, a student must have the required 3.95 GPA.

The Selection Process

1. Students whose GPA's qualify for membership in mid October of the current school year will receive a letter of eligibility and application. Students will submit the application by the specified deadline.
2. As part of the selection process, six (6) teachers will be asked to complete a student evaluation rubric. Five (5) must be completed by your current (this year's) teachers, and must come from five different departments. (English, Math, Science and Technology, Social Studies, Foreign Language, Business, Arts, PE). The sixth can be completed by your guidance counselor, a past teacher, a coach, an advisor, or a mentor/employer outside of school. The student must receive a minimum of 85% of the total points of all evaluations. Evaluation forms are considered confidential information.
3. All aspects of the selection process must be completed by the deadline or the candidate will not be considered for membership.

Selection and Continuing Membership

A review of the student's discipline record and attendance will be done by the Faculty Council. The following circumstances will prohibit a candidate from being accepted into NHS or cause probation or loss of membership to a current member. Guidelines for continuing membership are included in the chapter by-laws.

- Disciplinary: any behavior as stated in the school's Discipline Code that results in a Saturday School detention or out-of-school suspension during the current and / or previous school year.
- MIAA: any chemical health violation during the current and /or previous school year.
- Legal: any legal violation that results in a misdemeanor or felony charge during the current and/or previous school year.
- Attendance: any attendance or tardy violation that results in a loss of credit during the current and/or previous school year.
- NHS members will be allowed not more than five (5) absences, including tardies and dismissals, per quarter.
- Grades: a GPA that falls below the required average will result in probation and possible loss of membership.
- Other Behaviors: any other behaviors which do not reflect the philosophy of the Triton Chapter of the National Honor Society may result in probation and /or dismissal.

LEGAL INFORMATION

Non-discrimination Policy

The Triton Regional School District does not discriminate on the basis of sex, race, color, national origin, sexual orientation, religion, age, handicap, and/or disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination policies:

Mr. Brian Forget, Assistant Superintendent, (978)465-2397

Inquires concerning the application of non-discrimination policies may also be referred to the Regional Director, Office for Civil Rights, US Department of Education, JW McCormack, POCH, Room 222, Boston, MA 02109.

Code of Conduct for Harassment, Bullying, Civil Rights Violations, Discrimination and Hate Crimes

The Triton Regional School District is firmly committed to supporting a school learning environment where all students are treated with dignity and respect. We believe all students should feel safe and welcome as members of our preschool through grade twelve community of learners. We appreciate student diversity and actively foster an inclusive learning culture. We will not permit bullying, harassment, discrimination, civil rights violations or hate crimes between our students, between our employees or between our students and employees.

Our school district has approved a comprehensive "Policy Against Harassment" to ensure all students can learn in an environment that is safe, supportive, welcoming and inclusive. The Triton Regional School District "Policy Against Harassment" specifically prohibits harassment based upon sex, race, color, national origin, sexual orientation, religion, age, handicap and/or disability. Each year, we plan and implement a variety of student education programs to prevent bullying, harassment, violations of civil rights and hate crimes. These programs raise awareness among our students that everyone should feel physically secure and without fear of exclusion, threats or intimidation.

The Anti-Bullying Plan set out below is the district's response to the requirement of M.G.L. Chapter 71, Section 370. It represents the framework for the implementation of the district's Anti-Bullying Policy.

The Anti-Bullying Policy and Plan are both underpinned by the district's Core Values: respect, integrity, and excellence for all.

Bullying Definition:

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

- A) causes physical or emotional harm to the victim or damage to the victim's property;
- B) places the victim in reasonable fear of harm to himself or of damage to his property;
- C) creates a hostile environment at school for the victim;
- D) infringes on the rights of the victim at school; or
- E) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber- bullying.

While the focus of this policy is on bullying between students it is recognized that adult may also be aggressors in this regard. Bullying should not be confused with isolated conflicts between students or staff. Research on bullying identifies it as behavior that occurs repeatedly, that is intended to harm the victim, and that involves a power imbalance between the victim and the person or persons who are bullying.

