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Mission Statement

The mission of Gloucester High School is to produce graduates with integrity, knowledge and skills necessary for productive citizenship. To achieve these results, instruction is purposeful, engaging, relevant and rigorous. A culture of positive relationship building and personalization within the school and the community encourages and supports self-reliance and problem solving for success.

Academic Expectations of Students

- Uses reading comprehension strategies for understanding
- Utilizes problem-solving strategies and thinking skills
- Applies writing, listening, speaking and visual skills to communicate ideas
- Exhibits understanding and application of various technologies

Social Expectations of Students

- Works effectively as a member of a team
- Demonstrates personal responsibility and integrity

Keys to Success

1. Take charge of your own learning. Be prepared every day.
2. Treat everyone in the school community with respect; appreciate individuality and differences.
3. Do not lie, cheat, steal nor tolerate those who do.
4. Value your time and that of others; be prompt and prepared daily.
5. Remember that you represent your family in everything you do every day.
6. Always do your best.

WELCOME TO GLOUCESTER HIGH SCHOOL

The purpose of Gloucester High School is to prepare each of you for successful entry into adult life as a contributing citizen. Essential to meeting this goal is your complete participation and cooperation. We expect that you will acquire the fundamental skills, knowledge and habits that are the proven bases of successful adult life by trying to improve yourself every day. We expect each of you to participate fully in the academic, social, and extra curricular programs that will lead you to discovering and developing your talents.

Don't sell yourself short! Everyone has skills and abilities that will emerge during these four years. Your job is to be prepared to take advantage of these skills by daily hard work in your courses and attention to the details of every day.

Becoming a learner takes practice. If you work hard enough, frequently enough, you will become very efficient at learning. Learning requires practice, and practice is hard work. Expect lots of mistakes. To succeed, you must never give up – always keep trying.

The keys to success here are hard work and time management. There are so many competing demands for your attention that you need to develop **A DAILY ROUTINE** for getting **HOMEWORK** done in an orderly and timely manner. Meet your academic requirements first! ***Arrive on time to school and class, and be prepared!***

For some of you these are easy demands; for others it will be a constant struggle. **There is no excuse for not trying.** The good work habits you develop here will enable you to build your skills and help improve yourself.

Do your best every day! Be responsible for your learning!

Dr. William Goodwin
Principal

GLOUCESTER HIGH SCHOOL TELEPHONE NUMBERS

ATTENDANCE LINE:	978-281-9866 - Then Press 5
Principal's Office:	978-281-9870
Assistant Principal's Office:	978-281-9866 or 978-281-9867
Guidance Office:	978-281-9874
Main Office:	978-281-9870
Nurse:	978-281-9868
Athletic Director:	978-281-9877
Nursery School:	978-281-9869
STEP Program:	978-281-9842
Cafeteria:	978-281-9876
Adult Education:	978-281-9873
Student Health Center:	978-281-3901
FAX:	978-281-9733

HOW TO CONTACT A TEACHER:

Email: teacher's first initial and last name @gloucester.k12.ma.us
ie: jsmith@gloucester.k12.ma.us

A complete list of teachers in each department is listed in the Gloucester High School section of the Gloucesterschools.com website.

Phone: 978-281-9870 and ask to leave a voice mail message.

INTERNET ACCESS;

Daily announcements can be accessed through the Gloucester Public Schools website:

[Gloucester schools.com](http://Gloucester.schools.com)

Parents may also sign into the IPASS system to access their child's grades and attendance.

To set up on-line viewing of the *Compass* Student Handbook, your student's IPASS system records, progress reports, reports cards, etc., you will need your student's ID number.

Go to www.gloucesterschools.com

- Click on For Parents (on the left under the main menu)
- Click on IPASS student Data Access (on the left under main menu)

Civil Rights Statement

Gloucester Public Schools does not discriminate on the basis of religion, race, creed, color, national origin, sexual orientation, disability, or age in its programs or activities. Any inquiries regarding the non-discrimination policies of the Gloucester Public Schools should be directed to the following person:

Mr. Brian Tarr, Assistant Superintendent of Schools
Gloucester Public Schools, 6 School House Road
Gloucester, MA 01930, (978) 281-9810

For further information on notice of nondiscrimination. Write: U. S.
Department of Education, Office for Civil Rights, Customer Service Team,
400 Maryland Avenue, S.W., Washington, DC 20202-1100 or email:
OCR@ed.gov Call the Office of Civil Rights at 1-800-421-3481

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. (*Title IX of the Education Amendments of 1972*)

In compliance with the above regulations, the Gloucester Public Schools has designated a Title IX Coordinator. If you have any questions regarding Gloucester's compliance with these regulations you may contact: Title IX Coordinator, Brian Tarr, Assistant Superintendent.

Section 504

No otherwise qualified individual shall solely by reason of handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (*Section 504 of Rehabilitation Act of 1973*)

In compliance with the above regulation Gloucester High School has designated a Coordinator of 504 activities. If you have any questions regarding Gloucester's compliance with Section 504, you may contact: Guidance at Gloucester High School.

Student Confidentiality

Gloucester Public Schools is committed to fostering and maintaining a learning environment free of all forms of embarrassment, harassment, degradation, and humiliation among peers and others.

To ensure that such a learning environment is maintained, a student's grades, test scores, personal and medical information are always considered private matters among the student, teacher, counselor, nurse, parent(s)/guardian(s), and administration.

Harassment Policy

Gloucester Public Schools is committed to the prevention of harassment because of gender, religion, race, color, national origin, age, handicap, sexual orientation, and/or disability. Our published policy ensures that educational opportunities of all students and employment conditions of all employees are

not threatened or limited by such harassment. This policy defines prohibited conduct and the personal responsibilities of all students, employees and agents of the school district. To ensure that prohibited conduct does not occur a referral and investigation procedure for reported violations of the policy with defined corrective procedures has been initiated to address substantiated violations. Copies of this policy can be found in the high school main office, guidance office, as well as the Superintendent's Office. Persons to contact regarding these issues are:

Complaint Procedures: Anyone who feels that s/he have been subjected to teasing, bullying or other harassment should file a complaint with the school guidance counselors, school psychologist or teachers, all of whom are reporting officers. The assistant principal serves as the complaint officer. The complaint officer will investigate claims of harassment and determine the validity using an informal process. The complaint officers maintain confidentiality of the parties to the extent consistent with the school's obligations under state and federal law. Retaliation in any manner against a party involved in a complaint is strictly prohibited. Acts of retaliation will result in immediate disciplinary action, including, but not limited to, a suspension of up to 10 days, and/or recommendation to the Principal for further disciplinary action.

Ms. Sophie Hopkins, Teacher, Gloucester High School, 978-281-9870
Mr. Richard Francis, Teacher, Gloucester High School, 978-281-9870
Dr. William Goodwin, Principal, Gloucester High School, 978-281-9870
Mr. Brian Tarr, Assistant Superintendent, Main Office, 978-281-9810

Espanol
Estimados Padres:

Si Uds. necesitan algun anuncio, material de consejeria, avisos de actividades extracurriculares o cualquier otro documento escolar traducido a su propio idioma, por favor llamen al Ayudante del Superintendente de las Escuelas, Brian Tarr (978 281-9810.)

Italiano
Gentili Genitori:

Se avete bisogno di tradurre documenti in italiano che riguardano annunci, materiale d'aiuto, informazioni sulle attivita extracurricolari o altri

documenti scolastici per favore chiamate al l'Assistente del Superintendente delle scuole, Brain Tarr (978-281-9810.)

Anti-Bullying Protocol

The purpose of this protocol is to ensure that all students, parents, and district personnel know about:

1. The law, definition, and standard outlining bullying;
2. The responsibilities placed on all school district employees regarding the reporting of bullying incidents;
3. The responsibilities placed on school administrators for investigating reported bullying incidents.

1. What Is Bullying?

"Bullying" is defined by Mass. General Law as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- a. causes physical or emotional harm to the victim or damage to the victim's property;
- b. places the victim in reasonable fear of harm to him or herself or of damage to his or her property;
- c. creates a hostile environment at school for the victim;
- d. infringes on the rights of the victim at school, and/or disrupts the education process or the orderly operation of the school.

Recently there has been growing concern about the increase in Cyber-Bullying, which is defined as bullying through the use of technology or any electronic communication. This may include the use of computers, cell-phones, web pages or blogs, to send messages, photographs or other material that has the effect of creating the situations outlined in a. through d. above.

The "RIP" Standard

Legal and clinical experts, in consultation with Gloucester Public Schools, agree that patterns of behavior that meet the "**RIP**" Standard constitute bullying. "**RIP**" is as follows:

- Is the action against the "victim" **repeated**?
- Are the repeated action or actions **intended** to create a hostile environment, fear, emotional harm, harm to property, or has the effect of disrupting school?
- Is/are the aggressor/s in a more **powerful** position than the victim?

If the pattern of behavior meets all three standards, then that constitutes bullying.

Note: One-time difficulties between students do not fall into the category of bullying.

2. What Are GPS Staff Responsibilities?

Bullying will be reported

The new law requires all GPS staff to report to the appropriate school principal any and all incidents which may be reasonable thought to be bullying as defined above. A failure on the part of school and/or district staff to report bullying will be regarded as misconduct, and may result in disciplinary action.

This reporting requirement includes knowledge of bullying...

- a. on school grounds, property very close to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle used by the school district, or through the use of technology or an electronic device owned, leased or used by a school district or school, **OR**
- b. at a location, activity, function or program that is **not** school-related, or through the use of technology or an electronic device that is privately owned, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

3. What Are School Administrators' Responsibilities?

Bullying will be investigated.

School administrators are required to follow the statutory guidance on investigations, and :

- a. vigorously investigate all reports or allegations of bullying in accordance with the legal guidelines;
- b. determine whether or not the police should be involved in an investigation;
- c. appropriately inform families about concerns about bullying, and action which families might take or should not take;
- d. report all confirmed reports of bullying in writing to the Superintendent of Schools

What Are The Districts' Responsibilities?

- a. Follow the Anti-Bullying Protocol, and an anti-bullying plan;
- b. To incorporate into the curriculum age-appropriate, evidence based instruction on bullying prevention at each grade level; and provide

information to families

c. To train all district staff on developmentally appropriate strategies for bullying prevention and intervention.

