

**STOUGHTON HIGH SCHOOL  
2020-2021**



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**DEAN OF DISCIPLINE**

Derek A. Small

The administration reserves the right to revise the SHS Student Handbook at any time, for any reason during the school year. The most current version of the SHS Student Handbook can be found on the SHS website.  
<http://www.stoughtonschools.org/Administration/AdminDocs/SHShandbook.pdf>

**STOUGHTON PUBLIC SCHOOLS MISSION STATEMENT**

The Stoughton Public School system is committed to the education of the whole child. We view education as a lifelong process based upon the Massachusetts Common Core of Learning. Our mission is to set high standards for academic excellence for every student, using innovative and inclusive programs which ensure that students of varying learning styles and achievement levels have access to meaningful curriculum. Our goal is to provide students with the knowledge and skills needed to become articulate, productive, creative, and responsible citizens.

Dear Stoughton Families-

Welcome to another exciting year in the Stoughton Public Schools! With the unprecedented new demands of schooling in a pandemic, the administration, teachers, and staff have worked hard for the last several months planning a robust experience for all of our students. Whether we are fully in-person, fully remote, or in a hybrid model, our mission to provide the best educational opportunities for our students remains strong. Within the guidelines established by the Massachusetts Department of Elementary and Secondary Education, and using our experiences in the Spring of 2020 as a base, SPS planning teams took on the challenge with grit and determination. Taking on challenges with a sense of optimism and hope led us to give this year the theme of “The Year of Great Adventures.”

This handbook is intended to provide families with a solid understanding of the expectations of the schools so each child can have a rewarding and enriching experience in the Stoughton Schools. The handbook also provides ways to communicate with school and district staff should you have any questions or concerns.

I sincerely hope you and your children have a great year and find success in any adventures you take on! Should you have any questions for me as district superintendent, please don’t hesitate to connect.

Go Black Knights!

Dr. John M. Marcus

## TRANSLATION NOTIFICATION

The Stoughton Public Schools will ensure that, when requested, specific components of the school handbooks and district codes of conduct will be made available in the primary language of a parent or student whose primary language is not English. Parents may also request that, to the extent possible, school notices and reports be provided in a language that they understand.

[Arabic]

تكفل مدارس ستاوتون الحكومية بأنها، عند الطلب، ستوفر مكونات معينة من كتيبات المدارس وقواعد السلوك في مدارس المنطقة باللغة الأساسية للتلميذ أو لأهله والذين لغتهم الرئيسية غير اللغة الإنجليزية. ويستطيع الأهل أيضاً، وفي حدود الإمكان، أن يطلبوا بأن تكون إشعارات وتقارير المدرسة بلغة يفهمونها.

[Chinese] 如果主要語言不是英語的家長或學生提出請求，Stoughton公立學校保證將以家長或學生的主要語言提供學校手冊和學區行為守則的具體章節部份。家長還可以請求在可能的情況下以他們能夠理解的語言提供學校通知和報告。

[French] Le système scolaire de Stoughton (Stoughton Public Schools) assurera à ce qui en feront la demande que des passages des manuels scolaires et des codes de conduite du système scolaire seront fournis dans la langue maternelle d'un parent ou d'un élève dont la langue maternelle n'est pas l'anglais. Les parents pourront aussi demander que, dans la mesure du possible, les annonces, avis, et rapports scolaires soient fournis dans une langue qu'ils comprennent.

[Gujarati] Jo CataR Aqavaa vaDilaao naI paaqa-malk BaaYaa AMgaroP naqaI, Aomanaa AnauroaQa ]par, sTaoTna paiblak skUlsa; skUla hOMDbauk Anao Plaa kaoD AacarLa naI ivaiSaYT GaTkao paaqa-malk BaaYaa maa ]palabQa kravaSaoo. jyaa sauQaI samBava haoya, skUla naaoiTsa Anao irpaaOT-, vaDilaao samaxal Sako Ao BaaYaa maa ]palabQa krava maaTo; vaDilaao AnauroaQa krl Sako Co.

[Portuguese] As Escolas Públicas de Stoughton asseguram que, quando requeridos pelos pais, certos requerimentos específicos dos livros de regulamentos escolares sejam disponíveis na primeira língua dos encarregados de educação ou de qualquer aluno(a) cuja língua primária não é o Inglês. Os encarregados de educação também poderão requerer que, enquanto possível, as informações e relatórios escolares sejam fornecidos numa língua que os mesmos entendem.

[Russian] По просьбе родителей или учеников, родной язык которых – не английский, школьный округ Stoughton Public Schools готов предоставлять определенные разделы школьных руководств и сводов правил школьного округа на их родном языке. Родители могут также попросить, чтобы школьные уведомления и отчеты об успеваемости предоставлялись - по мере возможности - на понятном для них языке.

[Spanish] Las Escuelas Públicas de Stoughton asegurarán que, cuando pedido, componentes específicas de las guías escolares y códigos de conducta del distrito estarán disponibles en el idioma principal de un padre o estudiante de quienes idioma principal no es inglés. También los padres pueden pedir – a la medida posible – que las noticias y reportes escolares estarán proveído en una lengua que ellos entienden.

[Tagalog] Titiyakin ng Pamublikong Paaralan ng Stoughton na, kung inyong hihilingin, ang mga partikular na bahagi ng Aklat-Pamapaaralan at Pang Distritong Kodigo ng Pag-aasal, ay maaring makuha at maisalin sa wika ng mga magulang o ng mga estudyante na ang pangunahing salita ay hindi Ingles. Maaari ring hilingin ng mga magulang na mailathala sa naiintindihan nilang wika ang mga patalastas at mga ulat na magmumula sa paaralan.

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## **SCHOOL CALENDAR**

Please visit [www.stoughtonschools.org/district/media-relations/pages/calendars](http://www.stoughtonschools.org/district/media-relations/pages/calendars)

### **STOUGHTON PUBLIC SCHOOLS HEALTHY BUILDING POLICY**

The Stoughton School Committee has adopted formal policies on Chemical Management, Food Allergies, and Integrated Pest Management Control. Copies of each are available in the building Principal's office and the office of the Superintendent of Schools.



## MARKING PERIODS

### Term 1

September 14, 2020 to November 5, 2020  
End of First Progress Period - TBD

### Term II

November 6, 2020 to January 27, 2021  
End of Second Progress Report – TBD

### Term III

January 28, 2021 to April 5, 2021  
End of Third Progress Period - TBD

### Term IV

April 6, 2021 to June 16, 2021 (tentative)  
End of Fourth Progress Report – TBD

### Term IV – Seniors

April 6, 2021 to TBD  
End of Fourth Progress Period (Seniors) -  
TBD

## STOUGHTON PUBLIC SCHOOLS PHONE NUMBERS

Superintendent's Office.....	344-4000
Stoughton High School.....	344-7001
Dr. Robert G. O'Donnell Middle School.....	344-7002
Edwin A. Jones Early Childhood Center.....	344-7003
South School.....	344-7004
West School.....	344-7005
Helen H. Hansen School.....	344-7006
Joseph R. Dawe School.....	344-7007
Joseph H. Gibbons School.....	344-7008

## CRISIS AND EMERGENCY HOTLINE NUMBERS

Al Anon and Alateen.....	888-4ALANON
Civil Rights Coordinator.....	781-344-4000 ext 1406
Child at Risk.....	800-792-5200
DARE Hotline.....	781-344-3482
Dept. of Social Services.....	508-894-3700
Health Care of Eastern Massachusetts.....	508-586-3800
Helpline.....	508-584-4357
Massachusetts Eating Disorders.....	617-558-1881
National Runaway Switchboard.....	800-621-4000
Samaritans.....	888-767-8336
Stoughton Fire Dept.....	911 or 781-344-3131
Stoughton Police Dept.....	911 or 781-344-2424
Youth Commission.....	781-341-2252
Youth only AIDS Line.....	800-788-1234

## **STOUGHTON HIGH SCHOOL MISSION STATEMENT**

The Stoughton High School community fosters the development of responsible citizens who value high academic expectations, diversity, and excellence.

We believe that, academically, students at SHS:

- Develop skills over their entire career
- Have an opportunity to customize their educational plan and take advantage of a broad range of course offerings
- Maintain personal high academic expectations by taking challenging courses
- Receive an education focused on 21<sup>st</sup> century skills
- Are taught by highly qualified teachers
- Receive differentiated instruction and assessment based on ability level and learning styles
- Have access to a variety of learning opportunities that meet their individual needs

We further believe that students at SHS:

- Receive a diverse experience in their education
- Receive and take advantage of opportunities to contribute positively and give-back to the community
- Receive an education that encourages a global awareness
- Take personal responsibility for their learning
- Have opportunities to participate in career development programs
- Receive support services to help them succeed
- Are aware of services available to them to ease the transition to high school and college
- Are aware of extracurricular activities available to them and are encouraged to participate
- Have access to a safe environment
- 

## **21st CENTURY LEARNING EXPECTATIONS**

### Academic

- The student communicates effectively.
- The student writes clearly and concisely.
- The student actively participates in the reading process.
- The student engages in analytical problem solving through critical thinking.
- The student utilizes technology.