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

Cyber-bullying shall also include: (i) the creation of a web page or blog in which the creator assumes the identity of another person; or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (a) to (e) inclusive, of the definition of bullying. Cyber- bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the above clauses (a) to (e) inclusive, of the definition of bullying.

Prohibited Behaviors

Acts of bullying, which include cyberbullying, are prohibited:

- a) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- b) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.
- c) retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Procedures for Reporting and Responding to Bullying

- a) It is a violation of district policy for any administrator, teacher or other employee, or any student to engage in or condone bullying in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of bullying as defined in Section I above.
- b) Students, staff, parents/guardians must report any incident of bullying to a school administrator or a member of the school or district staff. If bullying is reported to a member of the school or district staff that person must report the incident to a school administrator.
- c) Any employee or student who believes that he or she has been subjected to bullying has the right to file a complaint and to receive prompt and appropriate handling of the complaint.
- d) Bullying may be reported anonymously.
- e) Reports of bullying shall be made in writing. Younger students may need the assistance of a member of staff in making the report.

- f) The written report shall be made on the form entitled "District Bullying Incident Report Form". The report forms are available from school offices and the district office.
- g) The written report shall be returned to the Principal or other school administrator as soon as is practicable after the alleged bullying incident occurs.
- h) In a situation involving a charge of staff member to staff member bullying, the staff member should notify school administration immediately.
- i) If a situation involving a charge of staff member to student bullying is brought to the attention of any staff member, the staff member must notify school administration immediately.

We encourage early reporting of all potential violations through designated school staff in each of our school buildings. A male and female team is responsible for receiving potential Policy violations and conducting investigations. The Triton Regional School District actively investigates all reports of bullying, harassment, discrimination, civil rights violations or hate crimes in all of our school campuses.

Investigation

- a) A school's administration has authority to take disciplinary action or take remedial action when bullying occurs out of school. School administration must intervene if bullying that starts outside of the school creates a hostile environment at school for the target; and/or infringes on the rights of the victim at school; and/or materially and substantially disrupts the education process or the orderly operation of a school.
- b) Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus or connection with school exists, will be investigated and may result in discipline. Parents of students alleged to have engaged in cyber bullying will be requested to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber-bullying will not be re-admitted to the regular school program until his or her parent(s) attend such meeting.

False Reporting

In circumstances in which a student knowingly makes a false accusation of bullying, the Principal shall take such action as may be necessary to prevent recurrence. The consequences for false reporting may include, but not be limited to the making of apologies, other routine consequences for misconduct, and counseling.

Retaliation – Reporting and Investigation

Retaliation in any form against any person who has made or filed a complaint relating to bullying by the aggressor or a third party is forbidden. If it occurs, it may be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made. Reports of retaliation may be made by students, staff, parents/guardians or other parties. Such reports shall be investigated through the same process and procedures as are required in response to reports of bullying.

In instances where student or employee conduct is a potential criminal violation, our school district fully collaborates with the Newbury, Rowley and Salisbury Police Departments as well as the Essex County District Attorney's Office to ensure a prompt, thorough investigation is undertaken. Information on disciplinary measures that the school district may impose if a violation of the Policy Against Harassment is substantiated may be found in the "Corrective Action" section of our Policy Against Harassment on page 8. Any Triton Regional School District student or parent/legal guardian of a Triton Regional School District is welcome to request a complete copy of the school district's Policy Against Harassment and/or The Bullying Prevention And Intervention Plan. Please contact the Principal of your school building for a complete copy. Complete copies of these policies are also available on our school district web site at: www.trsd.net. Any student or parent/legal guardian of a student who feels they (or their son/daughter) have been bullied, harassed, received a violation of their civil rights or were a victim of a hate crime are encouraged to promptly notify the following "Policy Against Harassment" Investigators:
 Mr. Scott Brennan, Assistant Principal
 Mrs. Mary Goldsmith, School Nurse
 Mr. Brian Forget, Title IX Coordinator, Triton Regional School District, phone: 978-465-2397

Gang Activities

Consistent with its policy of maintaining a safe and secure learning environment for students, the school prohibits the establishment and/or operation of gangs and any gang-related activity on school grounds, or at any school-sponsored or school-related event. This prohibition extends to all manifestations of gang representation; including dress, signals, graffiti, trademarks, colors, or any other attribute which signifies membership or affiliation with such groups. Students who violate this proviso, in any way, shall be subject to disciplinary action.