Calendar for Gloucester High School 2010-2011

8/30	1 ST Day of School for Staff
8/31	1 ST Day of Schools for Students Split Schedule 7:30 Freshmen 10:28 All Students
9/3	No School
9/6	Labor Day No School
9/8	Fall GRADE Testing
9/10	Registration Deadline for 10/9 SAT's
9/15	Meet the Teacher Night 7pm
9/22	Hockmeyer School Pictures
9/24	Freshmen Speeches
10/1	1 st Term Progress Reports Sent Home with Students
10/4-10/25	Fall MEPA Administration MELA-O
10/8	Registration Deadline for SAT's 11/6
10/9	SAT'S @ GHS
10/11	Columbus Day No School
10/13	PSAT and National Merit Scholarship Qualifying Test @ GHS
10/19	Professional Development Early Release AFEG
10/20	Senior College Planning Night 7:00 p.m.
10/22	Teen Health Expo 8:30 – 1:30 Field House
11/2	Professional Development No School for Students
11/3-11/5	MCAS ENGLISH RETEST
11/6	MCJROTC Ball-Place to be announced
11/8	1 st Term Ends
11/9	Cap and Gown Measurement
11/6	SAT's @ GHS
11/11	Veteran's Day No School
11/11	ROTC Veterans Day Ceremony & Parade
11/16	1 st Term Report Cards Sent Home with Students
11/16	MEFA Financial Aid Night 7:00 p.m.
11/8-11/9	MCAS MATH RETEST
11/17	Sawyer Medal Night
11/19	Hockmeyer School Pictures Retake
11/20	Semi-Formal – Crown Plaza
11/24	½ Day ABCD

11/25	Thanksgiving No School
11/26	Thanksgiving Recess
11/29	School Reopens
12/3	Fall Production – Theatre Production 7 p.m.
12/4	Fall Production – Theatre Production 7 p.m.
12/5	Fall Production – Theatre Production 2 p.m.
12/7	Professional Development Early Release ABEG
12/11	ROTC Drill Week
12/15	2 nd Term Progress Reports Sent Home with Students
12/23-1/3	Christmas School Vacation
1/3	School Reopens
1/15	ROTC Drill Meet
1/17	Martin Luther King Day – No School
1/18	2 nd Term Ends
1/19	Mid Year Exams-ABC
1/20	Mid Year Exams-DE Make-Up
1/21	Mid Year Exams FG Make-Up
1/28	2 nd Term Report Cards Sent Home with Students
2/1-2/2	MCAS BIOLOGY
2/8	Professional Development Early Release AECD
TBA	ROTC Eastern Regional Air Rifle Championship (Fort Benning Georgia)
2/14-3/14	Spring MEPA Administration MELA-O
2/15	Freshman GRADE Test
2/16	Sophomore GRADE Test
2/21-2/25	School Vacation
2/28	School Reopens
3/2-3/4	MCAS ENGLISH RETEST
3/3	One-Act Performance (Theater Program) 7 p.m.
3/4	3 rd Term Progress Reports Sent Home with Students
3/7-3/8	MCAS MATHEMATICS RETEST
3/8	One-Act Performance (Theater Program) 3:30 p.m.
3/22-3/24	MCAS ENGLISH
3/29	Professional Development Early Release CDAB
3/29	NHS Induction 7:00pm
3/31	MCAS ENGLISH COMP MAKE-UP
TBA	ROTC Region Championship, Dallastown, PA
4/1	3 rd Term Ends

4/4	Scholarship Applications Due @ 10AM in Principal's Office
4/8	3 rd Term Report Cards Sent Home with Students
4/18	Registration Deadline for SAT's 5/7
4/18-4/22	School Vacation
4/25	School Reopens
4/28-5/4	ROTC National High School Drill Team Championship (Daytona Beach FL)
4/30	Senior Banquet
5/2-5/12	AP Testing
5/7	SAT's @ GHS
5/11	4 th Term Senior Progress Reports Sent Home with Students
5/13	JROTC Awards Night & Change of Command
5/17-5/18	MCAS MATH
5/19	4 th Term Progress Reports Sent Home with Students
5/23-5/24	MCAS U. S. HISTORY
5/30	Memorial Day No School
5/31	Seniors Last Day of Classes
6/1	Senior Finals GFE
6/1-6/2	MCAS SCIENCE & TECH
6/2	Senior Finals CD Make Up
6/3	Senior Finals BA Make Up
6/3	Spring Musical Program 7pm
6/4	Spring Musical Program 7pm
6/5	Spring Musical Program 2pm
6/9	Projected Finals GFE
6/10	Projected Finals CD Make-Up
6/10	Mandatory Graduation Practice 8:00AM
6/10	Issue Cap & Gown at conclusion of practice
6/10	PROMENADE 5:30pm GHS Field House
6/10	Senior Prom – Danversport Yacht Club
6/11	Senior Awards Night
6/12	Graduation 1:30PM Newell Stadium
6/13	Projected Finals BA Make-Up
6/14	Projected Last Day of School
6/21	Projected Last Day of School - Snow Day
FOR FUTURE PLANNING:	
11/19/10	Semi-Formal Class of 2012
4/30/11	Senior Banquet Class of 2012
6/10/11	Senior Prom Class of 2012
7-Day Schedule:	

Students will progress through the seven-day rotation then return to day 1 and continue to rotate through the cycle. If school is cancelled for any reason, the day missed will not be made up on the next day. (i.e.: If Wednesday, a Day 3, is cancelled because of snow, Day 4 will take place on Thursday.)

PERSONAL INTEGRITY AND RESPONSIBILITY

The Honor System at Gloucester High School is implicit in the mission of the school to develop citizens of character. The purpose of our honor system is to lay the foundation upon which growth as productive citizens can be based through instilling of a set of virtues, admirable always; but indispensable to good citizenship. It is not a complicated system of ethics, but merely "honest dealing and clean thinking." If a person is true in thought, word, and deed, there is no question about meeting the standards. On the other hand, quibbling, evasive statements, or the use of technicalities to conceal guilt are not tolerated at Gloucester High School. If a student decides to commit an offense against the regulations, that student is punished for a violation of restrictions without the Honor System becoming involved. For its success the Honor System depends more upon the student body than upon the supervision of faculty. The System is simple

The Honor Code is:

A student will not lie, cheat, steal, or tolerate those who do."

The Honor Code expresses four succinct prohibitions. On a behavioral level, the Code represents a simple standard for all students. On a developmental plane, Gloucester High School expects that all students will strive to meet the minimum standard of behavior and develop a commitment to ethical principles guiding moral actions.

Lying is defined as: A false statement made with the intention of deceiving. A student's spoken or written word must be acceptable and truthful under all circumstances. Lying under any circumstances is disrespectful and brings consequences including parental conferences and suspension where appropriate.

Test

Are my statements directly and truthfully answering the question to the best of my knowledge?

Cheating is defined as an act of deception. Cheating is employed to create an unfair advantage, usually in one's own interest, and often at the expense of others. Cheating includes representing someone else's work as your own. Cheating on tests (or other school based work.) may include the sharing of information among test takers or the use of covert notes or crib sheets. Obtaining the questions or answers to a test ahead of time is another form of cheating. On essay assignments or term papers cheating often takes the form of plagiarism. Internet plagiarism is cheating. Cheating results in a grade of zero for the assignment.

Test

Will my actions provide an unfair advantage that I otherwise would not enjoy?

Stealing is defined as taking the property of another wrongfully. Theft of personal property is a serious offense against the trust and good order of the school. Anyone involved in theft of personal property of another person results in punishment ranging from restitution through 1 semester suspension by the school as well as court action

where appropriate. Respect for the belongings of others is characteristic of good citizenship.

Test:

Does this property rightfully belong to me? If not leave it alone or turn it into the nearest teacher or staff member.

Specifically, we wish to emphasize our concern in two areas: **cheating** and **plagiarism**.

Cheating:

Cheating* embraces any action wherein a person defrauds, deceives, or violates regulations unfairly. (*Random House Dictionary)

Examples of cheating include but are not limited to:

- Copying another's homework and indicating that it is yours
- Using unauthorized notes, "cheat sheets", or looking at another's work while taking a quiz or examination/test
- Using signals or talking during a quiz or examination/test
- Allowing another student to copy work or an assignment
- Giving information about a test or quiz to a member of another class who has the same course
- Damaging the projects/work of others
- Using online translators
- Accepting unauthorized assistance with a project, take-home quiz or assignment when the intent of the assignment is to have you demonstrate your ability in the matter

Plagiarism (a form of cheating)

Plagiarism* is the act of stealing the language, ideas or thoughts of another and representing them as your own work (*Random House Dictionary)

Examples of plagiarism include but are not limited to:

- Paraphrasing a passage in a book without using a citation or bibliographic entry to indicate the source.

- Submitting an assignment that has been copied in part or whole from a published source or downloaded from the computer.
- Having another complete a project/assignment and submitting it as your work
- Not using proper documentation or bibliographic references

The consequences of cheating or plagiarism include:

- Faculty will report the incident, in writing, to the appropriate administrator and to the appropriate program leader so that all facts and consequences are clear.
- The teacher will hold a conference with the parent and student.
- The student will receive no credit (a zero grade) for the quiz/test/examination/ project or assignment.

A repeat of this action will result in a failure grade (50) for the term in that course.

GUIDANCE CENTER

Counselors:	Ms. Carlyne Gabry	A - C
	Mr. Carl Sacco	D - H
	Ms. Laura Carlson	I - N
	Mr. Jay Loring	O - Ra
	Ms. Ellen Clarke	Re - Z

The Guidance Center provides academic management and guidance to assist students in making realistic, suitable choices concerning their personal growth and development. Emphasis is on educational, vocational, and personal areas. Ample opportunity is provided each student to discuss any questions s/he may have with his/her counselor. Conversations between student and counselor are held in private and are treated confidentially. Group and individual tests of learning ability and academic aptitude, academic achievement, vocational aptitude, interest and personality traits and characteristics are administered by the Guidance Center in order to develop objective data about each student's aptitudes, skills and abilities. This information is combined with other data to form a more complete picture of

each student, to help develop the best possible plan for success in high school and beyond.

APPOINTMENTS. Students **must** schedule appointments with the guidance secretary. Counselors are available between 7:30 a.m. and 2:07 p.m. A counselor is available for appointments one evening meeting per week.

COLLEGE INFORMATION. PSAT/SAT and ACT test dates appear in the calendar and are posted in the Guidance Center. Students should consult guidance periodically regarding this process.

INFORMATION. Students can gather information in a number of ways through the Guidance Center. Kuder computer software is available. Students should see their counselor.

STUDENT RECORD REQUIREMENT LIST/ TRANSCRIPT REVIEW.

Students are encouraged to meet with their counselors periodically to review their requirements for graduation and preparation for post secondary training.

VISITS BY COLLEGES, MILITARY SERVICES, AND BUSINESSES.

Visits are held throughout the year. A schedule is available in the Guidance Center.

CAREER COUNSELING. Students are encouraged to use the computer based career planning tools available at the Guidance Center to develop a plan for the future.

WEBSITE. Check the guidance department website at www.gloucesterschools.com for updated information.

IMPORTANT DATES

SAT: At Gloucester High School

Test date	registration deadline
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October 9, 2010	September 10, 2010
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November 6, 2010	October 8, 2010
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May 7, 2011	April 8, 2011
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At other locations

December 4, 2010, January 22, 2011, March 12, 2011 June 4, 2011

PSAT &

National Merit scholarship

Qualifying tests:

October 13, 2010 at Gloucester High School

You may also register on line at :www.collegeboard.com

AP Examination dates:

May 2 – 6, 2011

May 9 – 13, 2011

GRADUATION REQUIREMENTS

All students **must** take **all** basic courses required for graduation based on four years of school from grade 9 to grade 12.

