

WHITMAN-HANSON REGIONAL HIGH SCHOOL

600 FRANKLIN STREET
WHITMAN, MA 02382

PRINCIPAL

Dr. Christopher Jones

ASSISTANT PRINCIPAL

Mr. David Floeck

DEAN OF STUDENTS

Mr. Christopher Googins

2022-2023 Student Handbook

IMPORTANT TELEPHONE NUMBERS

MAIN OFFICE	(781) 618 - 7020
STUDENT ABSENCES	(781) 618 - 7485
SCHOOL COUNSELING	(781) 618 - 7427
SPECIAL EDUCATION	(781) 618 - 8340
ATHLETIC DIRECTOR	(781) 618 - 7433
SCHOOL NURSE	(781) 618 - 7430
FOOD SERVICE	(781) 618 - 7477
BUSINESS	(781) 618 - 7440
LANGUAGE ARTS	(781) 618 - 7453
LIBRARY	(781) 618 - 7451
MATHEMATICS	(781) 618 - 7442
PE/WELLNESS - BOYS	(781) 618 - 7432
PE/WELLNESS - GIRLS	(781) 618 - 7456
SCIENCE	(781) 618 - 7441
HISTORY/SOC. STUDIES	(781) 618 - 7443
FOREIGN LANGUAGES	(781) 618 - 7461
ANONYMOUS TIP LINE	(781) 618 - 7086
FAX	(781) 618 - 7084
INTERNET	http://www.whrsd.org

The Whitman-Hanson Regional School District, in compliance with Title II, Title VI of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, hereby gives notification to students, parents, employees, and the general public that all programs, activities, and employment opportunities are offered without regard to race, color, gender, gender identity, religious affiliation, national origin, sexual orientation, and disability. For more information, please contact the persons listed below at 610 Franklin Street Whitman, MA 02382

Title I, II, VI, IX Superintendent of Schools 781-618-7412

Title I, II, IV, VI, IX Assistant Superintendent of Schools, 781-618-7413

Section 504 Student Services 781-618-7462

(Revised 2/2023)

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I. INTRODUCTORY INFORMATION

SCHOOL CALENDAR 2022-2023

August	19 F	Football Season Begins
	21 Sun	HS Athletic Night 5:00PM PAC
	22 M	Fall Sports Season Begins
	22 - 24	New Teacher Orientation
	24	Grade 9 Orientation 6:00PM
	29 - 30	Teacher Professional Development
September	31 W	First Day of School
	2 F	Early Release – District Professional Development
	5 M	Labor Day – No School
October	7 F	Early Release – District Professional Development
	10 M	Columbus Day – No School
November	4 F	Early Release – District Grading Day
	4 F	Book Conferences via Meet the Teacher
	9 - 10	ELA MCAS Retest
	9 W	Early Release - HS Parent-Teacher Conferences
	11 F	Veterans Day – No School
	15 - 16	Math MCAS Retest
	23 - 25	Thanksgiving Recess – No School (11/23-11/25/2022)
December	28 M	Winter Sports Season Begins
	1 Th	HS Grade 8 Orientation
	23 F	Early Release - District Professional Development
	24 – 1/2/23	Holiday Recess – No School (12/24-1/2/2023)
January	3 M	Students and Teachers Return to School
	16 M	Martin Luther King Day – No School
	20 F	Early Release – District Grading Day
February	1 - 2	Biology MCAS Retest
	10 F	Early Release - District Professional Development
	20 - 24	Winter Recess – No School (2/20-2/24/2023)
March	8 - 9	ELA MCAS Retest
	10 F	Early Release – District Professional Development
	14 - 15	Math MCAS Retest
	28 - 29	ELA MCAS Grade 10 Students
	31 F	Early Release – District Grading Day
	31 F	Book Conferences via Meet the Teacher
April	7 F	Good Friday – No School
	12 W	Early Release - HS Parent-Teacher Conferences
	17 - 21	Spring Recess – No School (4/17-4/21/2023)
May	1 - 12	AP Exams

16 - 17	Math MCAS Grade 10 Students
26 F	Last Day for Seniors
29 M	Memorial Day - No School
31 W	Senior Semester 2 Reports Cards Available on Portal
31 W	Scholarship Night
1 TH	CES Graduation Ceremony – 6:00PM
2 F	Graduation – 6:00PM
6 - 7	STE MCAS Grade 9 Students
9 W	Early Release – District Grading Day
14 W	Early Release – Last Day of School Grade 9-11
14 W	HS Quarter 4/Semester 2 Grading Available on Portal

No School Announcements will be made with School Messenger. They will also be broadcast over Radio/T.V. Stations and their websites WBZ-4, WCVB-5, WHDH-7, WATD (95.9), WFTX-25, WPLM-FM (99.1), Local Education Cable T.V. (Channel 98), and WH Storm Line 781-618-7495.

MISSION STATEMENT

Whitman-Hanson Regional High School provides all students with a high-quality education in order to develop reflective, concerned citizens and contributing members of the global community.

Core Values and Beliefs:

Students learn best when...

- ◆ all decisions are made in their best interest.
- ◆ provided with a safe, secure, and healthy environment.
- ◆ high academic standards provide an opportunity for each student to reach his/her full potential.
- ◆ technology is utilized as an essential part of teaching and learning.
- ◆ provided with student-centered learning environments where successes and mistakes are valued as part of the learning process.
- ◆ personal responsibility and an understanding and respect for others are embraced.
- ◆ staff initiative, innovation and professional development are supported.
- ◆ the responsibility for education is shared with students, parents, and community.
- ◆ broad-based communication and school-family-community partnerships are promoted.

Student Learning Expectations:

1. Read, write and communicate effectively.
2. Utilize technologies appropriately and effectively.
3. Apply critical thinking skills.
4. Explore and express ideas creatively.
5. Participate in learning both individually and collaboratively.
6. Demonstrate personal, social, and civic responsibility.

REPORT CARDS

<u>QUARTER</u>	<u>QUARTER ENDS</u>	<u>SEMESTER ENDS</u>	<u>REPORT CARDS AVAILABLE</u>
1	11/03/2022		11/08/2022
2	01/23/2023	01/23/2023	01/25/2023
3	04/03/2023		04/04/2023
4 Seniors Only	05/26/2023	05/26/2023	05/31/2023
4 Grades 9-11	06/14/2023	06/14/2023	06/14/2023

Progress/Report Cards will be available on the Parent Portal.

For access to the Parent Portal refer to district website: www.whrsd.org.

PARENT CONFERENCES

Parent Conferences will be held by appointment only.
Afternoon 12:00-2:00PM Evening 6:00-8:00PM

FIRST SEMESTER

November 9, 2022 Afternoon – All Teachers
November 9, 2022 Evening – All Teachers

SECOND SEMESTER

April 12, 2023 Afternoon – All Teachers
April 12, 2023 Evening – All Teachers

DAILY BELL SCHEDULE

PERIOD 1	7:05 – 8:02
PERIOD 2	8:06 – 9:03
Lav/Locker	9:03 – 9:09
PERIOD 3	9:09 – 10:06
PERIOD 4	10:10 – 11:06
PERIOD 5	11:10 – 12:34
Lunch 1	11:10 – 11:34
Lunch 2	11:40 – 12:04
Lunch 3	12:10 – 12:34
Lav/Locker	12:35 - 12:40
PERIOD 6	12:40 – 1:37
Announcements	1:37 – 1:40

DAILY BELL SCHEDULE

DELAYED OPENING

PERIOD 1	8:10 – 8:55
PERIOD 2	8:59 – 9:44
Lav/Locker	9:44 – 9:50
PERIOD 3	9:50 – 10:34
PERIOD 4	10:38 – 11:22
PERIOD 5	11:26 – 12:48
Lunch 1	11:26 – 11:50
Lunch 2	11:55 – 12:19
Lunch 3	12:24 – 12:48
Lav/Locker	12:48 - 12:54
PERIOD 6	12:54 – 1:37
Announcements	1:37 – 1:40

DAILY BELL SCHEDULE

EARLY RELEASE

PERIOD 1	7:05 – 7:33
PERIOD 2	7:37 – 8:05
PERIOD 3	8:09 – 8:37
Lav/Locker	8:37 – 8:43
PERIOD 4	8:43 – 9:11
PERIOD 5	9:15 – 9:43
PERIOD 6	9:47 – 10:15

COMMUNICATION

Communication between school staff and families is integral to the success of the District's programs for students. The Whitman-Hanson Regional School District is committed to fostering communication with parents/guardians and to resolving questions, issues, and concerns in a timely manner.

At times it is difficult to know who to contact with a question, concern, or complaint. The first step is to contact the individual who is closest to the issue or situation. The policy of the Regional School Committee is that complaints and concerns are best resolved as close to their origin as possible. The School Committee's policy (KEC) sets the following as the proper channels: 1) teacher, 2) school building administrator, 3) superintendent, and 4) school committee. Matters, referred to the Superintendent and/or School Committee, must be in writing and should be specific in terms of the action desired.

II. ATTENDANCE INFORMATION

Pursuant to Massachusetts General Laws Chapter 72 and consistent with any and all Massachusetts Board of Education regulations relative to school attendance, Whitman - Hanson Regional High School adopts herewith a policy of attendance, designed to preserve, protect, and promote educational excellence by expecting daily, timely, and responsible actions from the student. To be successful, students are expected to be in school every day; to be in every scheduled class on time; and to be ready, willing, and able to work to the best of their ability in each scheduled class throughout the school year.

Grades and credits earned at Whitman - Hanson Regional High School includes, but is not limited to, attendance as a prerequisite to successful completion of every course. Absences as hereinafter defined will impact adversely the student's credit required for satisfactory completion of all Whitman - Hanson Regional High School courses. Any loss of credit will take place the last day of the semester or school year.

ABSENCES. Students are allowed up to 13 absences for two semester courses and 6 absences for single semester course. Upon absence on the **14th or 7th day respectively**, students will be issued a loss of credit. On days of absences students are not allowed to participate in any extracurricular activities.

TARDY POLICY/CLASS. Any student 20 minutes late to class will be considered as absent from class, which could affect the student's credits earned for that Semester/course. Student Athletics should refer to Athletic Attendance/tardy guidelines.

NOTE:

- * Teachers may limit a student's absence from class to participate in school sponsored activities if the student is performing poorly in class. Sponsoring teachers will provide students with an approval form, which must be signed by all of the

student's teachers prior to the student participating in the activity. Students who participate in school sponsored trips or activities without obtaining prior approval from their teachers will be considered absent from class(es) and will lose the right to make up missed work.

- * Should students become ill or should a family emergency prevent the student from being present to take a midterm/final exam, a parent/guardian must call the school before 9AM to inform the school that the student will be absent. Only those absent students whose parents/guardians call the school on the day of the exam or at the discretion of the administration will be eligible to take makeup exams.

ABSENCE/NOTES AND CALLS. When a student is absent, parents should call the school's absent number 781-618-7485 and leave a message. If a parent has any concerns or questions, regarding any attendance issues, they should speak with a member of the administrative team. Upon receipt of acceptable documentation, the school may excuse lateness, absences, and dismissals for the following reasons: medical and dental appointment, funeral, court appearances or legal appointment, driver's license, college visits (maximum of 4 per year) and at the discretion of the Principal/Assistant Principal.

ASSIGNMENT REQUEST. A student who knows he or she will be absent for an extended period of time, including school sponsored domestic and international travel and family vacations, should send a letter to the Principal requesting assignments at least five (5) days prior to absence.

ABSENCE RE-ENTRY PROCEDURES.

- 1) The student must provide a brief written explanation from the parent or guardian or a doctor's note giving the reason for any absence from school within two (2) school days of the absence. Medical documentation should be given to the nurse.
- 2) The student must give the note to the Main Office within two days of return after an absence. Students whose absence is not documented by a parental note within two days of returning to school might be considered truant. They will be subject to discipline in accordance with the Code of Conduct (excessive truancy is reported to the Juvenile Court System).
- 3) A student who is absent from school may not attend or participate in an afternoon or evening function without special permission from the principal.
- 4) Students absent five (5) or more consecutive days must provide a doctor's certification of good health to the school nurse prior to readmission to school.
- 5) Eighteen year old students who have filled out the proper paperwork in the main office may write their own reentry notes, according to Massachusetts General Laws Chapter 4:7, cl. 48 - 51.

MAKE-UP PROCEDURES.

The following make-up procedures will be followed:

- 1) Students shall have twice the number of class days that they were absent in which to complete make-up work. Work must be completed as soon after the return to school as possible, unless determined otherwise by mutual agreement of the teacher and the student. Students will receive an F or 0 for work not made up.
- 2) Due to extenuating circumstances, extensions may be granted by the assistant principal for make-up work.

EXCESSIVE ABSENCE.

In the event of excessive absence, the following steps will occur:

- 1) If a student continues to be a chronic absentee (by law a minimum of 8 absences over a

semester period) and the student is also under the age of sixteen, the principal (or designee) may contact the appropriate court authorities and seek assistance on pursuing a CRA (Child Requiring Assistance) petition. Parents/Guardians may also pursue a STUBBORN CHILD (CRA) petition if their child is between sixteen and seventeen years of age and the child is not attending school.

- 2) Given reasonable cause to believe a student is truant from school, the resource officer may be directed to visit the student's home to verify the cause of absence. Such home visits may be scheduled outside of regular school hours.
- 3) School administration may not consider a student to have permanently left public school unless within a period of 5 days from the student's 10th consecutive absence the school administration has sent notice to the student and parent or guardian in English and the primary home language as maintained in the student information system which offers at least 2 dates and times for an exit interview between the superintendent or designee and the student and parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving the school and to consider alternative education or other placements.

NOTIFICATION OF ABSENCE. The school shall notify the parent or guardian if the school has not received notice of an absence within 3 days of the absence and shall notify the parent or guardian in the event of the following.

- The student has at least 5 days in which they have missed 2 or more periods unexcused in a school year
- The student has missed 5 or more days unexcused in a school year

The principal or designee shall make reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance.

STUDENT TARDINESS TO SCHOOL. Students are expected to be in first period by 7:05 AM. Students not in first period by 7:05 AM must sign in at the main office and will be considered tardy to school. Students who are tardy to first period/school will be assigned an Office Detention on their third (3) tardy in the quarter. All students must have a note from their parent or guardian stating the reason for the tardy and the expected time of arrival. Eighteen-year-old students who have filled out the proper paperwork in the Main Office may write their own notes explaining tardiness, according to Massachusetts General Laws (Chapter 4:7 cl. 50 - 51). Students will receive:

Tardy 1 – 2 in Quarter – Sign in Main Office no detention.

Tardy 3 – 5 in Quarter – Sign in Main Office and will receive office detention

Tardy 6 – 8 in Quarter – Sign in Main Office and will receive extended office detention (**meeting with administrator and parent required**)

Tardy 9+ in Quarter – Increased disciplinary action will be taken.

A student who drives to school and is tardy to school more than four times (4) in that quarter may lose parking privileges for the remaining portion of the quarter.

STUDENT DISMISSAL. Student dismissal from school should be for emergencies only. Parents/Guardians should arrange to have all necessary appointments after school or on Saturdays. **ALL DISMISSAL NOTES MUST BE PRESENTED 24 HOURS BEFORE THE ACTUAL DISMISSAL.** Failure to do so will result in consequences detailed in the Code of Conduct. **IDENTIFICATION WILL BE REQUIRED FROM ANYONE PICKING UP A STUDENT FOR DISMISSAL.**

- 1) A student must have a parental note stating the time and reason for the dismissal. A telephone number for verification purposes must also be included in the note.
- 2) A student gives the note to the main office.
- 3) At the time of dismissal, the student will report to the Main Office and request

- permission to sign out.
- 4) A student whose note has been verified will be allowed to sign out.
 - 5) Students who become ill during the school day may be dismissed by the nurse in the clinic.
 - 6) At no time are students to arrange such a dismissal themselves, or leave the building without prior authorization. Students may not leave the school building during the regular school day. They may leave only with the permission of the assistant principal or principal and must sign in and out of the office.
 - 7) Students who do not follow the proper dismissal procedures will receive the appropriate consequence detailed in the Code of Conduct, and if missing from class more than 20 minutes - an absence for the day, for that class.
 - 8) Students who are dismissed from school and return to school that day must sign in at the office upon returning.
 - 9) **Students MUST be in school for a full day in order to participate in ANY extracurricular activities. An appeal for special circumstances can be made to administration. Athletes should refer to Page 72.**
 - 10) Dismissals are not allowed to prepare for school-based events such as proms and semi-formals until after 1 PM.
 - 11) Students may **NOT** be dismissed from a mid-year exam or final exam period unless this has been pre-approved by an administrator.

ATTENDANCE APPEALS PROCEDURE. A letter of appeal explaining the reason for the excessive absences should be addressed to the principal within 10 school days of the end of the Semester. The appeal process is to review documentation according to the criteria for excused absences. No new documentation will be accepted beyond the two day policy as previously stated. The principal or designee will authorize that credit be reinstated, and the School Counseling Office will be notified.

III. ACADEMIC INFORMATION

GRADING. It is the philosophy of the Whitman-Hanson Regional High School that students respond more positively to the opportunity for success than to the threat of failure. It seeks, therefore, through its instructional programs, to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance. It reports achievement through the use of letter grades. The primary purpose of grading is to report to students and their parents the extent to which their son or daughter has mastered the content of a course as defined by the course objectives. The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, his/her parents of his/her progress, and to provide a basis for bringing about changes in student performance, if such change is necessary.

GRADING SYMBOLS:

- A = Course objectives achieved in a superior manner
- B = Course objectives achieved in a highly satisfactory manner
- C = Course objectives achieved in a satisfactory manner
- D = Course objectives achieved in a minimal manner
- F = Course objective not achieved; no credit granted
- I = Incomplete work (Work must be made up within 2 weeks of Semester end unless with prior administration approval.)
- M = Medical
- P = Course objectives met for pass/fail courses
- H = Course objectives met in a superior manner for pass/fail courses

W = Student has withdrawn from the course

BASIS FOR GRADING. Course expectations will be distributed at the beginning of each course to all students. Teachers will take time to explain to students the course objectives, his/her expectations of student performance and responsibilities, and the evaluation system the teacher will use to determine the extent to which the student has achieved the course objectives. The teacher shall also make clear to the students and parents at appropriate intervals, i.e., beginning of each semester, the basis upon which grades are earned. Grades are based on evidence of the attainment of the instructional objectives of the course. The extent to which the student has attained these objectives shall be determined by his/her performance on assessment measures developed, administered, and corrected by the teacher. All final failing grades, based upon the grade weights, shall be reviewed by the teacher. The teacher shall have the authority to adjust these final grades upward by no more than one level. No passing grade, based upon the grade weights, may be changed to a failing grade.