Hazing

Massachusetts State Law Chapter 665, Section 17 (An act increasing the penalties of hazing.)

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

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

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

Section 18

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

(Approved: January, 1998)

Family Educational Rights and Privacy Act (FERPA)

This act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are (1) to inspect and review the student's education records within 45 days of the day the School receives a (written) request for access. (2) to request (in writing) the amendment of the student's education records that the parent or eligible student believes are inaccurate. If the school decides not to amend the record as requested, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. (3) to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exemption, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (4) to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Records

1. The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.
2. During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.
3. The temporary record of any student enrolled is released to them with their signed authorization upon graduation.
4. In accordance with M.G.L. c.71, s.87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

Under Federal Law, referred to as No Child Left Behind Act of 2001, (Section 9528), relating to Armed Forces Recruiter access to students, schools receiving federal assistance shall provide:

- military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers
- students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. If you do not want to have your name, address, and phone number released to military recruiters or schools of higher learning you must provide a signed note (by you if 18—by your parent if under 18) to the main office stating that you do not want your information released.

Parent Notice, section 504 of the Rehabilitations Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing. ***Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of the disability or impairment. The American with Disabilities Act (ADA) has amended the Rehabilitation Act to allow school districts to take disciplinary action pertaining to the use or possession of illegal drugs or alcohol to the same extent that such disciplinary action is taken against non-disabled students.***

**Section 504 Coordinator for the Triton Regional School District:
Ms. Kim Croteau (978)-465-2397**

Discipline of a student with a disability under Section 504

The 504 plan for every regular education student will indicate whether the student can be expected to meet the regular discipline code or if the accommodation will be described in the individuals 504 plan.

Discipline of students with Disabilities

The 2004 IDEA reauthorization resulted in significant changes to discipline of students with special needs. Below is the language that can be found in IDEA 2004: Section 615(k)(1)-(4).

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
 - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
 - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement

is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Should you have any questions regarding the above information, please contact the principal for the school which your child attends.

A copy of the Parental Right Brochure is available by contacting the Special Education Office at (978-462-7490)

Student Conduct

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

NOTE: Further guidelines will be forthcoming based on mandated changes

Expulsion Policy

Under the provisions of the Massachusetts Education Reform Bill of 1993, the authority to expel a student from a public school is given to the principal of the school. This authority formerly rested with the school committee.

Expulsion proceedings will be considered for severe disciplinary problems. The specific applicable provisions of the Education Reform Bill are given below:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b) Any student, who assaults another individual whether that be a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witness at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student, a written statement of the reasons for said expulsion.
- f) If a felony complaint is issued against a student, the principal may suspend the student if his continued presence "would have substantial detrimental effect on the general welfare of the school." If the student is convicted of the felony or admits guilt, the principal may expel the student.

Student Due Process Rights

Goss v. Lopez, 419 US 565 (1975) which involved suspension of regular education student, established the student's right to certain minimal due process protections where school officials seek to impose a temporary (up to ten days) suspension. The Supreme Court held that in such cases the student is entitled to an oral or written notice of the charge(s) against him or her, an explanation of the basis for the accusation(s), and an opportunity to present his or her version of the facts. Notice and hearing must be provided in advance of the suspension except where the student's continued presence at school endangers persons or property or "threatens disruption of the academic process." In the exceptional cases where immediate suspension is justified, the notice and hearing must follow as soon as practical. Finally, the Supreme Court indicated that where school officials seek to suspend

or expel a student for more than ten days, depending on the length of the exclusion, greater due process protections may be required (for example, a formal hearing).

Student Searches

Students, their personal belongings, their lockers, and vehicles brought onto school grounds, are subject to search by school officials if there is a reasonable cause to believe that they possess or contain something illegal, dangerous or potentially disruptive to the safe operation of the school.