Students must earn a passing grade in these required courses:

- ↻ four (4) years of English
- ↻ three (3) years of History
- ↻ three (3) years of Science
- ↻ three (3) years of Mathematics
- ↻ five (5) credits in Fine Arts (visual, performing, occupational or industrial arts)
- ↻ one (1) year of Computer Technology
- ↻ two (2) years of Health and Fitness or two (2) years of ROTC

Students are required to pass **112 credits** to earn a diploma.

MCAS TESTS

In order to be eligible for a diploma, students must meet MCAS (Massachusetts Comprehensive Assessment System) requirements. Commencing with the Class of 2010 and thereafter, students must pass MCAS tests in English Language Arts, Mathematics and Science, in order to receive a GHS diploma.

Also new this year, students who score in the Needs Improvement category in either English Language Arts, Mathematics or both, will be placed on an Educational Proficiency Graduation Plan, (EPP)per mandate of the Massachusetts Department of Elementary and Secondary Education. Each student's most recent MCAS test results will be individually reviewed to clarify the types of questions that are problematic for said student; this information will be provided to the student's subject teacher(s) in English and/or Mathematics and additional testing opportunities will occur in January and May of each year in hopes that the affected students will demonstrate proficiency on said exam(s).

Additionally, students may review for any upcoming MCAS tests by going to the DESE website, clicking on MCAS and printing out any available test(s), with accompanying answer key(s), for the relevant subject area(s). If, after all testing opportunities are exhausted, a student remains in the Needs Improvement category in either English, Mathematics or both, the Principal may issue said student a GHS diploma providing the student has earned academic credit, during the school year, in the subject(s) where the student has not, per se, achieved proficiency.

The aforementioned EPP requirements do not pertain to the Science MCAS exam; a student need only score in the Needs Improvement category in Science to satisfy his/her MCAS requirement.

PROMOTION REQUIREMENTS

Students are placed in a homeroom depending on the number of credits they have earned toward graduation. For promotion to the next higher class, the following number of credits are required:

To move from freshman to sophomore	25 credits
To move from sophomore to junior	55 credits
To move from junior to senior	77 credits

In order to remain in a career and technical education program, students must maintain adequate yearly progress toward graduation.

If a student has not met academic requirements, summer school is available to help meet requirements for promotion to next grade and/or to continue in a vocational program.

CAREER VOCATIONAL TECHNICAL EDUCATION

Students enrolled in Career/Vocational Technical Education (CTE) pathways will be subject to review on a quarterly basis. Students in these pathways **must maintain passing grades in academic classes as well as satisfactory effort and conduct grades.** Students may be removed from a vocational program at the end of a semester for failing to meet academic and social expectations within the vocational program.

Each student in a CTE program must develop a career plan which must be approved and signed by the student's guidance counselor, parents and CTE teachers. The plan must be updated and re-approved annually.

GRADING & RANK-IN-CLASS

The grading system is calculated on a percentage scale and grades are given in numerical values:

A = 90-100	D = 65 -69
B = 80-89	F = below 65
C = 70-79	P = Pass F = Fail

Final Grades:

Semester (1/2 Year) Course

Quarterly averages = 80% of final grade

Mid Term/Final Exam = 20% of final grade

Full Year Course

Quarterly averages = 80% of final grade

Mid Term Exam = 10% of final grade

Final Exam = 10% of final grade

Final Exemption: Teachers **may** exempt a senior from a final exam if their year average, based on four quarters and the mid term exam is at least a 90.

Grade point average (GPA) and rank-in-class (RIC) are determined at the end of each semester with all courses included except physical education and pass/fail courses. Honors courses receive a weight of six (6) additional points in computing grade point average. Advanced Placement courses receive a weight of eight (8) additional points for GPA calculations.

Grade Point Calculation:

$(\text{Final Grade})(\text{Attempted Credits}) = \text{Quality Points}$

$(\text{Total Quality Points}) / (\text{Total Attempted Credits}) = \text{Grade Point Average}$

Advanced Placement and Honors courses receive the additional points on their final grade for GPA calculation purposes only.

Types of courses excluded from class rank calculations include:

Pass / Fail Courses

Health and Fitness

Independent Studies/NDIS and similar arrangements

Tutorials

Summer School

Internships/work study/job placement

Special Needs .4 programs and beyond

Compass

Rank in Class:

Students are ranked in class by their grade point average in descending order.

Students without a GPA are not ranked.

Any outside course or program in a format acceptable to Gloucester High School that is successfully completed may be used to accumulate credit toward graduation but is not included in calculating class rank.

Academic Recognition/Graduation with Honors:

In order to receive Academic Recognition and/or graduate with honors a student must maintain an 88 grade point average.

Valedictorian/Salutatorian Selection Protocol

- To be considered for Valedictorian, a student must have met all of the standard requirements for graduation as outlined by the Gloucester School Committee Policy – File IKF.
- The High School Principal selects the Valedictorian through the following criteria:
 1. The student with the highest cumulative grade point average (including credits transferred and translated into the GHS system from accredited secondary/post secondary schools/institutions or programs) for four (4) years computed as final grades at the end of the second semester shall be Valedictorian. The second ranking student shall be the Salutatorian.
 2. Residency eligibility: In addition to #1, a student must complete, at minimum, their junior and senior years at Gloucester High School.
 3. Citizenship: Satisfactory citizenship is required to be eligible for Valedictorian/Salutatorian. The high school principal determines satisfactory citizenship based on the GHS Social Expectations rubric.

PERFORMANCE GRADES

STUDENT PERFORMANCE REPORTS

Performance reports are issued 4 times per school year. Student performance is reported as a composite evaluation of the quality of academic work, effort in each course (see effort criteria), conduct in each course (see conduct criteria), and attendance (see attendance regulation). Attendance, effort and conduct grades are included in determining eligibility to participate in any extra curricular activity.

STANDARDS BASED GRADES

Gloucester High School wide standards are portable life skills based on the U. S. Federal “SCANS” skills needed for success in further education and/or the workplace.

Every teacher at GHS is responsible for instruction and practice to enable students to achieve satisfactory attainment of these standards.

Students are assessed on their progress in attaining school-wide standards at mid-year and again at the end of the school year. The following assessment criteria is used to measure performance.

4 – Excellent

- 3 – Proficient
- 2 – Needs Improvement
- 1 – Fails to meet the standard

Course Effort: Performance considerations

Arrives at school and class on time
Sets appropriate personal and academic goals
Asks questions, accesses help to gain a thorough understanding of concepts/tasks
Meets assignment deadlines
Submits highest quality work
Participates in classroom activities
Is innovative in finding ways to succeed
Brings well-organized materials to each class
Uses Compass/assignment book to record assignments
Exhibits excellent time management skills
Produces work that meets the standards of academic honesty
Sustains focus

Course Conduct: Performance considerations

Accepts responsibility for personal behavior
Understands and demonstrates honorable, responsible behavior in all situations
Works cooperatively as a team member
Cooperates with faculty and staff
Cares for school property
Shows respect for faculty and staff
Supports the efforts of other students
Uses and cares for furniture, tools equipment, and machinery appropriately

HOMEWORK EXPECTATIONS

- Make a careful note of homework assignments and the due dates and ask questions if the assignment is not understood
- Seek immediate help from the teacher if the work is not understood
- Ensure the necessary books and materials are taken home
- Plan YOUR homework study time, including work on long-term assignments
- Be satisfied with nothing less than YOUR best effort
- Be responsible for YOUR own work - work independently and do not copy the work of other students
- Make up homework which has been missed during an absence or in circumstances in which family obligations make homework difficult to complete.

STUDENT ASSISTANCE RESOURCES

Teachers are scheduled to help students with academic work during the school day as well as after school. Talk with your teacher or your guidance counselor if you need help with your coursework.

HONOR ROLL

The honor roll is published four times per year.

- ↗ **Highest Honors:** no grade below 90
- ↗ **Honors:** no grade below 80
- ↗ **Honorable Mention:** A's, B's, and one C.

PROGRESS REPORTS. Progress reports are issued in the middle of each term and sent home with students. Parents may obtain progress reports on a more frequent basis by request through the Guidance Center.

COURSE SELECTION PROCESS

The course selection process begins in **November** each year. During the first term of the school year, parents and students should begin the process of planning for the following year. Consult your child's guidance counselor for assistance. This should be an active, joint effort among parents, faculty, students and particularly the guidance counselors. Plans for careers and post secondary education and training ought to be an integral part of this decision making. **Course selections are made during the second semester.**

The process generally includes the following:

1. Guidance counselors visit classrooms to explain the course selection process to 9th, 10th and 11th grade students. Students receive course selection sheets. Copies of the Program of Studies booklet are available in the school library and the guidance suite, as well as on the gloucester.schools.com website.
2. An information evening for parents of incoming ninth grade students is held to explain course selection options and process.
3. The course selection sheet is completed by the student.
4. English, social studies, science, mathematics and world language teachers make recommendations and initial them on the course selection sheet.

5. The course selection sheet is reviewed and signed by the student's parent/guardian and returned.
6. Guidance counselors meet individually with each student to verify selections and make adjustments consistent with the student's post-secondary plans and interests.
7. Guidance counselors enter each student's final selections into the computer.

ADD/DROP POLICY

After the start of the school year, changes to a student schedule may not be possible due to a variety of reasons: class size and balance, single class offerings conflicts or disapprovals.

A student, who requires a change in a schedule to accommodate graduation requirements, improper course placement or a desired elective, must schedule an appointment with his/her guidance counselor. **Within ten (10) school days** of the beginning of each course, a student may apply for a course change. After that time course changes will not be processed.

Guidance counselors are available the week prior to school opening to correct scheduling errors.

Course changes are considered when in the judgment of the guidance counselor a student is educationally misplaced, or to meet graduation requirements. **Lateral course transfers are made only in exceptional circumstances with permission of the Principal.**

Guidelines to be followed in a course change process:

1. You must pick up a Student Schedule Change Form from your guidance counselor.
2. You must discuss the proposed course change with your counselor and have the change approved by your current teacher, your new teacher, current and new program leader, and your parents.
3. If the course change is approved by your counselor, your current and new teachers, your current and new program leaders, and your parents, you must turn in the Student Schedule Change Form to your guidance counselor.
4. **The principal must approve all course changes.**
If a course change is approved, the counselor will make the change in the student's schedule.

No course change will be official until the student is formally discharged from the course by a schedule change issued by Guidance. A student must remain in the original scheduled course until an official change has been

processed, and the guidance counselor has issued an official new schedule to the student.

An official change cannot be processed until the student has completed the form requiring the signatures of teachers, program leaders and parents. The form is returned to your counselor, and the Principal approves it.

Truancy from a course will impact negatively on consideration for a change in course.

