



## **Appendix C**

### **High School Level Information and Rules**

**Plymouth South High School**

**Plymouth North High School**

# **Plymouth South High School Core Beliefs and Expectations**

## **Core Beliefs Statement**

The mission of Plymouth South High School is to deliver a rigorous, comprehensive education and expose students to authentic experiences in a caring, safe, and respectful environment. Plymouth South High School welcomes a diverse student body and prepares them to become critical thinkers, productive citizens, and independent in a changing society. The Plymouth South High School student will maintain a culture of respect and lead by example.

## **The Plymouth South High School student is expected to:**

### **Academic Expectations**

- Successful PSHS students will...
- write effectively for a variety of purposes and audiences.
- read actively and critically for a variety of purposes.
- speak articulately and listen actively for a variety of purposes and audiences.
- use technology to acquire, create, and share information ethically and effectively.
- solve problems using critical thinking skills and creativity.
- set challenging educational and personal goals, and reflect upon their progress towards meeting these goals.
- demonstrate academic integrity and accountability.

### **Social Expectations**

Successful PSHS students will...

- exhibit responsibility for their actions through tolerance and respect for others in the classroom and beyond.
- demonstrate success in collaborative and independent work.
- engage in healthy lifestyle decisions.

### **Civic Expectations**

Successful PSHS students will...

- act as informed citizens with an understanding of democratic ideals and their responsibilities therein.
- participate in the community through volunteer opportunities, social action, and civic/school initiatives.

# **Plymouth North High School Mission Statement and Student Expectations**

## **Mission Statement for Plymouth North High School**

The mission of Plymouth North High School is to challenge all students and staff to reach their full academic and personal potential.

### **The Plymouth North High School student is expected to:**

#### **Academic Expectations**

- Read for understanding
- Write effectively for a variety of purposes
- Listen and speak effectively
- Employ critical thinking and problem-solving skills effectively
- Utilize appropriate technology effectively in communication, research, and problem-solving

#### **Social and Civic Expectations**

- Participate in activities and programs that heighten civic awareness and contribute positively to the school and community
- Demonstrate respect for the rights and property of others
- Demonstrate self-respect, self-discipline, and personal responsibility

### **Why Visit The Guidance Office?**

The Guidance Department is committed to helping students by assisting and encouraging them to develop realistic concepts of themselves, as well as an awareness of the educational and career opportunities available to them, without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation, homelessness, genetic information, ancestry, or disability. Through the involvement of parents, teachers, administrators, and community resources, the members of the Guidance Department continually seek to improve the environment in which our students live and learn. Our guidance website also contains a wealth of support information, including an ongoing calendar of events, counselor contacts, and links to essential resources.

### **College and Career Technical Education (CCTE)**

A College and Career Technical Education Program is offered to all students who wish to obtain a College and Career Technical Education certificate in addition to being able to meet their high school diploma requirements. Students enrolled in College and Career Technical Education will have the opportunity to participate at any academic level within the high school's program including Honors and Advanced Placement courses. Students will attend either Plymouth North or Plymouth South High School depending on where the CCTE program is housed. The College and Career Technical Education Program are designed to provide students with the highest quality of instruction available. Students will gain knowledge in a wide variety of career and educational opportunities.

Options will include, but not be limited to the following:

- Apprenticeship, Internship, and Cooperative Education Programs
- Licensing where required
- Employment at entry-level and above
- Admission to post-secondary technical institutes
- Admission to both two and four-year colleges and universities

Students enrolled in the College and Career Technical Education Program completing the high school academic requirements, including MCAS and the CCTE program requirements will receive both a High School Diploma and a CCTE Certificate from Plymouth Public Schools.

**Requirements to obtain a CCTE Certificate:**

- Achieve a passing grade in the related theory component of the program.
- Achieve a passing grade in the specialized shop component of the program.
- Enrolled in a minimum of two years in one specific program.
- Demonstrate a level of proficiency in specific standards as determined by the CCTE Frameworks.
- Obtain the OSHA 10 Hour Health and Safety Certification.
- Certification/Serve Safe/CPR First Aid.
- Must complete their CCTE Program

**Requirements to remain in the CCTE Program:**

- Earn the required credits each year to be promoted to the next grade level, which includes passing all core subject area courses for the year.
- Exhibit appropriate behaviors within both the academic and college and career technical education settings within the guidelines of the school's discipline policy. Excessive discipline referrals are grounds for removal from the program.
- Maintain acceptable attendance status within the guidelines of the school's attendance policy. Violation of the school's attendance policy may result in loss of class credit and removal from the program.

Students who do not remain academically eligible for College and Career Technical Education will be enrolled in a full academic program at their home district high school. Students may not drop a period of CCTE studies to replace it with an academic course needed for credit recovery. In order to ensure equal access to the College and Career Technical Education program, a Massachusetts Department of Elementary and Secondary Education approved College and Career Technical Education Admissions Policy has been adopted for all students. A copy of the Admissions Policy is available online at [www.plymouth.k12.ma.us](http://www.plymouth.k12.ma.us).

**Early Graduation**

Most students find that the time required to complete their high school program is four years. Under extenuating circumstances, provisions can be made for students to be eligible to receive a diploma after three years. All course and credit requirements must be met including passing scores on all required MCAS tests. Parents must request in writing that the student be considered for early graduation. The Principal and Guidance Department will consider each case individually.

**Course Changes**

- May be initiated by the student's parent/guardian submitting a written request to the principal.
- The counselor will make a recommendation to the principal regarding the change.
- Level changes in courses may be made during the year with the approval of the

- guidance counselor and the principal.
- Course change requests must be made within the first ten (10) school days of the semester.
- Any exception to the above can be appealed in a meeting with the building principal.

### **Course Withdrawal**

If a course is dropped during the:

- 1<sup>st</sup> quarter – no grade is given
- 2<sup>nd</sup> quarter – WP (Withdrawn Passing) or WF (Withdrawn Failing) is submitted based on the course grade on the date of the drop (this applies to semester and yearlong courses).
- 3<sup>rd</sup> quarter – WP/WF is recorded as a final grade
- 4<sup>th</sup> quarter – WP or F is recorded as a final grade

### **Summer School**

The Summer School program allows a student to enroll in a course(s) failed during the regular academic year. The criteria for admission to such a course(s) is as follows:

- A minimum grade of 50 in the course(s) failed
- Recommendation of the teacher(s) in the course(s) failed
- Approval of the high school principal
- A maximum of two (2) courses may be taken during a summer program session
- A maximum of 20 credits earned in the summer program over a 4-year period may be applied toward the total credits needed for graduation

Summer school grades do not replace those earned during the school year. However, an earned summer school grade of not less than a “C” entitles a student to continue in courses of a sequential nature.

### **Plymouth Credit Recovery Program**

A credit recovery pathway designed specifically for the overage and under-credited students. This program runs on a semester system, which allows students to catch up on credits in 18-week classes. The classes meet at a variety of times ranging from 2:45 pm – 7:15 pm Monday through Thursday. Students have a college-like schedule meeting 2 days a week for an hour and a half. All classes are standards-based and the curriculum is modified and condensed to ensure that students are exposed to the required content. Students interested in the Plymouth Credit Recovery Program should speak with their Guidance Counselor or Assistant Principal.