Incomplete work must be made up within 2 weeks of the semester end, unless with prior approval of the administration.

GRADING SYSTEM. Student grades for every course will be reported using the following Alpha scale:

Grade	Range
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

HONOR ROLL. To be eligible for the honor roll, a student must receive a "B-" or better in all subjects.

HOMEWORK. Homework is a valuable tool in the learning experience of students. For homework to be effective, students need to know that assignments will strengthen the lessons learned in class. Homework should always be an introduction or extension of a lesson. Brief, meaningful and relevant are the tenets of quality homework. If you are absent from school, you are responsible for obtaining your assignments.

NATIONAL HONOR SOCIETY. The National Honor Society works hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. Chapters in high schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service, and character. No student is selected simply because of a high academic average. The National Honor Society considers for membership only those students who excel in all of the areas of scholarship, leadership, service, and character. The Induction Ceremony for the Whitman-Hanson High School chapter of the National Honor Society will be held in the

fall each year. Juniors and Seniors who met the scholarship standards after the second semester of the previous year, will be given a letter of invitation and an application for membership at the beginning of the fall semester. Once the application is returned, the advisory board will determine successful candidates for membership in the National Honor Society.

NHS Eligibility/Membership is based on the following criteria:

Scholarship-

- A student must have a cumulative GPA of 3.3 or higher on the unweighted scale or a cumulative GPA of 4.3 or higher on the weighted scale based on their Junior GPA from grades 9-10 or Senior GPA from grades 9-11.

Leadership-

- Students must demonstrate that they have taken the initiative to lead others, either by directing an activity or program or innovating some idea or concept. At least one of the examples must be within the school community.
- Students must exhibit on-going and consistent leadership.
- Students must demonstrate this from the summer before grade 9 until selection.

Service-

- Students must have made a significant and consistent contribution in some activity or organization (on a strictly volunteer basis) which promotes the idea of improving the quality of life for others.
- Students must demonstrate this from the summer before grade 9 until selection.

Character-

- Students must demonstrate on a consistent basis maturity, sensitivity, high ethical/moral values, good sportsmanship, and above all- honesty.
- Students should be a role model for other students in his/her daily conduct and attitude.

The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the NHS Student Application which details activities (one of which must be "school-based"), leadership, community service, and a written statement about character for further consideration for selection.
- c. The entire faculty shall be requested to evaluate the perceived character of scholastically eligible candidates contacting the advisor with any insights regarding classroom or hallway behavior and actions. The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.
- d. The selection of new, active members (juniors and seniors not previously selected) will be held at the beginning of each school year based on their cumulative, non-weighted GPA.

NHS DISCIPLINE, PROBATION & DISMISSAL. A member is expected to fulfill all expectations of membership. Members who fail to meet these expectations may face probation or dismissal. A member put on probation will receive a written notification

from the NHS advisor stating the reason for probation and the steps required to return to the NHS as a member in good standing. The member will have one quarter to take corrective action. Students placed on probation who fail to meet expectations will face a dismissal hearing.

A member of the National Honor Society is expected to maintain his/her academic standing, take an active role in service and leadership and exhibit exemplary character while a member of the National Honor Society. Members who fail to maintain those standards may be dismissed from the Whitman-Hanson Regional High School Chapter of the National Honor Society.

If a member's cumulative grade point average falls below the standard in effect when he/she was selected, the member will be given a written warning and a probationary period of one quarter to return his/her GPA to NHS standards. If the cumulative grade point average remains below the minimum standard at the end of the probationary period, the student will be subject to dismissal from the chapter.

Failure of members to turn in proof of their participation in 20 hours of service activities (10 hours in the first semester and 10 hours in the second semester) to the chapter advisor by a preselected date each semester will result in disciplinary action decided on by the Faculty Council. This may be grounds for probation or dismissal.

Violation of the law will result in a disciplinary hearing and the potential dismissal of the member. These violations include, but are not limited to: stealing, destruction of property, truancy, bullying, possession, selling or being under the influence of drugs or alcohol or smoking including vaping and e-cigs.

Violation of the school conduct code may result in a disciplinary hearing and the potential dismissal of the member. These violations include, but are not limited to: use of profanity, cheating, failure to comply, unexcused absence, excessive tardiness.

All chapter members are required to volunteer as tutors for at least five hours each school year.

All other Honor Societies will adhere to the same code of conduct as the National Honor Society.

NHS MEETINGS.

Meetings of this chapter shall be twice a month. A listing of the meetings shall be posted on the District's website and given to the students at the first meeting of the year.

All chapter members are expected to attend all regularly-scheduled chapter meetings. If unable to attend members must let the advisor know prior to the meeting of any conflict. Members shall miss no more than 5 meetings in any given school year. Failure to attend meetings may be grounds for probation or dismissal. A mandatory conference will be held with the chapter advisor after any member misses 3 meetings.

OTHER HONOR SOCIETIES. All other Honor Societies will adhere to the same code of conduct as the National Honor Society.

EXAMS. Mid-Year and Final Exams will not be administered during the 2022-2023 School Year.

EXTRA HELP. All teachers remain after school two days each week to provide extra help or make-up for students. To encourage students to take advantage of this opportunity, no after school activities, sports or clubs will begin before 2:10 PM each day. It is expected that except in unusual situations, students will conduct all make-up activities after school. **Any extra help and makeup take precedence over sports, extra-curricular and co-curricular activities.**

STANDARDS FOR GRADE PROMOTION. In order to be promoted to the next grade, all students must meet standards for their respective grade levels as listed in the Program of Studies. No partial credit will be granted for completing less than the full term of any course.

AUDITING. A student may audit a course without receiving credit towards graduation with the permission of the teacher, parent, appropriate curriculum coordinator, and the principal. The intention to audit a course must be stated within the first five days of the course. Students are expected to complete all course expectations. Students will not receive letter grades on report cards, and transcripts will indicate whether the student completed the requirement for auditing.

WINTER/SUMMER SCHOOL/COMMUNITY EVENING PROGRAM. The major purpose of the winter school/summer school program is to provide students an additional opportunity to make up work failed in the required subjects during the regular school year. In addition, students may enroll in Community Evening School to make up credits lost during the regular school day at their own expense. Students may take up to 30 credits over four years to supplement regular school credit.

INSTRUCTIONAL PHYSICAL EDUCATION (WELLNESS) INFORMATION. Students shall have the opportunity to make up missed classes, excluding classes missed due to skipping and non-participation, after school on any day established by the Physical Education Department. Given the approval of a student's Physical Education teacher, a student in danger of failing may sign a contract detailing conditions to be met in order to pass for the semester. All contracts must be signed by the student, parent and teacher.

NON-PARTICIPATION - Medical: All medical excuses are to be documented with either a doctor's written recommendation or the school nurse's recommendation that the student is unable to participate in the class. All excused medical absences must be verified with a doctor's certificate. Alternative assignments will be provided to prevent loss of credit.

NON-PARTICIPATION - Athletics: If a student athlete is excused from participation in the Physical Education Program for medical reason(s), he/she shall not be allowed to participate in athletic activities for the same time period.

NON-PARTICIPATION - School Related Activities: Students whose academic related or school related activities require their release from physical education class shall notify the Physical Education teacher in order to receive no loss of credit for the class(es) missed. If notice is not received, the student may be required to make-up any missed classes.

NON-PARTICIPATION - Waivers: Students seeking exemption from physical education due to comparable afterschool activity must complete appropriate forms and obtain prior approval from principal.

PHYSICAL EDUCATION DRESS CODE. Students participating in physical education are expected to dress in the following manner:

- 1) Shorts, sweat pants or other trouser wear (outside only) other than that worn to school on the day of participation.
- 2) Tee shirt or sweat shirt
- 3) Socks (any color); no pantyhose
- 4) Sneakers

Any student not dressed appropriately for participation in the program shall receive one hour teacher detention and no credit for the class missed. Teachers will contact the parents of students not participating in the class and solicit their help in correcting the problem. Students who continuously fail to participate in the program will be referred to the assistant principal for disciplinary action.

IV. TRANSPORTATION INFORMATION

BUSES. According to law, the school day begins upon leaving home in the morning and ends upon arriving home in the afternoon. Students come under the jurisdiction of the school administration during this entire time. It is a PRIVILEGE to ride the school bus. If students are not well-behaved and courteous, or endanger the health and safety of other students, the privilege will be revoked and student will be subject to all provisions in the Code of Discipline. The bus driver has the same authority as teachers in the classroom.

Any substantiated offense reported by a driver to the assistant principal will result in disciplinary action and may result in loss of bus privileges. Students will be responsible for making restitution for any vandalism. Students are subject to video and audio surveillance while riding on all district buses.

STUDENT DRIVING/PARKING. Students in good standing must request permission to drive to school and park on school grounds. Parking facilities are limited and preference is given to seniors, handicapped students, and others with similar needs. Parking stickers will be issued by the Main Office on a first-come first-serve basis. Any privileges approved by the principal may be withdrawn if a student violates any of the conditions listed in the application or is not in good standing. Any student's vehicle parked on school grounds without appropriate authorization will be subject to towing at the student's expense. Students misusing parking privileges by leaving school grounds before the end of the school day will be subject to having privileges revoked. Students who receive school probation will have parking privileges revoked. They may reapply for a parking place when the probationary period has expired. Any student parking a vehicle in a temporary situation is required to report the location and plate number of the vehicle.

V. SCHOOL SERVICES INFORMATION

SCHOOL COUNSELING. School Counselors are assigned to students alphabetically.

Mrs. Carrigan	A – B (Gr. 9-12)	Mr. Murphy	C – F (Gr. 9-12)
Mrs. Selig	G – L (Gr. 9-11, 12)	Mrs. Cunha	M – P (Gr. 9-12)
Mr. Amado	Q – Z (Gr. 9-12)		

(Revised student assignments may occur)

The School Counseling Office is available to help students with all aspects of your high school experience. Please feel free to contact your counselor at any time if you need assistance with personal or academic support as well as college and career planning. School Counseling appointments are generally scheduled during a nonacademic course.

Students are encouraged to talk with their counselor and use all the available services. (1) School Counseling appointments should be made with the secretary before or after school. (2) Students must report to class before going to a School Counseling appointment. (3) Course or schedule changes can only be made with approval of a student's parent, teacher, counselor, and administrator.

STUDENT ID CARDS. All students will be expected to have their ID cards available at all times. The card will be used as a bus pass, to sign out books from the library, to purchase lunch, and for identification purposes throughout the school and at all school sponsored activities. Students who fail to show their ID at the request of staff will be assigned consequences according to the progressive discipline code. ID cards should not be altered in any way.

ENGLISH LANGUAGE LEARNERS. The Whitman-Hanson Regional School District honors requests made by students and families who speak English as a second language for the translation of documents, notices, handbooks, and other pertinent school-related information. Requests should be directed to the building principal, director of School Counseling, or to Mr. Michael Losche, Administrator of Special Education & Pupil Personnel Services, 610 Franklin Street, Whitman, MA 02382 by letter, by phone at 781-618-7428 or by email at Michael.Losche@whrsd.org

STUDENT SUPPORT SERVICES. Student Support Services provides special education supports as well as related services for all students. School Psychologists, School Adjustment Counselors, Speech and language therapists, Occupational therapists, Physical therapists, Reading specialists and other related service providers offer support to students. Student Support Services work closely with School Counseling to assure that students reach their full potential both academically and emotionally by providing crisis intervention, goal setting for skill development, consultation with staff around social emotional needs, classroom lessons on a variety of topics such as managing time wisely and coping strategies, group counseling, and individual counseling. School-based counseling is not a substitute for therapeutic interventions for long term social emotional needs, however, it can often help students function more effectively in class if they are struggling.

BRYT PROGRAM. The Bridge for Resilient Youth in Transition to school (BRYT) Program was developed to help students who have had long absences from school due to mental or physical health problems, get back to their regular classrooms as quickly, safely and successfully as possible. The Clinical Coordinator works closely with the student and their family, school staff and outside providers to facilitate the process of transition back to school. This is a short term program with an average process of transition that takes place between 8-12 weeks, depending on the plan put into place at the re-entry meeting. Students are referred by their school counselors to this program if they have been absent from school for a minimum of 5 consecutive school days due to a mental or physical health absence.

LIBRARY. During the school day, individual students may use the library when allowed to do so by obtaining a pass from their teacher or librarian. Students reporting to the library must stay there until the end of the period or until they are told to report back to class by the teacher. Students may borrow books by signing for them at the checkout desk. Library materials that are not returned become school obligations. In addition, students failing to return overdue books will lose borrowing privileges until the matter is settled.

INSURANCE. A Student Accident Insurance Policy is available, as announced at the beginning of the school year. Students and parents are responsible for the timely return of all forms prior to a student's participation in a sport or activity.

LOST AND FOUND. The Lost & Found is located in Room 210. Articles left unclaimed for a period of thirty days will be disposed of or donated to a charitable organization.

TELEPHONES. A telephone for student use is located in the main office. The purpose of this telephone is for emergency use only, not for social calls.

STUDENT RECORDS. Any student seeking information pertaining to student records may make an appointment with his/her school counselor. Requests for copies of student records should be made in writing by the student and/or parent/guardian to the principal prior to graduation.

ASSEMBLIES. During assembly programs, students are reminded that proper respect is to be given to all speakers. All teachers will accompany their classes to assemblies and sit with their students. Anyone not behaving appropriately will be removed from the assembly and will face disciplinary action. No student is to leave the assembly unless ill or excused by a member of the faculty.

VI. HEALTH REQUIREMENTS, SERVICES & MEDICATION POLICIES

SCHOOL HEALTH SERVICES PROGRAM. The School Health Services Program is an integral part of the total educational curriculum. The school nurses work in collaboration with the school physician for medical supervision and consultation. The Whitman Hanson Regional School District (WHRSD) has a full time Registered Nurse assigned to each school. The WHRSD school nurse provides preventive and supportive health services to facilitate the students' optimal physical, mental, emotional and social growth and development in the educational setting. The school nurse provides nursing services to allow students with health care needs to successfully access education. The WHRSD school nurse supports the education process by working to assure the health of the entire school community.

Our nurses are available for cross coverage of the schools as needed when the regular building nurse is not available. Unfortunately, the district **cannot guarantee** that a registered nurse is always present in each building each school day. If your child requires medical attention, a medical procedure, or medication when a nurse is not physically present in the building, you or your designee will be contacted. If the school staff determines that a child may need immediate medical attention, 911 will be called. District nurses do not routinely go on school sponsored field trips unless the school administrator and the building school nurse deem it necessary. Prescription rescue medications, such as inhalers and emergency epinephrine, are always accessible in the clinic with physician documentation and written parent permission.

EMERGENCY CONTACT FORM. With each new school year, every student is required to have a completed and signed emergency contact form (census verification) which is kept on file in the office. The parent/guardian should promptly notify the school of any changes in emergency information.

STUDENT HEALTH INFORMATION UPDATE FORM. These forms need to be completed each school year in order to provide the school nurse with updated health information and for parental permission for over-the-counter medication administration such as Tylenol and Motrin.

MEDICAL CONDITIONS. It is very important that any child who has any medical condition (allergies, diabetes, seizures, etc.) lead as normal a life as possible. It is imperative that the parent notifies his/her child's school nurse regarding any existing medical concerns in order to enable the school to provide assistance in a timely manner.

MEAL MODIFICATIONS. To ensure all children receive the nutrition they need, please contact the Director of Food Services to request any meal modifications. All meal modification requests require documentation from your child's physician to be submitted to your school nurse for review. All approved modified meals will be provided to your child at no additional costs. Therefore, if your child receives free or reduced price meals or pays full price, meal modifications will not be above your set cost.

SCREENINGS AND EXAMINATIONS:

Physical Examinations

The Department of Public Health requires periodic physical examinations of students to ensure proper growth and development, identify any new medical problems, and to evaluate any existing health problems. These physical exams are required to be performed in kindergarten and grades 4, 7, and 9. Your child's primary care physician can provide a copy of the physical exam form which needs to be submitted to the school nurse prior to or during the school year as listed above. Any new students entering the Whitman-Hanson schools are required to submit a recent physical exam form prior to entrance. If the child does not have a primary care physician, arrangements may be made for the school's physician to provide a physical exam. In addition, ALL middle and high school students must pass a physical examination within 13 months of any athletic participation (MIAA policy). The physical exam must be on file in the nurse's office prior to participation.

Hearing and Vision Screenings

As mandated by the Department of Public Health, hearing and vision screenings are conducted annually for students in grades 1-5 (vision), K-3 (hearing), 7 and 10 (vision and hearing). Students in other grades will be screened on a referral basis as needed. The screenings are conducted by the school nurse or by a trained staff person under the supervision of the school nurse. If there are further concerns as a result of the screening, the school nurse will notify the parent/guardian in writing.

Postural Screening

Screening for scoliosis is conducted in grades 5-9 by the physical education teachers and/or the school nurse as mandated by the Department of Public Health. This program identifies children who should have a further medical evaluation. Re-screenings are done by the school nurse, who then notifies parents with any concerns or positive findings.

Body Mass Index (BMI) Screening

Screening for BMI is conducted in grades 1, 4, 7, and 10 by the school nurse or by a trained staff person under the supervision of the school nurse as mandated by the Department of Public Health. BMI is calculated with a child's height and weight. It is a way of checking to see if your child has a healthy weight. The results of the screening compare your child's height and weight to other children of the same age and sex. The

results are given as a “percentile.” Parents may request their child’s BMI results, along with recommendations if the child is not in a healthy weight range, by contacting the school nurse.

Substance Use

The Department of Public Health requires annual substance use screening (SBIRT) to be performed in grades 8 or 9 and 10. It will consist of Screening; Brief Intervention; and Referral and Treatment for students with substance use issues. Screening instruments are empirically validated and selected by the Massachusetts Department of Public Health. Screening results shall not be recorded in any file subject to inspection. Results for all students screened will be recorded without identifying information and reported to the Department of Public Health.

