

2010-2011

STUDENT HANDBOOK

**ATHOL HIGH SCHOOL
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DAILY BELL SCHEDULE OF CLASSES

TIME	Day 1	Day 2	Day 3	Day 4	Day 5	Time	Day 6	Day 7
7:40 – 9:00	1	2	3	4	5	7:40-8:28	1	1
						8:31-9:19	2	2
9:03-9:17	HR	HR	HR	HR	HR	9:22-10:10	3	3
9:20-10:08	2	3	4	5	1	10:13-10:27	HR	HR
10:11-10:59	A	A	A	A	A	10:30-10:59	A	B
11:02-11:25	B	B	B	B	B	11:02-11:25		
11:28-11:51						11:28-11:51		
11:54-12:17						11:54-12:17		
12:20-1:08	3	4	5	1	2	12:20-1:08	4	4
1:11-1:59	4	5	1	2	3	1:11-1:59	5	5

STUDENT HANDBOOK

This handbook is a guide for students; the administration reserves the right to interpret the rules and information contained herein. Notification of changes in this guide will be made in writing as soon as possible.

An additional booklet of policies and laws is being sent home to each parent. This is the Athol-Royalston Regional School District Handbook Supplement. Please refer to it for more information about equal access, attendance laws, immunization laws, special education, school searches, student records, and more.

ATHOL HIGH SCHOOL MISSION STATEMENT

We at Athol High School believe that our students can graduate with the tools necessary to lead meaningful, productive lives. In our school community, we endeavor to promote creativity and critical thinking, as well as to foster tolerance, self-confidence, and integrity in each individual. We encourage students to follow laws and work together to become productive members of society. Our goal is to educate our students to develop the skills necessary to continue to learn throughout life, and to adapt to the demands of the future.

ATHOL HIGH SCHOOL LEARNING EXPECTATIONS

Academic

1. Speak and write using standard English
2. Read and listen effectively
3. Employ critical thinking skills to solve problems
4. Use a variety of resources and technologies to acquire, evaluate, apply, and communicate information
5. Recognize responsibilities needed for well-being

Civic

1. Understanding of the rights and responsibilities of the individual in society
2. Work independently and collaboratively

Social

1. Understand and appreciate culture and diversity

SCHOOL SONG

Hail to old Athol High
 To you with loyal hearts we'll do or die,
 Onward, forever, to win the victory
 To you standing on the hill
 The air with many a cheer we'll fill
 To bring vim and courage
 To dear old A.H.S

ALMA MATER

Athol High, Alma Mater; standing under stately trees
 Athol High, of our fathers; there our hearts will ever be.
 Let the world grow cold around us, let the heavens cry above,
 Athol High, Athol High, in your shadow there'll be love.

School Colors: Red and White
 School Motto: Seek Knowledge to Better Serve
 School Nickname: Red Raiders

TRUANCY

Unnecessary absence, due either to a student's willful decision or parent's inability or unwillingness to ensure attendance, is a violation of law and the Athol High School Attendance Policy.

Students truant from school may be denied credit and will be subject to disciplinary measures. Parents who support or enable a chronic pattern of unnecessary absence may be subject to agency or court action.

Leaving school grounds without permission is considered by this district to be truant behavior and subject to disciplinary measures.

Students who are age sixteen (16) and above who demonstrate persistent patterns of truancy may be referred by the building principal to the school committee for possible expulsion.

Unexcused absences are subject to detentions, suspensions or other discipline measures. Students absent from school or class without a parental excuse will be denied credit for all class work missed and teachers will be notified of the truancy.

GRADES AND ATTENDANCE

Each individual teacher and department at Athol High School has an individual grading philosophy, which will be explained to you at the beginning of the school year. This philosophy will be based on attendance, homework, grades, tests, reports, etc. You should be familiar with each particular teacher's philosophy. The reason for this variety of grading is because of the unique characteristics of each course.

Class participation is a very important part of your total performance; thus you may find that your individual classroom teacher may tie your academic grades to your attendance in that class. In other words, you may lose points for any absences for any reasons.

HOMEWORK

In classes that assign homework, students must complete and turn in these assignments. It is a course requirement! The subject matter teacher may detain students who fail to complete assignments on schedule after school until they are done.

LONG-TERM ASSIGNMENTS

Teachers will establish deadline dates for the submission of research papers and other long-term assignments. The student must meet such dates in order to avoid losing credit on the assignment according to the individual teachers' specifications.

Any exception to the above will be made by the principal, for the situations where an unusual hardship in meeting the deadline is clearly apparent.

FINAL EXAMINATIONS

Each course will give a comprehensive final examination at the end of each semester. In full year courses, each semester exam will count as 10% of the final grade. Exams in semester courses will count as 20% of the final grade. Advanced placement students must take the advanced placement test at their own expense. No credit will be given for any course in which the student has failed to take the final examination.

DUAL ENROLLMENT

Athol High School and any state college or university may offer a dual enrollment program to qualified students whereby students can earn high school and college credit simultaneously.

To be eligible by Athol High School standards, students must be entering into or in their junior or senior year with a G.P.A. of 80 or better. The student cannot be on academic or attendance probation, and must be in good standing with discipline and classroom attitude.

Students must begin the application process through the guidance department and have the recommendation of the high school principal in order to participate in this program.

PROCEDURE FOR INDEPENDENT STUDY REQUESTS

Independent Study is a program designed to meet the needs of mature and academically motivated students at the high school level who could benefit from study in a particular area beyond the scope of available courses.

Procedure:

1. The student's request will first be routed to the department chairman.
2. The department chairman will make an initial determination as to whether or not there is an available instructor who is competent to supervise the student in the particular area of study the student has requested.
3. If such an instructor is available, the student and the instructor will then plan a course of study that will be submitted to the department chairman for approval before the work can actually begin. This will specifically outline course objectives, course requirements, length of course, etcetera.
4. Transcripts will reflect this type of program by listing the field of study after the words "Independent Study." Example: Independent Study – American Literature.
5. The mark for the course will be expressed in terms of "pass", "fail", or "honors."
6. Only junior and senior students who have demonstrated sufficient motivation will be allowed to undertake independent study programs.

VIRTUAL HIGH SCHOOL

In order to register for Virtual High School courses, students must meet eligibility criteria and agree to participation requirements below.

Eligibility Criteria

- Student must be a junior or senior
- Student must have serious commitment to complete the course
- Student cannot take courses already offered at Athol High School
- Student must have grade point average of 80 or better
- Student cannot be in violation of the school's attendance policy and must have a good conduct record

- The principal, the department chairperson of the requested course area, the guidance chairperson and parent(s) must approve the student’s participation
- The principal has the discretionary authority to recommend a student or conditions of participation that do not meet the above criteria

Participation Requirements

- Student must follow all Athol High School and VHS rules concerning course work, timely assignments, the no cheating rule and daily attendance
- All copy right laws and policies must be followed at all times
- Student must use assigned VHS course period for VHS work only
- Student must follow Athol High School Internet Policy

Student Must:

- attend meeting with guidance chairperson and VHS Coordinator
- go online to view course selections
- select course(s) of interest, download and print prerequisites, course syllabus (if available) and other pertinent information
- obtain permission form from guidance chairperson
- discuss course information with parents and department chair of course area
- fill out permission form including student, parent and department chair signatures and return to guidance chairperson
- guidance chairperson will sign and obtain principal’s and supervisor’s signature
- VHS supervisor will register student’s course
- VHS supervisor will notify student of completed registration
- Student will meet with VHS supervisor to complete an on-line questionnaire

WORK STUDY

Athol High School’s Internship/Work Study course promotes career explorations, skill building and relevancy of the student’s academic world to the world of work. Students interested in this course option must obtain an application and approval from the Guidance Dept.

Any student on a work-study program that is removed from the program at the request of the site manager or of the guidance department will receive an ‘F’ for the course. Partial credit may be awarded in a regular class if circumstances warrant it.

INCOMPLETE GRADES

Students who receive an “incomplete” will have ten (10) days to make up the missing work. If a student fails to comply, the “incomplete” will be given a failing grade.

GRADUATION COURSE AND CREDIT REQUIREMENTS

All students, beginning with the class of 2013, need to earn a minimum of 21 credits in order to graduate. See below for requirements for the class of 2011-2012. Amongst these credits must be the required courses listed below. While all students, including seniors, are expected to pass all of their classes, all seniors must pass a minimum of five credits worth of work in their senior year.