### **Graduation and Promotion Requirements**

#### *Promotion Requirements*

| <b>GRADE LEVEL</b> | <b>CREDITS REQUIRED FOR PROMOTION</b> |
|--------------------|---------------------------------------|
| Grade 10           | 32.5                                  |
| Grade 11           | 65                                    |
| Grade 12           | 100                                   |
| Graduation         | 135                                   |

*\*In addition, grade 12 students must earn 32.5 credits of course work during their senior year and appropriately meet attendance requirements as outlined in our school attendance policy to graduate and participate in the graduation ceremony.*

**\*\*Due to COVID-19 Remote Learners during the 2020-2021 year will have reduced graduation and promotion requirements by 15 credits. PE may be waived; all other subject areas remain in effect.**

**Graduation**

To be eligible for a high school diploma, students must earn the above credits, as well as these minimum numbers of credits in the following areas:

| <b>ACADEMIC STUDENTS</b>  | <b>CCTE STUDENTS</b>  |
|---|---|
| English.....20 credits  | English ..... 20 credits  |
| Social Studies..... 15 credits<br><i>(including US History 1 &amp; 2)</i>   | Social Studies ..... 15 credits<br><i>(including US History 1 &amp; 2)</i>  |
| Mathematics..... 20 credits<br><i>(including Algebra 1, Geometry, and Algebra 2)</i>                                      | Mathematics.....20 credits<br><i>(including Algebra 1, Geometry, and Algebra 2)</i>   |
| Science..... 15 credits<br><i>(Medical Interventions is the only Biomedical course that may count towards graduation)</i> | Science ..... 10-15 credits<br><i>(Medical Interventions is the only Biomedical course that may count towards graduation)</i> |
| Physical Education ..... 10 credits   | Physical Education .....10 credits  |

Students are required to take Physical Education each year. Students are required to take Health Education in their freshman or sophomore year. Students are required to take English and Mathematics each year.

*Specific course requirements may be waived as a component of a student's Individualized Education Program, or by a high school principal, based on individual programs/circumstances. Subject area requirements may not be waived.*

In addition to the above, all Non-CCTE students must take at least one additional course from each column below:

| Column A              | Column B  |
|-----------------------|---|
| <i>English</i>        | <i>Art</i>                                      |
| <i>Mathematics</i>    | <i>Foreign Language</i>                         |
| <i>Social Studies</i> | <i>Music</i>                                    |
|                       | <i>Technology Education: Business Electives</i> |

Unless otherwise indicated, credit for a particular course may be earned only once.

Students repeating a course, or part of a course for which they have already received credit, will not be awarded duplicate credit. Students enrolled in the CTE Program must complete three years in their technical fields and meet their academic graduation requirements to be eligible for a CTE Certificate. Tech seniors must also be enrolled in at least 10 credits of coursework in addition to their Tech, 5 in English, and five in Math, Science, or Social Studies.

## **Plymouth HARBOR Academy** **(Hope, Accountability, Resilience, Balance, Opportunity, Respect)**

### **Mission Statement:**

The mission of Plymouth Harbor Academy (PHA) is to provide alternative options for students who have difficulty in traditional school settings. PHA hopes to bridge the gap between student potential and performance through an expansion of flexible academic and emotional support. PHA hopes to meet the needs of our non-traditional students through increased rigor, relevance, and relationship building, to develop lasting impacts on student's ability to define their success.

### **Student Profile:**

PHA services students in grades 9-12 who have experienced difficulty in a traditional high school setting. The student profile of a typical PHA student is designed to be fluid and flexible. The majority of our students are marked with a history of academic, social, and/or behavioral difficulty but despite these issues still, want to graduate from Plymouth Public Schools. We understand the "large" day school environment may not be conducive to each student's success and therefore PHA offers them a smaller, more flexible setting where they can build relationships with each of our staff members. Students are recommended for placement through a child-study team process and/or through their Guidance Counselors recommendation. Students may be recommended for any or all of the following reasons: mental and behavioral health-related concerns, discipline, poor attendance, credit deficiency. Because PHA is an alternative school experience students are expected to set personal goals in the areas of academics, social-emotional learning, and civic/community. PHA provides a small supportive environment for students in order to achieve these goals.

### **Student Learning:**

Structured learning time does not mean "seat time". Learning can happen in a variety of settings and formats. The following are examples of what makes Plymouth Harbor Academy different.

- Flexible Scheduling
- The smaller class/school environment
- A variety of pathways to meet with success
- Non-Traditional assessments and curriculum
- Increased individualized emotional and behavioral supports
- Counseling
- Multiple/unique learning opportunities

- Accessible Curriculum
- A caring environment that builds resilience and focuses on relationships
- Restorative Discipline

**Graduation and Promotion Requirements:**

Each student who attends PHA has a unique set of circumstances and needs. Therefore, upon acceptance students meet with PHA staff to create their own pathway based on their vision for the future, current credit status, and state/local requirements. The following are guidelines for graduation and promotion.

***Promotion Requirements***

| Cumulative Credits for Promotion | Credits required |
|----------------------------------|------------------|
| Grade 10                         | 25               |
| Grade 11                         | 50               |
| Grade 12                         | 75               |
| Graduation                       | 100              |

To be eligible for a high school diploma students must earn the above credits

**Graduation**

For students to be eligible for a high school diploma students must earn the above number credits, in addition to appropriate distribution in the following content areas. These core academic credits are in alignment with the credit structure of Plymouth North and South High School.

| <i>Academic Requirements</i>       |  |
|------------------------------------|--|
| English .....                      | 20 credits   |
| Social Studies.....                | 15 credits   |
| (including US 1 & US 2)            |  |
| Mathematics.....                   | 20 credits<br>(including Algebra 1, Algebra 2, and Geometry) |
| Science .....                      | 15 credits   |
| Physical Education / Wellness..... | 10 credits   |
| <b>Total Credits.....</b>          | <b>100 credits</b>   |

*Specific course requirements may be waived as a component of a student's Individualized Education Program, or by a high school principal, based on individual programs/circumstances. Subject area requirements may not be waived.* Plymouth Harbor Academy students will only be able to transfer 5 elective credits per academic year. At the intake meeting, the team will determine which elective credits will be accepted.

## **MCAS**

Students must pass the MCAS English language arts, mathematics, and science to receive a diploma. Choices of electives may be limited because of this requirement.

## **Educational Proficiency Plan**

The state also requires an Educational Proficiency Plan for students who have not met a certain minimum score threshold on the grade 10 MCAS English Language Arts test and/or on the grade 10 MCAS Mathematics test (Science and Technology/Engineering is not part of the EPP requirement). The EPP includes:

- a. a review of your child's strengths and area to improve, based on MCAS results, coursework, grades, and teacher input
- b. the courses your child will take and complete in grades 11 and 12
- c. a description of the assessments that the school will administer regularly to determine and document progress toward proficiency

## **Graduation Dress**

All students shall dress appropriately to participate in graduation exercises. Jeans, flip-flops, sneakers, shorts, and informal/casual attire are considered unacceptable for the special event of graduation exercises. A student wearing attire, which violates the dress code, may be removed from graduation exercises.

## **Special Regulations for Seniors**

Seniors are reminded that all school rules stated in this handbook apply to all seniors the entire school year, up to and including graduation day. The violation of any school rules will result in consequences as defined in the handbook, as well as the possibility of being barred from graduation exercises. Any senior found to be using, in the possession of, or under the influence of a controlled substance and/or (including) alcoholic beverages, at academic convocation, the prom, or any other school-related senior event at the end of the year will be barred from attending graduation. There will be no exception to this rule. Possession includes group possession in an automobile, limousine, etc.