NOTE: A parent/guardian may decide not to have their child participate in the mandated screenings. A written letter, indicating this request, needs to be sent in to the school nurse by September 15th of each school year.

IMMUNIZATIONS. School Immunization Law M.G.L. c. 76, § 15, 105 CMR 220.000 “No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.”

The Massachusetts Department of Public Health mandates that every child must be current with all required immunizations before entering school, unless there is documentation provided for a medical exemption or a religious exemption. A physician certified immunization record needs to be submitted to the school with registration.

The following immunizations are required before school entry:

1. DTP or DTaP (Diphtheria, Tetanus, Pertussis) – 4 or 5 doses
2. Polio – 3 or 4 doses
3. MMR (Measles, Mumps, Rubella) – 2 doses
4. Hib (Haemophilus Influenza type B) – 1 to 4 doses (pre K only)
5. Hepatitis B – 3 doses
6. Varicella (Chicken Pox) – 2 doses or documentation of illness/immunity
7. Tdap Booster (Tetanus, Diphtheria, Pertussis) – 1 dose prior to entering grade 7 – All students entering grade 7 are required to provide an updated immunization record by October 1st.

Lead Testing: all children must show proof of screening at least once in order to enter kindergarten.

COMMUNICABLE DISEASES. Infectious diseases that can be spread from one individual to another are called contagious or communicable diseases. If your child shows symptoms of having a communicable disease, you should keep the child home. If symptoms are noticed during the school day, your child will be dismissed as soon as possible. If parents are not available, the child is dismissed in the care of a person named on your Emergency Contact Form. A child is excluded from school until he/she is no longer considered contagious. A certificate from a physician verifying freedom from illness is required after any absence due to a communicable disease or if a student is absent for five (5) or more consecutive days. Some communicable diseases include chicken pox or shingles, impetigo, strep throat, conjunctivitis, pertussis, salmonella, and

meningitis. When a child is ill with other than a communicable disease, the dismissal procedure is the same.

TOO SICK FOR SCHOOL. In order to prevent the spread of illness and to protect the health and well-being of our students, the following is recommended:

Fever

Fevers are generally signs of infection. Your child's temperature should be less than 100 degrees for 24 hours, without the use of fever reducing medications such as Tylenol or Motrin, before they can return to school.

Stomach Ache, Vomiting, Diarrhea

A child with vomiting and or diarrhea should be kept at home until their symptoms have resolved for approximately 12 hours, and the child has demonstrated they can keep down food and liquid.

Cold Symptoms, Cough, Sore Throat

Your child may attend school if their symptoms are not associated with a fever. They should also be free from significant discomfort from their cold symptoms so they are able to participate in their schoolwork. If your child has, symptoms of a persistent cough, or thick, yellow or green nasal discharge, which lasts longer than a week, or he or she complains of an earache, you may want to consult your doctor for possible treatment. If your child has been diagnosed with strep throat, they may return to school after being on antibiotics for 24 hours, to assure that their infection will not be contagious to others.

Red Eye

Red, irritated, itchy eyes with drainage could be caused by a bacterial infection, allergies, or a virus. If the white part of the eye appears red and produces a yellow or green crusty discharge with matted lashes, your child may have conjunctivitis. Conjunctivitis or "pink eye," as it is commonly referred, is a contagious infection, which needs to be treated by a doctor. Your child may return to school after 24 hours of prescribed treatment.

Lice

Pediculosis (lice) is a common problem in school-aged children. Head lice poses no real health risk to the population and is viewed as no more than a nuisance by health care professionals. However, since the condition can be transmitted to others, proper and successful treatment is essential. Our goal is to educate the students and parents on proper identification and elimination of head lice and nits as quickly as possible to minimize interruption of classroom time. WHRSD will follow the guidelines in accordance with Massachusetts DPH recommendations on policy and procedures for managing lice in the school setting.

1. Any student identified as having a case of Pediculosis (nits or live lice) will be assessed/inspected and returned to class and/or dismissed from school at the nurse's discretion.
2. The nurse will assess siblings and any close contacts who attend the Whitman-Hanson Regional Schools.
3. Notification will be sent home to the parents/guardians of the children in the classroom at the nurse's discretion.
4. Parents/guardians will be given information regarding treatment of head lice.
5. The student must be reevaluated by the school nurse for re-entry to school. Whenever possible, the student should be accompanied by a parent/guardian until this exam is completed.
6. If nits are found after treatment, the student may attend school at the nurse's discretion.

FIRST AID. The school nurse will provide immediate and temporary first aid care when necessary. The school is not responsible for injuries which have occurred outside of school hours. If the nurse assesses the need for a 911 emergency call, then a parent/guardian will be contacted. If a parent/guardian is not available then the emergency contact will be called. In the event that transport to the hospital is needed and a parent or emergency contact person is not available, a staff member may accompany the student in the ambulance as determined by the school administrator.

USE OF ASSISTIVE DEVICES IN SCHOOL. Any student requiring use of assistive devices during school hours (i.e. crutches, wheel chair, walking boot, etc.) must submit written documentation required for re-entry to school from the physician stating:

- Extent of Injury/Surgery
- Physician's instructions for use of the assistive device
- Specific limitations regarding activity
- Time frame for use of the assistive device

Use of assistive devices must be provided by the student's family. Parents/guardians should check with their school nurse prior to the student's re-entry. The school nurse needs to be made aware that a student has returned to school and is using an assistive device or is in a cast.

MEDICATIONS

Prescriptive Medications

It is preferred that medications be scheduled outside of the school day whenever possible. All prescriptive medications (including psychotropic medications and inhalers) that are to be administered during the school day must be accompanied by the following:

- Pharmacy Labeled Bottle (properly labeled with student's name, physician's name, name medication, the dosage of the medication and frequency of which the medication is to be administered)
- Doctor's Medication Order Form
- Parental Authorization Form

In addition, a parent or designee must deliver ALL medication to the school. Students are NOT allowed to transport medication to school. Such medications are to be left in charge of and are to be administered by the School Nurse ONLY. ALL prescriptive medications must meet these standards, otherwise the medication will NOT be administered and the parent will be advised of the correct procedure.

Non-Prescriptive (OTC) Medications

All non-prescriptive medications must be accompanied by a parental permission slip stating the name of the medication, dosage to be administered and the time when the medication is to be given and the reason the student is taking it. Medications must be in the original container. Medications will not be administered unless these standards are followed.

School Physician Medication Orders

The school nurse may administer medications as needed per the school physician standing orders which are renewed annually. Such medications may include: Motrin, Tylenol, Tums, Benadryl, and emergency epinephrine (Epi Pen).

Dispensing of Aspirin / Non-Aspirin

Aspirin will be dispensed only with a written physician's order and supplied by parent.

Medication on Field Trips

If your child takes medication during the school day, a registered nurse or adult who has been designated by the nurse for delegation of medication must be available during the trip for the administration of all medication. If you choose not to have your child take his/her medication on the field trip, then written documentation must be sent in to the nurse stating such.

Narcotic Analgesics in School

If a student requires a narcotic analgesic for pain management during the school day, he/she will be required to bring a doctor's written order to the school nurse stating the student may attend school while taking the narcotic analgesic.

Use of Local Anesthetics for Dental Procedures

Any student requiring local anesthesia (i.e. Novocain) for a dental procedure during school hours must present a dentist/oral surgeon authorization to the school nurse for the student to return to school.

Managing the Care of Students with Athletic Concussions

Research has estimated that 5-10% of high school or college contact sports athletes sustain a concussion each year. These estimates likely understate the true incidence of concussion. In one investigation over 50% of high school football athletes did not report their injury to a parent, coach, or medical professional. A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness however, only occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also following the injury the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression. Most athletes who sustain a concussion can fully recover as long as the brain had time to heal before sustaining another hit; but relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms of injury, the severity of concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Research has shown that young concussed athletes that return to play too soon, before their brain has healed, are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The Commonwealth of Massachusetts has enacted legislation requiring schools to be more proactive and consistent when it comes to treating head and brain injuries. Whitman-Hanson Regional School District will abide by all facets of the new law. (<http://www.miaa.net/concussions-proposed-final-regulation.pdf>)

VII. STUDENT EXPECTATION INFORMATION

STUDENT DRESS CODE. The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements. This does not mean that student, faculty, or

parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Student Dress Code for students shall comply with the following guidelines:

1. Dress must not interfere with the educational process or the rights of others.
2. Dress must not be destructive to school property (cleats, etc.).
3. Clothing must be worn in such a way as not to reveal undergarments, or expose skin normally covered by undergarments. Undergarments may not be worn as outer clothing.
4. Obscene and/or profane language or pictures on clothing or jewelry should not be worn.
5. Any clothing, jewelry, body art or tattoos containing obscene or profane language that create a distraction and/or interfere with the educational process, or the rights of others are unacceptable in school.
6. Students are not allowed to wear hoods during the school day.

The principal or designee are authorized to have students change their clothing in school or send the offending students home to change their clothing if such clothing is determined by the principal or designee to be inappropriate for schooling purposes. Special dress may be allowed on occasion, but this dress is left to the discretion of the school administration. Should the student violate the standards a second or subsequent time, the student may be assigned a day of Extended Office Detention.

PASSES. A student must obtain a pass from the classroom teacher in order to leave class for any reason. Passes are granted only in cases of genuine need. A student is required to show his/her pass to any member of the staff upon request. A student outside the classroom without a pass is subject to disciplinary action. A pass is normally required if a student enters a class late. Unexcused tardiness to class will be handled by the classroom teacher.

MESSAGES FOR STUDENTS. Messages will only be given to students at the discretion of the Main Office.

STUDENT DINING AND SNACK BAR REGULATIONS. Students must be mindful of the rights of others and exercise good table manners. Students should place paper and other trash in the proper receptacles. Students should sit on chairs, not on window ledges or tables. Students should remain seated until released by supervising staff members. All students must stay in the cafeteria during lunch period unless permission to leave is granted by supervising staff members. **ALL FOOD MUST BE CONSUMED WITHIN THE CAFETERIA.** Water, coffee, and tea may be consumed by students in classrooms, except in computer and science labs. However, teachers have the authority to restrict students from consuming beverages other than water during their class time if: a) the beverage interferes with class instruction in some way; b) the student with the beverage is distracting himself, other students, or the teacher; c) if spilled, the beverage damages school or personal property; d) student leaves beverage in class. Failure to comply with these rules will result in disciplinary action.

FIRE DRILLS. For the safety and protection of all students and staff, periodic drills are conducted. Instructions are posted in each room outlining directions in case of fire. Each student is obligated to know the assignment for evacuating the building and where to assemble for attendance once out of the building. It is important that students follow their

teacher's instructions and move quickly and silently. FALSE ALARMS: ANY STUDENT CAUSING A FALSE ALARM WILL BE HANDED OVER TO THE CIVIL AUTHORITIES FOR PROSECUTION.

FINANCIAL RESPONSIBILITIES/OBLIGATIONS. Students who fail to return school property in good condition when requested shall be assessed payment for all unreturned property. Students will be expected to meet all obligations by the end of each semester/season. Students will not be able to participate in future extra-curricular activities including but not limited to sports, graduation ceremony, dances (including proms) until obligations are fulfilled. Obligations are updated on Parent Portal. Two weeks after a coach's final squad meeting, athletes who have not turned in all their athletic equipment will be ineligible to participate in any sport until the obligation is met.

SCHOOL DANCES/PROMS.

Dances at the high school are for Whitman-Hanson students **only**. Proper dress is required. Students are not allowed to leave the dance and return. The faculty advisor and the security are in direct control of the dances. All students are responsible to adhere to the school's Code of Discipline. All students will be subject to breathalyzer testing. Refusal to submit to a test will necessitate no admittance to the event, the student's parents being called, and possible disciplinary action. On the occasion that outside guests are permitted to dance/prom, proper documentation must be completed. All guests of WHRHS student must be under 21 years old. No middle school students will be admitted.

SUBSTITUTE TEACHERS. Any teacher assigned to a class as a substitute for the regular teacher carries the same authority as the regular teacher. In addition, substitute teachers will have the authority to write discipline referrals concerning students whose behavior is inappropriate. Discipline resulting from a substitute teacher may result in twice the usual consequences.

TEACHER DETENTION. Failure to serve a teacher detention will result in a referral to the main office and disciplinary action will be taken.

ELECTRONIC DEVICES. While classes are in session, headphones (as well as earbuds) and cellphones are prohibited; unless the expressed direction and permission of the specific classroom teacher is given. Cell phones and music devices (with ear phones) may be used in the halls or in the cafeteria during break, lunch, and other non-instructional times. Respectful use of cell phones and electronic devices is expected, and repeated or significant violations of the cell phone and electronic device policy will be considered insubordination and escalated accordingly. A faculty member or administrator has the right to confiscate a phone or electronic device if a student refuses to comply with the classroom rule. When confiscated, the device will be turned into the office and returned once a consequence has been served. Extended detention is a standard consequence given for a 1st violation of this policy.

If students wish to use electronic video, audio or still-image devices while on school property, they must request permission their classroom teacher or the administration. The unauthorized use of electronic video devices (handheld video camcorders, cameras, video cellular phones, and other electronic video or still image devices) is prohibited at the school. If any student uses these devices during school, they may be confiscated, secured in the main office, until the level of consequence for the violation is established. Any unauthorized capture or distribution of electronic video, audio or still images may result in a suspension and/or possible prosecution by the Hanson Police Department.

USE OF LAVATORIES. During regular class time, students needing to use lavatories must obtain a pass.

CARE OF BOOKS. Books are loaned to students by the school district. Books must be covered at all times and returned in good condition. Books will be inspected each semester for ownership and condition. Lost books should be reported to the classroom teacher and students are expected to purchase a replacement text. Refer to Financial Responsibilities/Obligations section.

LOCKERS. Lockers belong to the school and are loaned to students for their use. The administration has the right to enter lockers at any time and without student permission. Students are responsible for the condition of their lockers. Damage or graffiti should be reported immediately to the main office. The school is not responsible for materials left in lockers; therefore, students are advised to:

- 1) Always lock their lockers.
- 2) Not share lockers with a friend.
- 3) Not give out the combination.

CHEATING AND PLAGIARISM. WHRHS will impose immediate disciplinary action on any student discovered cheating during a quiz, test, midterm or final exam. Cheating also consists of copying another student's written work or of giving another student your work. Plagiarism is another form of cheating and occurs when you submit someone's ideas or writings as if they were your own. In the case of an assignment whose grade consists of multiple components, no credit will be given for the component(s) where plagiarism occurs. There will be no possibility of make-up for an assignment that has been found to contain plagiarism.

1. Any student guilty of cheating or plagiarism will receive an automatic grade of zero for that assignment, without recourse to a make-up grade.
2. The teacher will notify the student's parents of a cheating or plagiarism incident.
3. The student will be referred to the main office.
4. Possible removal from any extracurricular activity that has an honor code, e.g., National Honor Society.

STUDENT CONDUCT. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H and/or M.G.L. 71:37H 1/2:

- Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
- Who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related events including athletic games.

Students will be subject to suspension or other disciplinary measures included in the District code of conduct which shall include, but not be limited to, the following actions:

- Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
- Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.

- Intentionally causing or attempting to cause physical injury to another person except in self-defense.
- Using or copying the academic work of another and presenting it as his own without proper attribution.
- Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in the student handbook or other publication and made available to students and parents.

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above or included in the student code of conduct.

VIII. CODE OF CONDUCT

All students are reminded of their responsibility to treat one another as they themselves would wish to be treated. All must be aware and respectful of each other's rights. If a teacher is unable to correct student misbehavior with the help of parents, counselors and the curriculum coordinator, the teacher shall refer the student to the assistant principal and/or dean of students. The Code of Conduct will be administered by the designated assistant principal and/or dean of students.

These rules and regulations may be supplemented by teachers' rules for individual classes. The academic success and the safety of students are contingent upon students maintaining appropriate and responsible behavior.

The Code of Conduct is based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases beyond the first offense. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior. The Code of Conduct has been divided into five groups. Each group contains a range of consequences for the infractions as follows but is not limited as such. The principal may increase the consequences, assigned by the assistant principal.

NOTE. Under normal circumstances ALL MULTIPLE SUSPENSIONS OR DETENTIONS MUST BE SERVED ON CONSECUTIVE DAYS. NO DETENTIONS, EXTENDED DETENTIONS, OR OUT OF SCHOOL SUSPENSIONS WILL BE CHANGED WITH THE EXCEPTION OF "TARDY TO SCHOOL". Students absent from school on the day the office detention or extended detention is scheduled must serve the detention or extended detention on the day they return to school. If a student misses an extended detention due to an Out of School Suspension (OSS), the extended detention must be served immediately upon return to school from the OSS.

GROUP I - Office Detention(s)

1. Tardy to school
2. Hall pass
3. n/a
4. Skipping teacher detention

5. Electronic Devices
6. Food and beverages
7. Driving without permission
8. Not following school policy
9. Failure to carry student ID
10. Public display of affection
11. Financial/library obligations
12. Dismissed without proper protocol
13. Other behaviors requiring disciplinary action (to be specified on the referral form)
14. Tardy to class
15. Inappropriate Language

GROUP II - Consequences of up to THREE days of EXTENDED OFFICE DETENTIONS

1. Repeat violation of Group I offenses
2. Excessive tardiness
3. Unauthorized area
4. Skipping school
5. Skipping office detention
6. Leaving school
7. Smoking and / or possession of tobacco related products (including vape, vape juice, ecigs or lighters) - First Offense
8. Forging notes
9. Disruptive behavior
10. Skipping class
11. Multiple class or teacher detention cuts
12. Truancy - Unauthorized absence for students under 16 years old.
13. Cheating/plagiarism
14. Gambling / possession of gambling paraphernalia
15. Failure to verify an absence
16. Disrupting Extended Office Detention
17. Inappropriate clothing
18. Internet Policy including social media misuse
19. Other behaviors requiring disciplinary action. (To be specified on the referral form)
20. Electronic devices

GROUP III - Consequences of up to FOUR DAYS EXTENDED OFFICE DETENTION OR OUT-OF-SCHOOL SUSPENSIONS.