### Civic/Social

- The student contributes to the improvement of the community through organized activities beyond the classroom.
- The student demonstrates an understanding of and appreciation for diverse groups within the school, and the community.
- The student exhibits personal responsibility.

## **ACADEMIC/STUDENT LIFE**

### **ACADEMIC INFORMATION POLICIES, AND PROCEDURES**

Contact Sequence for Academic Issues

The correct procedure for discussing academic issues is to contact the following in order:

1. The teacher
2. The department director
3. The school counselor
4. The director of school counseling
5. The assistant principal
6. The director of curriculum and instruction
7. The principal
8. The deputy superintendent
9. The superintendent of schools

### **ACADEMIC MARKING SYSTEM**

All full-year courses meeting six or more times per cycle will have a mid-term and final assessment. All students, including seniors, enrolled in these courses will be required to complete the assessments. In courses meeting fewer than six times per cycle, mid-term and final assessments will be administered at the discretion of the department.

In full-year courses, the grading will be as follows:

- Each quarter - 20% of the final grade
- Mid-term assessment - 10% of the final grade
- Final assessment - 10% of the final grade
- The mid-term and final assessment grades will be recorded on the report cards. However, note that the mid-term and final assessment grades will not be part of the term grades.

In semester courses, the grading will be as follows:

- Each quarter - 40% of the final grade
- Final assessment - 20% of the final grade
- The final assessment grades will be recorded on the report cards. However, note that the final assessment grades will not be part of the term grades.

### **Letter Grades Used To Indicate The Following:**

A+	97 - 100	C+	77 - 79
A	94 - 96	C	73 - 76
A-	90 - 93	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	64 - 66
B-	80 - 82	D-	60 - 63
		F	59 - 0

In all marking periods, other than the final marking period of the course, a grade of F can represent a range of 50 - 59 but in no case less than 50. In the final marking period of a course, a grade of F can represent a range of 0-59.

### **HONOR ROLL**

Highest Honors - All A's in all subjects

Honors - All A's and B's in all subjects

## CLASS RANK - GPA SCALE

(BASED ON MASSACHUSETTS STATE COLLEGE FORMULA)

Grade	AP	Q. College	Honors	College
A+	5.3	5.0	4.8	4.3
A	5.0	4.7	4.5	4.0
A-	4.7	4.4	4.2	3.7
B+	4.3	4.0	3.8	3.3
B	4.0	3.7	3.5	3.0
B-	3.7	3.4	3.2	2.7
C+	3.3	3.0	2.8	2.3
C	3.0	2.7	2.5	2.0
C-	2.7	2.4	2.2	1.7
D+	2.3	2.0	1.8	1.3
D	2.0	1.7	1.5	1.0
D-	1.7	1.4	1.2	0.7

To determine your GPA, find the figure that represents your grade under the level of each course. Multiply this figure by the number of credits earned. (a C+ in Psychology =  $2.3 \times 2.5$  credits or 5.75 points, a B- in Latin =  $2.7 \times 5$  credits or 13.5 points) Total the number of points earned and divide by your attempted credits.  $5.75 + 13.5 = 19.25 / 7.5 = 2.566$ .

### REMEMBER:

1. The admissions offices at the Massachusetts State Universities and U. Mass system use only academic courses when re-calculating GPA for admissions purposes. Colleges in other states or private colleges may, or may not, count your other courses (for example, Art). You would need to check with each potential college choice for this information. The school counseling department advises you to do your best in all courses in order to present yourself as the best possible candidate.
2. Almost all of our courses count toward CLASS RANK. Some exceptions are "Independent Studies," Structured Learning, and Pass/Fail classes. Class Rank is a very important measure of your candidacy for many schools.
3. In order to qualify as valedictorian or salutatorian, a student must have attended Stoughton High School for at least their sophomore, junior and senior years. In unusual circumstances, the Principal or his/her designee, with input from the school counseling department and faculty, shall determine whether or not students qualify for these honors.
4. Students that are home-schooled are not eligible to participate in Senior activities including graduation exercises.
5. Independent Study courses, courses taken outside of SHS, SHS Summer School courses, or any other high school summer school courses, will not count towards a student's class rank or GPA.

## ADMISSION, WITHDRAWAL AND RE-ADMITTANCE

A student planning to transfer to another school should notify the Office of the Principal in advance so that the records for transfer may be mailed to the new school. A student planning to drop out of school should obtain a checklist of things that must be done at the High School Office.

A student transferring into Stoughton High School must provide a complete school record, which shall include, but not be limited to, any incidents involving school suspensions or criminal acts. A student over sixteen (16) years of age who seeks readmission to school after withdrawing, or after being excluded, from the Stoughton Public Schools may be readmitted only after meeting with the high school administration.

## ATTENDANCE POLICY

Regular and punctual school attendance is essential for success in school. The School Committee does recognize that parents of children attending our schools have rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with State law. State law requires the school system to investigate cases of excessive school absence. For this purpose, the School Committee defines excessive absence as more than ten (10) unexcused absences per school year. All absences (even those authorized by parents) are considered unexcused unless the required documentation is provided.

Therefore, students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine (with a doctor's note)
- Bereavement or serious illness in family
- For observance of major religious holidays
- Legal (with documentation from the court, lawyer etc.)
- Other – a student may be excused for other absences with approval from the school administrator.

Documentation for the above absences should be provided to the school principal or designee within five (5) school days of the absence. Documentation provided after ten (10) school days may require a meeting with a principal or designee. Clear communication between parents and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, parents should provide a written explanation for the absence of a child. This should be provided in advance for types of absences where advance notice is possible.

Family vacations are not considered excused absences. The School Committee strongly discourages families from taking vacation during the school year. When children are absent from school for the purpose of family vacations, their learning is interrupted and their progress may be affected. Teachers will not be required to provide work prior to a student leaving for vacation. The student will be required to make up all missed work upon their return to school.

Truancy is any intentional unauthorized or illegal absence from school or class. The term describes absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions. This includes absence from any class or activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session that the student has been directed to attend by a teacher or administrator. In such cases when a student has been identified as truant, the school will notify the parent or guardian, classify the day or class as an unexcused absence, and refer the student for discipline as established by the Code of Conduct.

If a child is absent, he or she cannot participate in after-school or evening events on the day(s) on which he or she is absent. The principal will have the authority to excuse a student's absence and allow the student to participate, based on the principal's understanding of the events surrounding the absence.

Each school Principal will be responsible for ensuring a pupil absence notification program is in place in their respective schools. The program shall be designed to ensure that each school notifies a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

Additionally, principals must ensure that notification is provided to the parent or guardian of a student who has five (5) or more unexcused absences within a school year. At the secondary level, with regard to parental notification, for any student that has two or more unexcused periods of attendance within a single school day, the day in its entirety will be considered an unexcused absence and contribute to the total number of unexcused absences used to determining if parental notification is required. School Principals, or a designee, must make a reasonable effort to meet with the parent or guardian of a student who has five

(5) or more unexcused absences to develop a plan that includes the specific action steps necessary to address the student's poor attendance. The plan, including the action steps, shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian, and may include suggestions from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies. If a plan cannot be agreed upon, the Principal may declare an impasse and ask the Superintendent, or a designee, to meet with the student and his / her representative(s), as well as the school administration, to develop an appropriate plan. The plan developed by the Superintendent, or a designee, will be final and not be subject to appeal.

In a case where parents are unresponsive to the school administration's efforts to develop a plan and implement action steps designed to address poor attendance, or in the case where a plan is in place and poor attendance continues, excessive unexcused absences will require unilateral assessment and intervention by the school administration. Interventions may include involvement of a School Resource Officer and the Stoughton Police Department, case management services, and service referrals. In situations in which attendance does not improve despite additional intervention by the school administration, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent will be sought at the Stoughton District Court
- A 51A for parental neglect will be filed with the Department of Children and Families
- A Child Requiring Assistance (CRA) petition will be sought at the Dedham District Juvenile Court.

For High School students (in addition to policy stated above):

1. Students enrolled in a semester course (~20 weeks) will be denied credit if they have more than five (5) unexcused absences during the course.
2. Students enrolled in a yearlong course (~40 weeks) will be denied credit if they have more than ten (10) unexcused absences during the course.
3. Students enrolled in a course other than a semester or yearlong course will be denied credit when they exceed a number of unexcused absences determined by multiplying the number of days in the course by 0.0555 and rounding to the nearest whole number.