Ethics Reform Bill

There are many opportunities to show appreciation for the amazing teachers and staff within the Triton Regional School District. While this is not discouraged, we must also be mindful of the laws governing gifts to public employees. In 2009, the new Ethics Reform Bill (Chapter 28 of the Acts of 2009) was passed by the Massachusetts state legislature. The new law requires mandatory ethics online training for public employees and sets guidelines about the acceptance and giving of gifts for public employees. The law's gift giving and acceptance guidelines have been approved by the Massachusetts Ethics Commission.

Below are highlights of the law that pertain to schools and gifts to and from public employees:

"In general, a public employee may not accept any gift worth \$50 or more that is given because of the position he or she holds. Public employees may accept gifts that are worth less than \$50, but they have to disclose in writing that they have done so if, based on the specific circumstances, a reasonable person would think that the public employee might unduly show favor to the giver or the giver's child, or be influenced by the giver.

The law prohibits gifts to public employees, not gifts to public agencies. You may receive gifts as a public school, or a particular classroom, and the \$50 limit does not apply.

The Ethics Commission recently created an exemption to permit class gifts to teachers. A teacher may accept a gift or several gifts during the school year, from public school students and/or their parents and guardians, with an aggregated value of up to \$150, if the gift is identified only as being from the class and the identity of the givers and the individual amounts given are not identified to the recipient. Gifts received pursuant to this exemption are not required to be disclosed. The donor is unknown, so a reasonable person would not conclude that the gift would influence the teacher's conduct with regard to any individual or would cause the teacher to favor any individual. Please contact the school office if you need a disclosure form."

If you have any questions about the laws or other aspects of this issue, please contact Assistant Superintendent Brian Forget at bforget@trsd.net.

HEALTH INFORMATION

Guidelines

1. Medical excuses from physical education classes must be brought to the nurse's office before homeroom period. A doctor's note is required if a student is to be excused for more than one physical education class.
2. Students using crutches or having braces on a limb or back should report to the nurse's office for a special pass permitting use of the elevator and/or tardiness to class.
3. Students who need to be dismissed from school due to illness must report to the nurse. Parents are required to provide transportation for their children in case of illness or an emergency.
4. Students absent for five (5) consecutive days due to illness must have a doctor's note in order to return to school.

Health Services

Massachusetts State Law requires that all children be completely immunized in order to attend school. Parents will be notified if record reviews reveal missing immunizations.

Medication Administration in Massachusetts School

All medications must be kept in the nurse's office.

1. Prescription medication may be brought to the nurse in the pharmacy labeled container. A signed consent form by the parent or guardian is required.
2. A signed medication order from the licensed professional is needed for long-term medications.
3. Non-prescription medication should be properly labeled with the student's name, name of the drug, dosage interval, indications and contraindications, potential adverse effects, and special instructions noted.

Pregnancy

A pregnant student has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. Pregnancy shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity, including athletics, unless otherwise stated by a physician.

The school will provide education and counseling support for students who are pregnant. Health plans, medical benefits and related services are to be provided to pregnant students in the same manner as services are provided to students with other “temporary disabilities”. The school nurse will offer health education, information on community services, and referrals to health care providers, as needed.

The school will provide the pregnant student with an excused medical leave of absence and reinstate her to her previous status upon her return to school. The school will require a doctor’s certificate detailing the length of the medical leave, as is required for all other students with physical or emotional conditions requiring a physician’s care. The need for home tutoring will be determined by the physician and school principal.

Accidents

Report all accidents to the school nurse. An accident report should be filled out at the earliest convenient time.

School Insurance

School insurance is offered to students. Information is available in the main office.

Other Health Services

SCREENINGS: Physical examinations, postural, vision, and hearing screening, as well as BMI screenings, are conducted at various times during the student’s school years. Schools are required by Massachusetts General Law to provide these health screenings for students (M.G.L. Chapter 71, Section 57 and 105 CMR 200.000) and follow up with the results of these screenings with families and referrals to primary health care providers as necessary. The school nurse will contact parents in the event there is cause for concern. Appropriate referral information will be available to parents.