1. Repeat violation of Group II Offense
2. Insubordination
3. Inappropriate language
4. Disrespect/insolence
5. Smoking and/or possession of tobacco product (including lighters) – Second Offense
6. Misuse of property
7. Dangerous/reckless behavior.
8. Repeated violations of school policies.
9. Excessive disruptive behavior
10. Accessory to or inciting a physical conflict
11. Internet Policy including social media misuse (see other infractions)
12. Other behaviors requiring disciplinary action. (to be specified on referral)
13. Inappropriate Language directed towards a staff member.

GROUP IV - Consequences of up to FIVE DAYS EXTENDED OFFICE

DETENTION OR OUT-OF-SCHOOL SUSPENSION. Any student that commits a Group IV Offense may be transferred to the Principal for future disciplinary action.

1. Repeat violations of Group III offense.
2. Verbal assault/intimidation
3. Fighting/physical conflict
4. Vandalism
5. Stealing or possession of stolen property
6. Smoking - third offense
7. Hazing (see section on Hazing)
8. Sexual Harassment (see section on Sexual Harassment)
9. Harassment (see section on Harassment)
10. Possession of drug-related materials and/or paraphernalia including ecigs, vapes, and associated paraphernalia
11. Internet Policy including social media misuse (see other infractions)
12. Other behaviors requiring disciplinary action. (to be specified on referral)
13. Inappropriate language directed towards a staff member.

GROUP V - Consequences of FIVE TO TEN DAYS OF OUT-OF-SCHOOL SUSPENSION. Any student that commits a Group V Offense may be transferred to the Principal for future disciplinary action.

1. Repeat violation of Group IV offense.
2. Drug or Alcohol Violations - refer to the district's Drug and Alcohol Policy.
3. Weapons violations (including fireworks) - refer to the district's Weapons Policy.
4. Fighting/physical conflict - 2nd incident in a student's high school career.
5. Willful Acts Against the School - (see section on Willful Acts)
6. Violation of the Safe School Act of 1994 - (see section on Safe School Act)
7. Violation of Provisions in the Education Reform Act of 1993 - (see district's Weapons Policy, and Education Reform Act of 1993)
8. Violation of School Safety Policy - (see section on School Safety Policy)
9. Other Egregious behaviors requiring disciplinary action. (To be specified on referral form)

OFFICE DETENTION. Office Detention will be held from 1:45 PM – 2:45 PM (MTWThF) A student failing to serve his/her detention will be assigned additional consequences. Dates for detentions will not be changed except for medical or legal appointments. A student who is absent or dismissed and misses detention must serve that detention the following day they are in attendance at school. Failure to serve the detention as outlined will incur further disciplinary action.

EXTENDED OFFICE DETENTION. Extended Office Detention will be held from 1:45 PM – 3:50 PM (MTWThF) Students failing to serve his/her assigned extended office detention should report to the Main Office the next school day. Please note that students are responsible for their own transportation home. Students absent from school on the day of an assigned extended office detention must serve the extended office detention on the day he/she returns to school. Students with extended office detention may not participate in or attend any school sponsored activities on the days of the extended office detention. Students who skip an extended office detention on a Friday or the last school day prior to a holiday or vacation shall not participate in any extra-curricular or athletic activity over the weekend, holiday, or vacation period. Students and parents/guardians should note that the dates of assigned office detentions or extended office detention will not be changed. If a student is asked to leave an assigned extended office detention, he/she must report to the Main Office the following day.

SATURDAY DETENTION. All students assigned to Saturday Detention should enter the building through (the main office doors). They should report to (room number) by (8am) sharp. Tardy students will not be admitted and must report to the main office the following school day. Attendees who violate any of the below detention procedures will be sent home. Those who are asked to leave Saturday Detention should report to the main office on the following school day. Failure to attend or complete Saturday Detention will result in a one day suspension.

OUT-OF-SCHOOL SUSPENSION. Prior to the suspension, a discussion will take place including the student and the appropriate administrator. An oral explanation will be given to the student and the student will be allowed the opportunity to give his/her version of the incident. The discussion will take place as soon as calmness prevails and a reasonable time can be arranged with the individuals involved relative to the incident. Parents/Guardians will be notified by the appropriate administrator. Students suspended out-of-school may not be on school grounds on the day of suspension. Students violating this rule will be considered trespassing and reported to the Hanson Police. Students who are on out-of-school suspension will be considered as excused absences, and will be allowed make-up privileges. All make-up work given must be turned in on the day the student returns to school. Rescheduling of quizzes/tests/major projects that were due while on suspension will be determined by the teacher.

SCHOOL PROBATION. School probation or an agreed upon alternative (contract) will be used with students who violate the drug and alcohol policy or who have been involved in 8 incidents of extended office detention and/or suspension, or any combination thereof. The probationary period will last for 60 school days. Students on probation are forbidden to: (1) park on school grounds or have their car driven to school and parked on school grounds, (2) participate in or attend any school sponsored activities, and (3) be on school grounds after school for any reason except authorized make-up work or detention.

CHRONIC SCHOOL OFFENDER. When a student has been involved in 8 incidents of extended office detention and/or suspension, or any combination thereof, a conference including the Assistant Principal, counselor, parent, and student will be held prior to the student's return to classes. The student will be placed on school probation which could last the remainder of the school year, and the possible removal from athletic teams. This can affect social activities like the prom.

SCHOOL SPONSORED EVENTS. Participation/attendance at school sponsored events, including but not limited to graduation ceremony, proms, banquets, sporting events, drama presentations, etc. are a privilege and not a right. Students who violate the Code of Conduct or participate in illegal or inappropriate behavior outside of school may have their privilege of attending these events revoked by the School Administration.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Procedures for suspension up to 10 days and after 10 days: General requirements

Any eligible student may be suspended for up to 10 days in any school year without implementation of the procedures described below. When a student with special needs has been suspended for 10 days in any school year, subsequent removals require that the public school must provide sufficient services for the student to continue to receive a Free and Appropriate Public Education (FAPE). The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

State Requirements

M. G.L. c 76, sections 16-18

Federal Requirements (IDEA-97)

34 CFR 300.519-300.529

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days.

Responsibilities of the TEAM and the Whitman-Hanson Regional School District. (NOTE: TEAM refers to a group of individuals who are responsible for the developing, revising, and reviewing of Individualized Education Programs (IEPS) for students with identified special needs.)

DISCIPLINE OF SPECIAL EDUCATION STUDENTS: The disciplining of students with disabilities is governed by federal and state special education law and the regulations promulgated there under. These laws include the Individuals with Disabilities in Education Act, 20 U.S.C. Section 1400, et seq.; 34 CFR Section 300.000 et seq., and Massachusetts General Laws, c. 71B.

Students on Individual Education Plans (IEPs) are expected to abide by the same rules as non-disabled students. Anytime school personnel seek to remove a student from his or her current educational placement for more than ten school days in a school year, this constitutes a “change in placement.” The Team will be convened within 10 days of a decision to suspend. A change of placement invokes certain procedural protections under the IDEA, the federal special education law. When decision is made for a change in placement, the student’s IEP Team must reconvene for a “Manifestation Determination” to determine:

1. if the conduct in question was “caused by, or had a direct and substantial relationship to, the child’s disability”; or
2. if the conduct in question was the “direct result of the local school’s failure to implement the IEP.” If the IEP Team concludes that the student’s misconduct was not a manifestation of the student’s disability, the district may discipline the student in accordance with this student handbook.

Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the TEAM) for up to 45 school days on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior. If district personnel, the parent and other relevant members of the TEAM determine that the behavior IS a manifestation of the disability, then the TEAM completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the TEAM reviews and modifies it, as necessary, to address the behavior. Except when he/she has been placed in an interim alternative educational setting (noted previously), the student returns to the original placement unless the parents and district agree otherwise. Not later than the date of the decision to take disciplinary action, the school district notifies the parents/guardians of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the

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

Federal Requirements

IDEA-97: 34 CFR 300.519-300.528

IDEA 2004: Section 615(k) (1)-(4)

DISCIPLINE OF STUDENTS NOT YET DETERMINED ELIGIBLE

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated a code of student conduct, may assert any of the protections provided for in this part if the public agency had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

- A public agency must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred—
- The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
- The parent of the child requested an evaluation
- The teacher of the child, or other personnel of the LEA, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.

If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under §300.530, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of §§300.530 through 300.536 and section 612(a)(1)(A) of the Act.

IX. POLICIES AND LAWS

SEARCHES AND INTERROGATIONS

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools. Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore: When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

HOMELESS YOUTH POLICY. This policy is intended to provide guidance to all employees regarding the identification, enrollment, attendance, and success in school of homeless youth, including unaccompanied youth as required by the federal McKinney-Vento Homeless Education Act.

Definition: The Massachusetts Department of Education defines all homeless youth, including unaccompanied youth as:

- A youth who is homeless
- A youth who is not in the physical custody of a parent, guardian:
and
- A youth not in the custody of a state agency.

This definition includes youth living in runaway shelters, in abandoned buildings, cars, on the street or in inadequate housing, youth denied housing by their families, those who have left home voluntarily, even when their parent's want them to return home, and youth doubled up with friends or relatives.

Identification: The school's homeless liaison must strive to identify all homeless youth, including unaccompanied youth, inform them of their educational rights, enroll them in school, and coordinate the services necessary to ensure their success.

Enrollment: All homeless youth, including unaccompanied youth are subject to the school's enrollment policy as approved by the Department of Education. They may enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, a caseworker, or the homeless liaison. All homeless youth enrolled in the WHRSD including unaccompanied youth have the right to remain in the school or enroll in the school where they are temporarily residing.

Attendance and Success: All homeless youth, including unaccompanied youth have the same rights as other students to fully attend and participate in all school activities, classes, educational opportunities, meals, social and athletic events, clubs, teams, and other services. The coordination of services for homeless youth, including unaccompanied youth should include programs funded under the Runaway and Homeless Youth Act. The fact that a student has an Individual Educational Plan (IEP) may not be used to delay the student's enrollment or attendance, and such IEP shall be promptly implanted.

Dispute Resolution: Should a dispute arise with the school, the homeless liaison will serve as the advocate for all homeless youth, including unaccompanied youth. In addition, the youth shall remain in the selected school while the dispute is being resolved.

Policy Review: Policies covering class scheduling, tardiness, absenteeism, flexible school hours, credit for work programs, vocational education, MCAS remediation, and

course credit must be updated to eliminate barriers to all homeless youth, including unaccompanied youth succeeding in school.

Transportation: All homeless youth, including unaccompanied youth are entitled to the same educational rights and services, including transportation, under the McKinney-Vento Homeless Education Assistance Act as homeless youth accompanied by parent/guardians. WHRSD will provide transportation as necessary in coordination with other school districts, as appropriate and lawful.

Homeless Education Advisory 2004-8: Unaccompanied Youth-For youth who are in the care of the state (Department of Social Services) please see *Homeless Education Advisory 2004-9 Children and Youth in State Care or Custody*.

GANG ACTIVITY/SECRET SOCIETIES. The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs. The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines. The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

Symbols: The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

Prevention Education: The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

SECRET SOCIETIES. Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner. A student may be suspended or expelled for failure to comply with the provisions of this policy

STUDENT PUBLICATIONS. Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of

school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

The School Committee will at least annually review their support of student publications, and encourage student publications, print or electronic forms, not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature: The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

STUDENT ORGANIZATIONS. Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations. The formation of any student organization that may engage in activities of a controversial nature shall require approval by the board. All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF). All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student. The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

TOBACCO USE BY STUDENTS. Smoking, chewing, or other use of tobacco products, including e-cigs and vapes, by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco including e-cigs and vapes use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

HARASSMENT, PREJUDICE, & NON-DISCRIMINATION. The School Committee's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status. If someone has a complaint or feels that they have been discriminated against because of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, their complaint should be registered with the Title IX compliance officer.

BULLYING PREVENTION POLICY. The Whitman-Hanson Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

Bullying as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

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

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district;
- or,
- Through the use of technology or an electronic device owned, leased or used by the Whitman-Hanson Regional School District.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Whitman-Hanson Regional School District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. Each school shall have a means for anonymous reporting by students of incidents of bullying (781-618-7086). No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action. The principal shall notify local law enforcement personnel and the Superintendent if it is believed that criminal charges may be pursued against the perpetrator. The local law enforcement agency will determine if criminal charges are warranted.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A copy of each incident report shall be provided to the Superintendent. In the case where a student identified with special needs is involved, the Administrator of Special Education will be notified.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Target Assistance

The Whitman-Hanson Regional School District shall provide counseling or referral to appropriate services, including school counseling, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Whitman-Hanson Regional School District website.

STUDENT-TO-STUDENT HARASSMENT. Harassment of students by other students will not be tolerated in the Whitman Hanson Regional School District. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

ACTS OF HARASSMENT OR PREJUDICE. The Whitman-Hanson Regional School District is a community of learners that rejects harassment or prejudice in all forms and believes that children learn best when not influenced by stereotypical or preconceived ideas or opinions which disregard facts. Harassment or prejudice acts are demonstrated by intolerance, hatred, or bias toward others with the intent to do physical or emotional injury or harm to the victim. Harassment and prejudicial acts are damaging because they deny the individuality and dignity of the person(s). While no one is free of prejudice, the district believes that no one should be allowed to openly harass or demonstrate prejudice toward others. Acting in a harassing or prejudicial manner will be dealt with accordingly. This harassment may include behavior, such as wearing of clothes or symbols, which denigrates others or which is offensive to others because of its negative racial, religious, or ethnic connotations. Some examples of harassing or prejudicial acts are:

- 1) Drawing (or wearing) of swastikas or other negative symbols on a wall, book, etc.
- 2) Making negative statements directed at a person or group of people based on religion.
- 3) Making negative comments directed at a person or group of people based on job or economic status.
- 4) Making prejudicial comments to a person or group of people based on a person's intellectual capacity.
- 5) Fighting, kicking, hitting, tripping, pinching, scratching and/or other violent conduct.
- 6) Other physical conduct, not violent in nature, such as touching, staring, blocking a doorway, following a person, and/or laughing/sneering at a person.
- 7) Destruction of a person's property.
- 8) Calling a person at home, sending postal or electronic mail to the person's residence and/or following the person, and/or being at the person's home in an attempt to harass/intimidate.

All acts of harassment or prejudice, when reported to school officials, shall be investigated thoroughly using the same process that is available for racial or sexual harassment investigations.

RACIAL HARASSMENT. Pursuant to Title VI and Title VII of the Civil Rights Acts racial harassment of a student, present or prospective employee, or visitor shall not be tolerated. Violation, if proven, will result in disciplinary action. Any person who believes that he/she has been the victim of racial harassment may seek redress through Whitman-Hanson's Racial Harassment Grievance Procedure by contacting the building principal as listed at the end of this section, or by contacting the Superintendent's Office at 781-618-7412.

Racial harassment is defined as: Verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment, when such conduct is undertaken because of the race and/or color of the person against

whom the conduct is directed.

Examples of racially harassing conduct include but are not limited to:

1. Racial epithets;
2. Use of racial stereotypes;
3. Graffiti, notes, letters, cards, pictures using racial epithets, racial slurs, racial stereotypes and/or demeaning references to a member of a race;
4. Fighting, kicking, hitting, tripping, pinching, scratching and/or other violent conduct when done because of the victim's race;
5. Other physical conduct, not violent in nature, such as touching, staring, blocking a doorway, following a person, and/or laughing/sneering at a person when such conduct is undertaken because of the person's race;
6. Destruction of a person's property because of the person's race; and
7. Calling a person at home, sending mail to the person's residence and/or following the person, and/or being at the person's home in an attempt to harass/intimidate because of the person's race/color.

Racial harassment is not limited to prohibited conduct by a supervisory employee toward a non-supervisory employee or by a teacher toward a student. Racial harassment includes, but is not limited to, the following considerations:

1. The harasser does not have to be the victim's supervisor. He/she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a non-supervisor employee (co-worker), or, in some circumstances, even a non-employee (student, parent).
2. The harasser and the victim can both be students.
3. The harasser could be either a student or a staff member, and the victim could be either a student or staff member.
4. The victim does not have to be the person at whom the conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts of humor or the racial harassment of one person may create an intimidating, hostile, or offensive working or educational environment for another or may unreasonably interfere with an individual's work or educational performance.

All personnel and students will be responsible for implementing, monitoring, and enforcing the above policy. All personnel and students are to strictly adhere to this policy.

<u>School</u>	<u>Administrator</u>	<u>Phone Number</u>
Preschool Academy	Patricia Poirier-Collins	781-618-7018
Indian Head	Joel Jocelyn, Principal	781-618-7065
Conley	Karen Downey, Principal	781-618-7050
Duval	Dr. Darlene Foley, Principal	781-618-7055
Whitman Middle	Brandon Frost, Principal	781-618-7035
Hanson Middle	William Tranter, Principal	781-618-7575
WHRHS	Dr. Christopher Jones, Principal	781-618-7020

Central Administration: Whitman-Hanson Regional School District 610 Franklin Street
Whitman, MA 02382 (781-618-7412)

Superintendent of Schools (Title I, II, VI, IX)

Assistant Superintendent of Schools (Title I, II, IV, VI, IX)

Student Services (Section 504)

RACIAL HARASSMENT GRIEVANCE PROCEDURE. A formal grievance may be filed at any time by a student, employee, administrator, and/or applicant who believes that his/her rights as outlined above have been violated. Each student, faculty member, administrator, or staff member has an obligation to make every effort to resolve problems

informally as they arise. All members of the community are urged to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. If a suitable solution cannot be reached informally through independent means, a formal grievance may be initiated. A "grievance" shall be a complaint by an individual that there has been a violation of the racial harassment policy.