SUMMER SCHOOL

Gloucester High School offers a summer school curriculum. Classes are scheduled based on demand. All courses earn 5.0 credits. There is a fee for each course. Classes meet a total of 60 hours (Monday through Friday for six weeks). In order to attend a summer course at Gloucester High Summer School, a student must have completed the course during the regular school year and must have received a grade between 50 and 64. When a student successfully completes the summer course, his/her grade will be recorded on the permanent record. Under no circumstances will grades that were earned during the regular school year be changed. In addition, students may pursue summer work at other high schools or community colleges and receive credit if they have prior consent from the Principal of Gloucester High School and if they have received a grade between 50 and 64 in that course during the regular school year.

STUDENT RECORDS

Parents are entitled to inspect their children's school records. Please make an appointment with your child's guidance counselor. The school retains a student's cumulative record for five years after a student has graduated. Permanent records are retained for sixty years. In order for records to be released to anyone beyond parents/guardians, a signed release form must be received by the Guidance Center. Forms are available in the Guidance Center. Under M.G.L. Chapter 71, Section 37L a student transferring into a local school system must provide the new school system with a **complete school record** of the entering student. The record must include any incidents involving suspension or violations of criminal acts or any incident reports in which the student was charged with any suspendable actions.

ATTENDANCE STANDARDS

Each student is expected to arrive on time, prepared for each assigned class on his/her schedule every school day.

IF A STUDENT IS TRUANT FROM SCHOOL OR ANY CLASS S/HE IS INELIGIBLE TO PARTICIPATE IN ALL ACTIVITIES UNLESS

REINSTATED BY THE ASSISTANT PRINCIPAL OR THE PRINCIPAL.

If a student acquires more than three (3) unauthorized absences, three (3) unauthorized tardies, and/or three (3) class cuts in an academic term, s/he will be ineligible to participate in any extracurricular activities for the remainder of the term.

AUTHORIZED ABSENCES:

We recognize that there are circumstances which necessitate absence from class.

REASONS CONSIDERED ACCEPTABLE FOR ABSENCE FROM CLASS (Verified by assistant principal):

Family emergencies
Official religious holidays
Legal appearances
Medical appointments*
School authorized activities
College visits
Driver's license examination
Funeral
Verified illness

*Verified chronic illnesses are managed separately through school health service and administration.

Family vacations with immediate family members. Family vacations require prior coordination. Students must notify administration 60 days in advance to be excused for a family vacation. All academic work is due within 2 days of return to school.

Exceptions:

Extended medical conditions [as verified by school health service and authorized by Administration.]

Extended absences

When it becomes apparent that you will be absent from school for an extended period of time, please contact or have your parent/guardian contact your guidance counselor immediately to request homework assignments and/or make-up work. The guidance counselor will arrange to have all the student's assignments collected as soon as possible and will inform you when materials may be picked up at the guidance center.

When a student will be unable to attend school for an excessively long period, parents/guardians must contact the school nurse and the guidance counselor and request that tutorial services be provided at home.

WAIVER OF ABSENCE:

If a student is to have an absence authorized for any of the above reasons a signed note from his/her parent/guardian must be received by the assistant principal upon the student's return to school. NO ABSENCES WILL BE AUTHORIZED WITHOUT A WRITTEN NOTE. This must be received by the assistant principal within **FIVE DAYS** of the student's return to school.

ABSENCE FROM CLASS FOR ANY REASON DOES NOT RELIEVE A STUDENT OF RESPONSIBILITY FOR SUBMISSION OF ACADEMIC WORK ON ESTABLISHED DEADLINES.

ACADEMIC ASSIGNMENTS:

Assignments are due to individual teachers within two (2) school days of a student's return to school after an excused absence to be accepted for full credit.

Tests must be made up at the convenience of the teacher within seven (7) school days to receive full credit.

Students who are serving an out of school suspension may not make up any work they missed.

TARDY TO SCHOOL:

Tardiness to school is not being present and in class at 7:30 a.m. Students will be assigned detention upon their 4th tardy. Upon their 5th and subsequent tardies parents are required to sign students in. This will start new each term. If you are tardy to school you are ineligible to attend or participate in any and all extracurricular activities on that day. More than three unauthorized tardies in an academic term will result in the student being ineligible to participate in any and all extracurricular activities for the remainder of that school term.

TARDY TO CLASS:

If a student is tardy more than seven minutes to a class they are considered absent from that class.

TRUANCY FROM CLASS:

Class cuts result in a zero for that day with no chance to make up work for the cut class. Cutting class automatically makes a student ineligible to participate in any and all extracurricular activities for that day. Class truancy will result in a penalty of two detentions. Class truancy during a lunch block will result in a penalty of five detentions. Three (3) cuts during a term makes a student ineligible to participate in any and all extra curricula activities for the remainder of that term.

TRUANCY WITHIN SCHOOL: Students who enter the school building after the beginning of first block must sign in and immediately report to their scheduled class. Any student who does not follow this procedure is considered truant within the school and is subject to an out of school suspension. Truancy

within school automatically makes a student ineligible to participate in any and all extracurricular activities for that day and the day of the out of school suspension.

TRUANCY FROM SCHOOL: results in an out of school suspension and ineligibility for the next two extra curricula/interscholastic events.

INELIGIBILITY TO PARTICIPATE:

Students who arrive after **7:30 a.m.** are ineligible to participate in any extra curricular activity including field trips, sports events, practices on the day they are late.

Permission must be obtained directly from the Principal to be eligible for any activity.

Failure to attend detention on the day assigned makes a student ineligible until the obligation is met.

SUSPENSION FROM SCHOOL:

Suspensions are a result of infractions of the school rules. Work missed as a result of out of school suspension may be not be made up. A student may not participate in or attend any school curricula or extra curricula activities on the days of an out of school suspension.

DISMISSAL/OFF GROUNDS:

Students will not leave school grounds during the school day unless they obtain an off grounds (dismissal) pass from the assistant principal's office. Students will be dismissed for reasons determined by administration to be legitimate.

We encourage everyone to schedule appointments wherever possible during non-school time. However, when it is unavoidable, a student may be dismissed. **It is the student's responsibility to bring a parental note to the assistant principal's office before 7:30 a.m. on the morning of the dismissal.** Dismissal notes must include the reason for dismissal, the time, student ID number, a daytime number where a parent can be reached for verification purposes, and the name of the person who will be dismissing the student if other than a parent. If a dismissal or off grounds request is not made prior to 7:30 a.m. on that day, a parent must come to pick the student up at the assistant principal's office. A parent must pick up any student dismissed from the nurse's office.

A STUDENT WHO LEAVES THE SCHOOL WITHOUT AN OFF GROUNDS PASS :

1st offense – 5 detentions

2nd offense – out of school suspension

ABSENCE NOTES/PHONE CALLS:

Any absence from school or class that is not verified by the assistant principal's office will be considered truancy. All school absences require a

note from the parent or guardian explaining the reason for the absence in order for the student to be eligible to make-up course work missed.

1. Please call the school attendance line (281-9866 then press extension 5) to verify each case of student absence. Please call the school on the morning of the first day of absence and each subsequent day of absence. The call to the attendance office eliminates your student's name from the absent all call.
2. On returning to school, students must present a signed note to the assistant principal's office from their doctor's office, college/university visit, etc. in order to secure an official excused absence.
3. **A student may not attend or participate in any school event on the same day s/he was late for or absent from school or truant from an assigned course.** If the absence was on Friday the student may not participate during the weekend unless the Principal has granted permission.
4. A student may not work on a day s/he is absent from school. Internship students will not receive credit on days when they are absent or days when they do not attend all classes on time or break any handbook rule.

Elliot T. Parker Library Media Center

The mission of the Gloucester High School Library Media Center is to provide access to information and literature in all formats and instruction in the use of resources in support of the curriculum, and to promote reading as a means to academic success and lifelong enjoyment. The library media center has seating at worktables for 90 students. The print collection consists of 15,000 books, 83 print periodical subscriptions, and daily newspapers. Videotapes, audiocassette tapes, DVDs and art prints comprise the rest of the collection. There are 52 computers for students in two library labs and audio/visual equipment for classroom presentations. The library Webpage can be accessed on the Gloucester Schools Webpage or directly at <http://ghslmc.webs.com>
Library hours: **7 AM to 4 PM Monday through Friday**

General Library Regulations:

1. During school, students may come to the library with a class or with a pass from their teacher.
2. Student use of the library during lunch is based on the space available. Obtain a lunch pass before lunch starts.
3. Once in the library, show respect for other students and staff by exhibiting quiet and considerate behavior.
4. Food and drinks are not permitted (except for water).

5. To leave the library during a block, see a librarian for a pass.

Circulation protocols:

1. **Books may be borrowed for 3 weeks.** Renewal is possible if no one else has reserved the book. No fines are charged, but students must pay for lost or damaged materials.
2. Overdue books or obligations prevent checkout of additional books.
3. Magazines and newspapers do not circulate. Articles may be copied on the library copier for ten cents a page.

Computers:

1. Computers are available for word-processing and information retrieval from library databases and the Internet.
2. The “Home Access” login and password for library databases are “**ghslibrary123@gmail.com**” and “**research**” If you try to use your own email address for login, you will have to wait for librarian approval to access the links.
3. It is advisable to have a USB portable zip (keychain) drive on which to save your documents.
4. Students and their parents must sign and return the Gloucester Acceptable Use Policy. Responsible use of the computers includes no inappropriate sites or online games. Email use is limited to school-related matters.

HEALTH SERVICES

Gloucester High School attempts to provide an environment which will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered by the nurse or health aide, and the parent/guardian will be notified. The school medical service will give only first aid, and transportation will be provided by the parent/guardian.

Emergency Information and Authorization for Treatment forms are distributed to students at the beginning of the school year. **These forms must be filled out completely and returned to the homeroom teacher or Nurse’s Office by September 5th.** The forms are kept on file in the Nurse’s Office to facilitate the transfer of the sick or injured students. No student will be dismissed without a signed Emergency Form on file.

Except in an emergency, students are not admitted to the Nurse’s Office without a pass. In cases of serious emergency, school personnel will take appropriate action while attempting to contact a student’s parent/guardian.

EMERGENCY TRANSFER TO A MEDICAL TREATMENT FACILITY

Students who require emergency treatment judged by the Gloucester High School medical services to require immediate hospital care will be transported to the nearest medical treatment facility (Addison Gilbert Hospital) by the Gloucester Rescue Squad.

All high school students must be up to date with immunizations in order to attend school. You must have received a physical exam within the calendar year to participate in extracurricular activities of any kind. Tenth graders are required by Massachusetts law to have a physical exam. Ninth graders are screened for scoliosis.

MEDICATIONS: Possessing a prescribed medication is a suspendable offense under the school drug policy. Students are to have no prescribed medications of any kind on their person, in their lockers, backpacks or school bags. A parent, guardian or parent/guardian designated responsible adult shall deliver all prescribed medications to the school nurse. All medications must be in a pharmacy or manufacturer-labeled container. No more than a 30 school-day supply of the medication will be stored at school. Permission forms must be signed for all medications to be administered.