LEGAL REFS: M.G.L. 76:1; 76:2; 76:16; 76:20; 119:39E; 119:51A

**Approved by School Committee: July 12, 2011**

**Amended and Approved by School Committee:**

### **ATTENDANCE BUY-BACK POLICY**

The buyback policy allows a student the opportunity to "buy back" FOUR unexcused absences each term for a total of 16 days per year according to the guidelines outlined below:

- Meet with the Dean of Discipline from 2:15-3:00pm the Friday prior to receive the appropriate forms.
- Show that form to each of your teachers and explain that you will be attempting to buyback a day and that teachers will need to initial this form at the end of the week.
- Attend school for five consecutive days without incurring any tardies to school or any class, and no office referrals or teacher sessions and complete all assignments for the week.
- On the fifth day, have each teacher sign off that you have met the guidelines above and verifying your attendance and class work

- Return the form at the end of the fifth day to the Dean of Discipline's office.
- If the student successfully fulfills the above guidelines, one day which has predetermined by the student and Dean of Discipline will be granted.

Additionally, high school seniors may be excused for up to four (4) days for college visits. High school juniors may be excused to attend one (1) session of the annual NACAC National College Fair or its equivalent. Appropriate documentation from a college visit or college fair attendance will be required in order to receive credit for the days.

## **BUILDING SECURITY**

All school building entrances will be locked during school hours. The main entrance has a door monitoring system. All visitors must use the main entrance to gain access to the building. Upon entering the building, all visitors must report immediately to the school office and provide proper identification.

The main entrance to SHS will open at 6:30 a.m. for students who do not ride the bus. All students must proceed directly to the cafeteria once they have entered the building. For security reasons, no student will be released from the cafeteria until 7:25 a.m. without a signed pass from a teacher. Students will not be allowed into the locker areas, locker rooms, band rooms, clinic, school counseling, etc., before 7:25 a.m. The main entrance will remain open until 7:35 a.m. At 7:35 a.m. all external doors will be locked. Any student entering the building after 7:35 a.m. must enter through the main entrance. Any student who opens the external doors to let someone into the building at any point during the school day will face disciplinary consequences.

All students are required to be photographed on school photo day or on their enrollment to Stoughton High School. Photos will be entered into our student management database and a photo identification card will be issued to every student at no charge. All students are required to have their identification card clearly displayed on them at all times. Identification cards should be displayed in the upper torso area with a lanyard. Student will receive one (1) warning when given a temporary ID. After the first warning, students receiving a temporary ID will be assigned silent lunch for that school day. Continued failure to wear an ID card will result in being assigned extended sessions or SDR. A fee of \$5 will be charged to students to replace all lost, stolen or damaged cards.

## **BOOK AND/OR MATERIAL RETURNS**

Students are responsible for the return of all books and materials by the last day of each course. Any student in non-compliance with book return will be considered not in good standing until all books and materials are returned. (See page 24 Student in Good Standing)

## **BUS EVACUATION**

In the event of an emergency that requires evacuation of a school bus, there are several ways that evacuation can be accomplished:

- Everyone exits through the rear emergency door.
- Everyone exits through the front entrance door.
- The front half of the bus exits through the front entrance door; the rear half exits through the rear emergency door.
- In extreme cases, when both the emergency and entrance doors are blocked, the emergency pop-out windows will be utilized.

## **CLASS DUES**

Class dues are collected every year. The money from dues helps defray the cost of class events including but not limited to junior semi, senior prom, and the senior class trip. Price of dues is determined by the class advisor after considering several factors. Typically, there are two dues drives held each school year,

although students can pay dues at any time with their class advisor. Failure to pay dues will result in students not being allowed to participate in events such as dances, semi formals, proms and class trips.

## **CLASSROOM ATTENDANCE**

More than ever, Stoughton High School graduates must be prepared to compete successfully in today's economic, academic, and employment marketplace. As educators, we are convinced that consistent classroom attendance helps to provide our students with a competitive edge and underscores the importance of the classroom experience.

Each course will have its own expectations for your participation in class. The grading policy for each course will clearly explain the impact of your participation on your grades. Be sure to read the grading policy for each of your courses and review the course expectations with your teachers.

Students will receive a zero (0) on any missed assignments as a result of a class cut.

## **CLASSROOM EXPECTATIONS**

1. Arriving to class on time
2. Participating in class discussions
3. Completing assigned tasks
4. Bringing the appropriate and necessary materials to class
5. Remaining attentive for the entire period
6. Refraining from behavior that disrupts the teaching and/or learning environment
7. Adhering to any rules and/or guidelines specific to a particular class/laboratory
8. Respectful interactions and language

## **CRISIS**

Any student witnessing another student in crisis should immediately notify a teacher, administrator or school counselor. Students should be socially responsible in concurrence with their civic duties.

## **DANCES/PROMS**

The following general rules apply to conduct at school dances:

1. All dances are open to students in good standing and some may include outside guests.
2. Only students in good standing are eligible to attend. This includes the eligibility requirement that students must be in school by 7:35am on the day of the dance.
3. Students attending the junior semi-formal or senior prom may be dismissed no earlier than 12:30 on the day of the dance. They must bring a note to the main office at least three (3) days prior to the dance.
4. Students may bring a guest by completing an official guest form for the dance and providing a copy of a photo ID with the birthdate of the guest. The responsibility of informing the guest about the school rules rests with the member of the school. All guests must have approval from the high school office prior to attending the activity. All guests must be 20 years of age or under.
5. Junior Semi / Senior Prom applications to bring a guest, must be submitted two (2 ) weeks prior to the dance
6. If a student leaves the venue, s/he will not be allowed to return.
7. Smoking (any tobacco products, e-cigarettes, vaping or illegal substance) at school dances is prohibited.
8. Possession, use, or being under the influence of alcohol and/or drugs is forbidden and violations will subject students to discipline under the discipline code and Education Reform Act of 1993.
9. Officers of the sponsoring organizations are reminded that all bands or DJ's must be approved by the Principal. A contract will be signed after approval has been obtained.

## **DISMISSAL FROM SCHOOL**

Dismissals will be granted only under the following situations:



1. Emergency requiring the student's presence requested in writing by a parent or guardian.
2. Emergency requiring the student's presence requested by appearance of parent or guardian at school and presentation of proper identification.
3. Students over the age of 18, who have signed the proper forms, must follow the school dismissal procedure described below. Proof of an appointment is necessary for the dismissal to be deemed excused.

### **DISMISSAL PROCEDURE**

All written dismissal notes must be left at the high school office before school begins. Stoughton High School does not allow phone dismissals. Each note must contain the following information: reason for the dismissal, time of the dismissal, telephone number, and signature of the parent or guardian. All dismissals must be verified by telephone before you are released.

### **DISSECTION POLICY**

Stoughton High School may offer dissection as a learning activity in all levels of each science course offered. Upon written request from a parent or guardian, any student who chooses not to participate in dissection will be allowed to demonstrate competency through an alternate method. Complete information can be found in the Massachusetts General Law, Chapter 272, section 80 G.

### **EMERGENCY LOCKDOWN/SCHOOL EVACUATION**

In the case of a school emergency evacuation or school lockdown all students are expected to follow A.L.I.C.E protocols and adhere to staff instruction. There will be a yearly student assembly reviewing all A.L.I.C.E protocols and procedure.

### **EXTENDED SCHOOL DAY PROGRAM**

Stoughton High School values academic achievement and recognizes students may require support outside of the regular classroom in one or more academic areas. In order to raise the achievement of all students, Stoughton High School will implement a mandatory Extended School Day for all Grade 9 students who meet the entrance criterion listed below.

#### **Entrance Criterion**

Any Grade 9 student who earns two or more failing grades (F) on a Progress report or Term Report Card in any of their classes will be required to enroll in the Extended School Day Program. Students will receive additional instruction with the goal of increasing their achievement in their classes. The Extended School Day will begin at the conclusion of the regular school day. Enrollment is mandatory for all Grade 9 students who meet this criterion. The Extended School Day is an extension of the school day for participating students. Therefore, absences from the program and behavior that violates our student code of conduct will be treated according to the policies of the student handbook. Additionally, students enrolled in the Extended School Day Program are ineligible to participate in athletics and/or extra-curricular activities. Transportation home will be provided for all students who are enrolled in the program during the time of enrollment.

#### **Exit Criterion**

Grade 9 students will be withdrawn from the Extended School Day when they demonstrate passing grades on a Progress Report or Term Report Card and therefore no longer meet the entrance criterion.

### **FILMING/VIDEO RECORDING**

Using any electronic device to record any student or staff without their permission, including but not limited to fighting and assaults, is prohibited. Also, posting these videos to social media or online sources is prohibited. Violations of this policy are subject to suspension from school. Violators will also be reported to the Stoughton Police Department for possible criminal charges.

## FIRE DRILLS

From time to time, fire drills are conducted. They should be taken seriously, as it may mean the difference between life and death in the future. Each room has a sign that states the directions for evacuation. Students are expected to know where the sign is located in each room and to obey the instructions on the sign.