SPORTS-RELATED HEAD INJURIES AND CONCUSSIONS

Sports-related head injuries and concussions can have serious consequences for students, including long term health and educational issues if they are not properly managed. Early recognition of a concussion is essential to maximize safe management. The Triton Regional School District is committed to promote the safety and well being of our students. As part of this commitment, we fully support the Massachusetts General Law and the Department of Public Health (DPH) regulations regarding procedures pertaining to sports-related head injuries occurring in extracurricular athletic activities. Copies of the Proposed Regulations, 105 CMR 201.000, are available in all nurses’ offices within the district as well as through the Athletic Director. These proposed regulations can also be downloaded directly from the Massachusetts Interscholastic Athletic Association website at: www.miaa.net/proposed-concussion-regulations.pdf.

All Triton High School student athletes are given the IMPACT (Immediate Post Concussion Assessment and Cognitive Testing) computerized exam before beginning contact sport practice or competition. If an athlete is believed to have suffered a head injury during competition, this test is used to help determine the severity of head injury and when the injury has fully healed.

LIBRARY & MEDIA CENTER

Using Technology for Research

Students visiting the media center can use computer workstations to access research information through the Internet. The Triton web page at <http://www.trsd.net> has an easy link to our media center where students can find resources for research and research paper hints and works cited formats. The Triton community has access to our subscription service which offers access to magazine articles. Using their public library card, students can access a wealth of information through the Merrimack Valley Library Consortium (MVLC.org) and Northeast Regional Library System (NRMLS.org).

Hours

The Triton Media Center is open every morning at 7:30. On Wednesdays the media center is open until 3:30 p.m., all other days it closes at 2:15p.m.

Policies

1. In order to maintain the center as an effective workspace, we ask that students adhere to the following guidelines: Media Center materials that are signed out need to be returned in a timely manner- 2 weeks for books, overnight for magazines and equipment. Books may be renewed. Due and overdue notices will be distributed to students in homeroom once a month. If materials become seriously overdue, borrowing privileges will be suspended. If students lose materials, they are required to pay the replacement cost.
2. Students who want to come to the media center may come during their directed study. They must first sign in with their study hall teacher then bring a pass signed by that teacher.

3. The media center is a work center, not a lounge. Students who come to the media center with nothing to do and / or are rude and disruptive will receive a pass to return to their assigned study hall. Consistent abusers will have their library privileges suspended for a week or longer. This suspension does NOT extend into the after school time period unless there are extenuating circumstances.
4. Students who use the media center after school are expected to be there for the purpose of reading, studying, completing homework assignments, research, or to meet teachers / tutors for extra help.

ACCEPTABLE USE FOR THE INTERNET

Policy of the School Committee

Purpose

The purpose of the Acceptable Use Policy (AUP) is to meet the demands of state and federal law and to provide guidelines for legal, moral and ethical use of technology by our students and staff. Every user/parent/guardian is required to read and sign the AUP before using the Triton Regional School District system/network. Signing the AUP becomes a legal agreement between the user/parent/guardian and the district.

The Triton Regional School District (TRSD) shall provide access to the system/network and the Internet to all students and staff to facilitate communications and access to information in support of educational goals. *Educational goals* are defined as activities that provide for education, career and professional development, and high quality research. The system/network will also be used for communication with staff, parents/guardians, students and community members.

Use of the Triton Regional School District system/network is a privilege, not a right, and must support the stated mission, goals, and objectives of the Triton Regional School District. Non-compliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Triton Regional School District. Violations of law may result in criminal prosecution as well as disciplinary action by the Triton Regional School District.

Monitored Use

Electronic communications and all data including documents, messages and information, transmitted using the TRSD system/network in any manner are the property of the Triton Regional School District and shall not be considered confidential. Copies of all information created, sent, or retrieved may be stored on the District's back-up files. The District reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. When appropriate, communications and data may be disclosed to law enforcement officials or other third parties without prior consent of the sender or receiver.