Medical insurance is required for participation in all vocational programs and all extra curricular activities. Proof of insurance must be provided before participation is authorized.

**STUDENT HEALTH CENTER
AT GLOUCESTER HIGH SCHOOL
ROOM 1214**

- The Health Center is available for students who are in need of services which include treatment for illness, counseling, social support services, health related questions and health education. Physical exams for sports, school and employment are also available for those students who do not have a primary care provider or are unable to obtain an appointment with their routine physician/nurse practitioner.
- The Health Center serves as an access point for services and does not replace a student's primary care provider.
- No student will be denied services because he/she cannot pay for them.

- All information is kept confidential except when the student is in danger of hurting himself or herself or in danger of hurting others.
- How to enroll in the Health Center:
 - a. If you are under 18 years of age, a parent or guardian must sign a Health Center Consent form.
 - b. If you do not have a signed consent you may still come to the Health Center if you have further questions about the Health Center or have health related questions.
 - c. Consent forms for the Health Center are available in room 1214, the Nurse's Office, the Guidance Department and the Main Office.

EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

Gloucester High School offers a variety of activities and clubs designed to provide learning in different settings for each and every one of our students. To be eligible to participate in any extra curricular activity interscholastic eligibility requirements must be met. We encourage each of you to become part of our proud tradition. Be part of your school! Be proud to be a member of the Gloucester High School student body and become involved in extracurricular activities. Verified insurance is required to participate in extra curricula activities.

EXTRACURRICULAR ACTIVITIES

Computer Club

Eligibility: Open to all students.

Activities: Expanding students' knowledge and use of computers and the Internet.

The Elicitor

Eligibility: Open to all students.

Activities: Creative writing and creative expression in photography and artwork. Student literary magazine is published twice a year.

The Flicker

Eligibility: Open to all students.

Activities: Writing and/or designing for this publication. This activity produces the Gloucester High School yearbook. Deadlines require students to perform some work during the summer as well as meeting deadlines throughout the school year.

Docksiders Jazz Band

Eligibility: Open to students who wish to perform vocal and instrumental music. Two to three years experience preferred. Selections are made by audition.

Activities: Performances at school and community functions.

Chorus

Eligibility: Open to students who wish to perform vocal music. No experience necessary.

Activities: Performances at school and community functions.

National Honor Society. Membership in the National Honor Society (NHS) is both an honor and a responsibility. (See Page 28 for full requirements.)

Science Team

Eligibility: Open to all students who are interested in solving science problems.

Activities: Competitions in the North Shore Science League.

Student Council

Eligibility: Any student in good standing (academics, attendance, behavior) may run for election to Student Council. Elections are held in May for the next school year. Faculty recommendations are required.

Activities: Meetings are held twice a month to discuss student concerns and to advise the principal. Student Council sponsors some dances, several activities, and raises funds for scholarships.

Thespians

Eligibility: Open to all students. Production tryouts are conducted throughout the year for individual roles in productions.

Activities: Normally there are two productions each year, in addition to participation in Drama Fest competitions.

Interact (Rotary)

Eligibility: Open to all students. Students must be present at 95% of meetings to maintain membership.

Activities: Rotary designed Community Service activities

Rifle Team

Eligibility: Open to selected students. Tryouts are in the fall.

Activities: Team practices at Cape Ann Sportsmen's Club and competes in postal matches as well as competitions throughout the United States throughout the academic and calendar year.

Drill Team

Eligibility: Open to selected MCJROTC students.

Activities: Unarmed and armed squad and team interscholastic competitions throughout the East Coast. Cadets provide Color Guard, Honor Guard, ceremonies at sports and academic ceremonies as well as community ceremonies, parades and funerals for veterans.

Rowing Club

Dory, seine, gig boat teams are sponsored by community groups under the banner of Gloucester High School.

Eligibility: Teams are open to all students.

Activities: Practice and competition rowing in selected community based events. Any and all fees are underwritten by participants.

Figure Skating Club

Competes in U. S. Figure Skating Association (USFSA) events throughout area.

Eligibility: Open to all students.

Activities: Students practice and compete under the banner of Gloucester High School. Fees and transportation are provided by underwriting of participants.

Sailing Club

Eligibility: Open to all students.

Activities: Compete in ISSA events for beginners and more experienced sailors.

Robotics

Eligibility: Open to all students

Activities: Students design and build motorized remote controlled robots and compete in the Boston University robotics competition.

Gay/Lesbian Awareness

Eligibility: Open to all students

Community awareness, community service

All extra curricular, sports, clubs, class, or any other organizational meetings will usually be held after school. School responsibilities come before extra curricular activities. See eligibility rules for participation.

INTERSCHOLASTIC TEAMS

If you are interested in participating on any team, listen for an announcement about tryouts or meetings. From that point each team has its own schedule for games and practices. Most teams require practice every day after school. The following is a list of all the team opportunities.

Fall

Boys Cross Country	Girls Cross Country	
Field Hockey	Football	Golf

Boys Soccer	Girls Soccer	Cheerleading
Rifle Team	Drill Team (MCJROTC)	
College Bowl	Science Team	Mathematics Team
Winter		
Boys Basketball	Girls Basketball	Girls Gymnastics
Boys Ice Hockey	Girls Ice Hockey	Boys Indoor Track
Girls Indoor Track	Cheerleading	
Rifle Team	Drill Team (MCJROTC)	
College Bowl	Science Team	Mathematics Team
Spring		
Baseball	Softball	Boys Tennis
Boys Outdoor Track	Girls Outdoor Track	Girls Lacrosse
Boys Lacrosse	Rifle Team	Drill Team(MCJROTC)
Girls Tennis		

PARTICIPATION REGULATIONS

1. **ACADEMIC ACHIEVEMENT IS YOUR FIRST PRIORITY.**
Participation in any extracurricular activity or event is linked directly to satisfactory academic progress. All academic requirements must be satisfactorily met before a student is eligible to participate in any extracurricular activity. All students are required to take a full academic course load - a minimum of twenty-five credits per term.
2. **CHARACTER COUNTS.** Each student involved in any extracurricular activity is obligated to set a good example in school, in competition and in the community by *positive* personal behavior and attitude that sets a respectful and responsible example.
3. **ATTENTION TO DETAIL.** Self management is a set of habits that are developed over time. We expect that each person involved in extra curricular activities has begun to develop and practice these habits daily. These include personal appearance, attendance, effort and conduct.

IF YOU HAVE MORE THAN

- **3 UNAUTHORIZED TARDIES OR**
- **3 UNAUTHORIZED ABSENCES OR**
- **3 CLASS CUTS IN AN ACADEMIC TERM**

YOU WILL BE INELIGIBLE TO PARTICIPATE IN ANY EXTRACULICULAR ACTIVITIES FOR THE REMAINDER OF THAT TERM.

Personal Appearance: On the day of an extra curricula event each participant/team member is expected to present him/herself formally at school. This means:

Young Men:	Neatly groomed hair Ironed dress shirt with tie Tie arranged in conventional knot at collar/neck Dress trousers (no jeans, shorts, or tank tops) Clean shaven or neatly trimmed beard
Young Women:	Neatly groomed hair Conservative dress clothing (no jeans, shorts, Beach wear or tank tops)

Attendance:

Daily punctual attendance at school and in class is required. The standard for school attendance is noted on page 25 of this book.

Any student who accumulates more than 3 unauthorized absences, 3 tardies or 3 class cuts will become ineligible to participate in any school activity or event (prom, dances, drama, music, leadership position, interscholastic sports, internship, work study, field trips) for the remainder of that academic term without express written authorization of principal.

Daily attendance and punctuality are required to maintain daily eligibility. No one who is late to school or absent from school may practice or play in any extra curricula activity on that day without express written permission of the principal.

Truancy from class makes a student automatically ineligible to participate in any school activity on the day of truancy.

Suspension from school makes a student automatically ineligible to participate throughout the period of suspension.

**RULES AND ELIGIBILITY FOR INTERSCHOLASTIC
EXTRACURRICULAR ACTIVITIES**

I. Eligibility for Interscholastic activities:

These rules apply to all extracurricular clubs, and teams, varsity, junior varsity, sophomore, and freshman, all grades and to both girls' and boys' sports.

To be eligible to participate on an interscholastic team:

1. You must be enrolled in Gloucester High School.

2. All transfer students who have participated at the varsity level are ***ineligible*** without a waiver.
3. If you transferred to Gloucester High School before the season that your sport began you are eligible. If you transferred after the season started, you are ***not*** eligible.
4. You must be registered for and passing at least 20 credits of academic work in the classroom.
5. You must have passing grades in at least 20 credits of academic work in the classroom, from the beginning of the school year up to the last time report cards were issued for all students. **The report card you received the previous June determines your fall eligibility.** You cannot count the points in a repeated course that was previously passed toward the 20 credits required.
6. You are eligible for 12 consecutive sport seasons beginning in September of your freshman year..
7. You may not be 19 before September 1 of the present school year.
8. You may not have graduated from any secondary school.
9. Participation violations are subject to Athletic Council or administrative review as well as MIAA rules. Athletic Council or administrative review may make you ineligible to participate in any interscholastic sport or activity for up to one year from the date of the incident.
10. Any credits earned from pass/fail courses, internships, work study or outside work do not count toward eligibility.
11. Two failures, regardless of number of courses carried will result in ineligibility to participate.

For further information or clarification, consult the Athletic Director.

Gloucester High School Rules

In order to be eligible for a sports team a candidate must:

1. Receive a physical exam **within six (6) months** prior to season.
2. Return or pay for all athletic equipment and uniforms.
3. Submit insurance information prior to season.
4. Adhere to all MIAA rules.
5. On a game day or the Friday before a weekend game, boys **MUST** wear a shirt and tie. Girls **MUST** be neatly dressed in accordance with the GHS dress code.
6. Students who have NOT PAID the user's fee will be ineligible to receive a uniform.

School rules and regulations include the following:

Membership on a Gloucester High School athletic or interscholastic team is a privilege, not a right. As a member of any team you are expected to conduct yourself both in and out of school in a manner that reflects dignity and a positive reflection of the school.

1. Any conduct unbecoming a member of a team whether in school or in the community that adversely affects the team or reflects adversely on Gloucester High School may result in immediate dismissal from the team as well as possible exclusion from further participation in interscholastic sports for up to one calendar year.
2. If you are student going on vacation during the season you **MUST** notify the athletic or activity director and coach prior to the first scheduled game or event.
3. To be eligible you must be present in school on the day of practice, rehearsal event or the game, or Friday before a weekend game, or forfeit the right to participate in that practice or contest. You are not eligible to practice, perform or play on any day that you are marked absent or tardy without permission **directly** from the Principal.
4. For safety and health reasons you may not practice or play on any other athletic team [school or non-school team] during the season in which you are a member of any school interscholastic athletic team.
5. Issued equipment may not be worn in physical education classes or activities outside of school.
6. Curfews set for a team are enforced by direction of the coach.
7. **If you are banished from a game or activity for fighting or unsportsmanlike conduct you will be ineligible to play or perform in the next two scheduled events/contests. If the occurrence is repeated, you will be ineligible for one calendar year.**
8. **The use of drugs or alcohol including tobacco products in any form is strictly forbidden.** The MIAA penalty will be enforced. **FIRST VIOLATION MINIMUM PENALTIES:** When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport or activity. For the student, penalties will be determined by the current or next season of participation. 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 or

rehabilitation. Any fractional part of an event will be dropped when calculating the 25% of the season.