The signal for a fire drill is a continuous PA announcement, tone and a flashing light. Students should leave quietly and move quickly AWAY from the building. Once outside, students should find the teacher in whose class they were in so that they can take attendance and report missing students as soon as possible. If the alarm sounds while students are in the cafeteria for lunch, they should follow the regular evacuation procedure and find their teacher for attendance. Students should remain with their teacher until signaled to reenter the building. Any student who is with the school nurse will exit the building and remain with the nurse throughout the duration of the fire drill.

Students should return to the classroom they left when the building has been cleared for return by the Fire Department. You are to remain on walks except those who proceed to the parking areas. All students in parking areas are to stay away from the cars and are not to congregate in the driveways.

## GIFTS TO SCHOOL PERSONNEL

Students and their parents are discouraged from the presentation of gifts to school employees on holidays and at the end of the school year. This policy reflects a growing sentiment among professional educators that gift-giving to teachers may tend to bring about tension at home or competitiveness in school, when students in a class feel compelled to match the generosity of their peers. The most appreciated gifts are those which the students make themselves or the writing of letters which express their gratitude or appreciation.

## GRADING POLICY

Each teacher will provide the student with a copy of the grading policy for the course. Any violations of the policy such as plagiarism or copying of test answers will result in a zero for the assignment. Also, the teacher will notify parents or guardians and the student's school counselor.

## GRADUATION REQUIREMENTS

### General information

The Class of 2021 and 2022 will be required to have 130 credits. The Class of 2023 and 2024 will be required to have 135 credits. Credits required for promotion to each grade are detailed below:

Credits needed for *	Class of 2021	Class of 2022	Class of 2023	Class of 2024
Promotion to Grade 10	27.5	27.5	27.5	27.5
Promotion to Grade 11	60	60	60	60
Promotion to Grade 12	90	90	90	90
Graduation	130	130	135	135

\*All students must take a minimum of 38.25 class hours.

### Minimum Graduation Requirements for Class of 2021:

Department	Credits	Years of Study
English	20	4*
Science	15	3*
Mathematics	20	4
Social Studies	17.5	3.5*
Physical Education/Health	7.5	4

Fine Arts	1.25	1 Course
Foreign Language	10	2 Courses same World Language
Information Technology	1.25	1 Course*
Financial Literacy	1.25	
Elective courses	30	
Credits for Graduation	130	

\*These items have specific requirements that are detailed in the Program of Studies. These requirements are also available from the School Counseling Department and from each department director.

If the student does not graduate with his/her class in June, all credits and requirements needed must be completed by December 31st of that calendar year in order to be considered a member of that year's graduating class. Students who fail to meet the requirements of their graduating class by December 31 of the "graduation" year, are required to meet all State and local high school graduation requirements during their year of actual graduation.

## **HEALTH CLINIC INFORMATION**

The school nurse is available during the school day in the Health Office, which is located on the 1<sup>st</sup> floor on the B building next to the High School Office. All students are required to have their student ID to visit the health clinic, especially before receiving a medication or treatment.

An updated medical emergency form is needed on file for each student. If there are any changes to your child's health history, please contact the school nurse ASAP.

If your child is not covered by health insurance, please speak with your school nurse. She can provide you with information about the Children's Medical Security Plan, a health insurance plan for children under the age of 18.

In accordance with the Massachusetts General Law 603 CMR 23.06 (3), all students' health records will be destroyed within seven years of the date a student withdraws from the Stoughton Public School System. Each student who is scheduled for graduation will be given a copy of their immunization record and last physical, in a sealed envelope marked "confidential health record." Each student will sign a form acknowledging receipt of this record. A copy of each graduate's immunization record will be kept in a locked cabinet in the HS nurse's health office and marked for destruction within seven years of graduation.

### **Student Illness or Injury**

Any member of the SHS community faced with an illness should report to the health office.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health (MADPH) 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.

In case of illness or injury needing dismissal, the parent or guardian will be contacted and asked to provide the transportation. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

For your child's welfare and for the protection of others, we would like to ask your cooperation in keeping your child home from school if he/she exhibits any of the following symptoms:

- Fever within the last 24 hours
- Other contagious symptoms such as vomiting; diarrhea; frequent productive cough; thick, nasal discharge; red, draining eyes
- Undiagnosed rash or skin eruptions

If your child is ill and will not be attending school, please contact the school's attendance line.

All medical excuses for modification of student programs (i.e. physical education) must be brought to the school nurse who will process them.

**Injuries/Emergency Room Visits:** Students who are injured, whether at home, school, or during recreational sports, may require written medical clearance from a health care provider to return to school or physical activities (such as gym and sports). When returning to school, the student is to report to the health office, with the health care provider's note, prior to going to the classroom.

Students who return to school with casts, air casts, crutches, splints, arm slings, wheelchairs, walkers, canes and/or immobilizers require a written physician's note that includes:

1. Clearance for student to attend school
2. Any restrictions from physical education and other activities
3. Confirmation from the physician that the student has been properly instructed in the use of medical equipment provided

**Stitches/Staples or Surgical Procedures:** Upon return to school, a written doctor's note needs to be given to the school nurse that includes:

1. Clearance for student to attend school
2. Any restrictions from physical education and other activities

## **HEALTH POLICIES AND PROCEDURES**

### **Immunizations**

Records are continually inspected so that all children will be immunized according to the requirements and standards set up by the Massachusetts Department of Public Health. Your school nurse will notify you if your child is due for immunizations. To avoid possible exclusion from school, please follow up with the school nurse as soon as possible if receiving a notice.

### **Inspection of Hair for Signs of Head Lice**

Children are not routinely screened for head lice in school. If you discover that your child has head lice, please notify the school nurse as soon as possible.

### **Mantoux Testing**

Per MADPH recommendations, any student entering the Stoughton Public Schools from a country deemed to have a high prevalence of tuberculosis requires a TB risk assessment completed by a licensed medical provider.

### **Medications**

Medication regulations are governed by the Massachusetts Department of Public Health. Therefore, **ALL** medication, including prescription and over the counter medication, must follow governed procedures.

1. Medicine should be delivered to school in a pharmacy or manufacturer-labeled container by a parent or a responsible adult. **Medicines will not be given unless they are in their properly labeled container.**

2. When medicine must be given in school, please contact your school nurse to be advised of the proper procedure and to obtain required medication forms.
3. All prescription medication must have a parent permission form and a physician order form. The prescribing doctor must provide written instructions to dispense the medication at school, including the time the medication is to be given.
4. Some over the counter medications are allowed by school physician protocols. These medications need to be supplied by a parent, as the school does not provide medications to dispense to students. These medications also require a completed parent consent form.
5. In cases of a prescription medication, no more than a 30 day supply of the medication should be provided to the school
6. All medications must be kept in the Health Office. Following consultation with the school nurse, and as per school committee policy, students who fall into the following exceptions may self-administer medications:
  - Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
  - Students with cystic fibrosis may possess and administer prescription enzyme supplements.
  - Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

### **Physical Examinations**

As per MA GL 105 CMR 200.000: Physical Examination of School Children, the school health program should encourage the performance of the physical examination by the student's own physician, nurse practitioner or physician assistant. Said health care provider shall record the results of the physical examination on health record forms approved by DPH and provide a copy of this record containing the results of the examination and any recommendations to the school. The physical exam needs to be done within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter (**\*exception for student athletes who need to provide a copy of an annual exam. Please refer to the Athletics Section of this handbook**). A student transferred from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement. We ask that all students in grade 11 provide a copy of their most recent physical exam to fulfill this State regulation.

### **MANDATED SCREENINGS**

**All screenings are conducted per MADPH regulations. Parents and legal guardians can choose to not have a child participate in any of the mandated screenings by sending a note to your school nurse identifying which screening you would like your child exempt from.**

### **Height and Weight Measurements**

All tenth grade students will have their height and weight measured and Body Mass Index (BMI) score and corresponding percentile calculated. This information shall be maintained in the student's school health record. Every effort shall be made to protect the privacy of the student during the screening. Trained school personnel or other personnel with access to the student's health information or records shall not disclose the height, weight or BMI calculations of an individual student, either verbally or in written form, to anyone other than the parent and/or legal guardian without written permission of the parent and/or legal guardian.

### **SBIRT**

Each MA school district is required to utilize a verbal screening tool to screen pupils for substance use disorders. Screenings shall occur annually at 2 different grade levels as recommended. At SHS, tenth grade students will participate in the SBIRT (Screening, Brief Intervention, and Referral to Treatment) program. This is a confidential, interview-based screening conducted as a one-on-one session with the school nurse. Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances, or is at

risk for future substance use. If needed, the student will be referred to our school counseling department for further evaluation. Results of the screening will not be included in your student's school record, nor will results be shared with any staff other than the SBIRT Team. Additionally, screening is voluntary and students may choose not to answer any or all of the screening questions. Please contact the school nurse if you have any questions about this screening. Notices will be sent to parents before screening begins with additional information.

### **Scoliosis Screening**

All ninth grade students will have postural screenings. This screening is done in PE class. Notices will be sent to parents before screening begins with information regarding the entire screening procedure.