Freshmen and sophomores should work their way through the following courses by the time they have to take the MCAS test sophomore year:

- Algebra I and Geometry or the equivalent – Introductory Algebra I or Introductory Geometry
- English 9, English 10
- Integrated Science
- Biology or Biology Honors

English*.....4 credits: - to include
 English 9 or English 9 Honors
 *All students must take all four levels English 10 or English 10 Honors
 of English (9, 10, 11, 12) to satisfy English, English 11 or AP English Language
 graduation requirements. English 12, English 12 Honors, or AP English Literature

Math3 credits

Science3 credits Environmental Studies #431 will no longer satisfy
 a science graduation requirement

Social Studies3 credits: - to include

For the Class of 2011 and beyond:

- World History (1800-2000) or
- World History (1800-2000) Honors
- United States History I or
- United States History I Honors
- United States History II or
- United States History II Honors or
- AP U.S. History

P.E./Health.....1.5 credits – 1 combined credit each grade 9, 10, 11

Business.....1 credit Class of 2011

Art.....1 credit Class of 2011

MINIMUM CREDITS REQUIRED TO GRADUATE

All students must pass a minimum of 5 credits in their senior year

Class of 2011: Minimum of 25 credits

Class of 2012: Minimum of 23 credits

Class of 2013 and beyond: Minimum of 21 credits

CREDITS NEEDED FOR PROMOTION

Class of 2011: Minimum of 19 credits for grade 12 status

Class of 2012: Minimum of 11 credits for grade 11 status

Minimum of 17 credits for grade 12 status

CREDITS NEEDED FOR PROMOTION FOR THE CLASS OF 2013 AND BEYOND

Grade 10: Minimum of 5 credits

Grade 11: Minimum of 10 credits

Grade 12: Minimum of 15 credits

Moving up in homeroom grade is automatic unless one of the following situations occurs:

- a) You have failed so many courses that you cannot graduate with your class. A minimum of 5 credits is needed to move to 10th; minimum of 11 credits to move to 11th; minimum of 19 credits to move to 12th.
- b) Incoming 9th grade students need to pass English 9 and the equivalent of Algebra I before they will be placed in a 10th grade homeroom. This does not necessarily affect the year of graduation.

MCAS

In addition to AHS requirements, passage of the state-required MCAS test is necessary for graduation.

MAKE-UP AND AFTER SCHOOL HELP

Students are responsible for all school work obligations/ responsibilities which are missed during their absences, and to present to each of his/her teachers evidence that the assignment has been completed satisfactorily. A student with an excused absence is permitted to make up for credit, all work missed.

A student with an unexcused absence, i.e., truancy is responsible for all assignments, but will not receive credit for the completed work and is not permitted to take tests that were missed. Work missed should be made up within a week of the return to classes, or as specified in the rules/grading philosophy of each teacher.

OBTAINING MAKE-UP WORK

Students are responsible to obtain assignments missed when absent. Students absent for more than a few days should make special arrangements with the Principal or Guidance Department

SUMMER SCHOOL

Summer school may not be offered at Athol High School every summer.

The summer school program at Athol High School shall consist of courses designed to enable students to make up credit in designated courses failed during the school year. Courses may also be offered that offer students enrichment opportunities but not credit.

To be eligible to enroll in a summer school program to make up for a failed course, students must have earned between a 50-59 in the failed course. Applications for area summer school programs become available in the guidance office in late May. Students must notify the Athol High School guidance office of their intent to attend summer school. All summer school grades will be interpreted on a Pass or Fail basis.

GRADUATION

The high school administration reserves the right to exclude any student from the graduation ceremony if the student does not comply with all school rules and regulations or if behavior or discipline is not in order.

GRADE POINT AVERAGE AND CLASS RANK

All subjects receiving numerical grades are used in the computation of class rank. The grade point average is determined by using final grades only. Each final grade is multiplied by its course credit value, added together, and then divided by total credit value. The grade point averages are arranged in order from highest to lowest to determine class rank. Class rank is based on a weighted scale.

SCHEDULING

Students will select courses for their schedules in accordance with current graduation requirements and availability of specific courses. Where conflicts arise in scheduling courses for a particular period, the student will make choices within the confines of the existing schedule. Independent study is not an alternative for a student who is unable to fit a particular course into his/her schedule unless that student is taking an accelerated program and received advance permission from the department chairman and administration.

MARKING SYSTEM

Students will be marked on the following basis:

90 or above	outstanding
80-89	above average
70-79	average
60-69	unsatisfactory, but passing
Below 60	failing

Physical Education H = 80 and above
 P = 60 – 79
 F = 59 and below

An "H" is needed to get on the Honor Roll, a "P" is a pass and an "F" is a failure.

HONOR ROLL

Honor roll is based on achieving 80 or better in every subject, including H in Physical Education.

High honor roll is based on achieving 90 or better in every subject, including H in Physical Education.

All courses, including independent study but excluding tutoring, count for honor roll.

MID-QUARTER REPORTS

Midway through each marking term every student will receive a mid-quarter assessment in each subject. This form will be distributed in homeroom on the designated day (see school calendar) and brought to each class where teachers will write an approximate grade average to date and any appropriate comments (e.g.) parent conference requested, doing excellent work, summer school may not be recommended, etc.)

TEST SCHEDULE

During the school year, Athol High School may administer the following standardized tests: PSAT, SAT Reasoning Test (also known as SAT), SAT Subject Tests, and grade level tests as mandated by the State of Massachusetts. Information and the schedule of these tests will be made available to students as necessary.

NO SCHOOL /DELAYS

Check local radio stations, and/or television channels 4, 5, 7, and 22.

FIRE DRILLS

Signal: Fire horns in all corridors.

Fire drills are required by law at regular intervals and are an important safety precaution. It is essential when the first signal is given that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Obey signs.

SCHOOL NURSE

Students who are ill should obtain permission from the teacher and report directly to the nurse. If the nurse is not available, students who are ill should report to the main office for assistance.

The nurse's function is to provide aid and coordinate emergency medical services if needed, as well as to manage the students' school program.

1. HEALTH SERVICES: Students are screened yearly for vision/ hearing loss. Ninth grade students will have a state-mandated scoliosis or postural exam. Tenth grade students are required to have a physical exam. A yearly consent

form and physical is required for interscholastic sports participation prior to practices. Students attending the Special Olympics must also have a physical.

If a parent has any objections to the above, they should indicate so, and state the name of the physician who will be providing care. A private physician's examination form will be provided upon request. This form must be completed and returned to the school by November 1st or the school physician will do the exam. In addition, under proper circumstances, screenings for other conditions, e.g., scabies, etc..., may be necessary.

2. School Immunization Law

Under state law, in order for a student to enter/attend school, the student must have received:

- A. At least four (4) DPT (diphtheria, pertussin, tetanus) immunizations, the most recent one within the previous ten (10) years.
- B. At least three (3) polio immunizations.
- C. Two (2) MMR (Measles, mumps and rubella) immunizations, received after twelve (12) months of age.
- D. Three (3) Hepatitis B immunizations
- E. Proof of varicella (chicken pox) immunization or disease

3. Medication at school:

Ideally, all medication should be given at home. If the physician feels it is necessary for the student to receive medication during school hours, the school must receive the following:

- A. A written, signed, dated, note from the parent.
- B. A written, signed, dated, note from the physician.
- C. The medication in a container appropriately labeled by a pharmacy or a physician.

These procedures are for prescription and non-prescription medications that are to be kept in the nurse's office. It will be the responsibility of the student to take the medication on his/her own time. Students should not carry any other medicine- whether prescription or patent - with them during school hours. Members of the school staff are not authorized to give out medication.

4. Accidents:

Any injury, regardless of how small or how extensive, should be reported to the nurse or the main office.

5. Health Records:

The student may choose to take their health record upon graduation. Otherwise, it is retained for five years then properly destroyed.

Communicable Diseases: See district health handbook.

SPECIAL REST ROOM PRIVILEGES

Students who feel they need special privileges for the rest rooms are to bring a note from home stating the reason. This note should be brought to the assistant principal.

LOCKERS

Students are to use their own lockers and not share them with other students. There are enough lockers at Athol High School so that everyone may have their own. Students are to use the lockers assigned to them for the entire year unless they have special permission from the administration. Unfortunately, things have been known to be stolen from students' lockers; therefore, students are urged to keep their lockers locked.