## **Grading Procedures/Reporting Pupil Progress**

### **Report Cards**

Report cards are issued during November, February, April, and June. Students are evaluated on their academic progress in each subject in accordance with the following rating scale:

|               |             |              |                    |
|---------------|-------------|--------------|--------------------|
| A+ [ 97–100 ] | A [ 93–96 ] | A- [ 90–92 ] | Excellent Quality  |
| B+ [ 87–89 ]  | B [ 83–86 ] | B- [ 80–82 ] | Good Quality       |
| C+ [ 77–79 ]  | C [ 73–76 ] | C- [ 70–72 ] | Acceptable Quality |
| D+ [ 67–69 ]  | D [ 63–66 ] | D- [ 60–62 ] | Poor Quality       |
|               |             | F [ 00–59 ]  | Failing            |

|     |                             |     |           |    |                      |     |                          |
|-----|-----------------------------|-----|-----------|----|----------------------|-----|--------------------------|
| *I  | Incomplete                  | AUD | Audit     | M  | Medical              | WP  | Withdraw<br>n Passing    |
| WDN | Withdrawn<br>from<br>School | P/F | Pass/Fail | WF | Withdrawn<br>Failing | GNA | Goals<br>Not<br>Attained |

\* A grade of incomplete (I) is assigned to signify temporary deferment of a regular final letter grade. It is used sparingly in compelling situations when a student is not able to complete work in the course by the end of the semester due to extenuating circumstances beyond the ability of the student to predict and control. Incompletes must be completed within two weeks of the close of the marking period, or earlier. If exceptions are required, they must be approved by the building administration.

### **Student Failures**

It is the practice at Plymouth North and Plymouth South High Schools to employ a minimum grade policy for all high school students. Accordingly, students will receive a minimum grade of 45% during the 1st and 3rd term of a full-year course, and the first term of a semesterised course (exceptions to terms not referenced above may be made at the principal's discretion). While anything below a 60% ("F") is considered a failing grade, we strive to allow students to work toward a passing grade for the year. Students who receive a minimum grade for the term will have this noted in the comment section of their report card.

### **Minimum Grade Scale**

(Student earned versus documented)The following grade will be recorded on the report card and factored into the student's cumulative numerical average for the semester and/or year according to the policy noted above:

0 - 45 = 45%

45 or above = actual grade earned by the student

### **Academic Progress Updates**

Teachers are required to update "ASPEN" regularly. Posted grades reflect your child's current academic standing within the class. The district calendar will identify quarterly

dates indicating term grades. If you do not have access to a computer, please contact the school for a paper update.

### **Honor Roll for Grades 9-12**

An honor roll based on scholastic achievement is published at the end of each marking period. The levels of honor roll achievement and scholastic requirements for each level are as follows:

|                          |  |
|--------------------------|--|
| <b>High Honors</b>       | <i>No letter grade below A- in every subject</i>                                       |
| <b>Honors</b>            | <i>No letter grade below B- in every subject</i>                                       |
| <b>Honorable Mention</b> | <i>No letter grade below B- in every subject except one, which may carry a C or C+</i> |

### **Final Examinations**

Final exams will be administered to all students in all subjects. Final exams will only be administered during the scheduled exam period. Make-up examinations are only afforded to students with excused absences and must be arranged with the subject teacher. The principal must excuse all absences during exams. Final exams are worth 10% of the overall grade. If students in grade 12 have a 90% average or above for each quarter of the course, they may be exempted from the exam by their teacher. Students in AP courses are exempt from the final exams in that course upon completion of the AP exam.

### **Advanced Placement (AP) Exams**

The Advanced Placement (AP) program of the College Board offers college-level courses and exams. It offers students the opportunity to earn advanced standing in college by earning college credit while still in high school. The Plymouth Public Schools offers AP courses in many different subject areas. Please refer to the high school Program of Studies for specific course offerings. AP courses are rigorous in nature and culminate in a mandatory examination in May. It is required that students take the AP Exam after each course. If a student does not take the AP Exam, Honors credit will be issued in lieu of AP credit for the course(s).

### **Attendance Policy**

Students are expected to attend every day that school is in session. School attendance is governed by state law (Massachusetts General Laws, Chapter 76, and Sections 1 & 2, which state that no child may exceed seven (7) days absence from school in any six months except for medical reasons). Course credit and promotion are governed by the School Committee policy, which states that to receive credit for a course or promotion, a student, must be in attendance for 90% of class sessions for that course. Success in school correlates very strongly with good attendance; therefore, every effort should be made to be present every day for every class. All absences from school or class (except for excused absences, school-sanctioned activities such as field trips, guidance/administrative meetings, school nurse visits, etc. or for documented long-term temporary disabilities (see Long-term Temporary Disabilities below) will be counted toward a student's total absence.

### **Long-Term Temporary Disabilities**

A student may be eligible for "temporary disability" if he/she will be absent not less than fourteen or more school days because of a serious physical or mental illness or injury from an accident. Documentation of a student's long-term temporary disability should be forwarded to the principal so that arrangements can be made regarding his/her educational program and to exclude days under the "temporary disability" designation from the student's total absence. Upon the student's return from "temporary disability," an absence note should be presented.

### **Tardiness**

Tardiness to school or class can have negative effects on success in school; therefore, it should be kept to a minimum. Tardiness to school after 10:30 A.M. will count as an absence from school. Tardiness of more than 10 minutes to a class (15 minutes to the first period) without a valid pass will count as an absence from that class. If tardiness to school results in missing or being more than 10 minutes to a class (es) (15 minutes to the first period), absence(s) will be recorded for the affected class (es).

### **Dismissals**

Dismissal from school or class can have negative effects on success in school; therefore, it should be kept to a minimum. Dismissal from school before 10:30 A.M. will count as an absence from school. Dismissal more than five (5) minutes before the end of a class will count as an absence from that class. Telephone requests for dismissal will be honored only on an emergency basis and must be followed up with a note upon the student's return to school.

### **Absence/Tardiness/Dismissal Notes**

Each absence, tardiness to school, or dismissal from school requires a note of explanation to be submitted on the day of the student's return to school or the day of tardiness (for dismissal, no later than the morning of dismissal). A NOTE IS A REQUIREMENT FOR ALL STUDENTS, REGARDLESS OF AGE. The school should be notified prior to a planned absence and during a prolonged illness. Each note will be validated by a date stamp upon its presentation to a tardy desk or main office personnel, and then filed in the student's record folder. Absence/tardiness/dismissal notes are explanations for the absence/tardiness/dismissal; they DO NOT excuse the absence/tardiness/dismissal.

### **Make-Up Work**

Completing classwork and homework is crucial for academic progress. Students will be allowed to make up the work they missed during all absences. Students will be allowed two days for every day absent to make up work through the end of the term. In the event of an emergency or other extenuating circumstance, teachers may grant students additional time to do their make-up work. Students who are unable to complete all the work missed by the established deadline may receive partial credit for the work completed and turned in. Students who fail to make up any of their work will receive no credit. In instances when a student is absent for an extended period of time (i.e., 4 days or more), parents may arrange to obtain the missed work and should expect that staff will require a minimum of 24 hours to gather the missed assignments. A student should not be required to make up a test the day s/he returns from an absence. This does not apply to in-school suspensions.

### **Denial of Credit**

When a student's absences (*as reported to the main office by individual teachers and excluding the exceptions noted in the next sentence*) exceed 10% of the class sessions for a course (*nine days for a full year course and five days for a semester course*), a credit will be denied. Absences verified by appropriate documentation or designated "temporary disability" will be excluded from this total.