### **Vision/Hearing Screening**

All tenth grade students are screened for vision and hearing. The parents of any child who fails the hearing and/or vision examinations will be notified. If you have any questions or concerns regarding your child's hearing or vision, please contact your school nurse.

## **HOMEWORK**

The major share of individual learning is accomplished in the classroom. Homework is an extension of activities begun in the school by the student under the guidance of his/her teachers. Homework will be organized and explained to the student and should require either minimal or no help from parents or others.

The education of our students is a collaborative process between the student, teacher, and parents/guardians. We ask each member of the team to participate in the process to ensure a students' success. The parents/guardians play an integral role in the completion of homework and the continued educational growth of the student. Homework is an extension of the classroom experience and is often used to reinforce the themes of the day for a given class. It is our hope that parents/guardians, students and teacher can work together to complete homework in a way that supports the students' success.

It is difficult to prescribe, on an arbitrary basis, the amount of homework for a particular subject or student. However, considering the capabilities of the average student, a total homework period of at least two and one-half hours would not be excessive. Teachers will indicate to you both, the due date and the expected date of return for graded schoolwork requiring in excess of a couple of days in turn-around time. If a parent or student has concerns about the amount of homework relative to the course load, please consult the teachers and/or department directors. It is expected that students taking multiple Advanced Placement (AP) and honors courses will exceed the nightly average. Students who attend a field trip may be required to turn in assignments prior to leaving.

## **IDENTIFICATION CARDS**

ALL STUDENTS MUST WEAR A SCHOOL-ISSUED ID. IDs must be visible and worn on the front side of a student between the shoulders and waist. Any student without an ID will be required to obtain a temporary ID (good for that day only) from the main office. Student will receive one (1) warning when given a temporary ID. Continued failure to wear an ID card will result in being assigned extended sessions or SDR. If a student has permanently lost their ID card, a replacement ID card will be made for the student at a cost of \$5.00 per ID and \$1.00 per lanyard. The \$6.00 charge will be added to the student's debt.

Examples of how ID's may be used as a swipe card:

- Entrance into school (tardy to school)
- Purchasing Breakfast and Lunch
- Enter Learning Commons
- School Counseling Office

## **LEARNING COMMONS**

The literate senior high school student reads widely beyond the basic reading required in classroom subjects. Magazines, newspapers, and library books are all critical parts of the reading menu for a student. The library contains a large, varied collection of books, periodicals, and audiovisual articles. The library is open throughout the school day to afford the time for research or work on projects. Students may borrow from one to five books from the open stacks for two weeks at a time. These books may be renewed provided no other person requests them. Students may borrow reserve books and reference books and current periodicals for use in the library.

All library materials should be handled with care to avoid damage. Books borrowed should be returned or renewed by the date due. Reserve books and borrowed periodicals should be returned to the circulation desk at the end of the period during which they were borrowed. Anyone who does not report to the library within five days after receiving a library notice will be sent to the Assistant Principal. Anyone who loses or fails to return library material, or who damages material, will be required to pay the cost for replacing the material.

## **LOCKERS**

Lockers are property of the Stoughton Public Schools. They are not considered personal property. Therefore, lockers may be opened for inspection by an administrator at any time. Students who require lockers must sign them out on the designated days posted by administration. Students cannot change assigned lockers without administrative approval. Students may go to lockers between periods, provided they can do so without being tardy for their next class. Anyone may go to his/her lockers during class time when there is an emergency and a pass is obtained from a teacher. Students are expected to lock lockers at all times. If a locker cannot be opened or secured, this problem shall be reported to the office. Students are responsible to clean out their lockers and return all textbooks at the end of each school year. Students are prohibited from sharing lockers. Students should not place valuable items in their lockers. The high school administration strongly discourages students from bringing excess money or valuable items to school. Likewise, excess money or valuable items should not be stored in lockers at Stoughton High School. Under NO circumstances does the Town of Stoughton, Stoughton High School, its administration, or its staff assume liability for personal possessions brought to school.

## **LOST AND FOUND**

Lost books are turned into the office and delivered to the Director of the appropriate department. If the teacher's name is in the book, it will be returned to him/her, who in turn, will return it to you. Students should put their teacher's name as well as their own name on the flyleaf. Lost clothing may be claimed in the lost and found within the cafeteria. Any lost valuables may be claimed in the high school office. All unclaimed items may be donated.

## **LUNCH**

All students must report to the cafeteria for their assigned lunch period. School lunches may be purchased for \$3.00 daily. Tables and the surrounding area are to be left clean. Trays and rubbish should be properly disposed of. All students seated at a cafeteria table are responsible for maintaining their lunch table. All students at a lunch table can be disciplined for trash that is not disposed of properly. Throwing food will result in immediate and severe disciplinary action. Students who behave inappropriately in the cafeteria may be assigned an alternative site for lunch. The courtyard is open for use most days. As a senior privilege, only seniors may eat/drink at the picnic tables on the courtyard. Students must remain on school grounds throughout the day. Food and drink cannot be consumed outside of the cafeteria. Food in classrooms is strictly prohibited.

## **MAKE-UP WORK**

Make-up work is the student's responsibility whenever a class is missed regardless of the reason. Teachers are available for make-up work after school. It is generally wise to check with the teacher during the day. Sometimes they may not be available because of faculty or department meetings.

The time allowed to make up work assigned while absent is “the number of days absent plus one.” For example, a student absent Monday, make-up work is due on or before Thursday. Previously assigned work will be due on the day after return. A student must be absent for three full school days before a call can be made to school counseling to collect work for parent pick up.

Incomplete grades should be made up by the end of the next mid-term period. If work is not made up, a ‘0’ will be entered for missing assignments and the grade will be calculated appropriately. Work may not be completed for credit due to unauthorized absences from class. If you are absent for three (3) or more consecutive school days for a serious illness and/or disability, the teacher(s), along with the Department Director(s) and Principal, shall decide upon the appropriate amount of makeup work and its due date. Special cases may be appealed to the Department Director and Principal.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines previously communicated to students.

## **NATIONAL HONOR SOCIETY**

### **Policies and Selection of Membership**

Section I - Membership in the SHS chapter shall be based upon scholarship, service, leadership, and character.

- **Scholarship** -- The student who exhibits scholarship: maintains a 3.7 GPA, adheres to academic standards, pursues a rigorous and challenging course load, seeks out academic excellence, and takes ownership over his or her education
- **Service** -- The student who serves: participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties, volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance, works well with others and is willing to take on difficult or inconspicuous responsibilities, is willing to represent the class or school in inter-class and inter-scholastic competition, completes committee and staff work with a positive spirit, and shows courtesy by assisting visitors, teachers, and fellow students
- **Leadership** -- The student who exercises leadership: demonstrates leadership in the classroom, at work, and in school or community activities, demonstrates leadership in promoting school activities, exercises influence on peers in upholding school ideals, contributes ideas that improve the civic life of the school, is able to delegate responsibilities, exemplifies positive attitudes, inspires positive behavior in others, demonstrates academic initiative, and successfully holds school offices or positions of responsibility, conducting business
- **Character** -- The student who demonstrates character: upholds principles of morality and ethics, takes criticism willingly and accepts recommendations graciously, consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability), demonstrates the highest standards of honesty and reliability, shows courtesy, concern, and respect for others, observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom, and has powers of concentration and sustained attention as shown by perseverance and application to studies

Section II - Candidates will be reviewed for membership at the beginning of the junior and senior years. To be eligible for election into the chapter, a candidate must have a minimum of a B+ average, defined as an average of 3.3 on a 4.3 scale, in accordance with Stoughton High School’s class rank point system (see



p.2 Class Rank) Starting with the Class of 2016, to be eligible for election in the chapter, a candidate must have a minimum of an A- average, defined as an average of 3.7 on a 4.3 scale, in accordance with Stoughton High School's class rank point system as printed in the Student Handbook.

Section III – Students will be notified of their eligibility by the Chapter Advisor. It shall be the candidate's responsibility to obtain from the advisor a candidate portfolio. This is to be completed and returned by the designated date in the fall. A candidate portfolio will include an explanation letter, a student activity information form, and a set of rules for admission.

Section IV - A list of all candidates will be distributed to the faculty. Any responses will be returned to the National Honor Society Chapter Advisor.

Section V - The Faculty Council will consider all factors of eligibility including information furnished by staff members and then vote for each candidate. The chapter adviser will first notify the principal and then notify the candidates of the Faculty Council decision. Candidates that receive non-selection will be notified before those that have been selected as new members. The principal shall receive appeals in cases of non-selection.

Section VI - If a candidate is deferred at the beginning of the junior year, he or she may apply again the following year.

### **Disciplining and Dismissal of Members**

Section I - A member who commits a violation of the standards which were the basis for his or her selection shall be promptly informed by the advisor of the nature of the violation, a time period for improvement, and a warning in writing of the possible consequences of non-improvement.