Personalizing one's locker in certain ways is acceptable; however, writing on the inside of the locker with pen, pencil, magic marker, or any other such instrument is not permissible. If this should happen, the student is responsible for removing the graffiti from his/her locker. If the student chooses not to carry out this responsibility and a custodial person must spend time removing said graffiti; a \$5.00 fee will be charged to the student who was assigned to that locker. (See locker policy under search and seizure).

VISITORS

You must have **prior** permission from the principal or the assistant principal to bring a visitor to Athol High School. Visitors must sign the guest book in the office. The office will issue the visitor a pass. The visitor's behavior is your responsibility.

STUDENT PARKING

1. Students are allowed the privilege to park vehicles on school property, providing sufficient parking space is available.
2. Students driving cars to school must register their vehicle with the assistant principal. Parking for juniors and seniors will be allowed on a limited basis.
3. Students may park vehicles on school property and in school maintained parking areas as long as the orderly operation of school business such as lawn mowing, snow plowing, and the traffic flow of buses is not impeded.
4. Students may not remain in vehicles, stand in the vicinity of the parking area, or visit cars during the school day.
5. In order for a student to be permitted to bring a vehicle to school, he/she must pass three of four classes and not have excessive absences or tardiness. As a general guideline, if you are absent or tardy more than three times in a term it would be considered excessive.

6. In addition, careless driving, speeding or lack of good driving judgment is sufficient reason to revoke a student's parking privilege.

- a. First offense: loss of parking privilege for ten days.
- b. Second offense: loss of parking privilege for twenty days
- c. Third offense: loss of parking privilege for the remainder of the school year.

BEFORE AND AFTER SCHOOL

BE WHERE YOU SHOULD BE: School will be open for students and faculty at 7:10 a.m. Before 7:30 a.m. all students **MUST REMAIN IN THE CAFETERIA** where snacks are available.

Students getting to school in the morning before 7:30 a.m. may stay in the cafeteria. At the sounding of the bell at 7:35 a.m. they should proceed to their first period class.

Students may remain in the building after 2:00 p.m. only when specifically given permission or requested to do so by a supervising teacher. All students are to be out of the building unless they are under the direct supervision of a faculty member.

Students are not to be dismissed from a class to work on after-school activities, e.g., proms, and clubs.

CORRIDOR PASSING

1. Corridors are for the purpose of passing from class to class, not for congregating. Therefore, do not stand outside your classroom waiting for the bell to ring. Go into your classroom when you get there.
2. Four minutes are allowed the students for passing from one class to the next.
3. Classes shall be dismissed by the **teachers**, not by the sounding of the bell.
4. Students should always walk on the right side of the corridors and stairways. Running will not be tolerated, as it is a serious threat to safety.
5. In traveling from one class to another, students should take the shortest reasonable route.
6. Horseplay in the corridors is dangerous and will not be tolerated.
7. Students should plan their days so that they will be going to their lockers a minimum number of times each day.
8. Do not slam locker doors.

STUDENT PASSES

No student will be allowed in the corridor without a pass. Students should regard the pass as a privilege and should not abuse this privilege.

USE OF SANITARY FACILITIES

There are adequate, clean sanitary facilities throughout the building aptly marked "Ladies" and "Gentlemen". Students are asked to act like ladies and gentlemen when using these facilities. Be courteous to others. Do not hang around using the toilets as a clubroom. Don't be wasteful in using supplies.

ASSEMBLIES

Occasionally assemblies are held in order to inform or entertain the student body. You are expected to enter and leave the auditorium or gymnasium in an orderly way. All students are expected to remain quiet and orderly throughout the entire program.

CAFETERIA

The cafeteria director will post regulations from time to time as the need arises.

Students are assigned lunch periods. Lunches are purchased at the cafeteria counter. **ALL FOOD SHOULD BE EATEN IN THE CAFETERIA.**

Students are expected to remove all milk cartons, dishes, utensils, and papers from tables. Adequate waste receptacles are available. Littering shall be cause for the students to remain after school. They will not be allowed to charge breakfast or lunch.

RULES AND REGULATIONS FOR LUNCH PERIODS

1. No students will be allowed to their lockers during lunch periods.
2. Any student wishing to see the nurse, guidance counselor, or use the telephone must receive permission from a cafeteria monitor. Once permission is granted, students must use the main hallway (gym area) only. The band room corridor will not be used.
3. Students awaiting the end of lunch period will stay inside the cafeteria until the bell rings.
4. Unacceptable behavior in the cafeteria will not be tolerated, for example, roughhousing, throwing of food, popping milk cartons, leaving one's tray at the table, cutting in line.

PARTICIPATION IN SPECIAL ACTIVITIES DURING SCHOOL HOURS

Students who miss class because of other activities should have prior permission of classroom teachers. If prior permission is not obtained, a student would be counted as "cutting class" and receive a "0" for the day's work.

USE OF ELECTRONIC DEVICES

Use of paging devices, cell phones and other electronic devices for student use are not permitted during school hours at Athol High School. Laser pointers and other electronic devices deemed disruptive are not allowed and will be confiscated. All electronic devices of this nature are to be turned off during the regular school day.

If the communication device (cellular phone, pager, walkie-talkie, etc.) is visible but the student is not using it, the device will be confiscated until the end of the next school day and a detention will be issued. If the device is being used for any reason (text messaging, photography, communication, playing games, incoming call, etc.) the device will be confiscated for one week (unless a parent comes in to claim it) and the student will be assigned to a Saturday School. For second and subsequent violations of the policy, the device will be confiscated indefinitely and the student will receive an out of school suspension.

For this policy, the regular school day is considered to run from 7:40 a.m. to 1:59 p.m. Detentions and extra help sessions are considered an extension of the regular school day. Before 7:40 a.m. and after 1:59 p.m. of a school day cellular phones and other portable communication devices may be used inside the building

PERSONAL PROPERTY

Students are responsible for all their personal property. You are urged not to bring large sums of money or items of great value to school. Students are cautioned that school lockers are available for convenience, but it's possible for them to be broken into. Be sure that your locker is locked when you leave it. Students should not keep any valuables in lockers. Athol High School cannot assume any responsibility for lost articles.

LOST AND FOUND

All articles that are found should be brought to the main office. When an article is lost, it should be reported to the office by submitting a slip describing the article. Articles which have not been claimed will be disposed of periodically.

STUDENT ANNOUNCEMENTS

Announcements are published daily. They are read in homeroom period and should be posted on the window of the main office. If you would like an announcement to be made, you must have the assistant principal and your advisor sign it before it can be published. The P.A. system will be used for announcements of an urgent nature.

SCHOOL TELEPHONES

The telephones in the school offices are reserved for the use of authorized persons only. Pupils ordinarily will not be permitted to use them. If an **emergency** arises which you feel warrants the disruption of the office routine, you must obtain permission **before making your call**.

Students will not be permitted to leave class to make a telephone call, nor should they be late for class.

Due to the large number of students desiring to use the telephone, students are asked to complete calls as quickly as possible. Should students prolong telephone calls they may be requested to terminate the call.

SCHOOL EQUIPMENT

Students are responsible for textbooks and materials borrowed or assigned to them. Students or parents will be billed for any loss or damage, which occurs

Material shall not be removed from any school building without the express permission of the principal. All individuals or groups are liable for any such material which is signed out with the permission of the principal.

A "Use of Equipment" form must be filled out by anyone removing items from the school.

LIBRARY MEDIA SERVICES

Materials may be taken out of the library by following proper sign out procedures. All materials and equipment should be treated responsibly.

ACTIVITIES

All rules and regulations are in effect for all students at school-sponsored activities on or off school property. Never is there to be smoking, use of alcohol, or any drug use. Once you leave the activity you may not return. All dances go from 7:00 to 10:00 - exception is a prom.

ELIGIBILITY

To be eligible for school activities, a student must be in good standing-that is, not on suspension or academic probation. To participate in a school activity, a student must be present on the day of the activity, and if the activity is on a Saturday, he must be present in school the preceding Friday. (See the tardiness and dismissal policies)

ATHLETICS

Athol High School offers the following athletics:

Baseball, Field Hockey, Softball, Basketball, Football, Track (Boys & Girls), Golf (Boys & Girls), Wrestling, Indoor Track (Boys & Girls), Volleyball (Boys & Girls), Soccer (Boys & Girls), Cheerleading, Ice Hockey

Besides being a member in good standing of the Athol High School student body, the following MIAA conditions must be complied with.