SECOND & SUBSEQUENT VIOLATIONS AND MINIMUM

PENALTIES: 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 or activity. For the student, penalties will be determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season.

**TRANSPORTATION TO/FROM INTERSCHOLASTIC
ACTIVITIES**

Students riding to any interscholastic activity may be subject to search and seizure and breathalyzer policy. Handbook/Massachusetts General Law will be applied.

CELL PHONES/TELEPHONES/IPODS

Cell phones are not allowed to be visible/turned on at any time during the entire school day. Phones not in off position will be confiscated. Students may use cell phones during their scheduled lunch period in the designated cell phone use area.

TELEPHONES: Office phones are reserved for school business. Only emergency calls should be made at other times, in which case permission from a member of the faculty is necessary. Pupils cannot be called to the office phone except in case of emergency. Students will **not** be dismissed from classes to use the telephone. Please be assured that in an **emergency situation** you can reach your child by calling our offices. Please do not use cell phones or text to contact your child during the school day.

IPODS, and similar equipment are not allowed anywhere in the school during the school day. These devices will be confiscated.

Confiscated items must be picked up by a parent from 2:30 p.m. – 2:45 p.m. in the Assistant Principal’s Office. Confiscated items will not be returned to students.

Lost or stolen IPODS should be reported to the Gloucester Police Department not Gloucester Public Schools Administration.

LEADERSHIP POSITIONS:

The teaching of leadership at Gloucester High School utilizes all positions of leadership within the curricula and extra curricula activities of the school. These positions were created by the administration of the high school to provide active learning experiences to selected students in developing skills

and abilities of leading others in a positive manner within the parameters of acceptable behavior, and to develop an understanding of the responsibilities associated with leadership position. Consequently, all leadership positions at Gloucester High School are subject to administrative review regarding eligibility to stand for or occupy any and all student leadership positions throughout the school, whether elected or appointed. To that end, this protocol is provided as the standing operating protocol to be followed in all cases.

1. Leadership is an honor bestowed on a student based on character, scholarship, and service. Students in leadership positions represent Gloucester High School in an official capacity from the time they become candidates or are nominated for leadership positions forward.
2. Each student leader is expected to adhere to and exemplify the social standards of the GHS Mission Statement. (Respect for self and others; responsibility for one's own actions, trustworthiness, fairness, caring and citizenship) at school and in the community. Substance abuse and/or arrest automatically remove the student from the leadership position.
3. To be eligible for a leadership position a student must:
 - a. In the case of student council, class officer, student must be a member of those classes (9th, 10th, 11th, 12th grade) for which the leadership position is available.
 - b. In the case of interscholastic teams (academic or athletic):
 - i. Candidate must be a junior (11th Grade) or senior (12th grade) at the time of nomination.
 - ii. Candidate must be a member of the interscholastic team for which the student has been nominated at the beginning of the current season in which that student is nominated to a leadership position.
 - b. Candidate must have been in attendance at Gloucester High School at least one school year at the time the leadership position is available.
 - c. Candidate must be enrolled in the equivalent of five (5) Gloucester High School courses which meet each day and must have a cumulative scholastic average of 2.5 (C+) in each subject. No failures are allowed.
 - d. Candidate must have an exemplary conduct record (no suspensions for at least one (1) full semester) in school as well as an exemplary conduct record in the community (particularly with regard to alcohol, drugs,

tobacco and law violations), or any conduct that may reflect negatively on Gloucester High School. Once selected, students in leadership positions have the responsibility to continue to demonstrate exemplary behavior at school and in the community.

- e. Conduct violations of occupants of leadership positions may result in removal from any leadership position.
- f. Excessive tardies and absences negatively influence eligibility.

NATIONAL HONOR SOCIETY

Activities: Members provide leadership in scholarship, citizenship and public service throughout the school community and the community at large.

Eligibility: Membership eligibility is limited to juniors and seniors who have attended Gloucester High School for the equivalent of one semester and have achieved a cumulative scholastic average of 88 percent. The Faculty Council then evaluates students who meet this scholastic requirement on the basis of leadership, service, and character. NHS requirement: high academic achievement; demonstrated leadership; exhibited service in the community, honorable representation of one's family; demonstrated character, are the basic requirements to be eligible for membership into the Sherman B. Ruth Chapter of the National Honor Society of Gloucester High School.

The Selection Process: Members are selected by the NHS Faculty Council after careful review and consideration of all factors. After the first term of junior year, administration supplies the NHS advisor with a list of students scholastically eligible for consideration for membership to the NHS.

1. Students scholastically eligible for membership may be invited by the NHS Advisory Council to apply for membership.
2. Faculty and staff are invited to comment on a candidate's scholastic performance and demonstrated character observed over time. The NHS Faculty Council uses this information in conjunction with requirements to determine suitability for membership in the NHS.
3. The NHS Faculty Council reviews each candidate's completed application packet. The Faculty Council may choose to interview some of the candidates seeking membership.
4. The NHS Faculty Council offers membership to those students who demonstrate the requirements for membership to the Sherman B. Ruth Chapter of the National Honor Society of Gloucester High School.

According to the National Honor Society Handbook, membership "is a privilege, not a right ...nor is membership automatically conveyed because a

student has achieved a specified level of academic performance. "(23) The Faculty Council of the chapter selects students who "demonstrate outstanding performance in all four areas of scholarship, leadership, service and character. "(24) Once elected, continued membership in the chapter is based upon students maintaining the standards under which they were admitted as members.

Scholarship

In all cases, only those students who have a curriculum grade point average of 88 percent or equivalent standard of excellence, or higher cumulative average set by the Faculty Council meet the scholarship requirement in the National Honor Society. These students are then **eligible for consideration** on the basis of service, leadership, and character. Just because a student has met the grade point average requirement does **not** mean he/she will be automatically inducted as a member.

The minimum grade point average for all members is 88 percent.

Leadership

To exhibit excellence, a Gloucester High School student must possess the intrinsic values of self-respect, self-discipline and self-direction. The student must ask himself/herself "How does one go about developing the traits, qualities and principles necessary to become an effective leader?" It is up to you to decide what kind of a person you are going to be. In order to lead others, you must first be able to control yourself. Leadership is clearly defined as the ability to lead, where others are motivated to follow.

The student who possesses leadership traits:

- Looks, acts and feels like a leader, using his/her power to invoke change;
- Does the right thing, even in the face of adversity and opposition;
- Is decisive in gathering the facts, reviewing the information, and making decisions;
- Is thoroughly dependable and trustworthy in any responsibility accepted;
- Responds enthusiastically to challenges; shows interest and exuberance in all he/she does;
- Sets the pace and remains a constant example for his/her peers;
- Takes the initiative in school projects and community activities by assessing what needs to be accomplished and doing it. Goes the extra mile!

- Establishes direction when presented with leadership opportunities in all areas;
- Demonstrates academic initiative and strives to empower others to reach their academic goals;
- Successfully holds school offices or positions of responsibility;
- Demonstrates reliability and dependability;
- Contributes knowledge, confidence and influence to school and civic activities;
- Is willing to uphold scholarship and maintain a loyal school attitude

Service

Service refers to actions undertaken by the student which "are done with or on behalf of others (not including immediate family members) without any direct financial or material compensation to the individual performing the service. "(27-28) Contributions to school, classmates and community in the form of committee work, mentoring, assisting others or activities such as Boy Scouts, Girl Scouts, religious groups, or volunteer services for the elderly, poor or disadvantaged are examples of "service." A positive attitude, dependability, and the ability to work well with others are considered as well.

Character

The National Honor Society advocates the use of a definition of character which is known as the "Six Pillars of Character." A student of character would demonstrate these six qualities:

1. Respect for his/her peers, teachers, school and society
2. Responsibility in his/her daily life and tasks
3. Trustworthiness
4. Fairness in his/her ideas and relationships with people
5. Caring and helping others in his/her world
6. Demonstrating good citizenship both inside and outside of school

In addition, students of sound character distinguish themselves from others by:

- Complying with school regulations
- Demonstrating integrity
- Showing empathy and courtesy for others
- Demonstrating perseverance and self discipline to his/her studies
- Exemplifying positive behavior or qualities such as cheerfulness and friendliness
- Working diligently to keep the school free of undesirable influences
- Avoiding cheating in any form as well as any unethical behavior

A student's character is his/her uniqueness, the driving force that sets one apart from others. The expression of sterling character is used with one who is exemplary. If a student can respect himself, then he/she can surely respect and contribute to the world.

Application Requirements

An application must be submitted by the deadline. All aspects of the application form must be complete: if not, the application will not be accepted.

It must be legible and either typed or neatly handwritten in black or blue ink.

Two recommendations are required to complete the application. One is to come from a faculty/staff member and one from an adult (an individual who can attest to your service/community activity i.e. employer, clergy, supervisor, etc.). Recommendations will not be accepted if written by an immediate family member.

The applicant must have a GPA of 88.0 or better

GLOUCESTER HIGH SCHOOL DRESS CODE

1. The primary responsibility for appropriate dress lies with the student and his/her parents or guardians. An appropriate school climate is essential to meaningful teaching and learning. The principal may ban dress that is inappropriate due to health, safety, or because it is disruptive to the educational process.
2. Standards of dress for students shall comply with the following guidelines:
 - a. Dress must not be destructive of school property (i.e. footwear that will scratch, discolor, or mar floor.)
 - b. Bare midriffs, see-through garments, halter tops, low-cut blouses or tops, tube tops, and tank tops are not to be worn in school. Trousers will be secured at the waist and worn appropriately to not reveal undergarments.
 - c. Clothing or jewelry which may be used as weapons (chains of any sort) or clothing containing language or pictures which are obscene, offensive, and profane or which promote alcohol or drugs is prohibited.
 - d. Students are not permitted to wear any type of head covering including hats, baseball caps, hoods, scarves, and bandannas at any time in the school.
3. The Principal may require that a student change his/her clothing in school and/or go home and change into appropriate clothing.

DANCES.

1. GHS Disciplinary code is in effect at all activities.
2. You must be on time and present in your classes and be eligible to participate in order to attend any activity.
3. No one will be admitted to a dance after 8:00 p.m.
4. You must be a student at Gloucester High School to attend a dance. However, a GHS student may bring a guest from another school to the dance by obtaining a "guest pass" prior to the dance. Guest passes will not be issued during the dance. Students bringing a guest are responsible for notifying the guest of the rules of GHS.
5. Any student or guest leaving the building after the dance has started is prohibited from returning without permission of the faculty member in charge of the dance.
6. Dress should be suitable to the theme of the dance.