### **Denial of Credit Appeal**

A student denied credit for excessive absences may appeal such denial by arranging an appeal meeting with the principal. At the hearing, the student and his/her parent/guardian may present such evidence or testimony as they may believe should be considered to reinstate credit. However, the principal will NOT take into consideration any absence for which a properly validated note has not been filed in the student's folder. The decision of the principal will be final.

### **Class Rank**

Rank in class will be based on a weighted, four-level **grade point average** scale. Upon the completion of semester 1 of the junior year, student class standing will be reported as percentage bands (top 2%, top 5%, top 10%, etc.). At the beginning of the senior year, students will receive their actual numerical class rank. Please note: Early graduates are not factored into class rank; however, they will be given a weighted GPA at the beginning of the senior year. Students' rank in class will be based on a weighted, four-level grade point average scale. Courses are weighted according to the level of difficulty, based on the system currently employed by the Massachusetts Board of Higher Education for admission to state colleges and the University of Massachusetts (see chart on next page). Only high school grades earned in English, Math, Science, Social Studies, Foreign Language, CTE Studies (fully enrolled in a college and career technical education studies program), and certain approved elective courses are taken either within the Plymouth Public School District or in a regionally accredited secondary school are included in these calculations, with the exclusion of Advanced Placement (AP) Science Labs (pass/fail). For inclusion in class rank, a student must have spent a minimum of four high school semesters in the Plymouth Public School System. In addition, only courses taken within the parameters of the regular school day (Periods A1-B4) are included in class rank calculations. Courses taken during the summer and in the evening, including college courses, are not included in class rank calculations. Because of the wide variety of courses available, the inclusion of online and virtual high school coursework will be decided on a case-by-case basis. Please note that GPA is accessible through the student information system (Aspen).

To determine Valedictorian and Salutatorian, all grades for computing grade point averages will be based upon a weighted G.P.A. (cumulative, four-year) scale upon completion of the final marking period of the senior year.

### **Grade Point Conversions**

| <b>GRADE</b> | <b>AP</b> | <b>HONORS</b> | <b>CP1</b> | <b>OTHER</b> |
|--------------|-----------|---------------|------------|--------------|
| A+           | 5.3       | 4.8           | 4.3        | 3.8          |
| A            | 5.0       | 4.5           | 4.0        | 3.5          |
| A-           | 4.7       | 4.2           | 3.7        | 3.2          |

|    |     |     |     |     |
|----|-----|-----|-----|-----|
| B+ | 4.3 | 3.8 | 3.3 | 2.8 |
| B  | 4.0 | 3.5 | 3.0 | 2.5 |
| B- | 3.7 | 3.2 | 2.7 | 2.2 |
| C+ | 3.3 | 2.8 | 2.3 | 1.8 |
| C  | 3.0 | 2.5 | 2.0 | 1.5 |
| C- | 2.7 | 2.2 | 1.7 | 1.2 |
| D+ | 2.3 | 1.8 | 1.3 | 0.8 |
| D  | 2.0 | 1.5 | 1.0 | 0.5 |
| D- | 1.7 | 1.2 | 0.7 | 0.2 |
| F  | 0.0 | 0.0 | 0.0 | 0.0 |

### **National Honor Society**

The National Honor Society is an active society of students supporting our high schools and other community programs throughout the year. **Students nominated for the National Honor Society because of academic performance must also qualify on the basis of character, service, and leadership.** Membership in the National Honor Society is a privilege, not a right. Nomination to the National Honor Society is based on rank in class. To be eligible for nomination, a candidate must be a member of the junior or senior class. Students must earn a 3.80-weighted GPA after the term preceding the application deadline to be eligible for membership. Candidates must have been in attendance at the school the equivalent of two full terms. Students who are nominated for membership are expected to demonstrate the required high standard of academic achievement and behavior as a scholar, good character and citizenship, leadership, and service in the community. Suspension from school or punishment at any grade level for any reason, (for example plagiarism, cheating, or other inappropriate behavior) may be sufficient reason to exclude or remove a student from the National Honor Society. Students who transfer will be treated according to National Honor Society Rules.

### **Selection Process:**

The process of nomination begins with the determination of academic eligibility according to the above standards. The names of eligible juniors and seniors are distributed to the faculty. Members of the faculty can express their opinion about the student's fitness on the other qualifications (leadership, character, and service). If a student's fitness is in doubt, the Faculty Selection Committee's ruling is final. No student is denied eligibility on the basis of a negative statement by a single member of the faculty. Once the faculty screening has taken place, the students are informed of their nomination, and they are asked to provide evidence, within a prescribed time, of their service and leadership in the form of written documentation from adults (club, church, synagogue, and other organizations) who can verify their service and leadership. Service should be ongoing in nature. The Faculty Selection Committee then reviews each nomination with the supporting documentation and makes the final assessment. Induction to the National Honor Society is held at a special ceremony scheduled in the

spring.

Appeals can only be made to the Faculty Selection Committee. Under the rules of the National Honor Society, the Headmaster/Principal cannot be involved in the selection process.

The Faculty Selection Committee performs the following functions:

- Determines the selection procedure for chapter membership.
- Selects students for NHS membership (although other faculty members may be consulted). The student's discipline record is also made available to the Selection Committee.
- Hears the dismissal cases – no member may be dismissed from NHS without having an opportunity to appear before the Faculty Committee, within the timeline of due process.

### **Removal Process:**

The process of removal from NHS is as follows:

- The student and parent/guardian(s) will be notified by the administration of the infraction that is grounds for removal.
- The faculty committee will schedule a hearing with the student and/or parent/guardian(s) providing all materials and documents to be discussed in advance.
- Upon a decision that is rendered by the faculty committee, the NHS advisors will mail a certified letter with the committee's decision.
- Upon the receipt of the final decision letter, the student and/or parent/guardian(s) may request an appeal hearing with the building principal.
- The principal's decision may overrule the committee, however, there is no further appeal beyond the building principal.

### **Cheating/Plagiarism**

Any student who has cheated on any academic exercise will receive no credit for that exercise. Plagiarism is a form of cheating. A parent/guardian will be notified by the involved teacher in all instances of cheating. The investigation of the claim of cheating and plagiarism will involve the student, teacher, and administration. Please note that if the student in fact is in violation of cheating/plagiarism and is a member of the National Honor Society, he/she will be reported to the NHS faculty council.

### **Use or Possession of Tobacco or Electronic Cigarettes & Vape Pipes**

Tobacco products, electronic cigarettes & vape pipes will be confiscated and not returned. The penalties are listed below:

| First Offense  | Second Offense   | Third Offense & Subsequent Offenses   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Notification of Sports/Activities Directors pursuant to the MIAA policy</li> <li>• Parent Notification</li> <li>• In-School Suspension</li> <li>• Extended Detention</li> <li>• Parent/Guardian Conference</li> </ul> | <ul style="list-style-type: none"> <li>• One (1) Day Out of School Suspension</li> <li>• Parent Notification</li> <li>• Notification of Sports/Activities Directors pursuant to the MIAA policy</li> <li>• Parent/Guardian Conference</li> </ul> | <ul style="list-style-type: none"> <li>• Two (2) Days Out of School Suspension</li> <li>• Loss of Parking Privileges for one semester</li> <li>• Notification of Sports/Activities Directors pursuant to the MIAA policy</li> <li>• Parent/Guardian Conference</li> </ul> |

**Auto and Parking Regulations**

Students who are permitted to park their cars on school property are being granted a privilege. The cost of a parking sticker is \$100.00 (subject to change). To obtain and keep a parking sticker, a student must maintain a cumulative average of 70% in all subjects and not exceed ten (10) tardies during the year. Furthermore, parking stickers are contingent upon a student maintaining a safe driving record on campus and parking in authorized student parking areas only. Parking privileges may be withdrawn as an administrative action at any time. There are a limited amount of spots that will be given on a first-come, first-serve basis beginning with seniors. Parking stickers must be visible. Parking fees are non-refundable. Unauthorized cars found on campus without a permit will be towed at the expense of their owners. The school assumes no responsibility and/or liability for cars parked on school grounds.