A STUDENT IS NOT ELIGIBLE WHO:

1. Was not a member of a secondary school for a minimum of two (2) months, exclusive of summer vacation months, and who HAS NOT received a report card preceding the contest
2. Transferred from any school to a MIAA member school
3. After first entering grade 9, twelve (12) consecutive athletic seasons have passed, regardless of participation
4. Becomes 19 years of age before September 1
5. In order to participate in a sports program during the first term a student must have passed a minimum of 6 credits during a previous school year of which the equivalent of a minimum of 3 credits were earned during the second semester. Student eligibility for the second, third and fourth terms is based on the student passing the equivalent of 3 out of 4 blocks from the previous term.
6. Has graduated from any secondary school
7. If a student in grade 7, 8, or 9 is in a junior high/middle school where the principal is not also the high school principal
8. Is in a trade school or vocational division or alternative school that is not under the jurisdiction and supervision of the high school principal
9. Was "persuaded" or influenced to transfer to the present high school by a coach, athletic director, principal or other person connected with the school
10. Is put out of a game for unsportsmanlike conduct and is not eligible to play in the next scheduled game. This includes, but is not limited to, the use of threatening, abusive or obscene language. If it is the second time during the same season, then you are disqualified from any other further participation in that sport season for one full year.
11. Physically assaults an official and or willfully, flagrantly, or maliciously attempts to injure an opponent is ineligible in all sports for one full year
12. Only awards of no intrinsic value and approved by his/her state high school association may be accepted by a high school student-athlete as a result of participation in school or non-school competition in a sport recognized by that state association
13. A student is not eligible for tournament participation in that sport if he/she misses a single high school practice or competition in order to practice or compete with an out-of-school team
14. From the earliest fall practice date, to the conclusion of the academic year or final athletic even (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for the student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

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

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

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

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only Football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty[ies] during the fall season of the next academic year.

Listed below are additional Athol High School athletic rules.

1. More than one suspension from the team for any reason will result in immediate dismissal of the individual for the remainder of the season of that sport.
2. Students must have physical exams prior to the sport season of that sport year.
3. Any student who chooses to go on a vacation during any portion of an athletic season, other than on a family trip or school endorsed trip will forfeit his/her status on that team for the remainder of said season unless otherwise approved by administration.
4. As a member of an athletic program, a student is expected to be at all practices and prepared for all games unless properly excused by a parent/coach.
5. A student who has been away during school vacation or who has missed a week of school/practice will not play until having participated in at least two consecutive practices.
6. All athletes are expected to attend awards night.

ATHLETIC USER FEE

All students who participate in interscholastic sports will be charged a user fee. The fee structure is determined by the school committee. Families experiencing financial hardship should contact the Athletic Director for further information. User fees are not refundable after the first athletic contest of the year.

ATHLETIC EQUIPMENT

Team members are absolutely responsible for equipment issued to them and must return equipment promptly at the coaches' request. All equipment must be accounted for before an athlete is eligible for an award, graduation or further participation in athletics. Athletes who have been found to have stolen equipment may be billed for that item along with suspension from further athletic participation and from school for a period to be determined by the administration.

NATIONAL HONOR SOCIETY

Athol High School has the privilege of belonging to the National Honor Society. The local chapter is called the Pequot Chapter, using the Indian name long associated with Athol before its settlement by the colonists.

Membership in the National Honor Society is based on scholarship, character, leadership and service, and is one of the greatest honors a student may attain. All of these criteria are equally important and are more fully described below. It should be noticed at the outset, however, that scholarship is only one of the four criteria and in no way guarantees membership in the society. Once elected to membership, all criteria must continue to be in evidence or membership may be revoked.

STUDENT ADVISORY COUNCIL

The Student Advisory Council is mandated by the State Legislature and requires that five members of the student body represent the students of Athol High School and communicate with the principal, and school committee on a regular basis. The chairperson of the advisory council serves as an ex-officio member of the school committee.

CLUBS AND ACTIVITIES

Art Club	Peer Educators	Ski Club	S.A.D.D	Drama Club	Peer Mediation	P.R.I.D.E.	Future
Educators	Video Club	Computer Club	Math Team	Student Council			

Additional clubs may be organized subject to student interest, availability of an advisor, and the approval of the Principal.

OFFICERS

Class Officers Student Council Officers
 Computer Club President National Honor Society Officers Student Advisory Council Chairperson S.A.D.D. Officers
 Officers of the Student Advisory Council
 Representative to the School Improvement Committee
 Regional Advisory Council Representative

Elections are held in the spring of each year for the following year. Freshmen elections are held in September.

ACADEMIC ACHIEVEMENT AWARDS

- A. One school year**
 1. 90 or better/all subjects - Gold Certificate
 2. 80 or better/all subjects - Silver Certificate
- B. Two school years**
 1. 90 or better/all subjects - Gold Letter
 2. 80 or better/all subjects - Silver Letter
- C. Three school years**
 1. 90 or better/all subjects - Gold Pin

2. 80 or better/all subjects - Silver Pin

D. Four school years

1. 90 or better/all subjects - Gold Plaque
2. 80 or better/all subjects - Silver Plaque

DAILY ATTENDANCE

Attendance will be taken during all classes and homeroom period daily. A normal school day is from 7:40 a.m. to 1:55 p.m.

ATTENDANCE POLICY

Athol High School expects all students to be in attendance daily. Not all the learning that goes on in a classroom is reflected in makeup work. Many of the experiences, working situations and group activities cannot be made up outside the classroom. Emphasis on regular attendance serves to teach a valuable life skill as it reinforces values critical to the work place. The law requires that parents/guardians of mandatory school age children (age's six through fifteen inclusive) ensure attendance of their children in accordance with Athol High School Policy.

-Parents/guardians are advised to contact schools at least ten (10) days in advance of any planned absences, including vacations, for proper guidelines.

ABSENCE FROM SCHOOL

Athol High School recognizes that excessive absenteeism from school is potentially detrimental to students' ability to perform successfully in school. It is expected that students should be absent from school only when conditions or circumstances render them otherwise unable to attend. In the event a student is absent in excess of eight (8) days in **any one semester** official written verification, documenting the need for absence must be submitted. These exempt notes must be turned in at the high school office within five (5) days of students' return to school. Students who have undocumented absences in excess of **eight (8) days per semester** may be subject to denial of course credit or promotion.

Physical Education, health, bands and chorus groups will be granted four (4) absences because they alternate meeting days.

In order for an absence to be considered an exempt absence (in relation to the present attendance policy), it must be documented by a note written or signed by a physician (for an illness), the court system, DYS, DSS or college representative.

Documentation for any exempt absences must be submitted within five (5) days of the student's return to school after the subsequent absence.

The following are the only legitimate reasons for an exempt absence:

1. Illness: medical excuse, a signed doctor's note is required. Appointment cards will not be accepted. Doctor's appointments should be made outside of the school day.
2. Bereavement.
3. Family or catastrophic emergency.
4. Observation of major religious holidays or participation in required religious instruction.
5. Necessary court appearance signed court document is required.
6. DYS confinement
7. DSS commitment
8. Suspension
9. Weather related conditions so serious as to pose a threat to health or safety.
10. Meetings with recruiters
11. Permit/driving test (**not to imply absence for an entire day is acceptable or exempt**)
12. Approval of the Principal of Athol High School.

Students in attendance at school sponsored activities (i.e. field trips) or attendance in approved alternative educational programs are considered present at their school of enrollment.

Students who are absent from school may not participate in any school related activity the day of their absence, without securing permission from an administrator.

Athol High School encourages open channels of communication between the home and school as the key to understanding and resolving problems that may occur regarding attendance.

RIGHT OF APPEAL

The parent/guardian of the student has the right to appeal all cases of loss of credit to the school's Appeals Committee. The appeal must be in written form and submitted no later than the date indicated on the loss of credit letter the parent/guardian/student has received. A request for an appeal must be sent to the: Appeals Committee, Athol High School, 2363 Main Street, Athol, MA 01331

The committee will schedule an appointment. If a hearing is not requested in writing by the specified date, the matter will be closed and the loss of credit will stand.

The Appeals Committee has three options in response to an appeal hearing. They may recommend one of the following:

1. Restoring a student's credit
2. Placing the student on attendance probation with relevant terms and conditions
3. Upholding the denial of credit.

PROCEDURES FOR ABSENCE FROM SCHOOL

1. Following an absence of three consecutive days without notification from home or anytime a questionable situation or pattern of absenteeism occurs, the principal or designee will contact the parent/guardian informing him/her of the student's absence. Parents/guardians are required by law to provide the school with a phone number at which they can be contacted or accessed during school hours.
2. Parents and or guardians of students who exceed the allowed number of absences per semester will be notified in writing of the need to supply appropriate documentation. Such documentation will continue to be mandated for all absences for the remainder of the semester.
3. Warnings will be written following four (4) absences in a semester course and eight (8) absences in a full-year course.
4. In cases of chronic truancy of students under age sixteen (16), court action may be taken against those students as well as their parents/guardians.