Liability

Triton Regional School District is in compliance with the Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA). As required by law, the school district has implemented an Internet filtering mechanism designed to protect minors from unlawful, obscene, or harmful material and situations. The Triton Regional School District shall not be liable for users' inappropriate use of electronic resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Triton Regional School District shall not be responsible for ensuring the accuracy or usability of any information found on networks, nor be liable for any loss, or corruption of data resulting while using the system/network.

Administrative Procedures for Implementation

1. Access to the TRSD system/network will only be granted to staff or students with a signed current TRSD Technology User Agreement on file and permission of their supervisor.
2. All use of the TRSD system/network must be in support of educational goals as defined in the Purpose section of this document and will be in compliance with all applicable laws and district policies.
3. All files stored, viewed, or distributed on the TRSD system/network is expected to be in support of educational goals as defined in this document and will be in compliance with all applicable laws and district policies.
4. All files must be saved to user assigned network folders if future access is desired.
5. Copyrighted software or data shall not be placed on the TRSD system/network without a district owned license or permission from the holder of the copyright.
6. All hardware and software to be added to the TRSD network must be approved by the Coordinator of Technology and the building Principal and/or their designee.
7. All users are expected to be conservative with all TRSD system/network related resources, including but not limited to paper, ink, storage space, and bandwidth.
8. All TRSD system/network passwords shall expire and need to be changed as required.

9. Passwords are confidential! All passwords shall be protected by the user and not shared or displayed.
10. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
11. Commercial use of the TRSD system/network is prohibited.
12. Pretending to be someone else while using the TRSD system/network is prohibited.
13. Revealing personal information is prohibited unless specifically authorized by an administrator.
14. Any activities designed to harass, bully, or defame others are prohibited.
15. Any malicious attempts to harm, destroy, or vandalize equipment, materials, or data are prohibited.
16. Deliberate attempts to degrade or disrupt system performance are prohibited.
17. Deliberate attempts to bypass or turn off TRSD security features are prohibited.
18. Principals and/or their designee shall be authorized to monitor or examine all data and system/network activities, including documents and electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
19. Principals and/or their designee will be notified of any violations of the TRSD Acceptable Use Policy.
20. Principals and/or their designee will be responsible for disseminating and enforcing policies and procedures in their respective building(s).

*****Students in violation of the Acceptable use Policy are subject to disciplinary action at the discretion of the Principal/Assistant Principal.***

Bring Your Own Device (BYOD) Acceptable Use Policy

The widening availability of WiFi access in homes, schools and the community together with the rapid increase in ownership of personal devices that have the capability to access the world wide web has inevitably widened interest in the usefulness of personal devices for educational purposes.

The purpose of this policy is to establish a framework for the use of personal devices in schools.

The wider use of computers and personal devices in schools is contingent upon the district's capacity to develop comprehensive WiFi access across all campuses. The School Committee recognizes that considerable investment will be required to provide the infrastructure and the personnel to support such a development.

In general personal devices do not provide the full range of functions that are available through a personal computer. It is therefore likely that personal devices will provide opportunities for learning supplementary to those provided by personal or desk-top computers.

The Triton Regional School District (TRSD) has developed "Bring Your Own Device" (BYOD) initiatives. We believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing opportunity for the use of personal devices in the classroom is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Device Types:

For the purpose of this policy, the term "devices" will include: iPods, iPads, Smartphones (including iPhones and Androids phones), laptops, and tablets. All other internet enabled devices (such as Nintendo DS and/or other gaming devices) Android phones, are not permissible for classroom use at this time.

Guidelines: Access to the TRSD Network is a Privilege, not a Right.

- a. This policy will serve as an extension to the ACCEPTABLE USE FOR THE INTERNET policy, and established expectations related to cell phone use, classroom behavior, audio and video recording, and bullying and cyber-bullying.
- b. Access to the TRSD Network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). However, access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices.
- c. Any use of the wireless network entails personal responsibility and compliance with all school rules. If preliminary indications suggest the need to determine a student's, or students' compliance with the acceptable use policy, further investigation may be made by TRSD staff, including but not limited to an online search by the information technology (IT) staff into the use of such technology that occurred during the school day. In the event there is sufficient concern that a student or students have violated the policy while at school, the IT department, at the written request of an administrator, may conduct a more detailed investigation. Parents and students will be notified of the findings by an administrator. Students shall have the normal rights of due process.