The following offenses will lead to loss of parking privileges:

- Possession of drugs, alcohol, or weapons on school property or at school-sponsored activities
- Reckless driving
- Assault of a staff member or student
- Transference of a parking sticker to another student
- Leaving school without authorization
- Any other violation deemed appropriate by an administrator
- Parking in a non-designated spot

Students must observe all posted traffic regulations. School rules apply to all approved off-site parking lots.

**Before School Procedures**

Students who enter the building early must stay in the cafeteria until the 7:15 a.m. bell rings. All students arriving at school in the morning will proceed directly into the building. Once on school grounds, students are not allowed to leave school property without appropriate authorization.

### **Dance/Activity Guidelines**

Guests will not be admitted without prior administrative approval. Tickets to high school dances will not be sold at the door or after the pre-established ticket sale deadline. Students are not allowed to leave the dance/activity once they have entered, as they will not be admitted a second time. Doors will close one-half hour after the start, and no student will be admitted without prior administrative approval. All school rules apply to all school activities. Violations of school rules may result in exclusion from that activity for the remainder of the school year.

### **Extra Help Sessions**

Extra help is provided for students. Individual arrangements should be made between student and teacher. Students should consider extra help a priority and act accordingly.

### **Lockers**

A locker will be assigned on an individual or shared basis (as space permits). The school shall not be responsible for missing articles taken from any locker. Students should check with the administrator in charge of lockers whenever there is a problem. Only administrative approval can affect a change in a locker assignment. Lockers are the property of the school department and are therefore subject to inspection by the administration at any time. Student-provided locks do not alter the school department's ownership of the lockers; the school can remove the lock during any search of lockers and the school is not required to refund or replace the student's lock if it is removed during a search.

### **Passes for Leaving Class**

All students must have a written pass from a teacher or other school official to leave a class. Students should make prior arrangements before or after school for an appointment with a teacher.

### **Physical Education**

If a student does not participate in a scheduled physical education class for medical reasons, that student will be ineligible to participate in after-school athletic events as an athlete that day. Physical Education is required for all students each year. Ten credits must be earned to satisfy graduation requirements (with the exception of enrollment in a specific CTE program).

### **Student Financial Obligations**

Any student who has outstanding financial obligations to the school cannot participate in any co-curricular and/or extracurricular activity until all financial obligations have been paid. This includes, for example, extra-curricular field trips, athletics, banquets, dances, proms, senior class functions, and graduation exercises.

### **Student Transcripts**

The student's transcripts shall be maintained by the school department and may only

be destroyed sixty years after his/her graduation, transfer, or withdrawal from the school system, and then only at the discretion of the school committee.

### **Student Behavior**

The ultimate goal of school discipline is to instill self-discipline in each student. All students have the right to expect our school to maintain a safe environment in which excellence of instruction may flourish. It is our philosophy that student discipline, in most cases, should be progressive. Repeat offenses of a similar kind will result in progressively more serious consequences.

### **Student Leadership**

Student leaders are recognized as an important part of the school community and culture. Students who are elected to positions such as captain, class officer, student council member, etc. must remember that this role is a privilege and as a result, appropriate behavior both inside and outside of school is expected. Student leaders must uphold all school rules and high standards and expectations. Violation of standards/expectations will be reviewed by the building administration and may result in removal from their leadership position.

### **Behavior/Consequences**

The following chart has been developed to demonstrate the possible consequences that will follow misbehaviors such as those listed in the examples. This chart is not intended to be an exhaustive list of all problems or examples, but hopefully, it gives the student and parent/guardian an idea of the specific areas of concern and the types of consequences, which will typically follow. The goal is to apply this concept of differing levels of inappropriate behavior to all disciplinary problems in a fair, consistent manner. It is also recognized that there are many extenuating circumstances, which relate to a particular problem behavior. Such circumstances may indicate that a specific incident should be dealt with more severely or less severely than the typical situation. Thus, this policy statement includes a degree of administrative discretion as is in the best interest of the individual student.

| <b>CONSEQUENCE NAME</b>   | <b>DESCRIPTION OF CONSEQUENCE</b>   |
|---------------------------|---|
| <b>Detentions</b>         | Detention is assigned for not following school rules. Detention will take priority over all other activities. Students will be given at least 24-hour notice before they are expected to serve the detention. Detention takes place after school and failure to stay for detention results in more serious disciplinary action.   |
| <b>Extended Detention</b> | Extended detention occurs when a student is assigned to stay until 4:15 p.m. Students are responsible for their transportation. The parent/guardian will be notified when extended detention is assigned. Failure to stay for extended detention or misbehavior during detention will result in more serious disciplinary action. |

|                                       |   |
|---------------------------------------|---|
| <b>In-School Suspension (ISS)</b>     | In-School Suspension occurs when a student is expected to attend school but is suspended from classes. The student will be supervised in an area outside of his/her regular classrooms and will be provided with classwork. An in-school suspension may be for all or part of a school day. |
| <b>Out-of-School Suspension (OSS)</b> | Out-of-School Suspension occurs when a student is suspended from school and is required to remain at home. The student is restricted from the school building and grounds and may not participate in any school activity or sport while on out-of-school suspension.                        |
| <b>Exclusion from School</b>          | Exclusion is a long-term suspension from school for a duration of up to 90 school days, depending upon the judgment of the Principal. The student will receive an alternate educational service, which will be coordinated between the administration, guidance counselor, and student.     |
| <b>Expulsion from School</b>          | Expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under G.L. c. 71, 37H, 37H ½ or 37H3/4.  |

### Behavior/Consequences Chart

| <b>TYPE OF PROBLEM</b>   | <b>COMMON EXAMPLES</b>   | <b>COMMON CONSEQUENCES</b>  |
|--|--|---|
| <b>TYPE 1:</b> Actions that interfere in the learning process in and around the school, or that show disrespect for the health, welfare, and/or property of others | <ul style="list-style-type: none"> <li>● Class Cuts – Truancy</li> <li>● Class disruptions</li> <li>● Hallway violations</li> <li>● Failure to stay for detention</li> <li>● Showing disrespect to adults and to students</li> <li>● Throwing objects</li> <li>● Roughhousing</li> <li>● Use of rude, obscene, or improper language/gestures</li> <li>● Excessive, unexcused tardiness</li> <li>● Proven dishonesty</li> </ul> | <ul style="list-style-type: none"> <li>● Detention</li> <li>● Extended Detention</li> <li>● ISS</li> <li>● Out of School Suspension (1-3 days)</li> <li>● Parent/Guardian Conference/Call</li> <li>● Saturday School</li> </ul> |