CREDIT/PROMOTION IMPLICATION

When a student's absenteeism exceeds the number of allowed absences in each course the school may act to deny credit or promotion.

- a. When a decision to deny credit or promotion is made, the school will notify the parents in writing of the intended action.
- b. The parent/guardian and or student have the right to appeal loss of credit/promotion decisions. The appeal must be in writing and submitted to the school within the time frame (ten days) noted on the loss of credit notification.
- c. A hearing by the school's Appeals Committee can be requested by the parent/guardian, at which point the parent and/or student will have the opportunity to provide documentation for the absences under discussion or to explain extraordinary circumstances.
- d. A letter stating the decision of the Appeals Committee will be sent to the parent/guardian within five (5) school days of the Appeals Committee meeting.
- e. The parent/guardian and or student may appeal the decision to the principal. The appeal must be in writing and must be submitted no later than ten (10) school days after the loss of credit notification has been issued. A hearing will be conducted by the principal or his/her designee and a written decision provided. The decision of the principal will be the final decision of the school.

ATTENDANCE COMMITTEE

The Attendance Committee will be responsible for tracking and monitoring attendance. The attendance secretary should be contacted in cases when a student has questions regarding his/her attendance.

ATHOL HIGH SCHOOL CLASSROOM ATTENDANCE POLICY GRADES 9-12

What happens in the classroom is essential to the educational process. Time lost from the class can never be really regained. This is especially true as it relates to teacher explanations and the interaction among students and between teacher and student. Surely, those subjects calling for laboratory experiences, subjects such as science, business, industrial arts, and home economics demand student presence. Consequently, classroom attendance is considered to be an integral part of the student's achievement. Since the classroom is the primary area of learning, it is apparent that attendance is a valid, reasonable requirement. It is the purpose of this policy to promote more positive student and community attitude toward the educational opportunities offered to our students.

Therefore, the policies and procedures cited in this publication will apply to the classroom, in addition to school absenteeism.

Absences from class in excess of **eight (8) days per semester** must be followed by written professional documentation, within five (5) days of a student's return to school, citing the need for the absence from class. Health officials estimate that a normal absentee rate should not be over 7 to 9 days for any student in a school year.

In addition to the acceptable absence excuses listed in this publication, Athol High School adds the following to its class absence policy: School related meetings/conference, i.e.: Peer Education, Peer Mediation, guidance meetings.

RELEASE TIME FOR RELIGIOUS EDUCATION

Absences may be permitted for religious education at such times as the school committee may establish, provided that such time shall be no more than one hour per week and provided that no public funds are utilized for such education or related transportation.

EXCUSES FOR THE 18 YEAR OLD

It is the policy of the school to expect a written excuse for absence from the parent or guardian of a student regardless of age. This is consistent with what the school considers an obligation to parents relative to their son/daughter's attendance. The student who has reached the age of majority (eighteen) has the right, provided by statute, to assume this responsibility. The student so doing should sign a form obtained from the principal's office. The principal or his/her designee will notify the parent of the student's intent. If a student is not living with parent or guardian, the written excuse (signed by the student stating name, address, and date of absence, reason for absence) will be required.

DISMISSAL FROM SCHOOL

When a dismissal is necessary and is known in advance:

1. Request for dismissal must be brought to the main office before 7:40 a.m.
2. The request must state student's name, grade, and reason for dismissal and time to be dismissed.
3. Verifications for exempt absences should be brought to the main office the following day.

TARDINESS TO SCHOOL/CLASS

Any student not in his or her seat at the 7:40 bell will be considered tardy to school. A telephone confirmation will be required in those cases of tardiness to school because of illness or scheduled appointments. All students who are tardy must sign in at the main office.

Unexcused tardiness to school will be handled as follows:

1. Four unexcused absences cumulative will result in an office detention.
2. Each subsequent tardy will result in an office detention.
3. Excessive tardiness may result in school suspension.

Missing the bus and oversleeping are not acceptable excuses.

Students must be in their classroom seat when the bell marking the end of the passing period stops ringing, so that the teacher may start work immediately, otherwise, they will be marked as tardy. They are also expected to be on time for all classes, assemblies and programs during the regular school day, and detention after school.

Three (3) unexcused tardies to class per semester will equal one absence to class.

1. Teachers detention will be assigned the first three times a student is tardy per term.
2. Teachers will notify the assistant principal on the student's fourth tardy per quarter.
3. Teachers will call the parents to notify them of their children's chronic tardiness.

For the purpose of participating in athletics or other after school activities, a student must be in school before the start of C period.

19J POLICY SOLICITATIONS BY STUDENTS

The Athol-Royalston Regional School District shall strive to safeguard the students and their parents from money raising plans of outside organizations, commercial enterprises and individuals.

This policy applies particularly to ticket sales and sales of articles or services except those directly sponsored or handled by the school authorities.

School sponsored or school approved activities must have the approval of the principal who will submit the proposal to the school committee in advance for information. Door to door sales projects are discouraged by the committee, but may be conducted by individual parent or student groups. Students in grades K-8 are required to be accompanied by a parent or guardian. Students in grades 9-12 need not be accompanied by a parent or guardian. Such sales will be limited to family and friends only and solicitation will not take place in public places (e.g. stores, malls, post offices, etc). Administrators and teachers will not be responsible for the distribution of materials or the collection of funds. Any such project shall be for the benefit of the students enrolled in schools only. The secondary students shall be involved in determining how the money raised shall be spent.

All participants shall be voluntary with written parent consent. On all school committee approved projects, published information related to advertising, tickets, and other materials must carry the name of the sponsor. The use of the title, Athol-Royalston Regional School District, shall not be used on any materials, notices or advertising without the specific consent of the school committee.

The administrators of the school sponsoring the fund raising activities shall be responsible for the proper administration of each project in accordance with the provisions of the state law and appropriate accounting practices and procedures. All monies collected shall be deposited in the proper school account, subject to the administration of the regional school treasurer, such as, high school revolving account; junior high revolving accounts, elementary trust fund.

ATHOL-ROYALSTON REGIONAL SCHOOL DISTRICT INTERNET USE POLICY

Overview

The Internet is an electronic communications network, which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in the Athol-Royalston Regional School District by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications, which are not suitable for school-aged children. The Athol-Royalston Regional School District view information gathered from the Internet in the same manner as information gathered from the learning environment with directed guidance from the faculty and staff. Exploration and utilization of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

In the schools, student access to, and use of, the Internet will be available through a school designated account and will be carried out at teacher direction and monitored as any other classroom activity. Training will be provided. The school district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district.

Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. The district staff has the right and obligation to monitor student Internet activities. Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other district disciplinary options.

1) Acceptable Use

- Student use must be in support of education and research consistent with curriculum.
- Student use must be consistent with the rules appropriate to any network being used or accessed.

2) Unacceptable Use

- Printing large quantities of blank or nearly blank pages on the printer
- Unauthorized use of school equipment for private financial gain
- Unauthorized use of copyrighted materials is prohibited.
- Threatening or obscene material is prohibited.
- Distribution of material protected by trade secret is prohibited.
- Use for commercial activities is not acceptable.
- Product advertisement or political lobbying is prohibited.
- Plagiarism is prohibited.
- Selling, trading, or serial loading of software or manuals with a copyright.

3) Netiquette

- Do not watch when others type in their passwords.
- Be polite.
- Do not reveal your own home address, telephone #, or telephone # of others.
- Use caution when revealing your school address or e-mail number (or those of others).
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of etiquette.

4) Security

- If you identify a security problem, notify a teacher/ administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Attempts to log on as another user will result in cancellation of your privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- The student user must notify their teacher/administrator of any change in account information.
- The student user may be occasionally required to update registration, password and account information in order to continue Internet access.
- The student user must use school accounts on school grounds.

5) Vandalism/Harassment

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail.
- Vandalism and/or harassment will result in the cancellation of privileges.
- Attempting to break into a system, discover a security code, number, or password, or circumventing a security code.

- Attempting to undermine or thwart any computer related rule, procedure, security measure, or common sense courtesy.
- 6) Penalties
- Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of privileges and any other district disciplinary options, including criminal prosecution.
 - School and district administrators will make the determination as to what constitutes unacceptable use and their decision will be final.