DETENTION: Detention is a penalty for violations of school or classroom rules. Detention may be served in a number of ways, including work details that serve the school needs, (community service) by remaining after school in the detention hall, or by remaining after school for a faculty member. The administration may make exceptions as appropriate. Failure to serve detention on the date issued makes the student ineligible to participate in any extra curricular activities until the detention is completely served. Failure to attend detention on the day assigned will result in a mandatory attendance at a 7:00 a.m. detention the next morning. Student supervisors will inform parents of a student's requirement to attend the morning detention. Failure to attend this detention will result in an out of school suspension for that day. Detention is Monday thru Friday 2:15-3:00 p.m.

DRUGS AND OTHER SUBSTANCES: Use, possession, and/or distribution of alcohol, drugs or any other controlled substance, including drug paraphernalia, is prohibited at all times and places under the jurisdiction of Gloucester High School. Severe penalties including suspension, possible expulsion as well as legal actions may result from violation of this ban.

SMOKING: Smoking and use of tobacco products is prohibited within 300 feet of the perimeter of school property on all school days between 6:00 a.m. and 4:30 p.m. Smoking is not permitted on school grounds any time. A first time smoking offense will result in an in school suspension, a second smoking offense will result in an at home suspension

DEFIANCE/PROFANITY: Students will immediately comply with faculty/administrative directives. **Students who defy faculty/staff authority and/or use profanity and vulgar expressions in their dealings with members of the faculty/staff will be subject to suspension of up to 10 days**

on the first offense. Subsequent offenses may result in more severe consequences.

PROVOKING VIOLENCE AND FIGHTING: A student who **instigates, initiates or provokes** violence or harassment in school or anywhere within the school jurisdiction jeopardizes the safety of students faculty and staff. ANY student involved in initiating, provoking violence will be suspended for up to 10 days and may be subject to expulsion depending on the seriousness and scope of the incident. A conference with parent/guardian, student, and administration will be mandatory prior to re admittance to school. Major infractions of school rules (fighting, drugs, alcohol, disrespect to staff, weapons, or other major infractions that the administration decides are out-of-school suspendable offenses) will result in an out-of-school

SEARCH AND SEIZURE: If a student is suspected of violating school rules or state law, he/she may be subject to reasonable search and seizure, including his/her personal effects. Lockers assigned to students remain the property of the school and are subject to inspection by the school administration at any time. Student automobiles are subject to the above provisions.

ASSAULT: An assault is a violent physical attack or an abusive verbal attack upon another student or faculty or staff member and a student will be suspended for up to 10 days. The student's parent/guardian will be required to meet with the administration prior to the student's re-entry to school.

PHYSICAL RESTRAINT: In order to provide a safe environment for all students and staff, everyone must conduct himself/herself in a courteous and reasonable manner at all times. The staff and administrators have the responsibility to take appropriate action to maintain this atmosphere for everyone. Faculty and administrators have the right to use reasonable physical force to restrain unruly or combative persons where necessary, to stop anyone from being injured and/or to remove anyone who is disruptive from the classroom or school.

SUSPENSION FROM SCHOOL:

Students may be suspended from school if deemed appropriate by the administration after an informal hearing with the administration for suspensions under ten (10) school days in a school year. Students who are suspended for more than ten (10) school days may request a formal hearing with the Principal. When a student is suspended, parents/guardians will be contacted in order to establish a conference required for re-admission to school.

EXPULSION FROM SCHOOL: The Gloucester School Committee has the right to permanently exclude a student from school. Pursuant to (M.G.L. Chapter 76, Sec. 16 and Sec. 17). In addition, under certain circumstances the High School Principal may expel a student from school (M.G.L. CHAPTER 71, Section 37-H). These are noted below:

a. Any student who is found on school premises or at school- sponsored or school-related events, including athletic games, in possession of a dangerous

weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; the student may have representation, and the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b) (M.G.L. CHAPTER 71 [1994]).

d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

e. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth of Massachusetts shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

SUSPENSION/EXPULSION FOR A FELONY CHARGE OR CONVICTION

Mass. Gen. Laws, c. 71, s.37H1/2 provides the following:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled

may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion.

DISCIPLINE OF STUDENTS WHO RECEIVE SPECIAL EDUCATION SERVICES:

All students, including special education students, are subject to discipline procedures consistent with their Individualized Education Program (IEP).

If the school wishes to remove a special education student child from his or her current educational placement for more than (10) consecutive school days in any school year, or for more than ten (10) cumulative days when a pattern of removal is occurring, this constitutes a "change of placement". A "change of placement" invokes certain procedural protections under the IDEA. These include:

- a. Prior to any removal that constitutes a change in placement, the school district must convene a Team meeting to develop a plan for conducting a functional behavior assessment used as a basis for developing specific strategies to address the problematic behavior. If a plan was previously developed, the TEAM shall review and modify if necessary.
- b. Prior to any removal that constitutes a change in placement, the school district must send parents/guardians a full statement of their procedural rights and inform them that the Team will consider whether or not the behavior that forms the basis for the removal is related to the student's disability. This is called a "manifestation determination". The parent has the right to participate.

HAZING: Hazing as defined in M.G.L. Chapter 269, Sec. 17, 18 and 19 is forbidden. The term "hazing" means 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. "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 \$1000.00 or by imprisonment in a House of Correction for not more than 100 days, or by both such fine and imprisonment. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of

any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced activity which endangers physical health or safety of any such student or any other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Any person(s) found engaging in hazing will be subject to suspension for up to 10 days, or possibly more serious penalties, depending on the seriousness of the hazing offense.

DAMAGE, DESTRUCTION, AND/OR THEFT OF SCHOOL

PROPERTY: Every student has a responsibility to care for school property, to keep the learning environment pleasant and the materials and books in good working order so that others may enjoy the use of the materials shared. Any student who willfully damages or destroys school property or steals material and/or equipment will be held accountable at school and where appropriate in the Courts. Parents may be held liable for willful acts of their children under MGL Chapter 231, Sec 85 G. Penalties range from two weeks to one calendar year suspension in addition to restitution.

FALSE ALARMS: M.G.L., Chapter 268, Sec. 32 states: "Interference or tampering with police or fire signal systems; false alarms. Whoever opens a signal box connected with a police signal system for the purpose of giving or causing to be given a false alarm, or interferes in any way with such box by breaking, cutting, injuring or defacing the same; or, without authority opens, tampers, or meddles with such box, or with any part or parts thereof, or with the police signal wires, or with anything connected therewith, or, with such purpose, wantonly and without cause tampers or meddles with a signal box connected with a fire signal system or with any part or thing connected therewith, shall be punished by a fine of not less than \$100.00 nor more than \$500.00 or by imprisonment for not more than 2 years, or both."

Any student who is responsible for causing a false fire alarm, or who is found tampering with fire equipment, will be suspended from school, and may be referred for expulsion with a recommendation for exclusion for one year.

INSURANCE: An accident insurance policy at a reasonable cost is available each fall. All students may purchase this insurance. Those students who participates in any extra curricula activity, athletics, vocational programs, or drama must buy insurance. Students must file all accident or injury insurance claims on a special form in the office immediately following an accident. The insurance company will not pay claims if the accident form has not been filed.

LOCKERS: Every student will be assigned a locker. A lock combination is issued only to the student who is responsible for his or her own locker and possessions. Sharing of lockers is prohibited unless authorized by the administration. Students may use only the locker assigned to them. The school cannot assume liability for lost or stolen items. Lockers are the property of the Gloucester schools and are loaned to the student. **Administration reserves the right to search lockers at any time.**

LOST AND FOUND: All lost and found articles should be returned to the Main Office where a student may claim ownership.

MONEY AND VALUABLES: Bags, pocketbooks, money, and other valuables are not to be left in empty classrooms and/or lockers. The school will not be responsible for lost or missing items.

POSTERS: Organizations advertising school related activities may place posters on *glass or tile* surfaces throughout the building with **masking tape only**. Posters must be removed by the issuing organization after the event.

SMOKING MATERIALS: and paraphernalia are not allowed in school. Materials of this nature will be confiscated and not returned.

VISITORS: Students who desire to bring a visitor to Gloucester High School must secure a Visitor's pass from the principal or assistant principal two days before the expected visit. **Guests will be allowed one visit per year.** Students are not allowed to bring young children to school for supervisory purposes nor are they allowed to bring a student who should be attending school in another district on that particular day. Guests who will be attending school social activities must receive prior approval from a vice principal.

PARKING REGULATIONS: Students may drive their cars to school and park them in the parking lot located at the rear of the school. **Student parking is a privilege granted by the administration.** Student parking privileges may be revoked for violation of school rules.

However, the following parking regulations are in effect:

1. Students are not allowed to use their automobiles during the school day without permission.
2. Students who are found in cars during the school day will be considered off grounds.
3. Students are to park only in areas designated for student parking.
4. Parking is not allowed outside the main entrance to the gym or in the fire lanes in the parking lanes in the parking lot or in the area outside Newell Stadium. Parking in these areas is illegal.
5. Parking in the quadrangle outside the students' cafeteria or in the area outside the teachers' dining room is not permitted.
6. The campus speed limit is 10 M.P.H.
7. Tickets will be issued for illegal parking.

WORKING PERMITS: Work permits are issued at the Principal's office at Gloucester High School.

Requirements:

1. A job
2. Original Birth Certificate
3. Employer Certificate
4. Physician Certificate (Age 14 – 15 only)

5. Parent Signature
 6. Report Card (most recent) – must maintain passing grades as well as satisfactory effort and conduct grades
 7. Attendance Record – maintain an acceptable attendance record
- Note – Requirements must remain current to retain working permit privileges. Failure to sustain requirements may result in revocation of working permit.

EVACUATION PLAN: Each classroom has an evacuation route posted near the door. Your teacher will direct you as to the proper time and direction in case of emergency evacuation. Follow the directions of the teacher to the designated RALLY POINT. Your teacher will take attendance to insure that everyone is safely evacuated. Stay at the rally point until otherwise directed by your teacher.

DO NOT: GO TO YOUR LOCKER OR TOUCH ANYTHING ON THE WAY OUT OF THE BUILDING OR ON THE WAY TO YOUR RALLY POINT.

SAFETY PLAN: Under certain circumstances, it may be necessary to lock you into your classroom to protect you from harm. Follow your teacher’s direction about the proper procedures to follow. If you are not in a classroom at the time, you should leave the building by the nearest safe exit and move to your homeroom rally point. Remain there for further instruction from an administrator or teacher.