|  |  |   |
|--|--|---|
| <p><b>TYPE 2:</b> More serious actions that show insolence or refusal to follow directions</p>                 | <ul style="list-style-type: none"> <li>● Repeated Type 1 Behaviors</li> <li>● Possession/use of tobacco products</li> <li>● Leaving the building</li> <li>● Public Display of Affection</li> <li>● Verbal Abuse of Staff Members</li> <li>● Cafeteria Disturbance</li> <li>● Fighting (minimum 3-day suspension)</li> <li>● Assault (minimum 5-day suspension)</li> <li>● Inappropriate behavior at a school event</li> <li>● Proven dishonesty</li> <li>● Parking Violations</li> </ul>   | <ul style="list-style-type: none"> <li>● Extended Detention</li> <li>● ISS</li> <li>● Out-of-School Suspension (1-5 days)</li> <li>● Parent/Guardian Conference/Call</li> <li>● Removal from School Events</li> </ul>   |
| <p><b>TYPE 3:</b> Openly defiant behavior and actions that show insolence or refusal to follow directions.</p> | <ul style="list-style-type: none"> <li>● Repeated Type 1 &amp; 2 Behaviors</li> <li>● Verbal abuse/profanity</li> <li>● Sexual language</li> <li>● Smoking/Vaping</li> <li>● Harassment/Discrimination</li> <li>● Defacing/destroying school property</li> <li>● Truancy</li> <li>● Leaving school grounds</li> <li>● Willful, repeated misbehavior</li> <li>● Proven dishonesty</li> </ul>  | <ul style="list-style-type: none"> <li>● Extended Detention</li> <li>● In-school Suspension</li> <li>● Out of School Suspension (1-10 days)</li> <li>● Restitution when appropriate</li> <li>● Parent/Guardian Conference/Call</li> <li>● Removal from School Events</li> </ul>   |
| <p><b>TYPE 4:</b><br/>Gross misconduct</p>   | <ul style="list-style-type: none"> <li>● Stealing by threat or use of force</li> <li>● Sexual harassment</li> <li>● Profanity/Civil Rights Violation</li> <li>● Serious physical assault</li> <li>● Threatening/displaying physical abuse</li> <li>● Vandalism</li> <li>● Hazing</li> <li>● Destruction, damage, theft of school property</li> <li>● False Fire Alarm/Bomb Threat</li> <li>● Discrimination</li> <li>● Possession/Distribution of drugs and/or weapons</li> <li>● Assault on staff</li> <li>● Proven Dishonesty</li> <li>● Pegging doors open - opening doors for people to gain access to the building</li> </ul> | <p><b>All Offenses:</b></p> <ul style="list-style-type: none"> <li>● OSS 3-10 days with a review for longer suspensions in the most serious instances.</li> <li>● Possible recommendations for school-based or central office hearing for exclusion.</li> <li>● Referral to police will be made for violations of state law.</li> </ul> |



**Please note:**

- Restitution is required in addition to discipline for destruction, damage, and/or theft of property.
- Out-of-school suspensions may be used for multiple offenses of any type.
- This is a list of common offenses. In no way is this list all-inclusive. Administration reserves the right to discipline for behaviors/circumstances not listed above. Any school incident may be given more severe punishment at the discretion of the building principal.

**Athletic Teams**

| FALL SPORTS   | WINTER SPORTS | SPRING SPORTS |
|---------------|---------------|---------------|
| Cheerleading  | Basketball    | Baseball      |
| Cross Country | Cheerleading  | Softball      |
| Dance Team    | Dance Team    |               |
| Field Hockey  | Gymnastics    | Tennis        |
| Football      | Indoor Track  | Track & Field |
| Golf          | Ice Hockey    | Lacrosse      |
| Soccer        | Swimming      |               |
|               | Wrestling     |               |

**Student Activities**

The activities listed below may be available to students at both high schools except where designated. Students must be present in school for a minimum of one-half day to participate unless previously approved by the principal/advisor.

|  |  |
|--|--|
| <p>Amnesty International<br/>         Anime Club<br/>         Band<br/>         Best Buddies <b>(PN)</b><br/>         CARE (Cultural Awareness &amp; Racial Equality) <b>(PN)</b><br/>         Chess Club<br/>         Chorus<br/>         Class Officers<br/>         Color Guard<br/>         Debating Team<br/>         DECA (An Association of Marketing Students)<br/>         Drama Club<br/>         Foreign Exchange Programs<br/>         Foreign Language Club<br/>         Interact Club<br/>         Intramural Programs<br/>         Literary Magazine<br/>         Math Club</p> | <p>Medical Career Club<br/>         Model Congress<br/>         Model United Nations<br/>         National Honor Society<br/>         Panther Pals<br/>         Paranormal Club<br/>         Peer Leadership<br/>         Peer Mediation<br/>         P.R.I.D.E.(Pride, Respect, Integrity, Diversity, Equality)<br/>         Renaissance Program<br/>         Robotics<br/>         SADD (Students Against Destructive Decisions)<br/>         School Newspaper<br/>         Science Club<br/>         Skills USA <b>(Tech Program)</b><br/>         Student Council<br/>         Students Fostering Hope <b>(PN)</b><br/>         Technology Education<br/>         Yearbook</p> |
|--|--|

To participate in any extra-curricular activity, a student must not receive more than one “F” on their report card. Students with incomplete grades are not eligible until the grade is resolved. To be eligible for the fall season, students must be enrolled in at least 20 credits and not receive more than one “F” on their report card (*final grades not fourth quarter*). Academic eligibility of all students shall be considered as official and determined only on the date when the report card has been issued to the parents of all students. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility. A student cannot count for eligibility for any subject taken during the summer vacation unless that subject has previously been pursued and failed.

## **Interscholastic Athletics: Information & Regulations**

### **Welcome to Plymouth Public Schools Athletics**

This Athletic Handbook has been developed to inform athletes and parents of policies, practices, and regulations that govern the athletic program in the Plymouth Public School system. We believe the information will help answer many of your questions regarding interscholastic athletics. Please keep this manual and refer to it whenever you have a question regarding your athletic experience. If you feel that your questions or concerns are not answered in this manual, contact the **Athletic Department Director at 508-830-4429 (PNHS), and 224-1723 (PSHS)**. Please do not let your questions go unanswered.

#### **The purposes of our handbook are:**

- To make athletes and parents aware of the philosophy and objectives of the athletic program.
- To inform athletes and parents of guidelines and procedures governing the

- athlete's behavior.
- To create uniformity and equity of behavioral standards for all athletes in all sports.

## **Philosophy**

The purpose of athletics is to provide learning experiences, which contribute to physical, mental, social, and emotional growth. Athletics should foster the development of positive self-esteem and a climate among coaches and team members where mutual respect, honor, and integrity are valued. The basic educational principle of a "sound mind in a healthy body" can best be fulfilled in a well-organized, competently directed program of athletics. The interscholastic athletic program is a voluntary program designed to meet the needs and interests of the student/athlete who has sufficient ability. The student/athlete must be prepared to make a major commitment to the maximum development of knowledge, skills, and attitudes under the supervision of a thoroughly trained and effective coaching staff committed to the educational goals of the school district. Interscholastic athletics has served as an effective complement to the entire educational program. The young man or woman who learns to cope with victory and defeat, to accept frustrations and disappointments, as well as success; to spend long hours in practice with no guarantee that they will participate in a game, to accept strict discipline, to work with fellow athletes for the achievement of a common goal has learned something that cannot be taught in the classroom.