The Athol-Royalston Regional School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Athol-Royalston Regional School District will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

All terms and conditions as stated in this document are applicable to all users of the Internet. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Massachusetts and the United States of America.

SCHOOL SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the welfare of the students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials found in the search.

A student's failure to permit search and seizure as provided in this policy will be considered grounds for disciplinary action:

1. Personal Searches

A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students are subject to search by a metal detector without notice.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the school superintendent or one of his designees, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

2. Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

3. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not right. The school retains the right to conduct routine patrols of the student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

4. Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the school district, which includes or implies a demand for action by school authorities. Other comments, suggestions, and/or concerns will be promptly referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unresolved, either party may move the complaint to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will inform his/her supervisor of the complaint

2. If a complaint comes first to the principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no judgments whatsoever. If the complaint involves a particular employee, the supervisor will promptly inform that person of the complaint and will arrange a conference between the complainant, the person criticized, and the supervisor (if necessary).

At Superintendent's level, supervisor refers to the Chairman of the School Committee.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his/her complaint in writing and return it.

3. No further action on the complaint should be taken unless the complainant submits the complaint in writing.

4. When a written complaint is received, the principal or other supervisor will promptly schedule a conference with himself/herself, the complainant, the person criticized, and if advisable, the department chair or other person that either the supervisor, the person criticized or the complainant feels could contribute resolution of the problem.

5. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the superintendent, who will promptly handle the complaint personally or refer it to his/her designee.

6. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled school committee meeting. The decision of the committee will be communicated in writing to all interested persons.

SEXUAL HARASSMENT POLICY

I. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of basis for employment decisions or education development.

(b) Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its persuasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
 - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
 - Displaying sexually suggestive objects, pictures, cartoons;
 - Inquiries into one’s sexual experiences; and,
 - Discussion of one’s sexual activities.
- All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individual for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

II. Complaints of Sexual Harassment

If any of our employees or students believe that he or she has been subjected to sexual harassment, they have the right to file a complaint with our organization in writing or orally.

If you would like to file a complaint, you may do so by contacting the Superintendent of Schools, 1062 Pleasant Street, Athol, MA. 01331, (978)249-2400.

This person is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

III. Sexual Harassment Investigation

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

IV. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or suspension from school, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances.

V. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below.

Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC), 1 Congress Street - 10th floor, Boston, MA 02114 (617) 565-3200
2. The Massachusetts Commission against Discrimination (MCAD)
Boston Office: Springfield Office
Room 601 Room 220
Boston, MA 02108 Springfield, MA 01103
(617) 727-3990 (413) 739-2145

STUDENT DISCIPLINE

All students are expected to obey the rules and regulations of Athol High School. Please refer to the Special Education policies in the policy handbook addendum.

DISCIPLINE FOR STUDENTS ON CHAPTER 766 EDUCATION PLANS

All students are expected to meet the requirements set forth in the student handbook. Chapter 71B of the MGL, chapter 766 and IDEA as amended in 1997 requires that additional provisions be made for students who have been found by an Evaluation Team to have special needs and whose program is described in an Individualized Education Plan (IEP).

CLOTHING - DRESS CODE

The administration will enforce reasonable standards of cleanliness, neatness, morality and safety in connection with pupils' appearance. Attire that may be injurious to any persons or may mar or damage any portion of the school building or equipment will not be allowed.

Clothing providing indecent exposure or of an immoral or suggestive style is prohibited. Preventive steps will be strictly enforced to avoid safety or health hazards which may be created by some types of attire or personal grooming that may endanger the health or safety of pupils engaged in a particular activity.

The school committee strongly recommends that parents enforce their own requirements in regard to attire and appearance to insure that their children are appropriately dressed for the occasion, and comply with reasonable standards of the school and society.

The administration feels that it is reasonable to state that hats, pajama bottoms and tank tops are not acceptable, that undergarments should not be visible, and that trench coats and **heavy** winter coats can not be worn in class.

Most shorts are acceptable attire with the following exceptions: short shorts, cut-off jeans, or spandex are **NOT** acceptable under the definition of dress shorts.

CLASS CUTTING

CLASS CUTTING IS A SERIOUS OFFENSE. PARENTS WILL BE NOTIFIED WHEN A STUDENT CUTS ANY CLASSES.

The penalty for cutting a class is suspension, an unexcused absence, and a zero for the class period.

SATURDAY SCHOOL SUSPENSION

Subject to funding, Saturday School suspension may be implemented from time to time throughout the school year.

Saturday School suspension is an alternative to out of school suspension. It is assigned at the discretion of the administration and is primarily, but not exclusively, used in incidents of a less serious nature such as truancy, cutting class, chronic tardiness, cell phone usage or excessive referrals.

Saturday School is held from 7:30 a.m. to 10:30 a.m. on select Saturdays. If a student fails to attend or is removed from Saturday School, the student may be suspended for a period not to exceed three days.

SUSPENSION AND EXPULSION

The following is school policy in regard to suspension at Athol High:

The student will receive:

1. Written or oral notice of the charges.
2. An explanation of the facts, which led up to the charges.
3. An opportunity to present his or her side of the story. Only the Principal can expel a student. In the case of expulsion proceedings, a communication will come from the Principal's office.

EXCLUSION/LONG-TERM SUSPENSION (more than 10 days) /SUSPENSION (up to 10 days)

The following are procedural rights for students who face expulsion or long-term suspension.

- (a) Written notice of the charges; (in the students' primary language);
- (b) The right to be represented by a lawyer or advocate (at the students' expense);
- (c) Adequate time to prepare for the hearing;
- (d) Access to documented evidence prior to the hearing;
- (e) The right to request that witnesses attend the hearing, to question them (although the students' right to confront and cross-examine student witnesses may be outweighed by the need to protect them from possible retaliation);
- (f) A reasonably prompt written decision including specific grounds for the decision

Any student who has been suspended or excluded from a school district by the principal has the right to appeal to the district superintendent. The student has ten days from the date of expulsion to notify the superintendent of the appeal.

In addition to out of school suspension for a period of up to 10 days a special education student may be placed in an Interim Alternative Educational Setting for up to 45 calendar days.

Students are subject to suspension or expulsion who, (a) engage in conduct that unreasonably obstructs the teaching and learning, (b) obstruct the free access of persons to school property or building, and prevent the normal operation of the school, (c) violate the general school regulations, (d) damage or destroy school property and or equipment, (e) cause injury to another on school property, (f) use physical means to deprive others of their rights and privileges.

Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, or a controlled substance as defined in chapter 94 MGL, may be subject to expulsion from school or school district by principal.

Any student assaulting a principal, assistant principal, teacher, teachers' 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.

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 Schools expelling said student with a written statement of the reasons for said expulsion.

Examples of serious disciplinary infractions which could result in suspension include but are not limited to: smoking, fighting, obscenities, drugs, alcohol, leaving building without permission, forging notes, hazing, false alarms, insubordination, disrespect, cutting office detention, weapons possession, and inappropriate computer usage.

1. Fighting will result in a 5 day suspension.
2. As a result of serious disciplinary infractions, or for any reason in the best interest of the school, a student may be suspended by the principal or assistant principal for periods not to exceed 10 days or by the principal for longer periods. As a general rule, however, the first suspension is for 3 days, the second is for 5 days and the third for 5 days with a hearing scheduled. Students thus suspended may not attend classes and may be re-admitted to school only after the specified period and after a parent or guardian has visited the principal or assistant principal in person. Making up any missed work is the responsibility of the student.
3. Upon returning from suspension, a student will automatically be placed on disciplinary probation. Also, when returning to school from suspension, it will be necessary for the student to see his or her guidance counselor as deemed appropriate.
4. In cases where permanent exclusion from school is felt to be in the best interest of the school, such expulsion may be sanctioned by the school committee.
5. Students who acquire an unreasonable number of disciplinary referrals of any nature may be suspended.
6. Students may be suspended for not obeying reasonable requests.

SUSPENSION - MAKING UP WORK

If you are suspended, you must make up any and all the work you missed. Work not made up will be given a failing grade.

Suspended students should get make-up work or homework assignments at 1:55 p.m. on any day of suspension. A student who does not choose to do this make-up work will receive a "0" for each assignment.

DISCIPLINE REPORTS-COLLEGE APPLICATIONS

A note to students and parents: colleges in increasing numbers are requiring that student discipline records be included in college information packets.