Section II - A member whose average falls below a B+, defined as a 3.3 GPA on a 4.3 scale (Starting with class of 2016, 3.7 GPA on a 4.3 scale), shall be placed on probation for the following semester. If at the end of the semester probation, said member still does not meet the academic standard as defined above, the Faculty Council will convene to discuss said member's possible dismissal.

Section III - The Faculty Council shall determine when an individual has not responded to a given warning.

Section IV - If a flagrant violation of school rules (suspension) or civic laws occurs a member does not necessarily have to be warned. In this case, the matter would be brought to the immediate attention of the Faculty Council, which will notify the member that dismissal is imminent. The member will be allowed to present his or her case in a pre-dismissal hearing before the Faculty Council.

Section V - Dismissal will occur with a minimum of three out of five votes of the Faculty Council in the affirmative. If a member is dismissed, written notice of the decision will be sent to the member, his or her parents or guardians, and the principal. A member that has been dismissed may appeal the decision of the Faculty Council to the Principal and thereafter under the same rules for disciplinary appeals in the school district.

## **OFFICE GREEN PASS PROGRAM**

Students who constantly ask for a pass to be out of class and/or who are excessively out of class may be put on the Office Green Pass Program.

The Program consists of the following procedures:

- All staff and the student's parents are notified when a student is in the program and must use the green pass sheet to be out of the classroom
- Students pick up their green sign-out/sign-in sheet/ daily from the office at the beginning of the day

- The green sheet is the only pass the students can use to be out of the classroom **(1) the teacher signs the time out, (2) the student then goes to the office window and has the pass initialed (3) student uses the B/C bathroom on the 1<sup>st</sup> floor, (4) student returns to class and the teacher signs the return time.**
- Student is allowed out of the classroom three times per day. On the fourth request the teacher denies a pass out of the room. All emergencies should be referred to the school nurse and the office.
- The students turn in their green pass into the office at the end of the day. An administrator will review each sheet and initial it for use the next day.
- Lost green sheets will result in a 2 hour session
- Any student out of the classroom without a properly signed green sheet will receive a 2 hour extended session
- Chronic Offenders will receive progressive discipline starting with Student Detention Room and potentially leading to out-of-school suspension.
- Students who are late to school will only be allowed out of the class two (2) times per day

## **PARKING**

All student parking is by valid parking permit only. Parking permits cost \$60. Space is limited, and priority will be given first to seniors. Students purchasing a parking permit will be assigned a numbered parking space for the designated lot. Students must park in their assigned parking space only. Once all numbered parking spaces are sold, there will be no more parking spaces available for that school year. Assigned numbered parking spaces are only valid for the current school year and do not role over to the next school year.

Parking permits and their numbered parking spots will be available to all students registered as Grade 12 first. A lottery for parking spaces will begin for seniors on August 17, 2020. Sales for all students will then begin August 24, 2020. We will sell parking permits until all spaces have been sold. If parking spaces remain available, permits purchased in the 4<sup>th</sup> term will be prorated to cost \$20.

All student vehicles must be parked in designated numbered spaces. There will be no parking along Adams Street. Students may access the middle school parking lot by Cushing Street only. The parking lot wrapping around the school building is reserved for faculty/staff only. Students with permits who park in non-designated areas or numbered parking spaces not assigned to them will be assigned a 2-hour session on the first offense. Each offense thereafter will result in a 2-hour session as well as a \$25 fine. Students without permits parking in non-designated areas will be assigned a 2-hour session and receive a \$25 fine for each offense. Parking permits are only valid for students who are in good standing.

The administration reserves the right to tow cars of repeat offenders at the owner's expense. Parking off school property is the sole responsibility of the operator of the motor vehicle and is subject to the laws governing parking in Stoughton. Signs which limit or ban parking must be observed. A student is not permitted to go to his or her car during the school day without prior approval from an administrator. Serious violations of the code of conduct could result in loss of parking privileges.

## **PEER MEDIATION PROGRAM**

The Peer Mediation Program offers students a positive approach to conflict. Any student who is having a dispute with another student or group of students is encouraged to use the services of peer mediation. The program provides a safe and private process for students to discuss their issues and reach a mutually acceptable resolution. Mediation is confidential and participation is voluntary. The mediators are neutral and do not decide the outcome. The types of disputes that typically come to mediation include (but are

not limited to): rumors, arguments, verbal and physical altercations, and issues involving communication, trust, and respect. Anyone can refer a dispute to mediation: teachers, staff, administrators, school counselors, coaches, parents, police, and students. Peer mediation is a highly successful form of dispute resolution where students determine their own solutions to conflict.

## **POLICY ON ACCEPTANCE OF PAYMENTS**

Bank checks, money orders, or cash will be the only forms of payment accepted by Stoughton Public Schools for bus transportation, lost books, facilities, preschool tuition, summer school, and evening school or any other student debt.

## **POSTERS**

Organizations are encouraged to use school posters to publicize events. All posters need approval by the principal. After an event is completed, the students who posted materials should remove posters from walls and white boards immediately.

For organizations or activities not connected with the school, posters cannot be posted without obtaining prior permission from the Superintendent of Schools.

## **REPORTING SYSTEM**

- REPORT CARDS of pupil progress are issued four times during the school year: November, February, April and June.
- PROGRESS REPORTS are issued at approximately the mid-point of each term.
- SPECIAL REPORTS of a pupil's progress may be issued by individual teachers at such times as may seem advisable.
- PARENT/GUARDIAN & TEACHER CONFERENCES are held various times each year.
- WEEKLY PROGRESS REPORTS: Are available in the school counseling office. Parents may ask students to pick up a weekly progress report to be filled out by each teacher on a weekly basis. Students are responsible to pick up and have weekly progress reports filled out by their teachers.

## **SALE OF ITEMS IN SCHOOL**

The sale of items to raise money for outside organizations or personal gain is prohibited in school unless authorized by the high school principal or his/her designee.

## **SCHOOL CANCELLATION, DELAYED OPENINGS AND/OR EARLY DISMISSALS**

The policy of the Stoughton School Department regarding SCHOOL CANCELLATION, DELAYED OPENING or EARLY DISMISSAL was established in the interest of the safety and well-being of our school children.

On stormy days when the School Department has chosen to keep schools open, parents are encouraged to exercise their own judgment about sending their children to school.

In the event of inclement weather or dangerous road conditions, when it is not advisable to open school, appropriate announcements will be made on television, and electronic notifications.

For notification and information about adverse weather conditions or other unexpected or emergency situations, the following plan will be in effect:

**A. NO SCHOOL**

If conditions are severe, school will be canceled. The No School Announcement will be broadcast as follows:

Television stations:

- Boston Channel 5, WCVB-TV
- Channel 4, WBZ-TV
- Channel 7, WHDH-TV
- FOX 25-Boston

Electronic means of notification will be as follows:

- Our automated ALL CALL phone system
- Social Media via Twitter
- Stoughton Public Schools Facebook page

**B. ONE-HOUR DELAYED OPENING**

If conditions result in a one-hour delay, the opening of school and all bus pick-ups will be DELAYED ONE HOUR. School dismissal will be at the usual time. The following plan will be in effect:

- All schools will open one hour later than the normal time.
- Middle and high school will open at 8:30 A.M.
- Bus pick-up will be one hour later than normal.
- All elementary schools will open at 9:15 A.M.
- Morning Pre-school will report at 9:25 A.M.
- Bus pick-up will be one hour later than normal.
- Lunches will be served at the regular time

**C. TWO-HOUR DELAYED OPENING**

If conditions result in a two-hour delay, the opening of school and all bus pick-ups will be DELAYED TWO HOURS. School dismissal will be at the usual time. The following plan will be in effect:

- All schools will open two hours later than the normal time.
- Middle and high school will open at 9:30 A.M.
- Bus pick-up will be two hours later than normal.
- All elementary schools will open at 10:15 A.M.
- No Morning Pre-school – Afternoon Pre-school reports a regular time
- Bus pick-up will be two hours later than normal.
- Lunches will be served at the regular time.

Delayed opening announcements will be carried over the same television stations and Social Media outlets as our school closing announcement. Teachers and other staff will report either one hour or two hours later than usual. Parents are reminded not to send or drop off their children to school early on days of "one or two hour delayed opening," since the schools may not be accessible, and staff will not be on duty to supervise children arriving early.

**D. EARLY DISMISSAL**

In the event that students are dismissed early for weather or other emergency situations, early dismissal notifications will be made on the same ALL CALL system, television and Social Media outlets as a school closing or delay is announced. (see above)

Early dismissal times may not always follow an Early Thursday schedule. There may be times when it is necessary to dismiss one, or two hours early. Please be sure to listen to the entire ALL CALL message, and/or read the entire Social Media post when early dismissal is required. We will provide detailed information at that time.

It is the parents' responsibility to make provisions for their children in the event schools are dismissed early.

No information concerning school cancellation will be given at any other number, including the home of school administrators, police and/or fire departments. Whenever school is canceled, all after-school activities and Evening School classes will also be canceled for that day.

Your cooperation in these matters is greatly appreciated.