- A. The grievant should file a written statement of the grievance within 30 days of the alleged harassment. The grievance should be filed with the immediate supervisor, or in the event that the supervisor is the alleged harasser, with the principal or assistant superintendent. If the grievant is a student, the grievance should be filed with the student's counselor, assistant principal or other staff member.
- B. In the event that the grievant does not feel comfortable making the grievance as outlined above, he/she is free to file the grievance with any administrator above him/her in the organizational chart. The grievance should be in writing because of due process concerns for the alleged harasser. However, if the grievant is unable to put the grievance in writing, the grievance shall be written by the administrator and must be signed by the grievant before proceeding.
- C. Once the grievance is received, an appropriate investigation of the grievance shall be undertaken. In the case of a student grievance, the investigation shall be done by the principal or his designee.
- D. Such investigations may consist of the following: (1) interview with the grievant, (2) interview with the individual alleged to be the harasser, (3) interview with other employees, other students, or other witnesses, (4) interview other individuals and (5) review pertinent records.
- E. Within a reasonable time after receipt of the grievance, a decision shall be rendered and the alleged harasser and the grievant shall be informed of the decision and whether or not the allegations were found to be true.
 1. If the allegations are not deemed credible, the matter shall be closed.
 2. If the allegations, or any part of the allegations, are deemed credible, appropriate action against the harasser shall be taken.
 3. Remedial actions will depend on the severity of the incident(s). An admission of guilt, an acknowledgment of a verbal warning, a promise not to commit such offense again, and other action taken to provide appropriate relief for the grievant may be sufficient resolution. At this stage, it is hoped to sensitize the person at fault to the effects of such behavior, to be constructive and not unduly punitive in the disciplinary action. If informal resolutions are not adhered to or if the allegations involve conduct for which informal resolutions are not appropriate, the administrator may deem it necessary to take appropriate action that can include discipline up to and including employee termination or student exclusion.
- F. If the grievant is not satisfied with the results of the grievance, he/she may appeal to the Superintendent.
- G. Grievants are not limited to a formal grievance procedure but may seek relief from other agencies, including the Equal Employment Opportunity Commission, the Massachusetts Commission Against Discrimination, or the Office for Civil Rights of the Department of Education.
- H. Any retaliatory action of any kind by an employee or student against any employee or student as a result of that person's seeking redress under these procedures, cooperating in an investigation, or otherwise participating in any proceeding under those procedures, is prohibited and shall be rendered as a separate and distinct grievable matter under this procedure.
- I. All grievance proceedings will, to the greatest possible extent, be held in confidence by all persons directly or indirectly involved in them.

PROHIBITION OF HAZING. In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

FREEDOM FROM DISCRIMINATION OR SEXUAL HARASSMENT. It is the policy of the Whitman-Hanson Regional High School to avoid discrimination in its school programs, services, and employment practices as required by Title IX of the 1972 Educational Amendments, Chapter 76 of the General Laws of Massachusetts as amended by Chapter 622 of the Acts of 1971, and Chapter 199 of the Acts of 2011, An Act Relative to Gender Identity. Every person shall have a right to attend the public schools of the town where they actually reside. No person shall be excluded from or discriminated against in admission to a public school, or in obtaining the advantages, privileges and courses of student of such public school on account of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status. If you believe that you are experiencing discrimination or sexual harassment at any time, please report this matter to the Principal. The principal is then obliged to refer you to our Title IX coordinator, who will investigate the matter. It is the policy of the Whitman-Hanson Regional School District that all students should be able to attend school and participate in a learning environment which is free of any kind of sexual harassment. Sexual harassment thus violates the policies of the District and also violates the law, specifically Title IX and general laws c. 151c.

What is Sexual Harassment?

The legal definition of sexual harassment is: Unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success as a student;
2. Submission to or rejection of such conduct by an individual is used as the basis or educational decisions affecting such individuals; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile or offensive educational environment. It may be easier to understand the legal definition of sexual harassment if

you look at examples of sexual harassing conduct.

SOME EXAMPLES OF SEXUAL HARASSING CONDUCT

1. touching (arm, breast, buttocks, etc.)
2. verbal comments (about parts of the body, what type of sex the victim would be “good at,” clothing, looks, etc.)
3. name-calling (from “honey” to “bitch” and worse)
4. spreading sexual rumors
5. leers and stares
6. sexual or “dirty” jokes
7. cartoons, pictures, and pornography
8. using the computer to leave sexual messages or graffiti or to play sexually offensive computer games
9. gestures with hands and body
10. cornering, blocking, standing too close, following
11. conversations that are too personal
12. “rating” an individual - for example, on a scale from 1 to 10
13. obscene T-shirts, hats, pins
14. showing “R”- rated movies during class (not curriculum-based)
15. sexual assault and attempted sexual assault
16. rape
17. massaging the neck, massaging the shoulders
18. touching oneself sexually in front of others
19. graffiti
20. making kissing sounds or smacking sounds; licking the lips suggestively
21. howling, catcalls, whistles
22. repeatedly asking someone out when s/he isn’t interested.
23. “pantsing” or “drooping” (pulling down someone’s pants)
24. facial expressions (winking, kissing, etc.)
25. “slam books” (lists of students’ names with derogatory sexual comments)
26. “making out” in the hallway

COMPLAINT PROCEDURE. If you feel that someone has sexually harassed or is sexually harassing you, you should do the following:

1. Speak or send a note to any employee of the school system whom you trust, i.e., principal, assistant principal, teacher, nurse, counselor, custodian, crossing guard, aide, cafeteria worker, etc. You can also speak to your parents who can then notify the principal or assistant principal. Remember that the complaint procedure does not start until school personnel receive the complaint.
2. If you have not or do not want to put the complaint in writing, the employee will do so. This should be done no later than two (2) school days after you have talked, or given the note to the employee. The complaint has to be put in writing to make sure that the employee’s understanding of your complaint is correct.
3. The employee will refer the written complaint to the principal. The principal or his/her designee may speak with you to get more information. In any case, the principal or his/her designee will speak to the person who is alleged to have sexually harassed you (called “the respondent”) to obtain information as well.
 - If the principal feels that the complaint can be resolved without a formal investigation, he/she may use the informal procedure. The informal procedure attempts to resolve the situation and can be done in many ways. Examples are:
 - The principal or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.

- The principal or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The principal or his/her designee may have separate conversations with you and the respondent.

The informal procedure will be completed within five (5) school days from the date the principal receives the complaint. The principal or his/her designee will notify you and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used. Investigative deadlines may be extended under extenuating circumstances such as illness.

Formal Procedure

The formal procedure is used when any one of the following happens:

- a. You or the respondent ask that the formal procedure be used,
- b. The Principal or his/her designee decides that the formal procedure should be used, or
- c. You or the respondent feels that the informal procedure was not helpful or adequate and one of you requests within five (5) school days, that the formal procedure be used.

The formal procedure will be completed within twenty (20) school days of the complaint being filed with the principal, or if the informal procedure was used, within twenty (20) school days of the request to start the formal procedure.

The principal or his/her designee will investigate the complaint and complete a written report, which will include:

- All facts and circumstances of the incident.
- A summary of the investigation which will include interviews with anyone reasonably believed to have relevant information.
 - * Even if the principal thinks that the informal procedure is acceptable, you or the respondent can ask that the formal procedure be used, rather than, or after, the informal procedure.
- A description of any actions already taken and/or proposed by the principal or his/her designee.

Copies of this written report, including the principal's decision, and the rationale and documentation of it will be forwarded to each of the parties involved within five (5) school days of completion of the investigation. All documentation of sexual harassment complaints will be kept on file with the assistant superintendent.

If the principal or his/her designee finds that sexually harassing conduct has occurred, then he/she may discipline the respondent, require the respondent to apologize to you, require that the respondent go to counseling or training, take any combination of these actions or any other appropriate action. You or the respondent may appeal the decision in writing to the assistant superintendent, within fifteen (15) school days of receipt of the findings of the formal procedure. The decision will be reviewed to ensure adequacy of the investigation and conclusions. Parties will be given an opportunity to submit additional information. The assistant superintendent will make a decision and provide it in writing to you and the respondent within thirty (30) days.

OTHER RESOURCES. Individuals also have the right to seek a remedy from the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108, (617) 727-3990, and the Regional Office of Civil Rights for the U.S. Department of Education, 222 John W. McCormack Bldg., Boston, MA 02109.

Retaliation - No one may retaliate against you for filing a complaint. Further, no one may retaliate against any student, employee or any other person because they provided

information or helped in the investigation. If any person feels that they have been subjected to retaliation, he/she should file a complaint with the Principal.

Considerations to Remember

A man/boy as well as a woman/girl, may be the victims of sexual harassment, and a woman/girl, as well as a man/boy, may be the harasser.

The victim may be the same or opposite sex as the harasser.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempt of humor or the sexual harassment of one girl (or boy) may create an intimidating, hostile, or offensive environment for another girl (or boy) or may unreasonably interfere with an individual's educational performance.

DISSEMINATION PROCESS. To insure that all our students are afforded an opportunity to understand this policy, it shall be annually distributed as follows: (a) If asked at any level, the school principal, assistant principal, school adjustment counselor, school counselor, or school psychologist may assist a parent to help the child comprehend the meaning of the policy. It shall also be reviewed by the building principal at the start of the school year and with every new student enrolled by the student's school counselor, (b) For students PK and K, parents/guardians will receive a copy of the policy in their enrollment packet. Parents/Guardians will be asked to review this policy with their child(ren); c) For students grades 1 through 8, each building wellness teachers will review this policy in class as part of the curriculum. It shall also be included in the student handbook. This curriculum activity will not be considered a human sexuality curriculum component and, therefore, not covered under Massachusetts General Law Section 32A (Parent Notification Act.), (d) For students grades 9 through 12, each shall receive a copy of this policy at the beginning of the school year either by hard copy or through the student handbook, (e) For self-contained classes or other unique situations, the classroom teacher or specialist assigned shall be responsible for review of this policy with the student as directed by the administrator of special education.

DISTURBANCE OF SCHOOL OR PUBLIC MEETING. Whoever willfully interrupts or disrupts a school or other assembly of people met for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted of a violation of this section shall be punished by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended.

WEAPONS. It is the goal of the Whitman-Hanson Regional School District to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to: district-owned building; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses, rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after-school hours may be subject to administrative and/or legal action. Students may be subject to exclusion or expulsion for possession of a weapon in school.

POSSESSION. Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area or in any vehicle subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a

“look-alike” weapon in any form in the school environments listed above.

STUDENT REPORTING. Students who see or become aware of a weapon must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

WEAPONS. “Weapon” means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

WEAPONS DEFINITION.

All firearms, whether loaded or unloaded, etc., or similar devices,

Other guns of all types including pellet, BB, stun, look-alike, and non-functioning guns that could be used to threaten others, or similar devices,

Knives, switchblades or automatically opening blades, daggers, swords, razors, or similar devices,

Artificial knuckles or other objects designed to be worn over the fist or knuckles, or any other similar devices,

Blackjacks, clubs, nunchucks, throwing stars, etc.

Explosives - including fireworks or any other pyrotechnic device,

Poisons, chemicals, or substances capable of causing bodily harm,

Bow and arrows, slingshots, or any other propelling devices,

Any other device or instrument used to intimidate, threaten or inflict harm.

VIOLATIONS BY STUDENTS. The Administration and/or staff will:

Confiscate the weapon (if it can be done safely) and turn it over to the police.

Notify the superintendent

Notify police

Notify parent/guardian

Hold an administrative hearing with student and parent which will to determine appropriate consequences

VIOLATION BY OTHERS. The school administration and/or staff will:

Initiate immediate police involvement.

ADMINISTRATIVE DISCRETION REGARDING POSSESSION. PK - 12:

A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

AUTHORIZED INSTRUCTIONAL AND WORK-RELATED EQUIPMENT AND TOOLS.

These guidelines are not meant to interfere with instructional use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will automatically take effect.

EXCEPTIONS. This policy pursuant to Massachusetts statutes provides for the following exceptions:

1. Licensed peace officers, military personnel, or students participating in military training, who are performing official duties.

2. School district-approved firearm safety courses or activities conducted on school property.
3. School district-approved possession and use of dangerous weapons by a ceremonial color guard.
4. School district-approved possession and use of starter guns for high school athletic contests. All Chapter 766 and other state and federal laws related to students with disabilities will be followed.

AUTHORITY OF THE PRINCIPAL: SCHOOL REFORM ACT OF 1993

1. 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.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
4. The regulation regarding possession will include possession of a dangerous weapon or a controlled substance in one's car or locker. At school a person who is in the presence of a controlled substance may also be regarded as being in possession. The regulation applies to direct physical or verbal assaults that put a person at risk of injury. It also applies to an indirect physical or verbal assault that might occur when a teacher is attempting to break up a fight or an argument. Any student committing such a violation will receive a notice in writing of an opportunity for a hearing before the principal and can appeal to the superintendent within ten days from the date of the expulsion. This Act replaces any sections of the Code of Conduct where the consequences for these four clusters of behavior differ from those outlined in the law.

AN ACT RELATIVE TO SAFETY IN PUBLIC SCHOOLS (CH 71, 37H)

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

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

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a

student who has been determined by the principal to have violated either paragraph (a) or (b).

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

(CH 71, S 37H1/2)

(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 or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster 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 receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension 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 suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of

the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(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 or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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 receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

(CH 71, S 37H3/4)

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H.5.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the

student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Emergency Removal under M.G.L. c. 71, § 37H^{3/4}

(1) Nothing in 603 CMR 53.00 shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no

alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
2. Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
3. Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or (3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and (d) or (3)(c) and (d), as applicable.

A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

(Ch. 71, S 37H3/4 B)

Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H1/2

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H.5.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more

than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

AN ACT RELATIVE TO STUDENT'S ACCESS TO EDUCATION SERVICE & EXCLUSION FROM SCHOOL (CH 222 OF THE ACTS OF 2012)

Chapter 222 Education Service Plan

The Chapter 222 of the Acts of 2012 require each school to have an Educational Service Plan for students expelled or suspended cumulatively for more than 9 days in one school year. Academic support may take different forms including: tutoring, online coursework, and work to be picked up and dropped off at school. The following opportunities for continued academic progress for such cases:

Grade Span 6-12

Individual suspension days beyond 9 days: Academic work provided to the parent prior to the day of suspension without late penalty as long as delivered the day returned or other arrangements pre-established by teacher. Guidance Counselor is notified.

Suspension days 2-5 (consecutive) beyond 9 days: Academic work provided to the parent prior to the day of suspension without late penalty as long as delivered the day returned or other arrangements pre-established by teacher.

Suspension days 6-10 (consecutive) beyond 9 days: Academic work provided to the parent. Additionally, 30 minutes of tutoring time per suspension day. The formula of time allotted does not mean 30 minutes each day of suspension but rather a collection of time to be designed by the principal to apply.

The implementation of such services is at the discretion of the building principal. There is not an appeal process of educational opportunities or the ability on the behalf of the parent/guardian to suggest other opportunities of what is presented by the school principal or designee.

EDUCATION SERVICE PLAN In accordance with Massachusetts General Laws Chapter 71, Sections 37H, 37H ½, and 37H ¾, must provide opportunities for students to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their in school suspension, short-term suspension (10 days or less), long-term suspension (10 days or more) or expulsion. Any student who is expelled or long-term suspended from school for more than ten (10) consecutive days will be provided an educational service option for the duration of the school suspension. The determination of which service or combination of services will be made based on the needs of the student and resources available in the school by the principal.

Access to tutoring services: Students offered this option are expected to attend tutoring sessions at a designated public site identified by the school district. The tutoring will be provided by qualified personnel or contracted providers. The academic work will be consistent with the academic standards and curriculum frameworks established for all students. Students' tutoring schedule will be set by appointment and prepared weekly.

Access to online education: Students offered this option will be enrolled in an online platform. Work hours are flexible but students are expected to access online instruction by logging in at least 5 days per week for a minimum of 45 minutes to an hour per subject. Daily attendance is imperative in order to ensure success in the virtual program. The academic work will be consistent with the academic standards and curriculum frameworks.

Access to Gateway to College: Services offered through the MA Community College System.

Period of Expulsion or Suspension:

From: _____ To: _____

Student

Signature: _____ Date: _____

Parent

Signature: _____ Date: _____

PLEASE MAKE YOUR SELECTION AND RETURN THIS FORM TO THE PRINCIPAL OF YOUR SCHOOL, WHO WILL ARRANGE FOR THE SERVICES. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT _____ AT _____.

DUE PROCESS FOR SUSPENSIONS

NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H1/2 or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing.

Notice shall set forth in plain language:

- the disciplinary offense;
- the basis for the charge;
- the potential consequences, including the potential length of the student's suspension;
- the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- the date, time, and location of the hearing;
- the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect. All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;

- the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and, the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- Set out key facts and conclusions reached by the principal;
- Identify the length and effective date of the suspension, as well as a date of return to school;
- Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal. If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian. A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year. An in-school suspension may be used as an alternative to short-term suspension.

A Principal may impose an in-school suspension as defined above according to the following procedures:

- The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year. On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student

committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in school suspension.

- The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H12

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

- Possession of a dangerous weapon, possession of a controlled substance, or assault of staff. A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (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 the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.
- Felony complaint or issuance of felony delinquency complaint. Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request.

The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

- Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

SCHOOL-WIDE EDUCATION SERVICE PLAN FOR STUDENTS ON SHORT-OR LONG-TERM SUSPENSION

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
2. Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. Each school has a process for developing school-wide education service plans for education services that the school district will make available to students who are expelled or suspended from school for more than ten consecutive days. Each plan is individualized to the needs of each student and is developed in collaboration with the guidance department, special education department, and classroom teachers, as applicable. Students and their parents will be notified of the process for developing and arranging such services at the time of suspension/expulsion. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c 69, §§ 1D and 1F.
4. Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.

- a. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
- b. For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP/504)

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

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.

2. When a suspension constitutes a change of placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP – "a manifestation determination."

3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer: a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. Characteristics. In either

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

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Procedural requirements applied to students not yet determined to be eligible for special education.

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

a. The parent had expressed concern in writing; or

b. The parent had requested an evaluation; or

c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility. 3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

DRUG AND ALCOHOL USE BY STUDENTS. In view of the fact that the use of drugs and alcohol can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages or drugs can have on the maintenance of general order and discipline, the School Committee prohibits the use, consumption, or possession of any drug (including e-cigs, vapes and associated paraphernalia) or alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who is under the influence of drugs or alcoholic beverages prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

DRUG/ALCOHOL GUIDELINES. The school district is committed to having safe and drug free schools. Recognizing that this goal can only be achieved if the administration has the authority it needs to carry out the Drug/Alcohol guidelines, the administration follows the principle of “reasonable suspicion” not “probable cause.” Therefore, students smelling of alcohol or marijuana, or behaving in a manner that would indicate ingestion of drugs or alcohol, are subject to this policy, and could be asked to submit to a breathalyzer test. Refusal to do so will necessitate the student’s parents being called, and disciplinary action could follow.