ACADEMIC PROBATION

Any student who is placed on probation at Athol High School will be allowed to attend only those regularly scheduled classes. He/she will not be allowed to participate in any extra curricular activities.

Students must receive passing grades in at least 5 classes in any marking period or they will be placed on academic probation and will remain on probation until the next marking period. Incompletes do not count as passing grades.

Students on academic probation due to incompletes may be removed from academic probation if they obtain the minimum number of passing grades once incomplete work is completed.

Students may also be placed on academic probation for disciplinary reasons the length of which will be determined by the building principal.

CHEATING

Cheating is a serious offense and will not be tolerated. Any student caught cheating on a quiz, exam, book report, research paper, or any other grade work, will receive a zero for that particular grade. The student's parents will be notified.

In cases of repeated cheating, administrative action will be taken which could result in course failure and loss of credit.

"Cheating" includes plagiarism, the use of the ideas or writings of another person as if they are your own. A student who provides information for another student's use in cheating is also guilty of cheating.

PUBLIC DISPLAY OF AFFECTION

Excessive public display of affection is not accepted at Athol High School.

WEAPONS

There are to be no firearms, knives or any other weapons or ammunition on the grounds or in the building of Athol High School at any time without the permission of the school administration. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm for which a shot, bullet or pellet can be discharged by whatever means. A weapon is considered to be an instrument of offensive or defensive combat. All state and local law enforcement statutes will be enforced as they apply to firearms/weapons possession.

BUSES - CONDUCT

Students riding school buses are expected to observe all school regulations. The bus driver has complete responsibility for the bus and students and must be obeyed promptly. There shall be no eating or use of tobacco, alcohol, or drugs in any form on the buses. At no time should a student extend arms, legs, or head from the windows or throw anything out of the bus. Your privilege of riding the bus can be taken away for unacceptable behavior.

DUE PROCESS

Students have the right to due process and appeal of decisions affecting them by faculty and administration. The chain-of-command applies in processing such a complaint- teacher, principal, superintendent and school committee.

POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGE OR OTHER INTOXICANTS

Any person who is found under the influence of intoxicants will be immediately suspended from school. Possession of alcoholic beverages on school premises is grounds for immediate suspension. Further, any person shall be barred from any school-sponsored activity if he or she has been drinking alcoholic beverages prior to his/her attendance or participation in said school sponsored activity.

POSSESSION, SALE OR USE OF DRUGS

1. Student possession, use, sale or transfer of drugs (as defined in the controlled substance act, Mass. G.L. 94C as amended), or any potentially mind-altering product that can be smoked, injected, inhaled, or ingested, on school property or at school functions is prohibited at all times. Violation of this policy will result in the student's immediate suspension, exclusion, or possible expulsion, the notification of proper law enforcement officers, and parents, by letter and phone call.
2. A student who is believed to be under the influence of an illegal drug or mind-altering substance will not be permitted to attend classes or school functions.
3. All members of the school department staff will cooperate fully with the Athol Police Department and other law officers in investigation and apprehension of those who violate any provision of the Massachusetts state laws related to drugs. The superintendent will coordinate such matters with law enforcement agencies.
4. Records of all drug-related matters will be kept in a secured, confidential file in the office of the assistant principal. A student's drug record will be destroyed within one year of the student's leaving the Athol school system.
5. Students need to be aware that they may be subjected to an alcohol and/or drug test without warning, in cases where the building principal or assistant principal have reasonable grounds to believe that the results will produce evidence of unlawful activity.

BULLYING

Bullying or harassment of any type, including cyber-bullying, will not be tolerated and may result in suspension or exclusion from AHS. Bullying that occurs outside of school may result in disciplinary action if the behavior causes problems at school.

FIGHTING

Fighting is always a suspendable offense. All students have the right to attend school without being physically accosted. All cases of fighting will be reported to the main office and will be investigated by the administration. Any injuries sustained by fighting will be reported to the health office.

STUDENT ARRESTED

The Principal of Athol High School may suspend, exclude or place on academic probation, a student who has been charged with a felony or is the subject of a felony delinquency complaint, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student found guilty of a felony and who is not removed from school, may be placed on academic probation and may not participate in any extracurricular activities, i.e., sports, student council, class offices, NHS, plays, dances. When a student is placed on academic probation he/she will have the right to attend school during the academic day only. The duration of the academic probation will be determined by the principal. (Refer to MGL Chapt. 71, Sect. 371/2H)

AFTER SCHOOL DETENTION

Students who stay after school to serve a detention are to report to the teacher who imposed the detention by 2:04 P.M. Staying after school is like an extra period and should be treated like any other class. The student may not leave the school grounds before detention. Otherwise, the student will be considered late for that class and have to serve another detention.

An office detention system will run from 2:04- 2:30 p.m. The assignment to office detention will be made by the administration. This will be primarily for referrals resulting from behavior or problems not related to classroom, i.e., morning tardiness, cafeteria disruptions, etc.

Students who are assigned an office detention(s) may serve their detention in extra help sessions with any teacher as long as the following conditions are met:

- (a) Arrangements are made prior to the assigned detention.
- (b) At least 30 minutes are spent in the extra help session.
- (c) The teacher for whom you are staying contacts the office to verify your attendance

DISTRIBUTION OF PRINTED MATERIALS

Students of Athol High School may distribute such materials with the approval of the high school principal, at a place and time designated by the principal. Such place and time shall be determined to avoid disruption of the educational process. The committee instructs the principal to take appropriate legal action against distributors of printed materials deemed obscene or libelous or otherwise in violation of the law under the Commonwealth of Massachusetts or of the United States of America.

The school committee recognizes that distribution of such materials on public property, not part of the school premises, is not within its jurisdiction. Therefore, students may distribute such printed materials on the sidewalk area along Main Street or other approaches to the school as they see fit. The committee cautions students that they are not immune from prosecution for offenses against the laws of obscenity and libel and other pertinent statutes.

STUDENT DISTURBANCES

The school committee recognizes the authority of the school administrator to administrate and provide the best possible education for the student or students in his/her school.

Any student who deliberately disrupts the orderly process of education, no matter the pretext, will be subject to immediate suspension from school, and the principal of the school will make any recommendations as to the final disposition of this disciplinary action.

This includes any organized disturbance, sit-down strike, walkout, bomb scare, false alarm, or any serious vandalism. In the event a large number of students leave the premises or disturb the premises, the principal and other staff members in conjunction with the local police, will disperse this gathering, attempt to make identification of those participating and immediately suspend those students involved. The leader of the organized disturbance will be recommended for immediate expulsion.

DISRUPTION AND HARASSMENT OF SCHOOL ACTIVITIES

Any student or group of students who disturb or harass students and school activities will be subject to immediate suspension from school and possible exclusion by the building principal, or may be expelled by the school committee.

VOCATIONAL SCHOOL

Athol students are eligible to apply to Montachusett Regional Vocational Technical School. See your guidance counselor for more information.

REGISTRATION OF NEW STUDENTS

Any student other than a full-time transfer student from another accredited school must seek permission to enter Athol High School through the principal. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

WITHDRAWAL FROM CLASSES

Each student is academically and financially responsible for all courses for which he registers, unless he officially withdraws through the guidance office. Each request will be considered on its own merit and benefit to the educational needs of the student. Permission from the principal may be necessary to withdraw from a college.

UPDATE OF RECORDS

Any student, who has a change in name, address or telephone number must make this information known to the main office and the guidance office.

REGULATIONS ON STUDENT RECORDS

The following regulations govern who shall have access to student records in order to protect the rights of all concerned as to confidentiality, inspection, amendment, and destruction of these same records.

1. "These rights should be the rights of the student upon reaching 14 years of age or upon entering the 9th grade, whichever comes first.
2. "If a student is 14 through 17 years of age or has entered the 9th grade, both the student and his/her parent or either, acting alone, shall exercise these rights".
3. "If a student is 18 years of age or older, he/she alone shall exercise these rights. However, the parent may continue to exercise the rights until expressly limited by each student. Such a student may limit the rights of these regulations which extend to his/her parent by making such request in writing to the school principal or Superintendent of Schools who shall honor such request and retain a copy in the student records."
4. Temporary records will be destroyed after graduation.

Notifications will be given in advance, and the student or his/her parents may elect to receive the record in whole or part.

* The Guidance Department requests a two-day notice before an inspection of any student records.

WORK PERMITS

Students under 18 who are gainfully employed are required by law to obtain a work permit. These papers are available at the front office at the high school.