## **Objectives**

Due to an infinite number of individual differences in abilities and interests, the athletic program is comprehensive. All students who show interest in the program will be encouraged to participate. The emphasis at each level is:

- Varsity- Very Competitive/Instructional
- Junior Varsity- Competitive/Instructional
- Freshmen-Instructional

## **Participation**

Subject to restrictions on team size, the athletic program will be open to all students who are physically able to participate and who are eligible under local and state regulations. An unlimited participation policy will be used whenever possible. There are factors, however, which necessitate the size of the team to be limited to maintain a high level of safety, coaching, playing time, and practice time. Judgments with respect to the abilities of athletes are based on the performance of the participants. Coach's judgments with respect to the selection of participants are made after observing prospective players in practice and/or game-type situations. The playing time for an athlete, once a team size is determined, will be based upon decisions made by a coach or coaching staff. A student may not try out for a team after final cuts have been made unless prior approval for extenuating circumstances has been received. In such cases, no displacement of team members may occur. Participation in athletics should contribute to the development of the following qualities:

1. Health and happiness
2. Development of physical skills
3. Emotional maturity
4. Social competence
5. Moral values
6. A sense of cooperation
7. A spirit of competition
8. Self-discipline
9. An understanding of the democratic process
10. A realization of the value of group goals

## **Athletic Programs**

Student participation in the athletic program is a privilege, which can be a valuable and rewarding experience. Students have the opportunity to participate during three seasons. Many sports are conducted at three levels of competition: Varsity, Junior Varsity, and freshman. There is a possibility that athletes may be moved from one level to another for the benefit of the athlete and the program.

## **Duration of Season**

- FALL Practice may begin for all teams as early as the second Thursday preceding Labor Day. No team may have more than ten single practice sessions (i.e. "double sessions" count as two single practice sessions) through and including the Friday prior to Labor Day. Football teams must precede their initial contact practice with an additional three days of single non-contact sessions and fifteen days of practice.
- WINTER Monday following Thanksgiving to completion of the schedule and any tournament play
- SPRING Third Monday in March to completion of the schedule and any tournament play

## **Schedules**

Schedules can be found on the MIAA website ([www.miaa.net](http://www.miaa.net)) as well as their cell phone application. Schedules are subject to change. For additional information visit the district's website [www.plymouth.k12.ma.us](http://www.plymouth.k12.ma.us) (athletics tab). The booster clubs maintain athletic websites.

## **Physical Examination/Parental Permission Form**

Every athlete must pass a physical exam within 13 months before trying out and participating in any sport. Each athlete prior to trying out and practicing with the team shall submit a medical clearance form signed by a physician, with the exact date and year of the physical exam.

## **Insurance**

Parents are urged to check insurance coverage for students playing sports. All athletes should be fully covered by family insurance or purchase a school plan to cover expenses from injury. The School Department does carry insurance for athletes, but it is secondary to your family insurance.

It is highly suggested you purchase the twenty-four-hour coverage that is available through the school at a minimal cost. The pamphlet regarding this insurance is distributed at the beginning of the school year to all students.

## **Athletic Fee**

All participants are required to pay a seasonal fee of \$135 to assist in the funding of the athletic programs. The payment of the athletic fee **does not** ensure playing time. Make checks payable to "Town of Plymouth". Checks are to be submitted along with all paperwork during clearance night. This fee is non-refundable after the first scheduled game. All refunds will be in the form of a credit for use during the next season in which a student participates. All refunds will be reimbursed to the parent/guardian. The Plymouth Public Schools have instituted a \$675 maximum per family per academic year for athletic fees. Please contact the Athletic Director's office at your student's

school if you have reached the family cap. If a family is experiencing financial difficulty, they must write a note to the attention of the athletic director. The situation will then be reviewed and a free/reduced fee will be put into place for the student-athlete.

### **Rules of Eligibility**

School rules, which apply to the student body, apply to all athletes. The student handbook and any other school rules supersede the athletic code.

### **Academics**

All students are encouraged to participate in the athletic program. To participate in any extracurricular activity, a student must not receive more than one “F” on their report card. All student-athletes are governed by the Massachusetts Interscholastic Athletic Association (MIAA) and the Patriot League By-Laws, which publishes annual rules and regulations governing interscholastic athletics in the Commonwealth. To be eligible for the fall season, athletes must be enrolled in at least 20 credits and not receive more than one “F” on their report card. (*final grades not fourth quarter*) Academic eligibility of all students shall be considered as official and determined only on the date when the report card has been issued to the parents of all students. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility. A student cannot count for eligibility for any subject taken during the summer vacation unless that subject has previously been pursued and failed.

### **Age**

A student shall be under the age of nineteen (19) years on September 1<sup>st</sup> of the current school year. A student shall be eligible for interscholastic competition for no more than twelve consecutive athletic seasons beyond the 8<sup>th</sup> grade.

### **Transfer Students**

An athlete who transfers from any school to PN or PS is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which he/she participated at the varsity level during the one year immediately preceding the transfer. **Exception;** the transfer is necessitated by a change of residence of his/her parents to Plymouth. A student who transfers from a foreign country without parental change of residence accompanying the transfer will be ineligible for a period of 365 days from the date of entrance unless such transfer is sponsored by a CSJET approved foreign exchange program.

### **High School Athletic Rules**

- Athletes must maintain themselves in good standing or face suspension from participation. Good standing is defined by the record of attendance, grades, and good citizenship throughout the school and community. As an athlete, you are very visible not only in your school and community but in surrounding communities as well. A student must be recorded as present before 10:30 a.m. and may not be dismissed before 10:30 a.m. or they cannot participate in any practice or game that day without the consent of the Athletic Director or Principal.
- Any athlete who is dismissed during the day and cannot return before the close of school must receive approval from the Athletic Director or Principal to participate that day.

- An athlete who is absent without prior approval of the Athletic Director or Principal may not participate in a game or practice that day.
- Athletes assigned disciplinary after-school detention by either the administration or a teacher must attend as directed.
- An athlete who does not participate in their scheduled physical education class may not participate in their practice or game that day.
- An athlete excused from physical education class for medical reasons may not participate in athletics until physical education classes are resumed and the Athletic Director receives a written note from the school nurse.
- An athlete will be held accountable for all equipment issued and must return the equipment promptly at the request of the coach and athletic director. An athlete may only participate in one sport per season.

### **Practice and Game Attendance**

Prompt attendance is mandatory for all practices and meetings scheduled by the coach. It is the responsibility of the athlete to gain permission from the coach to miss a practice **prior to and not after** the practice if there is a need to be excused. Acceptable reasons for missing a practice include, but are not limited to an extra help session with a teacher, tutorial assistance, school, and district-sanctioned trips and academic competitions, medical and dental appointments that cannot be rescheduled, or any family emergency. As a district, we always encourage communication in advance as much as possible regarding student attendance. These policies will be enforced except as may be required under Section 504, Title II, or otherwise under federal law. An athlete must be present at the practice preceding a game to participate in the game unless excused by the athletic director or principal.

### **School/Family Vacations. Extended Absences**

Students who plan to be absent for an extended period of time due to vacation or a planned extended absence are expected to discuss this situation with the coach prior to trying out for the team. The coach's discretion will be used in determining the consequences for such extended absences.

### **MIAA Bona Fide Team Member Rule: Loyalty to the High School Team**

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bonafide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. A coach does not have the right to excuse a team member from a practice or a game so he/she may play or practice for another team. The principal of the school may request a waiver of this rule in special circumstances. **First offense: student-athlete is suspended for 25% of the season. Second offense; student-athlete is suspended for an additional 25% of the season and is ineligible for tournament play immediately upon confirmation of the violation.**

### **Transportation**

All athletes must ride the bus provided for transportation to and from the athletic contests unless excused by the athletic director or principal.