- d. The TRSD Network is intended for educational purposes. Students are expected to be safe, appropriate, careful and kind. Students should not try to circumvent technological protection measures, including the content filter. Such efforts will be regarded as misconduct.
- e. Students are expected to use extreme care and caution regarding their passwords for access to the TRSD network and any personal web-based accounts they maintain. Students may not share their log-in credentials with any other student. Students should never share any personal information over the Internet without adult permission.
- f. Recognizing the benefits that collaboration brings to education, TRSD may provide students with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. All school rules apply to online behavior.
- g. TRSD has no ability to electronically manage or filter a student's use of the Internet when he or she is connected via his/her wireless phone provider's cellular network connection.
- h. The use of personally-owned devices must be in compliance with the following conditions:
 - Personal devices may be used in the classroom and for use during specific projects only with the specific the permission of the teacher.
 - Students must be logged into the network using their provided TRSD credentials.
 - Devices may not be used for non-instructional purposes (such as making a personal calls and texting).
 - Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours unless (a) persons to be photographed have so agree, (b) the posting/publication of name tagged images have been authorized by a student's parent/guardian, (c) the posting of images has been authorized by the teacher in writing.

Consequences of non-compliance may be, but are not limited to the following, individually or in combination:

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Removal of ALL network privileges
- Detention or suspension from school and school-related activities
- Other consequences as determined by the school administration
- Legal action and/or prosecution

Responsibilities of Students and the District

Students bring their devices to use at TRSD schools at their own risk. It is their duty to:

- Be responsible for the upkeep and protection of their devices
- Keep a record of the device's serial number in case a theft or loss occurs
- Check with their homeowner's policy regarding coverage of the loss of personal electronic devices.

TRSD and its employees are not responsible for:

- Personal devices that are broken, lost, or stolen at school or during school-sponsored activities
- Charging, installing updates or upgrades, or fixing any software or hardware issues on personal devices
- Usage charges to students' accounts with their service provider.

Guidelines for World Wide Web Publishing

As part of our internet program at Triton High School, we occasionally publish pictures of school events to our website located at www.trsd.net. In addition, pictures are sometimes published in the local newspaper.

To publish individual (not group) student artwork, writing or photos, we need to have parent or legal guardian permission.

If you do NOT give permission for your child's photo to be published under group activities, it is your responsibility to make your child aware of this and instruct him or her to avoid the photographer at dances, etc. where a group photo might be taken.

These guidelines will be followed:

No individual photos of your child will be published without additional consent.

- No personal information about the students, such as home address or telephone number will be published.

- All student work and/or photos will appear with a copyright notice prohibiting the copying of student work and/or photos without express written permission.
- If anyone should request such permission, those requests will be forwarded to the child and their parents/guardians.
- The copyright of the individual work will still belong to the student.

Disclaimer

Access to information all over the world via computer brings with it an availability of material that may not be considered educationally valuable. Though the Triton Regional School District will take all reasonable precautions, it is impossible to control access to all materials and a user may unintentionally discover controversial or objectionable information. TRSD policy affirms that the educational value of access to information and the potential for interaction on the Internet far outweighs the possibility that users may be exposed to materials not consistent with the educational goals of the district. TRSD makes no warranties of any kind for the service it provides. The Triton Regional School District, its member towns, or any district employees will not be liable for damages or injuries resulting from violations of the Acceptable Use Policy or any misuse of the system/network.

Nothing contained herein shall be held or construed to supersede or conflict with or limit the jurisdiction of the United States Government or any of the laws of the Commonwealth of Massachusetts. In the event that any provisions of these rules and regulations are judicially found to be invalid, such decision, invalidity or voidance shall not affect the validity of the remaining provisions.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

Technology User Agreement

In order for a student, faculty or staff member to use the Triton Regional School District's system/network, the district's Acceptable Use Policy (AUP) must be read and a signed current Technology User Agreement must be on file. The Agreement must also be signed by a parent/guardian for anyone under 18 years of age.