COLLEGE VISITATION PROCEDURE

Arrangements for college visitations will be made in advance with the student's guidance counselor. A parental permission form must be turned in at least one day prior to the scheduled visit. A signed confirmation of the visit by the college admissions office is required upon return. Request a visitation permission form for each visit from the Guidance Office.

At the principal's discretion, college visitations may be eliminated if visits become excessive.

STUDENT ENROLLMENT/ADMISSION

ADMISSION OF A STUDENT 16 YEARS OF AGE OR OLDER:

A student 16 years of age or older who wishes to enroll must:

1. Enroll within the first 15 school days of the beginning of a semester.
2. Enroll within 15 school days after having withdrawn from a school during the same semester. If the 15 school day period of non-enrollment has passed, then the student must wait until the next semester to enroll. This rule in no way applies to students less than 16 years of age as those students, by law, must be enrolled continuously in some school.
3. Exceptions to the above procedure may be made by an administrative/guidance agreement.

STUDENT TRANSFER/WITHDRAWALS

TRANSFERS - IN-COMING STUDENTS:

1. Report to the Guidance Office
2. Complete registration forms
3. See counselor regarding scheduling
4. Receive schedule, homeroom, locker and bus pass, if required
5. Any scheduling problems should be referred to the guidance department
6. The guidance personnel reserve the right to convert a letter grade system to a numerical value for transfer students in order to compute Athol High School rank in class. This will be done in conference with the transfer student and will be made as equitable as possible.

TRANSFERS - OUT-GOING STUDENTS:

1. Notify the guidance department one week in advance so that necessary paper work can be completed
2. Have a parent/guardian sign a "release of records" form
3. Report to the guidance office at 7:30 AM on your last day of school to get your "grades to date" sheet and book check-out sheet
4. Report to the office at the end of that day, to turn in your paperwork
5. Books lost or damaged **MUST** be paid for prior to transfer
6. Locker must be cleaned of personal belongings
7. Hand-carried copies of Massachusetts transfer form, life card grades, report card grades, health record and "grades to date" will be given to the student which are necessary for transfer.

WITHDRAWAL FROM SCHOOL:

1. A conference with parents/student to discuss the reason for withdrawal is required
2. Obtain a "withdrawal sheet" from the main office
3. Books lost or damaged must be paid for prior to withdrawal
4. Students must clean locker of personal belongings

CHAPTER 622

An important piece of legislation affecting the public schools was passed in August 1971. This law, Chapter 622 of the General Laws, Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools".

The law reads as follows: No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from any course, activity, service or resource available in that public school on account of race, color, sex, religion or national origin of such child.

CHAPTER 536 - AN ACT PROHIBITING THE ACT OF HAZING

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars (\$3,000.00) or by imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment.

The term "hazing" as used such in this section 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, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such a crime to the appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine no more than one thousand dollars (\$1,000.00).

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledges or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen.

An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such institution, which fails to make such report.

CHAPTER 722 - AN ACT INCREASING THE PENALTIES FOR DEFACTING OR DESTROYING STATE, COUNTY OR MUNICIPAL PROPERTY:

Section 96: Whoever willfully, intentionally and without right defaces, marks or injures the walls, wainscoting or any other part of any building belonging to the Commonwealth, or the appurtenances thereof, by cutting, writing or otherwise, shall be punished by a fine of not less than one hundred thousand dollars or by imprisonment for not more

than two years. Any person convicted under the provisions of this section shall, in addition to any fine assessed, reimburse the Commonwealth for the total amount of damages incurred.

SMOKING

Smoking is prohibited within all public buildings and on school grounds under Massachusetts State Law.

EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

TITLE IX- CHAPTER 662

Athol High School conforms to the provisions of Chapter 622 of the Acts of 1971 and Title IX which provides that all activities and courses of study shall be open and available to all students without regard to race, color, sex, religion, or national origin. Any suspected failure to abide by the provisions is to be reported to the principal.

Any student or employee of the Athol-Royalston School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex, race, color, religion, or national origin in violation of this policy, may file a written complaint.

A local complaint procedure as been established and any such complaint should be addressed to: Principal/Assistant Principal, Athol High School, 2363 Main Street, Athol, MA 01331, or by calling (978) 249-2435.

The principal/assistant principal shall cause a review of the written complaint within ten working days after receipt of the written complaint. If the complainant is not satisfied with such response, he/she may submit a written appeal to the School Committee indicating with specifics the nature of the disagreement, stating his/her reasons for such disagreement. A copy of the written complaint shall then be provided to each member of the School Committee.

The School Committee shall consider the appeal which will be listed for action by the School Committee on the next regularly scheduled School Committee agenda. The School Committee shall permit the complainant to address the School Committee in public or in closed session, as appropriate and lawful.

Any individual has the right at any time to address inquiries regarding their civil rights to the Office of Civil Rights, Boston, MA.

NON-DISCRIMINATION

In compliance with the requirements by the federal government (Title IX of the education Amendments of 1972, and the implementing regulations) and the Massachusetts state government (Chapter 622 of the Acts of 1971, and the implementing regulations) the Athol-Royalston Regional School District shall prohibit discrimination on the basis of race, color, national origin, religion, sex, age and sexual orientation, in regard to hiring practices by any and all schools and departments and also in regard to pupil admission to schools, courses of study, activities and any other opportunities for pupils made available within the School System.

In addition, under Section 504 of the federal Rehabilitation Act of 1973, and other relevant law no otherwise qualified handicapped individual shall, solely by reason of a handicap, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity.

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, sex, religion, nationality, and physical and intellectual differences.

To accomplish this, the committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions programs. The law reads as follows:

“No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantage, privileges and course of study of such public school on account of race, color, sex religion, national origin or sexual orientation.”

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance and extracurricular and athletic activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a broad civil rights law that protects the handicapped or disabled individuals in programs that receive federal funds.

Under this Act, a qualified disabled person is “one who has had a physical or mental disability which substantially limits a major life activity or, has a record of such or is regarded as disabled by others.” Major life activities include the ability to care for one self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. A disability need only limit one major life activity for an individual to be eligible.

Typically, students with disabilities who do not qualify for special education under Chapter 766 or IDEA do qualify under Section 504. These disabilities might include students with Attention Deficit Disorder (AD/HD), students with AIDS, heart conditions, and other physical disabilities such as severe asthma, juvenile diabetes, severe arthritis,

cerebral palsy, etc. All of these conditions under 504 allow a student to receive the necessary related services to make their education comparable to non-disabled students.

Services given to students under section 504 are considered the responsibility of regular education, as they are not in need of basic skills help and can function with adjustments in the regular classroom.

Many of the specific regulations found in Chapter 766 or IDEA do not apply to Section 504. However, the due process rights of students and parents or guardians are protected and a specific grievance procedure must be in place including the right to mediation or an impartial hearing and the right to be represented by an attorney. If students are thought to have a disability under Section 504, they have a right to an evaluation. A team knowledgeable about the student will make recommendations regarding modifications and/or placement in the least restrictive environment. A written plan must be developed documenting the presence of a disability, which limits a major life activity, and a statement of the adjustments that will be made.

POLICIES AND PROCEDURE SECTION 504 OF THE REHABILITATION ACT OF 1973

A. Statement of Intent:

It is the policy of Athol High School to comply with all the relevant and applicable provisions of Section 504. Athol High School will not discriminate against its personnel or students because of a person's physical or mental disability. Athol High School will also make reasonable adjustments wherever necessary for all employees or applicants with disabilities and students provided that any adjustments made do not require significant difficulty or expense. The Athol High School policy of nondiscrimination applies to all personnel and employment practices (See ADA policies and practices) and all public preschool, elementary and secondary programs and activities.

B. Access to Programs and Services

The Athol High School will review all procedures used to identify student's eligibility under Section 504, and access to appropriate educational services.

The principal is responsible for Section 504 for the Athol High School and has the complete support of management in the implementation of this program.

Any person having inquiries concerning the Athol High Schools compliance with Section 504 is directed to contact: Superintendent of Schools or Special Education Director, Athol-Royalston Regional School District, 250 South Main Street, Athol, MA 01331, (978) 249-2400. Athol High School will make every effort to ensure that all interested parties are informed about and assist in the implementation of Section 504.

43A. CRIMINAL HARASSMENT; PUNISHMENT

(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half years or by a fine of not more than \$1,000 or by both such fine and imprisonment. Such conduct or acts described in this paragraph shall include but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, internet communications or facsimile communications.

(b) Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half years or by imprisonment in the state prison for not more than ten years.