## **Injuries**

It is the responsibility of the athlete to promptly report all injuries to the coach, athletic trainer, and school nurse to ensure that an accident report is submitted in a timely fashion to cover school and insurance company requirements. If you had an injury that required outside medical attention (emergency room, physician) you must submit a doctor's note to the nurse or athletic director in order to be reinstated with your team.

## **Return to Participation**

Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing them to return to competition.

## **Concussion Policy (PPS Policy 6.20)**

The purpose of this policy is to assure that any student who sustains a concussion or head injury is managed properly. Plymouth Public Schools recognizes the importance of educating students, parents/guardians, athletic staff, teachers, guidance counselors, school nurse educators, and designated others to recognize signs and symptoms of a concussion or head injury; and to respond appropriately to facilitate prevention, management, and safe return to academic and athletic activities in students with a concussion or head injury.

- 1.0 In accordance with Massachusetts state law and MA Department of Public Health (DPH) regulations related to Head Injuries and Concussions In Extracurricular Athletic Activities, the Plymouth Public Schools shall provide standardized procedures in regards to the prevention, management, and return to academic and athletic activities in middle and high school students who incur a head injury while involved in extracurricular athletic activities. This law also applies to students in the High School Marching Band. This policy and all related procedures comply with Massachusetts General Law and MA DPH regulations. Out of concern for any student suffering from a concussion/head injury, this policy will apply to all middle and high school students who sustain a concussion/head injury, regardless of whether the injury occurred related to extracurricular athletic or marching band activities.
  - 1.1 The Athletic Director or designated individual in each school will be responsible for the implementation of this policy and related procedures.
  - 1.2 At the high school level, a Concussion Team consisting of the Athletic Director, Certified Athletic Trainer, Guidance Counselor, and School Nurse Educator will assume responsibility for the implementation of procedures associated with this policy.
  - 1.3 At the middle school level, a Concussion Team consisting of the designated Athletic Director, Guidance Counselor, and School Nurse Educator will assume responsibility for the implementation of procedures associated with this policy.
  - 1.4 Communication with all involved individuals is paramount to the successful management of students with head injuries. Plymouth Public Schools will maintain open communications between staff, students, parents, healthcare providers, and others involved in order to optimize recovery for students with head injuries to return to health

and succeed in their education.

- 1.5 Review and revision of this policy shall occur as needed, and at least every two years.

*References: MA General Law (M.G.L.) Chapter 111, Section 222*

*MA Department of Public Health 105 CMR 201:000: Head Injuries and Concussions in Extracurricular Athletic Activities.*

## **CODE OF CONDUCT**

### **SCHOOL RULES AND SUSPENSIONS**

Student-athletes are subject to the school rules and regulations governing student behavior as cited in the Student Handbook for Plymouth North and South High Schools. Violation of school rules resulting in a suspension from school will automatically preclude student involvement in athletics for the length of the suspension.

### **CHEMICAL HEALTH/ALCOHOL/DRUGS/TOBACCO POLICY**

The Rule: (MIAA Blue Book, Revised 2/13/08, page 54, Rule 62.1):  
From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. The MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student violates this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student can participate again.

#### **A. Minimum Penalties:**

##### **1. 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 parts of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.

##### **2. 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 parts of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The High School Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal parts of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of the 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 the same academic year; he/she would serve the penalty(ies) during the fall season of the next academic year). The MIAA has informed member schools that this rule is in effect 24 hours per day, 7 days per week. Any student who is alleged to have violated this rule will be accorded the right to due process.

### **PROCEDURE FOR REPORTING VIOLATIONS**

The coach of each sport shall determine if a violation of the athletic code of conduct has taken place. In all cases, infractions of the athletic code must be reported to the Athletic Director whether an action is taken or not. If disciplinary action is taken, an athlete may have his/her case reviewed.

### **REVIEW PROCEDURE**

- The athlete and/or parents may ask to meet with the coach and athletic director.
- This request must occur within two school days of the disciplinary decision by the coach.
- If not satisfied, the student and/or parent may ask to meet with the principal, athletic director, and coach.

### **HAZING**

Massachusetts General Laws - Chapter 269 (*refer to the main handbook for full law and policy*)

#### **C.269.S.17. Crime of Hazing: Definition: Penalty**

#### **C. 269, S.18. Duty to Report Hazing**

#### **C. 269, S.19 Hazing Statutes to Be Provided: Statement of Compliance and Discipline Policy Required**

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of

hazing, and that such policy has been set forth with an appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of a secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report. Added by St. 1985, c.536; amended by St. 1987, c.665.

**TAUNTING** – The Board of Directors of the MIAA adopted the following policy 11/94

- Taunting includes any actions or comments by coaches, players, or spectators, which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles intimidate or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters.
- **Examples of taunting:** including but not limited to: “trash talk”, defined as a verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including “in the face” confrontation by one player to another and standing over/straddling a tackled or fallen player.
- In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from the contest/day of competition. In addition, the offender shall be subject to existing MIAA Expulsion rules. Game officials prior to the contest shall give a warning to both teams.
- At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

**Captain's Practice**

The idea of so-called “captains practice” serves no real athletic or conditioning purpose and is discouraged for the following reasons: Lack of qualified adult supervision per MIAA regulations; liability concerns due to the increasingly litigious nature of American society; and it will not take place on any school-owned, leased or rented property.

**Varsity Letter Awards**

All athletes participating on a varsity team are eligible for a varsity letter. Coaches will determine who on their team will be awarded a letter and certificate of award. A participant who has not qualified for a varsity letter will be awarded a certificate of recognition. All junior varsity and freshman team members shall receive a certificate of recognition. Each subsequently earned letter award will be in the form of a certificate of award.

## **Message to Parents/Guardians**

### **Parent/Guardians/Coach Communication**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to all children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communication You Should Expect From the Coach**

- Philosophy of the coach
- Expectations the coach has for your child as well as all the players on the squad.
- Location and times, of all practices and contests
- Team requirements, i.e. practices, special equipment, out of season conditioning
- The procedure followed should your child be injured during participation
- The discipline that may result in the denial of your child's participation

### **Communication Coaches Expect From Parents/Guardians**

- Concerns expressed directly to the coach
- Notification of any scheduling conflicts well in advance
- Specific concerns with regards to a coach's philosophy and or expectations
- Communication regarding your child, not other members of the team

### **Appropriate Concerns to Discuss With Coaches**

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

It is very difficult to accept your child is not playing as much as you may hope. Coaches take their profession seriously. They make judgment decisions on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

### **Issues Not Appropriate to Discuss With Coach**

- Playing time
- Team strategy
- Playcalling
- Other student-athletes

These situations may require a conference between the coach and the parent. These meetings are encouraged. Both parties involved must have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

- Contact the Coach and set up a meeting to discuss your concerns.

- **DO NOT CALL A COACH AT HOME!** (unless the coach has made his/her home, phone available to parents and athletes). A coach's time with family is severely limited during the season. The family's privacy should be respected.
- **DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OR AFTER A CONTEST OR PRACTICE.** These can be emotional times for both the parent and the coach. Meetings under these circumstances do not promote resolution
- If the coach cannot be reached, speak to the athletic director PNHS 508-830-4428, or PSHS 508-224-1723. A return call from the coach will be arranged.

**If The Meeting Did Not Provide A Satisfactory Resolution**

- Call and set up an appointment with the athletic director PNHS 830-4428 or PSHS 224- 1723.
- The Athletic Director will listen carefully to your concerns and mediate a resolution between you and the coach.

**Remember:** Your concerns are important to us. Never hesitate to follow the above procedures to make those concerns known. Together we can work to improve our athletic programs.