1. Any possession, ingestion, or dispensing of drugs/alcohol must be reported to the principal or designee. Any drugs/alcohol found on the school premises must be reported and turned over to the principal or designee.
2. In the case of apparent drug/alcohol violations, the parents of the offending student will be notified by the principal or designee by telephone/certified mail.
3. When a student is found to be in possession of illegal drugs, the principal shall notify the local police immediately. School authorities shall cooperate fully with the police officials.
4. The principal shall report all instances of drug/alcohol related offenses to the Superintendent before the next school day and maintain a log of these offenses noting: date, student name, grade, sex, brief description of the offense, action taken, and other comments. The school will report names of students only in cases where the drug/alcohol violation involves illegal activity: possession of illegal substance and/or intent to sell or distribute.
5. In addition, the Administration will comply with any appropriate Massachusetts General Laws as well as Massachusetts General Laws Chapter 272, section 40A, Alcoholic Beverages in Schools, which states in part: “Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medicinal purpose, in any public school building, or on any premises used for public school committee or other public board or officer, shall be punished by imprisonment for no more than thirty days or by a fine of not more than one hundred dollars, or both....”
6. Suspected drug abuse-related violations shall be reported to the school nurse. The Nurse shall examine these students and advise the principal concerning her findings.
7. **INFRACTIONS:**
 - a) Possession of drugs with intent to sell or distribute.
 - b) Possession of drugs, drug-related equipment or alcohol.
 - c) Ingestion of drugs or alcohol.
8. **CONSEQUENCES.** If a student is in possession of an illegal substance (drugs or alcohol), particularly in the instance where there is reason to believe that there is intent to sell or distribute, s/he shall be brought before the principal for a hearing that could result in expulsion. Action should include suggestions for enrollment in a rehabilitation program. The principal’s action is not dependent on the actions taken by the police.

The consequences for a first offense of one of the above infractions shall be 5 days

out of school suspension and probation for 60 school days. School probation may be waived if the student, parent/guardian, and administration agree on drug/alcohol contract that would require random drug testing during the time of the probationary period. Upon returning to school after suspension for Drugs/Alcohol, regardless of the amount, a student, his/her parent, preferably both parents, shall meet with the administration and counselor. The adjustment counselor or psychologist may be involved to determine a plan to bring about improved behavior (which may include entry into a drug/alcohol rehabilitation program.) The student shall be required to meet with his/her counselor twice monthly during the period of probation.

A second drug/alcohol violation shall be 7 days out of school suspension, probation for 60 school days, and enrollment in a rehabilitation program and counseling.

A third drug/alcohol violation shall result in immediate referral to the superintendent. After a thorough review of the student's record and the facts regarding the third offense, the superintendent may take any or some of the following actions:

- a. recommend an expulsion hearing to the school committee.
- b. suspends the student for 10 days; place the student on probation for one year.
- c. requires the student to attend a rehabilitation program approved by the superintendent, and require the student to meet with his/her counselor twice monthly during the probation period.
- d. a third time offender will be subject to random drug/alcohol testing as directed by the superintendent. Such testing will be conducted only when there appears to be a use of drugs and/or alcohol. The superintendent will have exclusive discretion to determine all of the specifics related to the drug/alcohol testing, including but not limited to time, date and testing facility and will have full access to the test results.

The parents/guardians will take what actions are necessary to allow the Superintendent full access to the test results. Any testing will be paid for by the Whitman-Hanson Regional School District. If a test reveals the presence of non-medicinal alcohol and/or non-medicinal drugs, the parents agree that this shall be considered a violation of the WHRSD Drug/Alcohol guidelines contained in the handbook. The Superintendent shall have exclusive discretion to determine whether non-medicinal alcohol and/or non-medicinal drugs have been detected in these tests and whether such findings are a violation of the WHRSD Drug/Alcohol guidelines.

PLEASE NOTE: To the extent that the parents or guardian have a right to a hearing for a violation of the above stated provisions of the handbook, the hearing will be conducted before the superintendent.

OTHER CONDITIONS

1. Students have a right to have their parents and counselor present for all drug/alcohol related hearings.
2. Any and all drug/alcohol infractions occurring in the school building on school grounds, at school related activities, or school-sponsored events, whether conducted off school grounds, on school buses, and at or around bus stops, during loading and unloading procedures, on field trips or foreign travel trips as approved by the school committee are subject to the Drug/Alcohol guidelines. In addition, students arriving at any of the above, having ingested drugs or alcohol, are subject to the Drug/Alcohol guidelines.
3. Drug/alcohol infractions, occurring at times other than those listed, are matters for the

police.

4. Parents who dispute the findings of the administration may have their child tested for drug use at an administratively approved medical facility. Testing must occur within twenty-four (24) hours.
5. Students in leadership positions--Class or club officers, team captains, co-captains, and members of Honor Societies - will lose their positions for one year if they are in violation of the Drug and Alcohol guidelines either in or out of school or if they become involved in serious violations of the law. The leadership rule follows the same principles as the school's Drug and Alcohol guidelines in regard to the principle of "reasonable suspicion", not "probable cause"; therefore, anyone smelling of alcohol or marijuana, or behaving in a manner that would indicate ingestion of drugs or alcohol, is subject to the policy.

RIGHTS OF EIGHTEEN YEAR OLDS. Once a person reaches the age of eighteen, Massachusetts law holds that he/she is an adult and has reached the age of majority. Massachusetts General Laws Chapter 4 section 7 cl.50-51 states that any eighteen-year old is capable of signing legal documents and entering into contracts. Consistent with this definition of "adult" is the ability to sign school related documents including report cards, permission slips, and absence notes. A school may continue to inform parents of grades, absences, etc., but it cannot require the signature of the parent as a condition for accepting these documents. Whether a school accepts the signature of an eighteen-year old student on absence notes depends on the purpose of the school rule requiring such notes. If the purpose of a school rule requiring parents to sign student absence notes is to obtain the signature of an adult or the student's guardian, an eighteen-year old student would have to sign his/her own absence notes since such student is his/her own guardian and is an adult. On the other hand, such a note would have to be signed by a second adult who could verify the student's reason for absence.

Students aged eighteen or older are subject to the same school rules as all other students. However, since a student is not required to continue in school after the age of sixteen, it is clear that no legal proceeding may be commenced punishing such a student for failure to attend school. Massachusetts General Laws Chapter 76, section 18 is applicable to permanent withdrawals from school. This statute provides in pertinent part as follows: No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent/guardian of such student in both the primary language of such parent/guardian and English, stating that such student and his parent/guardian may meet with the principal or designee representative prior to the student permanently leaving school, within ten days after the sending of the notice. This statute does not require permission from parents/guardians in order for a sixteen-year old student to leave school, only that the student's parents be given notice of the withdrawal and an opportunity to meet with the school committee or its designee. In addition, it should be noted that parents/guardians do retain the right of access to the school records of their children, regardless of age, pursuant to Massachusetts General Laws Chapter 71, section 34E. In conclusion, a student becomes an adult at age eighteen, and at that time the student has the right to sign official papers on his/her own behalf. Students are permitted to withdraw voluntarily from school at age sixteen, as long as parents/guardians are notified before the student is considered to have permanently left school. Students eighteen or older who are enrolled in school are subject to the same school rules as all other students, consistent with the statutes discussed above. Students wishing to exercise their right as eighteen-year olds must see the principal's secretary in the main office. Students may register to vote at the same time.

PREGNANT STUDENTS. The Whitman-Hanson Regional Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities. Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave. The Whitman Hanson Regional Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

STUDENT RIGHTS. Chapter 622 of the Acts of 1971 and Chapter 199 of the Acts of 2011 guarantees all students regardless of race, gender, gender identity, sexual orientation, color, region, or national origin, equal and unbiased treatment in, and access to, all aspects of public school education. Chapter 622 states: Every person shall have the right to attend the public schools of the town where s/he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school or any town, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status. The parent, guardian, or custodian of a child refused admission to or excluded from the public schools shall on application be furnished by the school committee with a written statement of the reasons therefore, and thereafter. If the refusal to admit or exclusion was unlawful, such child may recover from the town in tort, and may examine any member of the committee or any other officer of the town upon interrogatories.

FAIR TREATMENT AND APPEAL. If you believe that you are not receiving such treatment, you can appeal any incident or staff directive in this sequence:

1. To the staff member involved.
2. To your school counselor, who may then discuss the matter with the staff member and/or his/her supervisor.
3. To the assistant principal or any appeal group or court which the Assistant Principal establishes.
4. To the principal.
5. To the assistant superintendent.
6. To the superintendent
7. To the school committee by requesting consideration of its members through the superintendent.
8. To the Massachusetts Department of Education or courts in very serious matters.

SPECIAL EDUCATION SERVICE. You or your parents/guardians may request an evaluation or review of your needs for special education service. If you make such a request, you will receive a detailed sheet explaining your rights in this area under Chapter 71B of the General Laws of Massachusetts, as amended by Chapter 766 of the Acts of 1972. Inquiries should be directed to the administrator of special education in the district' central administration office. The IEP of a student turning age 18 shall remain in force until the next TEAM meeting. At that time, the student shall have legal authority to sign his/her IEP unless such authority is specifically delegated to the parent/guardian in writing, or the parent has been named as guardian.

CONFIDENTIALITY OF RECORDS. Your school records will not be released except as detailed in the Distribution List Policy. You have the right to request and schedule a review of your records with a school counselor.

NETWORK ACCESS POLICY.

(Edited-The Policy IJNDB can be viewed on line at www.whrsd.org under School Committee, Policies)

Whitman-Hanson Regional School District provides employees and students with access to the District-Wide Schools Network (hereinafter referred to as “The Network”), which also serves as our gateway to the Internet. The Network Acceptable Use Policy describes guidelines and procedures in regard to the use of the Whitman-Hanson network. The guidelines describe educational, ethical, legal and efficient use of network resources. Internet use in school is a privilege, not a right, and users should always act accordingly.

ACCEPTABLE USE (6502 – 8.0).

8.0 Acceptable Use Policy

8.1 Existing copyright law will govern the use of material accessed through The Network. Because the extent of copyright protection of certain works found on the Internet is unclear, users will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered a copyright infringement. Users will respect copyright and request permission when appropriate.

8.2 When using The Network, the user agrees to take full responsibility for his or her own actions. The Whitman-Hanson Regional School District will not be held liable for the actions of anyone connecting to the Internet through this network. Therefore, all users shall assume full liability, legal, financial, or otherwise, for their use of The Network.

8.3 Access to the Internet provided by The Network is provided for classroom activities, professional or career development, and limited high-quality self-discovery activities in line with the educational goals of the district (see 1.0).

8.4 The Internet connection is not to be used for any non-educational purposes including, but not limited to, commercial solicitations.

8.5 The user of The Network Internet connection becomes an extension of the Whitman-Hanson Regional School District and is expected to abide by the rules of conduct set forth by the District. Students should reference the Handbook where applicable. Inappropriate behavior will not be allowed.

8.6 The user will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.

8.7 The user will not post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.

8.8 The user will not engage in personal attacks, including prejudicial or discriminatory attacks.

8.9 The user will not knowingly or recklessly post false or defamatory information about a person or organization.

8.10 The user will not install unauthorized software or download unauthorized software from a remote location.

8.11 Users will not attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.

8.12 The user will not disseminate passwords, codes, access telephone numbers, or account numbers to unauthorized persons.

8.13 The user will not use The Network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).

GRADUATION CEREMONY.

PLEASE NOTE THAT PARTICIPATION IN THE GRADUATION CEREMONY IS A PRIVILEGE AND NOT A RIGHT. The principal has the authority to withhold this privilege for inappropriate behavior.

1. Participation in the graduation ceremony shall be only for those students who have successfully completed all requirements for graduation by the last school day for seniors and who have satisfied all financial obligations to the school within 5 school days after senior dismissal day.
2. Per Massachusetts Department of Elementary and Secondary Education policy, all students must pass required parts of the Massachusetts Comprehensive Assessment System test (MCAS) in order to receive a diploma from Whitman-Hanson Regional High School.
3. The last school day for seniors shall be established by the committee in accordance with Massachusetts Regulations (603 CMR 27.03).
4. The date of the graduation ceremony shall not be more than 12 days before the last day of school (Ch.71, s.4). The actual date will be established by the school committee; the most preferred date being the first Friday in June.
5. The ceremony will take place on campus at 6:00 PM.
6. The names of all graduates (including those not in attendance) shall be announced during the graduation ceremony when the diplomas are presented.
7. All financial obligations including books, class dues and user fees must be settled prior to graduation.

WAIVER OF GRADUATION REQUIREMENTS. A student who wishes to request a waiver of graduation requirements must submit a written request to the principal within one day of notification of failure to graduate. At that time, s/he will receive a complete list of the regulations covering the procedures to be followed to seek a waiver of graduation requirements.

SCHOOL SAFETY PROTOCOLS

for Reporting Violent Acts and Threats of Violent Acts

These protocols adopted to ensure the public, students, teachers, and other staff of the Whitman-Hanson Regional School District will not tolerate acts of violence or threats to commit acts of violence. In order to assure the safety of students and all school personnel, any of the aforementioned will be dealt with to the fullest extent of the law and school guidelines.

*All school department employees or other personnel assigned or providing services to schools have the responsibility to report to the principal or designated administrator, all incidents or suspected incidents of violence and all substantiated threats to commit violence, while s/he is under the authority of the Whitman-Hanson Regional School District.

*Each incident or suspected incident aforementioned is to be reported immediately to the principal or designated administrator. A written report will follow any verbal report before the end of the school day.

School Response and Reporting

*The principal or designated administrator will determine if immediate response by police is required.

*Any student who commits an act that threatens the safety of any member of the Whitman-Hanson Regional School District or its facilities, threatens to commit an act of violence, and/or commits repeated acts of violence, shall be disciplined in accordance with the district's Discipline code of conduct.

Acts of violence and threats of acts of violence are listed but not limited to the following:

arson, assaults, assault and battery (including fighting), assault and battery with a dangerous weapon, disturbance of a school assembly, willful destruction of property (personal or public), verbal or written threats to do bodily harm, verbal or written threats to commit destructive acts, and verbal or written intimidation.

DIRECTORY INFORMATION NOTICE. The Whitman-Hanson Regional High School has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Students Record Regulations at CMR 23.00 et seq. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student. Directory information may be disclosed for any purpose in the discretion of the school, without the consent of a parent or an eligible student. Parents/Guardians and eligible students have the right to refuse to permit designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of the parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. Any parent or student refusing to have any or all of the designated directory information disclosed must file a written notification with the assistant principal on or before the end of the first week of the school year. In the event that a refusal is not filed, it is assumed that neither the parent nor eligible student objects to the release of the directory information designated.

ASBESTOS MANAGEMENT PLANS. The School District's Asbestos Management Plans are available for review in the central administration office at Whitman-Hanson Regional High School. Any questions regarding these plans should be directed to the superintendent.

STUDENT POLICY ON FREE AND APPROPRIATE PUBLIC EDUCATION UNDER SECTION 504/AMERICANS WITH DISABILITIES ACT.

Whitman-Hanson Regional School District ensures that a system of procedural safeguards are afforded to parents and guardians with respect to any action regarding the identification, evaluation, and placement of children who, because of disability are believed to need reasonable accommodations to learn.

The Whitman-Hanson Regional School District fully supports the American with Disabilities Act and Section 504 in all its programs and practices and endeavors to provide Free and Appropriate Education (FAPE) and related aids or services that reasonably accommodate students' disabilities and: (1) are designed to meet the individual needs of persons with disabilities as adequately as the needs of non-disabled persons are met; and (2) are able to satisfy requirements regarding educational setting, evaluation and placement, and due process safeguards that may be provided to individuals with disabilities in either regular or special education programs; (3) insure an appropriate public education to a person with a disability without cost to the person or to his or her parents or guardians, except for those fees that are also imposed on non-disabled persons or their parents or guardians. Whitman-Hanson will:

1. Ensure that the education offered is in compliance with all requirements related to the provision of FAPE, including ensuring that the education is provided at no cost to the child or the child's parents.
2. Provide children with disabilities with an opportunity to participate in nonacademic and extracurricular services and activities comparable to that provided to non-disabled children.
3. Ensure that each individual with a disability participates with non-disabled individuals

to the maximum extent appropriate to the needs of that individual's nonacademic and extracurricular services and activities.

Whitman-Hanson ensures that, with respect to evaluation procedures to determine a student's disability and/or needed modifications, related services, or assistance devices:

4. Ensure tests and other evaluation materials have been validated for the specific purpose for which they are used, and are administered by trained personnel in conformance with the instructions provided by their producer;
5. Ensure tests and other evaluation materials are tailored to assess specific areas of educational need and not merely designed to provide a single general intelligence quotient; and
6. Ensure tests are selected and administered so as to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level (or whatever other factor the test purports to measure) rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure). With respect to placement procedures, Whitman-Hanson shall, in arriving at such placement decisions:
7. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social or cultural background, parent input, and adaptive behavior;
8. Ensure that information obtained from all sources is documented and carefully considered;
9. Ensure that the placement decision is made by a group of persons, including parent/guardian, knowledgeable about the child and the meaning of the evaluation data and placement options; and
10. Ensure that the placement decision complies with the requirements outlined above regarding educational setting. Once the Whitman-Hanson Regional School District staff and parent/guardian have identified the educational and related services needed by a child with disabilities, the 504 Team will describe the program in writing on a 504/ADA Plan and provide services as described in this written plan.