Name: _____

Grade Level/ Staff Position: _____

School: _____

Staff or Student:

I have read the TRSD Acceptable Use Policy and agree to abide by the provisions. In consideration for the privilege of using the TRSD system/network, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system/network. I understand that violation of these provisions may result in disciplinary action as deemed appropriate by my principal/supervisor and/or their designee.

Student Signature: _____

Date _____

Parent/Guardian Sponsor:

I have read the district's TRSD Acceptable Use Policy. In consideration for the privilege of using the TRSD system/network I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network. I understand that violation of these provisions may result in disciplinary action as deemed appropriate by the principal/supervisor and/or their designee.

(Parent/Guardian - check only the statement to which you agree):

I give permission for my child to participate in the TRSD System/Network, including the Internet.

I do not give permission for my child to participate in the TRSD System/Network, including the Internet.

Signature of Parent/Guardian: _____

Date _____

Important Dates: 2014-2015

September:

- 1st Labor Day
- 2nd First Day of School

October:

- 3rd Half Day; Professional Development
- 13th Columbus Day; No School

November:

- 7th Half Day; Professional Development
- 11th School closed; Veteran's Day
- 26th Half Day; Thanksgiving
- 27th School Closed: Thanksgiving Day
- 28th School Closed

December:

- 22nd to 31st Schools Closed: Winter Holiday Recess

January:

- 1st School Closed: New Year's Day
- 2nd School Closed: Winter Holiday Recess
- 5th School Reopens
- 9th Half Day; Professional Development
- 19th School Closed: Martin Luther King Jr. Day
- 21st- 23rd High School Half Days: Mid Term Exams

February:

- 6th Half Day; Professional Development
- 16th-20th School Closed: Winter Vacation

March:

- 6th Half Day: Professional Development

April:

- 3rd Half Day: Good Friday
- 10th Half Day; Professional Development
- 20th-24th School Closed: Spring Vacation

May:

- 15th Half Day; Professional Development
- 25th School Closed: Memorial Day
- 29th Half Day; Professional Development

June:

- 6th Triton Graduation
- 11th-15th High School Half Days: Final Exams
- 16th Half Day: Last Day of School (180 days)
- 23rd Last Day of School w/snow days (185 days)

Note: This schedule is subject to change and is dependent on snow days.

TRITON REGIONAL HIGH SCHOOL SCHEDULE

2014-2015

1. We have a seven (7) day schedule. Days are numbered **1 – 2 – 3 – 4 – 5 – 6 – 7**.
2. Periods are lettered **A – B – C – D – E – F – G**.
 - a. Double rotation; one dropped period each day.
 - b. 4 minute passing.
 - c. Lunch Schedule: 1st lunch: 11:47-12:14 (class from 12:14-1:12 = 58 minutes)
2nd lunch: 12:16-12:43 (class from 11:47-12:16 = 29 minutes, lunch, class from 12:43-1:12 = 29 minutes, which equals 58 minutes)
3rd lunch: 12:45-1:12 (class from 11:47-12:45 = 58 minutes)

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
7:42-8:40 (58 min)	B	A	D	C	B	A	C
8:43-9:41 (58 min)	C	D	A	B	A	D	B
9:45-10:43 (58 min)	D	C	B	A	D	B	A
10:46-11:44 (58 Min)	E	F	G	G	C	C	D
11:47-1:12 (3X27 Min) Lunch	F	G	E	F	G	E	F
1:15-2:13 (58 min)	G	E	F	E	F	G	E
Drop period	A	B	C	D	E	F	G
<i>Rotation</i>							

The Grading Period Calendar for 2014-2015 is as follows:

- 1st Quarter: September 2, 2014 – October 31, 2014**
2nd Quarter: November 3, 2014 – January 20, 2015
3rd Quarter: January 26, 2015 – April 3, 2015
4th Quarter: April 6 – Last day of school (June 16, 2015)