## **SCHOOL COUNSELING**

School Counseling services are available to all students. Counselors see every student at least once each year to provide assistance with education planning, interpretation of test scores, career information, college planning, and post-graduation planning. School Counselors can also provide assistance with home, school, peer and social concerns, or with any other issue that the student would like to discuss with his or her counselor.

Students are assigned to School Counselors alphabetically by their last names. Students wishing to see their School Counselor should visit the School Counseling office before or after school to request an appointment or email their counselor directly to request an appointment. Appointments will be made preferably during a time that will minimize time out of class.

All requests for course changes must be discussed during a student's structured learning. Students may not schedule appointments with School Counselors and/or administrators during regular class time. Until schedule changes have officially been made, students are required to remain in the original scheduled class(es).

## **SCHOOL COUNSELING INFORMED CONSENT**

Stoughton High School offers short-term individual and/or crisis counseling to students. Parents/guardians or school staff may refer students for counseling, or students may request counseling.

The school counselors will keep information confidential, with the exception of stated or suspected danger to the student or others. Because these services are often provided to minors in the school setting, the school counselors may share information with parents/guardians, the student's teacher, and/or administrators or school personnel who work with the student on a need to know basis, so that we may better assist the student. The counselors will make the student aware of these limits to confidentiality. Counselors may share information with a third party, such as an outside counselor, psychiatrist, social worker, or pediatrician, with a signed release of information. Students may see any school counselor during the school year depending on availability.

Services provided are confidential except under the following conditions:

1. Communicating with school personnel on a "need to know" basis
2. Threats of harm to self or others
3. Suspected harm of a minor, dependent adult or elder
4. Violation of the law
5. Outside referral to counselor due to scope of practice
6. Informing parents/guardians of student behavior that may put the student emotionally or physically at risk.

School counselors, and all school staff, are mandated by law to report suspected abuse and/or neglect cases to the Department of Child and Family Services. The involved parties may or may not be notified. This decision will be at the discretion of the mandated reporter. Matters that may be a violation of the law will be reported to the School Resource Officer and/or the Stoughton Police Department.

School counseling services are short-term services aimed to improve academic, personal, and social emotional development as it pertains to the school setting. These services are not intended as a substitute for diagnosis or treatment for any mental health disorder. Should it be determined by the school counselor that more extensive services are necessary it will be the responsibility of the parent, with assistance from the counselor, to arrange outside counseling or psychiatric services.

## **SEMESTER II SENIORS**

Seniors who have been suspended during Semester II will be placed on school probation and, at the discretion of the Principal, may lose the privilege of participating in graduation exercises, senior prom, and/or other class activities.

## **SILENT LUNCH**

Any Student who is late/tardy to school for an unexcused reason will be required to forfeit their regular lunch and attend silent lunch on the same day. Additionally, students who receive two or more ID violations in a term will be required to attend silent lunch on the day of the ID violation. Failure to attend silent lunch will result in a 2 hour extended session on the following day.

Procedure:

Students will either go directly to the silent lunch room with his or her lunch or report to the café, buy lunch and then report to the silent lunch room. Student must check in with the silent lunch teacher. During lunch there is no talking, sleeping or use of electronic devices and all trash must be disposed of in the proper receptacle.

## **STUDENT ACTIVITIES**

At the beginning of the year, announcements on the P.A. system provide the information about start of student activities and the dates scheduled general or committee meetings. At the beginning of each school year a club and activities fair will be held during lunches which will showcase all the clubs and activities offered. For a description of each club, please visit the SHS website at <http://www.stoughtonschools.org/>.

\* denotes programs with application/ tryout/election process.

$\pi$  denotes Step Up to Excellence is a separate organization from Stoughton High School. All mentors are not acting within the scope of a Stoughton Public School employee.

Art Club  
Buddies Club  
Color Guard  
Construction Challenge Team  
DECA\*  
Drama\*  
Fruition Scholars  
Jazz Band \*  
Jazz Choir \*  
JSA(Junior Statesmen of America)  
The Knight  
Math Team  
National Honor Society\*

Peer Leadership  
Peer Mediation\*  
Philosophy Club  
Recycling Club  
SADD  
Science Olympiad Team  
Spectrum  
Step Up to Excellence\* $\pi$   
Student Council\*  
Tokyo Club  
X-clusive  
Yearbook

All Stoughton Public School employees that act as club/group advisors may not use their position as a Stoughton Public Schools employee to access information for their programs.

## **STUDENT DEBTS**

If a student owes money for books, uniforms, materials, and/or from damage or destruction to school property, the student will not be allowed to participate or attend any school sponsored activity including the graduation ceremony, sports, co-curricular or social events including dances, proms, Class Night, or any other school activity deemed applicable by the administration. The student will also not be eligible to purchase a parking sticker. All payments can be received at the high school office by using cash or money order.

## **STUDENTS IN GOOD STANDING**

Stoughton High students are considered to be in good standing unless one of the following applies:

- Academically ineligible
  - For Term 1 you are academically ineligible if a student receives two or more failing marks (F) for the previous school year. An incomplete in a course is considered a failing mark until all work is completed for that term.
  - For Terms 2, 3, and 4 you are academically ineligible if a student receives two or more failing marks (F) in the previous marking period. An incomplete in a course is considered a failing mark until all work is completed for that term.
- Three unexcused tardies to school per term
- Two parking violations per term
- Owes any student debt for uniforms, books, materials, or damage to school property, etc.
- Student is deemed a chronic offender of school rules by the SHS administration
- Three ID violations per term

Students not in good standing are not eligible to attend or participate in the following school activities: all school dances and proms, Powder Puff game and cheerleading, Mr. SHS and Improv Night, Senior Trip, field trips or any other school activity deemed applicable by the administration. In addition, students not in good standing will not be allowed to park on school grounds.

## **STUDENT PASSES**

When students are in the corridor during the scheduled time for classes, they must have a proper pass from a teacher, the nurse, school counseling, or the office.

## **SUMMER SCHOOL POLICY**

You may attend summer school for credit in any full year course in which you have passed two marking periods and a semester course in which you have passed one marking period. Withdrawing from any course during the academic year will disqualify you from earning credit in summer school. You may attend an approved summer school for the following reasons:

- To fulfill graduation requirements
- To continue in a sequential course.
- To regain credit lost due to the attendance policy
- For enrichment purposes

## **TELEPHONES**

Only telephones in the high school office may be used during class time. If an emergency requires use of the telephone, obtain a pass from your classroom teacher and report to the office (or school nurse's office for a medical issue).

## TEST SCHEDULE

Departments should follow the testing schedule below. Students must communicate prior to a test if they have three (3) tests in a given day and one of those tests comes from a department not assigned to that testing day to make arrangements to take that test on a different day, either in class or after school.

### DAYS OF THE CYCLE

<b>A, D, F &amp; G DAYS</b>	<b>B, C, E &amp; H DAYS</b>
Math	Science
Social Studies	English
World Language	Elective Courses (Fine Arts, Business, PE/Health)

## THREATS TO STUDENT SAFETY

In the event of a building emergency, all students must follow all directions given by administration, staff, and public safety officers.

## TUTORING

### (Due to chronic or reoccurring medical conditions)

The purpose of tutoring is to assist a student, who must be out of school and confined to home or hospital for 14 or more cumulative days due to chronic or recurring medical conditions, keep up with class assignments for enrolled courses.

Parent responsibilities include:

1. Obtain Physician's Statement for Temporary Home/Hospital Education form (Form 28R/3, available at district website and/or from school counselor). This statement must be completed in its entirety by a medical doctor or a nurse practitioner, and must include:

- Date that the student was admitted to the hospital or confined to the home;
- Medical reason requiring confinement;
- Anticipated duration of the confinement, including a specific end/return date;
- Student's medical needs to be considered in planning home or hospital services;
- Medical doctor or nurse practitioner signature

Upon receipt of the completed form, for students with IEPs and students on 504 Plans, the Team will convene to discuss what services the student requires to receive a free and appropriate public education during the home or hospital stay.

For general education students, the school counselor, under the supervision of the principal, will begin the process of coordination with the tutoring provider and provide tutoring to allow the student to continue his or her educational program.

2. Ensure that an adult family member and/or other responsible adult is present at all times when tutoring takes place within the home.

3. Obtain a new Physician's Statement after thirty days as this statement has an automatic expiration of thirty days and requires a new form after this period.

## VISITOR POLICY

All exterior doors of the school will be locked. Guests/visitors reporting during school hours must use the Main Entrance to gain entry.