504/Americans With Disabilities Act Coordinators

District --Assistant Superintendent of Student Services, Whitman Hanson Regional School District, 610 Franklin Street, Whitman, MA 02382, (781) 618-7428

Whitman-Hanson Regional H.S. -- David Floeck, Assistant Principal, 600 Franklin Street, Whitman, MA 02382, (781) 618-7410

Whitman Middle School -- Kerri Sandler, Assistant Principal, 100 Corthell Avenue, Whitman, MA 02382, (781) 618-7035

Hanson Middle School -- Josh Belvis, Assistant Principal, 111 Liberty Street, Hanson, MA 02341, (781) 618-7575

Conley Elementary School -- Karen Downey, Principal, 100 Forest Street, Whitman, MA 02382, (781) 618-7050

Duval Elementary School -- Dr. Darlene Foley, Principal, 60 Regal Street, Whitman, MA 02382, (781) 618-7055

Indian Head School -- Joel Jocelyn, Principal, 726 Indian Head Street Hanson, MA 02341, (781) 618-7065

AN ACT PROVIDING FOR THE DISTRIBUTION OF INFORMATION TO CERTAIN PARENTS OF CHILDREN ENROLLED IN ELEMENTARY AND SECONDARY SCHOOLS. Chapter 71 of the Massachusetts General Laws is hereby amended by inserting after section 34G the following section, Section 34H. Each public elementary and secondary school shall provide the following information in a timely and appropriate manner to the parent of a child enrolled in the school if the parent is eligible

for information pursuant to this section and requests the information in the manner set forth in this section: report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in a transitional bilingual program; notification of absences; notification of illnesses; notification of any detentions; suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information pursuant to this section and requests the information in the manner set forth herein. All address and telephone number information shall be removed from information provided pursuant to this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information pursuant to the procedures of this section unless said parent has been denied legal custody of the child based on a threat to the safety of the child or to the custodial parent, or who has been denied visitation, or who has been ordered to supervised visitation, or whose access to their child or to the custodial parent has been restricted by a temporary or permanent protective order unless said protective order, or any subsequent order which modifies said protective order, specifically allows access to the information described in this section. A parent eligible for information pursuant to this section who wishes to have this information shall submit a written request to the school principal annually. The initial request shall include: a certified copy of the probate court's order or judgment relative to the custody of the child indicating that the requesting parent has not sought and been denied shared legal custody as defined in section 31 of chapter 208 based on a threat to the safety of the child or the custodial parent and is entitled to unsupervised visitation with his child, or a certified copy of an order by a probate and family court judge specifically ordering that this information be made available to the requesting parent which certifies on its face that it is being made after a review of the records, if any, of the judgment of custody and the criminal history of the petitioner, that provision of the requested information has not been determined to pose a safety risk for the custodial parent or to any child in the custodial parent's custody and that it is in the best interest of the child that such information be provided to the petitioner; and an affidavit from the requesting parent certifying that the judgment or order remains in effect and that no temporary or permanent protective order restricting access to the custodial parent or to any child in the custodial parent's custody is in effect. Upon receipt of a request for information pursuant to this section the school shall immediately notify the custodial parent of the receipt of the request. Notification must be made by registered mail and by first class mail in both the primary language of the custodial parent and in English. The school may seek reimbursement for the cost of postage from the requesting parent. The notification shall also inform the custodial parent that information requested pursuant to this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the Principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the custodial parent or any child in the custodial parent's custody from abuse by the requesting parent unless said protective order or any subsequent order which modifies said protective order, specifically allows access to the information described in this section. In each subsequent year, the parent eligible for information pursuant to this section shall indicate in the annual request that he continues to be entitled to unsupervised visitation with his child and to be eligible for the receipt of the information pursuant to this section. Upon receipt of a request for information pursuant to this section the school

shall immediately notify the custodial parent of the receipt of the request. Notification shall be made by registered mail and by first class mail in both the primary language of the custodial parent and in English. The school may seek reimbursement for the cost of postage from the requesting parent. The notification shall also inform the custodial parent that information requested pursuant to this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the Principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the custodial parent or any child in the custodial parent's custody from abuse by the requesting parent. At any time the principal of a school is presented with an order of a probate and family court judge which prohibits the distribution of information pursuant to this section the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease. The principal of each public elementary and secondary school shall designate a staff member whose duties shall include the proper implementation of this section. Requests for information made pursuant to this section which are made while a permanent protective order restricting access to the custodial parent or to any child in the custodial parent's custody is in effect shall constitute a violation of said protective order and be subject to the applicable penalties. The Massachusetts Department of Education shall promulgate regulations to implement the provisions of this section. The regulations shall include provisions which assure that the information referred to in this section is properly marked to indicate that said information may not be used to support admission of the child to another school.

RIGHTS OF NON-CUSTODIAL PARENTS. Before student records may be released to a parent who does not have physical custody (non-custodial parent), the requesting parent must provide: (1) a copy of the court order describing the custodial arrangement, (2) an affidavit from the non-custodial parent indicating there have been no changes to the court order since its issuance, and (3) a letter to the principal specifically requesting access to the child's records. Upon receipt of these documents, the principal shall: (1) notify the custodial parent of the request and allow 21 days for the custodial parent to seek a restraining order to stop the release, and (2) insure that the address and phone number of the custodial parent is removed from all documents released to the non-custodial parent. It is advisable that custodial parent provide the building principal with a copy of any custodial agreement immediately after the authorization of the agreement by a judge.

COMMUNICABLE DISEASES. The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

UNIVERSAL PRECAUTIONS FOR SCHOOL SETTINGS. Universal precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as the Hepatitis B virus). They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected. They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines. Appropriate equipment (mops, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills. (1) Treat human blood spills with caution, (2) Clean blood spills promptly, (3) Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean-up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact, (4) Clean up blood spills with a solution of one-part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution. (5) Contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV, (6) Clean up other body fluid spills (urine, vomits, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection. Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers and Preschoolers with HIV Infection/AIDS in Early Childhood Settings.

SCHOOL COMMITTEE STATEMENT REGARDING VANDALISM. The school committee views vandalism against school property as reprehensible. The causes of such misbehavior are often complex, calling for careful study by parents, school staff and appropriate community officials to determine the causes. Accordingly, the principal is

directed to take such steps as are necessary: (a) to identify the student(s) involved, (b) to call together persons, including the parents, needed to study the causes and to advise him/her on appropriate disciplinary action, (c) to decide upon disciplinary action and to assess costs against the students and/or their parents and (d) to take any constructive actions needed to try to guard against further such student misbehavior.

X. EXTRA CURRICULAR ACTIVITIES

EXTRA CURRICULAR ACTIVITIES

ASTRONOMY	Chelsea Smith
BAND	Brian Rowe
BEST BUDDIES	Catherine Bouzan & Jennifer Buteau
BUSINESS HONOR SOCIETY	Julie Giglia
CLASS OF 2023	Brian Dempsey & Kristen Thomas
CLASS OF 2024	Bree Asci & Bruce Gardner
CLASS OF 2025	Daniel Moriarty & John Rozen
CLASS OF 2026	Cara Dempsey & Amanda Reagan
CHOREOGRAPHER	TBA
D.E.C.A.	Nina Consolini & Thomas DeSantes
DIVERSITY, EQUITY & INCLUSION	TBA
DRAMA CLUB	Brooke Scriven
ENGLISH HONOR SOCIETY	Danielle Diogenes
FRENCH HONOR SOCIETY	Taylor Hathaway
HISTORY CLUB	James Dunn
HISTORY HONOR SOCIETY	James Dunn
JAZZ ENSEMBLE	Brian Rowe
KEY CLUB	TBA
MAJORETTES	Colleen Maccini
MARINE BIOLOGY	Courtney Jones
MATH CLUB	Steven McHugh
MATH HONOR SOCIETY	Ashley Bissanit
MENTOR PROGRAM	James Dunn, Daniel Moriarty & Theresa Scott
NATIONAL HONOR SOCIETY	James Dunn & Amy Medeiros
PIANO ACCOMPANIST	TBA
PREMED CLUB	Chelsea Smith
P.R.O.T.E.C.T.	Danielle Diogenes
QUIZ BOWL	Julie Giglia
RAINBOW ALLIANCE	Wendy Price & Allison Siden
RED CROSS	Cara Dempsey
ROBOTICS	James Kozak
S.A.D.D	Heidi Martin
SCIENCE HONOR SOCIETY	TBA
S.E.A.C.	James Kozak
SPANISH HONOR SOCIETY	TBA
STUDENT COUNCIL	Daniel Moriarty & Theresa Scott
SHOW CHOIR	TBA
TV/RADIO CLUB	Marcus Casey
YEARBOOK	Marcus Casey & Christina Maher
YOGA	Chelsea Smith

*The following clubs will be held to the same standards as Athletics with regards to eligibility: Band, Drama Club, Jazz Ensemble, Majorettes, Math Club, Mock Trial Team, and Show Choir. It will be up to the advisors of each of these clubs to check for eligibility

of each participant.

APPEAL PROCESS. Students whose extra-curricular activity participation is withdrawn by the principal, in accordance with the criteria established by this policy, may appeal the principal's decision to the Superintendent.

STUDENTS IN LEADERSHIP POSITIONS. Students in leadership positions, class or club officers, team captains or co-captains -- will lose their positions for one year if they are in violation of the school's Code of Conduct, Drug and Alcohol Policy or if they become involved in serious violations of the law and/or violate the school citizenship standard. Violation of the Code of Conduct could result in the removal of office or the ability to attain a leadership position. This policy is in effect 365 days of the year and 24 hours each day. The leadership rule follows the same principles as the school's Drug and Alcohol Policy in regard to the principle of "reasonable suspicion" not "probable cause"; therefore, anyone smelling of alcohol or marijuana, or behaving in a manner that would indicate ingestion of drugs or alcohol is subject to the policy.

ACADEMIC/ATHLETIC ELIGIBILITY RULE. In order to be eligible to participate in a fall AND/OR winter sport or club or activity (see *extra-curricular activities for impacted club/activity), a student must have earned 20 credits the previous school year. Students, who do not achieve that total, may enter into credit recovery (Summer School or an approved alternative) and will become eligible as long as they have received a total of 20 or more credits before the start of the new school year. *The first quarter progress report no longer reestablishes eligibility for winter student athletes.*

Students must also be carrying at least 5 full credit classes in order to be eligible to participate.

Academics always come first at Whitman-Hanson. At any time during the season, the coach, Athletic Director or school administration may remove a student from participation if they are not making satisfactory progress. If this happens, a clear improvement plan will be put into place which will be communicated to both the student and the parents. The student shall remain ineligible until such time satisfactory progress has been made. Coaches receive regular progress reports on each of their student-athletes and oftentimes are in communication with teachers regarding effort, conduct and performance.

In order to be eligible to play fall sports, students must have earned 20 credits the previous school year (credit recovery is acceptable through an approved program - ie summer school). For winter sports, students must have 5 passing grades from full credit classes for Quarter 1. In order to maintain eligibility, they must also pass 5 full credit classes for Quarter 2. For spring sports, students must pass 5 full credit classes for Quarter 2 and to maintain eligibility they must pass 5 full credit classes for Quarter 3. Students must be taking at least 5 full credit classes at all times in order to maintain eligibility. If a senior is eligible after Quarter 3, they maintain that eligibility regardless of final or 4th Quarter grades.

Each year, our Special Education Department may elect to put a student or students into a small cohort which is graded using the traditional four quarter marking periods. This must be written directly into the student's IEP. For these students, the following eligibility rules apply:

- 1) In order to be eligible to play a fall sport, the student must earn 20 credits from the previous school year. Students, who do not achieve that total, may enter into credit recovery (Summer School or an approved alternative) and will become eligible as long as they have received a total of 20 or more credits before the start of the new school year.
- 2) In order to maintain fall eligibility, the student must pass 5 full credit classes for Quarter 1. This Quarter 1 Progress Report Card grade also determines eligibility for the winter season.
- 3) In order to maintain eligibility for the winter sports season and to be able to try out for a spring sport, the student must pass 5 full credit classes for Quarter 2.
- 4) In order to maintain eligibility for the spring sports season, the student must pass 5 full credit classes for Quarter 3. (Please note that students in this cohort do NOT use semester grades to determine eligibility. These students are always using quarter grades with the exception of final grades for the school year in which case they follow the same standard as everyone else which is 20 total credits for the year to be eligible for the fall.)

All students must be carrying 5 full credit classes at all times in order to be eligible to participate in extra-curricular activities.

XI. ATHLETICS

INTERSCHOLASTIC SPORTS. Students are eligible for all the following sports during their Freshman, Sophomore, Junior and Senior years.

Fall Season – Starting date for Football – 8/19/2022 Starting date – Cheerleading, Cross Country, Golf, Soccer, Field Hockey, and Girls Volleyball 8/22/2022

Winter Season – Starting date – 11/28/2022: Basketball, Cheerleading, Hockey, Track, Wrestling, Girls Swimming, and Gymnastics

Spring Season -- Starting date – 3/20/2023: Baseball, Lacrosse, Softball, Tennis, and Track

USER FEES. A charge of **\$250.00 user fee will be required by all athletes for the first sport season. Additional sport seasons played will cost each athlete \$50 per season. Both boys and girls ice hockey pay an additional \$200 ice fee which is not applied to family caps.** A cap of \$600 per family is available upon request. A student may not play in a game until the fee obligation is met. Payment of this user fee does not guarantee playing time. Payments can be made at the athletic director's office or given to their coach. Forms can be obtained from the athletic director. This fee is non-refundable unless the student-athlete is injured. It then will be pro-rated on the length of the student's participation and is subject to change.

INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES.

For a student to practice with, or to represent a MIAA member school in athletic competition, the student must be duly enrolled in that school. Additionally, the student must be a candidate for that school's diploma, subject to the jurisdiction of that school's principal (i.e. the principal must have the authority to suspend the student from classes), and under the supervision of that school principal (i.e. the principal must have control and knowledge of the student's daily attendance and achievement). Students in alternative, collaborative, detached or non-traditional schools (e.g. taking a college course(s), dual enrollment, school to work, work-study etc.) are not eligible to practice or compete on high school athletic teams if there is any athletic opportunity available in the alternative, detached or other non-traditional program. A student shall have been a member of the MIAA member secondary school for a minimum of two months (exclusive of the Summer vacation) and have been issued a report card preceding the contest, unless

entering from an elementary or junior high school at the start of the school year or transfers in from another school. A student's attendance at school does not start when he/she registers in that school, but rather when he/she begins attending classes.

55.2 When a student drops out of school and then decides later to return to the same school, he/she cannot become eligible for athletics until a report card has been issued and until the expiration of a minimum of two calendar months from the date of his/her return to the same school.

55.3 Except as may be otherwise specified by statute or state regulation, a student must be a resident of and domiciled in a municipality which normally contributes student population to the school.

56.1 All students must pass a physical examination within thirteen months of the start of each season. Students who meet these criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner. The Sports Medicine Committee recommended physical examination form is in the MIAA White Book.

There are many other rules and regulations. The full text of the eligibility rules can be found on www.miaa.net. By participating in any extracurricular activity, you and your parents/guardians are acknowledging that you will comply with all the rules and regulations listed on www.miaa.net. If you have any questions or need any athletic rules or regulations clarified, please see your coach, the athletic director or the principal.

MIAA CHEMICAL HEALTH RULES (RULE 62.1.)

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including Ecigs, vape pens or other similar products); marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer".

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again. Violation of this rule will make the athlete ineligible to be selected as a Patriot League all-star. In addition, no player shall hold a captaincy on any team for the period of one year if they are in violation of this rule at any time. Please refer to www.miaa.net for the complete rule.

Minimum PENALTIES:

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

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

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

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

A student found to be in the presence of illegal/underage use of drugs or alcohol is subject to a one game suspension. This means any student present at an underage drinking party or driving in a car where alcohol or marijuana is possessed or used would be in violation of this rule. Any captain in violation of this rule will lose his/her leadership position.

ONLY ONE SCHOOL SPORT PER SEASON IS PERMITTED.

A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of his/her team for the sport season on the date of that school's first regular season contest in that sport.

MIAA SPORTSMANSHIP

Taunting

48.1 Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, gender identity, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics. Examples of taunting include but are not limited to: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another, standing over/straddling a tackled or fallen player, etc.

48.2 Athletic participants may wear sun glare black only under their eyes.

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48.3 In all sports, officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to all existing MIAA Disqualification Rules. A review of the MIAA taunting policy and a warning shall be given to both teams by game officials prior to each contest.

48.4 At all MIAA contest sites and tournament venues, contest management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators should be ejected.

Sportsmanship: Athlete and Coach Contest Disqualifications/Suspensions

49.1 The contest official who disqualifies a student or coach under the provision of this rule should immediately inform the coach of each team, official scorer (if any), and state the violation. If the game official fails to file his/her written report, the individual is nevertheless bound by the suspension. An Official who fails to complete the form required as a result of an athlete or coach disqualification shall be suspended from officiating any MIAA contest in that sport for at least two weeks or until the form is completed and received by the principal of the disqualified athlete or coach. Judgments of game officials are not subject to appeal. If the event does not have officials (e.g. golf, tennis) it is the responsibility of the site manager to report any suspension to the Athletic Director who in turn will complete the MIAA suspension form.

49.2 The athletic director in charge of the contest, or his/her designee, is responsible for: (1) having the official disqualification forms available for game officials, and (2) sending copies to the principal of each school involved, the athletic director of each school involved, and the executive director of the MIAA. Contest official(s) should complete the forms before leaving the site of the contest.

49.3 A student who is disqualified from a competition (including a jamboree, scrimmage, etc.) shall not participate in the next (note that baseball, ice hockey and soccer require a 2 game suspension) scheduled interscholastic competition that is part of their regular season schedule or in tournament play. The disqualified student is ineligible for any contest in that sport until the next contest at the same level has been completed.

(Exceptions: field hockey - see rule 68.3, basketball--five personal fouls; ice hockey--six minutes in penalties; wrestling--technical disqualification, girls lacrosse--2 yellow cards, see rule 74.8).

49.3.1 A two (2) game suspension will be given to any student athlete who is ejected from any contest for the following reasons: fighting, punching, kicking an opposing player, and/or spitting at someone

49.4 Any coach disqualified by an official from an inter-school competition (including a jamboree, scrimmage, etc.) is ineligible to coach any competition in that sport until the next contest (but two contests in ice hockey, soccer and baseball) at the same level (e.g. junior varsity, varsity, etc.) has/have been completed. During the suspension the disqualified coach may not be present at the competition site. Whenever a coach is disqualified by an official from an inter-school competition, the official shall file a written report of the incident with the coach's principal. The coach also shall file the completed form designated for that purpose. Both reports should be completed and forwarded by the official and coach within 24 hours of the competition. The principal should immediately forward copies of the reports to the athletic director, superintendent, and MIAA executive director. If the game official fails to file his/her report, the coach is still bound by the suspension. An official who fails to complete the form required as a result of an athlete or coach ejection shall be suspended from officiating any MIAA contest in that sport for at least two weeks or until the form is completed and received by the principal of the disqualified athlete or coach.