NO SCHOOL NOTIFICATION. The decision of canceling school is the responsibility of the Superintendent of Schools. All students and staff will be notified by automated telephone message. Announcements for cancellation or delayed opening of schools will also be made on the following radio/TV stations:

RADIO STATION		TELEVISION STATION	
WNBP	1450 AM	WBZ	Channel 4
WESX	1230 AM	WCVB	Channel 5
WRKO	680 AM	WHDH	Channel 7
WCLB	105.7 FM		
WBZ	1030 AM		
WBUR	90.9 FM		

**GLOUCESTER HIGH SCHOOL STANDING COMMITTEES
2010 – 2011**

National Honor Society

Ms. Carol Cafasso, Chair
Ms. Mary Kate Canavan, Mr. Richard Francis, Mr. Christopher Kobs, Mr.
Sean Lyons, Gunner Richard Muth, Ms. Albina Papows,
Mr. Michael Telles, Mr. Thomas Walsh

Advanced Placement

Ms. Carol Cafasso, Chair
Mr. James Cook, Ms. Deborah Faunce,
Ms. Ann Grasseti, Mr. Timothy Kearns, Mr. Jeffrey Maddelena,
Mr. Edward Roberts, Mr. Thomas Walsh

Extra Curricula Activities/

Interscholastic Sports

Mr. Mark Bedrosian, Chair
Mr. David Adams, Mr. Patrick Barry, Ms. Anna Bridges, Ms. Sophie Hopkins,
Mr. Paul Ingram, Mr. Sean Lyons, Ms. Kimberly Patience

Leadership Positions

(Student Council, Class Officers, etc.)
Mr. Timothy Kearns, Chair
Ms. Janell Andrews, Mr. Richard Francis,
Mr. Dana Griffin

These committees review violations of rules by students associated with the
areas noted. Appeals of negative results may be made in writing within
five calendar days to: Dr. William Goodwin, Principal

JROTC Leadership

Cadet Battalion Commander	Cadet Major Soo Hwa Ono
Cadet Battalion Executive Officer	Cadet Captain Danile Barbre
Cadet Battalion Sergeant Major	Cadet Sgt. Major Yenshim Watanabe
Cadet Battalion First Sergeant	Cadet 1 st Sgt. Devin Grover

Student Council 2010-2011

Executive Board

President: Alexandra Levie
Vice President: Lauren Palazola
Secretary: Andrea Pardo
Treasurer: Chase Kelly
Faculty Advisors: Carol Finacey, Rayanne Menery

Class of 2011

President: Michael Tomaino
Vice President: Geoffrey Kennedy
Secretary: Moriah O'Neil
Treasurer: Kelly Benson
Class Representatives: Arica Aiello, Emily Doucette, Chase Kelly, Alexandra Levie, Quinn O'Neill, Lauren Palazola, Adam Philpott, Caulin Rogers
Advisors: Jennifer Kennedy, Michael Perreault

Class of 2012

President: Vincent Terranova
Vice President: Sean Kennedy
Secretary: Nicole Reppucci
Treasurer: Katianna Pardo
Class Representatives: Melissa Appt, Wesley Dunn, Emily Erickson, Maryka Gillis, Eleanor Keller, Kyle Lucido, Erica Morse, Meghan Muniz, Julianne Orrell, Anna Oshiro, Hannah Verga
Advisors: Laura Hickey, Sandra Eastman

Class of 2013

President: Erin Jermyn
Vice President: Abigail Avila
Secretary: Alexandra Costanzo
Treasurer: Kimberly Foster

Class Representatives: Jenna Fulford, Bianca Giacalone, Jesse Glidden, Lorenzo Gonzales, Michael Muniz, Melodie Orrell, Santo Parisi
Advisors: David Adams and David DiPietro

Gloucester High School Guidelines for Formal Writing Projects

Follow your teacher’s instructions for composing the final draft of a project. The teacher who has assigned the project may have specific requirements for the format.

The recommendations that follow are Modern Language Association (MLA 7th edition) guidelines.

- **Heading and Title:**
Title page: A research paper does not need a title page. Instead, begin one inch from the top of the first page and flush with the left margin with the following fields:
Name
Teacher’s name double-space between fields
Course Number
Date
Title: The title should be centered with double space between it and the body of the report
- **Margins, Font and Spacing:**
Spacing: Double space
Font size: 12 (Easily readable typeface such as Times Roman)
Margins: One inch at the top, bottom and left and right sides of the paper
- **Indentations and Pagination**
Indentation: Indent five spaces to begin a new paragraph.
Indent ten spaces to set off a long quotation.
Page Numbers: Place page numbers, consecutively, 1/2 inch from the top and flush with the right hand margin. Type your last name before each of the page numbers.

DOCUMENTING SOURCES

When researching a paper, students find information in various books, articles, on-line and media sources, interviews and publications. Every time a student uses any part of the material it must be credited to the source. Information about the source must be reported in TWO locations within the report – first, in the body of the report AND secondly, in a “works-cited” page at the end of the report.

*DOCUMENTING SOURCES WITHIN THE BODY OF THE REPORT –
PARENTHETICAL CITATION*

1. When material is directly copied, word-for-word, from a source, quotation marks are placed around that material and a ‘parenthetical citation’ at the end of the quote is used to explain exactly from which source the material was copied.

FOR EXAMPLE: “Several persons were visible by the shaded candlelight in the death chamber of the old clergyman” (Hawthorne 413).

This is a direct quote from “The Minister’s Black Veil” by Nathaniel Hawthorne. Notice that the sentence is enclosed in quotation marks. (Hawthorne 413) is the ‘parenthetical citation’ that indicates the author and page number where the quotation can be found. More complete information about the book by Hawthorne will be placed in the Works Cited page at the end of the report.

2. When material is paraphrased (using the student’s words but the author’s ideas) from a source, quotation marks are not used. However, the writer must place a parenthetical citation at the end of the idea or paraphrase to indicate where the information was found.

FOR EXAMPLE: Many people in the dying clergyman’s bedroom could be seen by the light of the candles (Hawthorne 413).

3. If the work has more than one author, use all the last names separated by commas in the parenthetical citation.
4. If the list of Works Cited has more than one author with the same last name, then the first initial of each author should be added to the parenthetical citation for clarity.
5. If the author’s name is used in the in the body of the text to describe the quoted or paraphrased material, then only the page numbers appear in the parenthetical citation.

For Example: In his *Autobiography*, Franklin states that he prepared a list of thirteen virtues (135-37).

6. If the work has no author, then the whole title, if short, or the first words of the title are used.

For Example: International espionage was as prevalent as ever in the 1990s (“Decade”).

7. If the Works Cited has more than one work by an author, use the author’s last name and the title or the beginning words of the title in the parenthetical citation separated by a comma.

For Example: Shakespeare’s *King Lear* has been called a “comedy of the grotesque” (Frye, *Anatomy* 237).

8. If the work has no pages or the whole work is being used as source of the statement or quote in the text, then use just the author or, if no author, the title in the parenthetical citation. This often applies to Web pages.

DOCUMENTING SOURCES IN THE “WORKS CITED” PAGE

The “Works Cited” page is a second necessary component of the report or paper. This page will contain a detailed list of all of the books, articles, interviews, on-line sources, etc. you have used in your research report or paper. This list is presented in alphabetical order and is found at the end of every research paper.

- The list of resources starts on a page of its own with the heading “Works Cited” centered at the top of the page.
- Resources are listed in alphabetical order by the author’s last name or by the first word in the title if there is no author. Titles that begin with ‘A’, ‘An’ or ‘The’ are alphabetized starting with the second word in the title.
- The list is double-spaced. Lines after the first line of each entry are indented. This is called a hanging indent. (See examples below)
- Dates are written with the day of the month first, followed by the month (abbreviated) and then the year. (For example: 7 Jul. 2004)

Note: This is a rudimentary list. Entire books and web sites are dedicated to the correct documentation of sources. Sources that further explain MLA as well as other forms of documentation can be found in the school library, public library and online at <http://owl.english.purdue.edu/owl/resource/747/01/>

BOOK BY A SINGLE AUTHOR

Astin, Alexander W. *Achieving Educational Excellence*. Washington: Jossey-Bass, 1985. Print.

BOOK BY TWO AUTHORS

Methany, N. M., and William D. Snively. *Nurses’ Handbook of Diseases and Disorders*. Philadelphia: Lippincott, 2003. Print.

BOOK BY THREE AUTHORS

Jones, V.S., Michael Eakle, and Charles Darwin. *A History of Newspapers*. Boston: Free Press, 2001. Print.

BOOK WITH A CORPORATE AUTHOR (COMPANY, ORGANIZATION, OR GOVERNMENT AGENCY)

American Psychological Association. *The American Encyclopedia of Mental Health*. New York: Random House, 1975. Print.

BOOK WITH AN ANONYMOUS AUTHOR

The History of Folk Music. New York: Houghton, 2004. Print.

ARTICLE IN A REFERENCE BOOK

Feinberg, Joe. "Freedom and Behavior Control." *Encyclopedia of Bioethics*. 10th ed. 2001. Print.

ARTICLE IN A REFERENCE BOOK WITH NO AUTHOR

"Individual Responsibility." *Encyclopedia of Morality*. 2nd ed. 1995. Print.

PAMPHLET

Treat a pamphlet as you would a book.

JOURNAL ARTICLE (Has volume and issue numbers)

Barthelme, Frederick. "Architecture." *Kansas Quarterly* 13. 3-4 (1981): 78-80. Print.

ARTICLE IN A MAGAZINE (Has no volume and issue number but rather a date of publication)

Weintraub, Arlene, and Laura Cohen. "A Thousand-Year Plan for Nuclear Waste." *Business Week* 6 May 2002: 94-96. Print.

ANONYMOUS ARTICLE

"It Barks! It Kicks! It Scores!" *Newsweek* 30 July 2001: 12. Print.

TV PROGRAM

"Yes...but is it Art?" Narr. Morley Safer. *Sixty Minutes*. CBS. WCBS, New York. 19 Sept. 1993. Television.

SOUND RECORDING

Welles, Orson, dir. *The War of the Worlds*. By H.G. Wells. Adapt. Howard Koch, Mercury Theatre on the Air. 30 Oct. 1938. Evolution, 1969. Audiocassette.

INTERVIEW

Rowling, J.K. E-mail interview. 8-12 May 2010.

Kerry, John. Personal interview. 22 July 2009.

LECTURE

Darling, Charles. "The Decadence: The 1890's." Humanities Division Lecture Series. Capital Community College, Hartford. 1 Sept. 1996. Lecture.

INTERNET SOURCES – WEB PAGE

Jakuba, Stan. "Renewable Energy: How Much of an Option Is It?" *Year of Energy 2009*. Sigma Xi, 11 Sep 2009. Web. 30 Jun 2010. <<http://energy.sigmaxi.org/?p=743>>.

INTERNET SOURCES – ARTICLE OR BOOK PREVIOUSLY PUBLISHED IN PRINT

Zeki, Semir. "Artistic Creativity and the Brain." *Science* 6 July 2001: 51-51. *Science Magazine*. Web. 30 Jun 2010. <<http://www.sciencemag.org/cgi/content/full/293/5527/51>>.

ARTICLE FROM A LIBRARY SUBSCRIPTION SERVICE

Youakim, Sami. "Work-Related Asthma." *American Family Physician* 64. 2001. 1839-52. Web. 30 Jun 2010. *Infotrac*. GALE. 24 Nov. 2004. Retrieved at GHS Library.