49.5 A student or coach ruled out of a contest twice in the same season shall be suspended from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification.

(Exception: See soccer rule 77.2.6).

49.5.1 A coach who is twice disqualified in a season must officially enroll in the Coaches' Education course or recognized MIAA certified program before returning from suspension. The course must be completed before the start of the next season for that sport. (also see Rule 49.11)

49.6 A student or coach who physically assaults an official shall be expelled from the activity immediately and banned from further participation or coaching in all sports for one year from the date of the offense.

49.7 Any student in any sport who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall be ineligible in all sports for one year from the date of the incident. ("Fighting" does not apply to this section unless warranted in the judgment of the game official.)

49.8 Fighting and unsportsmanlike conduct penalties will be within the authority of the official at all times at the contest site. The official's authority extends to pre and post-game oversight.

49.9 Some of the reasons that an official may disqualify a student or coach from a contest that would lead to a game disqualification are:

49.9.1 Fighting

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49.9.2 Flagrant unsportsmanlike conduct which is defined but not limited to violent action toward a player, official, or spectator, the use of foul or abusive language, taunting, trash talk, and the like.

49.10 If a coach or student is ruled out of the last contest of the season, the penalty carries over to the following year in that same sport season. However, if a team is playing in tournament competition, it is considered an extension of the sport season. A senior and/or a student in his/her last year of eligibility who is disqualified from the last contest of the season will be penalized at the start of the next season in which he/she is a participant.

49.11 Any coach who is disqualified from an MIAA interscholastic athletic contest or had three (3) athletes disqualified during his/her sport season will be required to attend a Sportsmanship Compliance meeting before being eligible to coach interscholastic events the following year in that sport or before coaching any other sport at any MIAA member school.

49.11.1 Any coach who fulfills the Sportsmanship Compliance meeting requirement stated in rule 49.11 and is then suspended from another MIAA interscholastic athletic contest, either in the same sport or a different sport, will be required to officially enroll in the Coaches' Education course or a recognized MIAA certified program.

The course must be completed before the start of the next season for any sport that the coach is eligible.

49.12 In addition to being in violation of Massachusetts General Laws, hazing is a most flagrant example of lack of respect for both self and others. Massachusetts General Law Chapter 269, section 17-19 was enacted in 1988. The law requires that secondary schools provide all school groups (e.g. athletic teams) a copy of the law.

Good sportsmanship is expected from our players and spectators at all of our athletic contests. The following lists should guide you in your proper conduct at these contests. A complete list is available from www.miaa.net

ACCEPTABLE BEHAVIOR:

1. Applause during introductions of players, coaches and officials.
2. Players shaking hands with opponent who fouls out while both sets of fans recognize the player's performance with applause
3. Accept all decisions of the officials.
4. Cheerleaders should lead fans in positive cheers.
5. Handshakes between participants and coaches at the end of a contest regardless of the outcome.
6. Treat competition as a game not war.
7. Coaches/players should search out opposing participants to recognize them for outstanding performances.
8. Applause at the end of the contest for all participants.
9. Everyone should show concern for an injured athlete.

UNACCEPTABLE BEHAVIOR:

1. Yelling or waving arms during opponent's free-throw attempt.

2. Disrespectful or derogatory yells cheers, songs, or gestures.
3. Booming or heckling an official's decision.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming loss of game on officials, coaches, or participants.

EQUIPMENT. Students have an obligation and responsibility for all equipment issued to them. Students who do not return equipment will be required to pay a replacement fee in the amount to be determined by the athletic director. Payment for the loss is required prior to the next season of athletic involvement or graduation, whichever comes first. Students will not be allowed to begin practice for the next season's sport until all equipment has been returned or the replacement fee has been paid. If an athlete leaves a team during the season due to injury, academics, discipline, or of their own volition, it is their responsibility to return all school equipment. Students will be responsible for footwear associated with all sports.

TRANSPORTATION. The school provides bus transportation to most away contests. All team members are expected to travel to and from these contests using the provided school transportation. If there is a valid reason why a student needs to go home with a parent, a written note should be given to the coach explaining the reason. The coaching staff must accompany the team to and from all contests. The athletic director has directions to away games on our athletic website. It is expected that all athletes will treat the bus drivers with courtesy and respect while also remembering to keep the bus neat and clean.

FACILITIES / SUPERVISION. The proper care of athletic facilities is the responsibility of each coach and athlete. Damage to any equipment or facility must be reported immediately to the athletic director. A member of the coaching staff must supervise all activities by athletes and no student is allowed access to any of the athletic facilities without proper supervision. Student-athletes are expected to respect all athletic facilities. We expect the student-athletes to take pride in their facilities and those of opponents by using trash barrels and keeping the facilities in good condition. Any type of vandalism will not be tolerated. Students may not use the gymnasium or weight room unless there is proper supervision. Coaches may not leave the facility until all athletes have left the facility.

ATHLETIC TRAINER AND TRAINING ROOM. Whitman-Hanson has an athletic trainer on site to evaluate and treat athletic injuries as they may occur. The athletic trainer provides medical assistance or treatment for athletic contests and practices, but is limited to being at one place at any one time. In case of an injury, the athletic trainer will evaluate and recommend care of the injury to the parent/guardian. If a visit to the hospital or physician is necessary, a written medical note releasing the athlete from treatment or return to participation is mandatory. Athletes may report to the athletic trainer any time after school for treatment or evaluation.

MANAGING THE CARE OF STUDENTS WITH ATHLETIC CONCUSSIONS.

Research has estimated that 5-10% of high school or college contact sports athletes sustain a concussion each year. These estimates likely understate the true incidence of concussion. In one investigation over 50% of high school football athletes did not report their injury to a parent, coach, or medical professional. A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache,

dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness however, only occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also following the injury the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression. Most athletes who sustain a concussion can fully recover as long as the brain had time to heal before sustaining another hit; but relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms of injury, the severity of concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Research has shown that young concussed athletes that return to play too soon, before their brain has healed, are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases a catastrophic neurological injury known as Second Impact Syndrome.

The Commonwealth of Massachusetts has enacted legislation requiring schools to be more proactive and consistent when it comes to treating head and brain injuries. Whitman-Hanson Regional School District will abide by all facets of the new law. (<http://www.miaa.net/concussions-proposed-final-regulation.pdf>)

PLAYING TIME. Perhaps the most emotional part of a student-athlete being involved with high school athletics centers around playing time. There are many decisions made on a regular basis by the coaching staff. It is the coaches' responsibility to decide which athlete should start a contest, who should play what position, and how long each athlete should play. These coaching decisions, often difficult to make, are made only by the coaching staff and are approached very seriously after having observed the student-athlete in practices sessions, game-like situations, scrimmages, and at times, games.

At the varsity level, we look for our teams to compete against opponents at the highest possible level of execution. This is the highest level of interscholastic competition, and players, coaches, parents, staff, and community want our varsity teams to be successful on the field of play. Playing time is determined by the head coach and coaching staff and there is no guaranteed playing time on the varsity level.

At the junior varsity level, we look to prepare these student-athletes through an appropriate level of competition, for further participation in the varsity program. At the JV level the playing time is at the discretion of the coach. At the freshman level all members of the team should play a reasonable amount of time in each contest. As playing time is difficult to keep exactly equal, it will be the utmost importance to keep all athletes near equal time.

TEAM CAPTAINS. An essential component to any team's success is good student leadership. One method of teaching this is by assigning team captains to lead their teams. A strong captain can help a team achieve a great deal of success by being responsible, having strong communication skills, earning the respect of their peers and coaches, and abiding by the school citizenship and leadership standards. It is an honor and a privilege to be a captain of a team. It is a coaching decision as to how team captains are selected. Captains may be elected by the team with coach approval or appointed by the coach prior to the first regularly scheduled contest. It is expected that team captains will be leaders of their team and should be ready to assume the duties outlined by their coach. They are expected to be more aware of team rules and student-athlete responsibilities. Captains are expected to communicate with the coach and team in the event of any problems that may affect the team or its members. Captains of teams may be relieved of their position by the

coach, in consultation with the director of athletics and administration, for violation of team, department, or school rules.

SECURITY OF PERSONAL BELONGINGS. All personal belongings should be locked in a locker or team room while the student-athlete is trying out, practicing, or playing. All students should lock their athletic lockers and should never leave their locker unlocked or open. Whitman-Hanson Regional High School cannot be responsible for loss of personal belongings.

TITLE IX. All students have the right as citizens of the United States not to be discriminated against on the basis of sex. Under a special law you are protected against being treated unfairly simply because you are a man or woman. In 1972, to ensure that all educational programs and activities were open to all students and that students were not treated differently on the basis of their sex, Title IX of the Education Amendments Act of 1972 was passed.

Title IX states "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."

RESPONSIBILITIES OF SPECTATORS. The greatest threat to interscholastic athletics is overzealous fans. Many problems arise with rambunctious fans. Improper spectator behavior is a far more difficult problem to curb. It is upsetting to see student-athletes and their athletic programs suffering due to poor spectator respectability. A few distinctive guidelines will protect students and enable fans to better enjoy each contest. The following are guidelines that each spectator must follow and a violation of these guidelines may result in a ban from future events. Guidelines will be distributed to parents/guardians at pre-season meetings.

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to watch the event, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials, and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto playing area.
10. Show respect for officials, coaches, cheerleaders, and student-athletes.
11. Pay attention to the halftime program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or facility.
13. Know that school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

RESPONSIBILITIES OF A WHITMAN-HANSON ATHLETE. Being a member of a Whitman-Hanson athletic team is the achievement of an early ambition for many students. The accomplishment of this goal carries certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad, you

have inherited a wonderful tradition, a tradition you are challenged to uphold. Our tradition has been to compete with honor. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved their share of championships. Many individuals have set records and won All- League and All-State honors. It will not be easy to contribute to such a great athletic tradition. To compete for your school may mean that you will have to say "no" to influences an athlete cannot afford. When you wear the colors of your school, we assume that you not only understand our traditions, but also are willing to assume the responsibility that goes with them. The contributions you make should be a satisfying accomplishment to you and your family. These responsibilities along with the rules and guidelines an athlete must follow in this handbook are vital to the success of the Whitman-Hanson athletic program.

WHITMAN-HANSON R.S.D. COACHING. The coach is the official representative of the WHRHS Athletic department. It is the personal responsibility of the coach to have thorough knowledge of the policies and procedures of the athletic department, the school department, the Patriot League, and the MIAA. At Whitman-Hanson coaching is defined as a teaching position before anything else. This implies teacher responsibility for supervision, regulation, preparation, and guidance of their students on the athletic field just as it is in the classroom. Coaches must be able to form a relationship with any number of individuals or groups associated with the athletic program. Also coaches must demonstrate cooperation, leadership, discipline, and improvement. Coaches have numerous responsibilities; to the players on the team, the school, fellow coaches, and the parents. The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent; also the safety and well-being of our student athletes will always be of utmost importance. Coaches have a responsibility to the school to support all activities within the school by treating faculty, the players, and the general student body with honor and respect. Coaches have responsibilities to other head coaches within the organization to contribute time, effort, dedication, thought and energy to the athletic program. Coaches have a great ability to influence young people. In a coach's standpoint the 'classroom' becomes the playing field, as it is here that a coach can use the opportunities to help young people become better citizens, and better human beings.

TEAM RULES AND REGULATIONS. In addition to the rules set forth in the handbook, at the start of each season, a coach with the approval of the director of athletics may issue a set of team rules and regulations to his /her team. Punishment for a violation of these rules, depending on the severity, will be at discretion of the coach. Certain rules and regulations will vary from sport to sport; coach to coach.

SCHOOL/FAMILY VACATIONS, EXTENDED ABSENCES.

School trips: Each team member is expected to be present for all team practices and games. Due to scheduling parameters, a number of our teams will practice and/or play during scheduled school vacations. Student-athletes who know that they will be absent from practices / games for an extended period of time, which includes domestic and international-school travel, should discuss his or her situation with the coach at the earliest opportunity. While there would be no formal discipline, the student-athlete could be jeopardizing his or her role and/or standing on the team. For further clarification, please see student-athlete handbook.

Family vacations: Family vacations are not excused. While we understand the value and importance of family time, the commitment pillar is essential to the operation of a

successful team. We strongly encourage families to plan their vacations around the student-athlete's athletic seasons. In the event a family vacation is planned, the student-athlete should discuss it with his/her coach at the earliest opportunity so all parties can be fully aware of the discipline that will follow.

SCHOOL ATTENDANCE AND TARDINESS. Whitman-Hanson R.S.D adopts the policy of attendance; designed to preserve, protect, and promote educational excellence by expecting daily, timely, and responsible actions from the student. To be successful, students are expected to be in school every day; to be in every scheduled class on time; and be ready, willing and able to work to the best of their ability in each scheduled class throughout the school year. Regular and punctual attendance is essential for success in school activities. Students may not participate in any extracurricular activities on the day they are absent. Students who are tardy to school after the midway point of period 1, are ineligible to participate in athletics or extra-curricular activities on that day unless excused by the athletic director or an administrator. Students who are dismissed from school for an unexcused reason are ineligible to participate on that day. Students who have a valid reason for being late or dismissed, should clear this with the athletic director or administrator ahead of time. Doctor's appointments, license/permit appointments, funerals, court appearances, official college visits or other approved reasons will only be excused for the amount of time necessary for that specific circumstance. Students dismissed from school for illness will not be allowed to participate in their practice or games. (If you are too sick to stay in school, you are too sick to play in your game. An exception to this would be the student who was dismissed early in the day and then later returned to school before the end of the day because he/she felt better).

STUDENT SUSPENSION/EXTENDED OFFICE DETENTION. A student who is on any type of suspension, extended office detention, shall not participate in any extra-curricular or athletic activity on the day(s) of suspension. A student whose suspension, extended office detention includes a Friday or the last school day prior to a holiday or vacation shall not participate in any extra-curricular or athletic activity over the weekend, holiday, or vacation period if they have not completed their suspension or extended office detention. Activity sponsors and coaches shall be notified of such suspensions on that day.

XII. RESOURCES FOR STUDENTS & PARENTS

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parents/Guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official],

clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school committee; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

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

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

Political affiliations or beliefs of the student or student's parent;

Mental or psychological problems of the student or student's family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of others with whom respondents have close family relationships;

Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

Religious practices, affiliations, or beliefs of the student or parents; or

Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of—

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the

immediate health and safety of a student, except for hearing, vision, or scoliosis;
Screenings, or any physical exam and screening permitted or required under state law;
and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use —

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional material used as part of the educational curriculum.

The Whitman-Hanson Regional School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Whitman-Hanson Regional School District will directly notify parents and eligible students of these policies at least annually at the start of each school year, and after any substantive changes. The Whitman-Hanson Regional School District will also directly notify parents/guardians and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by Massachusetts Department of Elementary and Secondary Education.

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

RIGHT TO AMEND. The School Committee reserves the right to amend, revise, or otherwise alter any policies, regulations, or procedures stated in this handbook.

RESOURCES

Hanson Police Department	781-293-4625 (non-emergency)
Hanson Fire Department	781-293-9571
Whitman Police Department	781-447-1212
Whitman Fire Department	781-447-7677
Safe School/Anonymous Tip Line	781-447-7086
Drop-A-Dime	508-588-DRUG(3784)
Parental Stress Line	1-800-632-8188
Rape	508-588-TALK(8255)
Drug & Alcohol Helpline	1-800-327-5050
AIDS Hotline	1-800-235-2331
STD/VD Clinic	508-584-1200
Family Planning	508-586-3800
Helpline/Teenline	508-584-4357
Brockton Hospital	508-941-7000
Good Samaritan Medical Center	508-427-3000

MA Dept. of Mental Health
MA Dept. of Social Services
Storm Emergency
Poison
Massachusetts Department of Education

617-626-4800
1-800-792-5200
781-618-7495
800-682-9211
781-338-3000

EFFORT RUBRIC

Students reach designated levels of effort by demonstrating one or more of the specified criteria.			
Level #4: Exemplary	Level #3: Appropriate	Level #2: Acceptable	Level #1: Minimal
Commendable participation during class in a manner that relates to the discussion specific to that lesson	Significant participation during class in a manner that relates to the discussion specific to that lesson	Adequate participation during class in a manner that relates to the discussion specific to that lesson	Limited participation during class in a manner that relates to the discussion specific to that lesson
Ideal study habits and achievement	Successful study habits and achievement	Suitable study habits and achievement	Nominal study habits and achievement
Completed assignments go beyond expectations	Completed assignments meet expectations	Completed assignments are generally correct	Completed assignments show basic knowledge
Always exhibits productive character trait (e.g. patience, thoroughness, work ethic)	Nearly always exhibits productive character trait (e.g. patience, thoroughness, work ethic)	Exhibits productive character trait (e.g. patience, thoroughness, work ethic) on an adequate basis	Occasionally exhibits productive character trait (e.g. patience, thoroughness, work ethic)

“U” – Unsatisfactory. Does not meet minimal standards.

Conduct Rubric

Students reach designated levels of conduct by demonstrating one or more of the specified criteria.

Level #4: Exemplary	Level #3: Appropriate	Level #2: Acceptable	Level #1: Minimal
<p>Extraordinary adherence to school rules</p> <p>Always exhibits positive character traits (e.g. kindness, trustworthiness, honesty, integrity)</p> <p>Always takes responsibility for own actions</p> <p>Exhibits ideal levels of cooperativeness</p>	<p>Successful adherence to school rules</p> <p>Nearly always exhibits positive character traits (e.g. kindness, trustworthiness, honesty, integrity)</p> <p>Nearly always takes responsibility for own actions</p> <p>Exhibits significant levels of cooperativeness</p>	<p>Satisfactory adherence to school rules</p> <p>Exhibits positive character traits (e.g. kindness, trustworthiness, honesty, integrity) most of the time</p> <p>Takes responsibility for own actions most of the time</p> <p>Exhibits satisfactory levels of cooperativeness</p>	<p>Limited adherence to school rules</p> <p>Occasionally exhibits positive character traits (e.g. kindness, trustworthiness, honesty, integrity)</p> <p>Takes responsibility for own actions some of the time</p> <p>Exhibits limited levels of cooperativeness</p>

"U" – Unsatisfactory. Does not meet minimal standards.