- All guests/visitors (any person without a valid Stoughton Public Schools ID / any student not currently enrolled in Stoughton High School) must enter the building through the Main Entrance. The main entrance is marked by the flagpole.
- The exterior doors are locked and all guests/visitors must ring the exterior doorbell (located on the right-hand side of the entrance) to be let in to the main entry vestibule.
- Once a guest/visitor enters the Main Entrance exterior doors, they will be required to provide a valid picture ID (valid driver's license, passport, etc.) to the Security Monitor at the window. If any guest/visitor fails to produce a valid ID, they will not be allowed to enter the building.
- A visitor pass will be issued to the guest/visitor. It must be worn and visible at all times.
- Visitors will not be permitted to enter the building during student passing time.
- Visitors will be escorted to their destination.
- Once the business of the guest/visitor has concluded, the guest/visitor will be escorted by SHS personnel back to the Main Entrance.
- The time the guest/visitor leaves will be recorded.

If any guest/visitor fails to be cooperative with school policy, the Security Monitor will notify Administration immediately.

## **ATHLETICS**

The following interscholastic sports are provided on each of the levels shown:

BASEBALL (boys): varsity, junior varsity, freshmen  
 BASKETBALL (boys) (girls): varsity, junior varsity, freshmen  
 CHEERLEADING: varsity, fall, winter and spring sports  
 CROSS-COUNTRY (boys) (girls): varsity  
 FIELD HOCKEY: varsity, junior varsity, freshmen  
 FOOTBALL: varsity, junior varsity, freshmen  
 GOLF: varsity  
 ICE HOCKEY (boys) (girls): varsity, junior varsity  
 LACROSSE (boys): junior varsity (girls): TBD  
 SOCCER (boys) (girls): varsity, junior varsity  
 SOFTBALL (girls): varsity, junior varsity, freshmen  
 SWIMMING and DIVING: (boys and girls) varsity  
 TENNIS (boys) (girls): varsity  
 TRACK (boys) (girls): varsity, junior varsity  
 VOLLEYBALL: (girls) varsity, junior varsity, freshman  
 WRESTLING: varsity, junior varsity

## **HANDBOOK OF ATHLETIC STANDARDS**

Ryan Donahue  
 Athletic Director  
 @Stoughton\_AD

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The administration applauds all students who are able to take on the added responsibility of a co-curricular activity. The athletic program exists for the welfare of students and for the contributions it makes to their educational experience.

We all must remember though, that athletics are subordinate to the essential purpose for which schools exist and shall therefore be directed by educational considerations. Students attend Stoughton High

School to strive for the highest level of educational accomplishment possible. Sports will never take precedent over this primary mission of the Stoughton School System.

Being a member of a Stoughton High School athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it 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 team of Stoughton High School, you have inherited a wonderful tradition which you are challenged to uphold. Our tradition has been to win or lose with honor. We desire to win, but only with honor to our athletes, our schools and our community. Such a tradition is worthy of the best efforts of all concerned.

Participation in our interscholastic program is a privilege to all students. While athletic ability is an important consideration, a student's participation is voluntary. As such, the student-athlete is thrust into a role of increased responsibility and must deal with team and self-discipline that transcends those of non-participants. Student-athletes are representatives of Stoughton High School and the Athletic Department both inside the building and at each athletic venue. The student-athlete needs to weigh the merits of participation as opposed to the additional responsibilities. Teammates look to athletes as important squad members and need to be assured that the athlete will willingly be a member of the team for the entire season.

Once again, it is an honor and a privilege to be an athlete at Stoughton High School. It is our hope and expectation that individuals who decide to make a commitment to Athletics will be a positive influence to others, and will set a high precedent of good sportsmanship, class and honor. Students-Athletes should conduct themselves as representatives of Stoughton High School and the Athletic Department at all times.

## **PRE-TRYOUT REQUIREMENTS:**

**Section 1.01 CO-CURRICULAR ACTIVITY ELIGIBILITY:** Stoughton High School follows the eligibility standards established by the Massachusetts Interscholastic Athletic Association. In order to be eligible to participate in any co-curricular activity, the student must have earned no more than one (1) failing grade in the previous term. Eligibility for fall co-curricular activity will be based on:

- (a) The last completed term grades and/or the final grades of the previous school year.
- (b) Students that fail two or more classes will not be eligible for participation in games until the next report card. Progress Reports DO NOT determine eligibility for sophomores, juniors or seniors at any time. Students in 9th grade are subject to the rules outlined in the "Extended School Day Program". If a freshman has two or more failing grades at the time of progress reports, they will be ineligible for games but able to remain on their athletic team if they attend and meet the extended school day program requirements.
- (c) Students who fail two or more courses will not be permitted to try-out, practice, or compete for Stoughton High School. If a student is on a team after their freshman year, then fails two or more courses they will be dismissed from the team. They will not be permitted to participate until they are academically eligible which is determined after the next term report card is issued.

An incomplete is considered to be an "F" grade, earning zero credits until updated grade is posted through the school counseling department. Eligibility or ineligibility for co-curricular activities start the day term report cards are issued.

**Section 1.02 ATHLETIC EQUIPMENT:** Students are accountable for athletic equipment and/or supplies issued to them. The items are to be returned and/or paid for in the three-day period immediately following the end of the season.

- (a) In the event that the requirements are not met within the stipulated time, the student will be considered ineligible for athletics and other co-curricular activities.
- (b) Student-athletes not returning equipment may be assigned multiple detentions for insubordination.

(c) Student-athletes not returning equipment may be denied participation in all co-curricular school functions including the prom and graduation ceremony.

**Section 1.03 PERMISSION/EMERGENCY CONTACT:** Candidates must complete the online permission/emergency contact info prior to the first practice/tryout. A student may not begin participating without completing this process on FamilyID. Student-athletes and their parent(s)/guardian(s) are required to complete this process prior to the beginning of each athletic season; opportunities to complete the registration process can be found on the Athletics web page.

(a) If there is any question of whether the online registration has been completed or not, contact/visit the athletic office two (2) weeks prior to the start of the season for verification. This will help to avoid eligibility issues around tryout dates.

(b) Please indicate only one sport in which you will be playing and fill the registration process out completely to successfully register. For technical support call FamilyID at 1-888-800-5583

**Section 1.04 ATHLETIC STANDARDS AGREEMENT FORM:** Candidates and their families must consider and complete the online Athletic Standard agreement form. Student-athletes and their parent(s)/guardian(s) are required to register online by completing all required fields prior the start of each athletic season; Links to the online registration form can be found on the Athletics web page.

If there is any question of whether the online registration has been completed or not, visit the athletic office two (2) weeks prior to the start of the season for verification. This will help to avoid eligibility issues around tryout dates.

**Section 1.05 PHYSICALS:** Candidates must pass a physical exam and/or return a medical history form if required. Students are responsible to provide medical clearance in the form of a physical examination to the nurse. No student may participate in any manner without a valid physical in the Nurse's office.

(a) A physical is valid for twelve (12) full months from the date performed. This date is determined as indicated on the document provided by the Doctor's Office.

(b) If the physical expires after the first practice date of a season, the student is immediately deemed ineligible for that season. A new up-to-date physical would need to be provided prior to being granted eligible for participation.

(c) It is the responsibility of the student and his/her family to be aware of the dates that personal physicals have been performed, and consider them in the context of this policy.

(d) As the absence of a valid physical prevents athletic participation, the athletic department recommends the scheduling of yearly physicals with the student's medical provider takes place, and is during a time prior to the start of the desired season of participation

(e) A physician's note stating the athlete is "OK" or "Fit" to play sports is not adequate or acceptable. It must be a complete physical exam.

(f) Please turn a copy of your physical examination document into the High School Clinic.

**Section 1.06 ACTIVITY FEE:** Candidates participating in athletics must pay an activity fee. The activity fee is to be paid prior to the start of competition. ALL students are expected to meet this obligation. Online payment (School Café) is the recommended method of payment.

(a) Activity Fee = A one-time \$200.00 per student to participate in three (3) seasons of high school athletics (fall, winter, spring).

(b) The student has the option to participate in any or all season(s). The activity fee remains the same regardless of the amount of seasons they wish to participate in.

(c) However, Ice Hockey & Swim/Dive participants will have an activity fee of \$300.00 due to the rising costs of off-site practice facilities & transportation. If a student participates in the fall, they will only be responsible to pay an additional \$100.00 prior to the start of the winter season if they choose to be a committed teammate in ice hockey or swim & dive.

(d) Athletic fee or completed Payment Plan Contract are due five (5) days prior to the committed student-athletes first competition regardless of season. Families of student-athletes that view these

activity fees as a hardship may request consideration for a payment plan contract, or file athletic fee waiver paperwork with the High School Office or Athletic Director.

(e) Waivers and payment plans will be considered by High School Principal or his/her designee.

(f) Waiver decisions could include: no change, fee reduction, payment plan, or volunteer work at athletic events

(g) Fees can be paid online, submitted to the High School Office or the Athletics Office to the Athletic Director. Cash or money order will be the only accepted forms of payment on campus. No personal checks will be accepted; all deposits will be accompanied by a written receipt.

(h) If a student-athlete participates on a team for more than ten (10) school days, the activity fee becomes non-refundable.

(i) If a student-athlete pays an activity fee and does not complete ten (10) school days with a team, the activity fee will be refunded. All refund requests must be submitted in writing to the Athletic Director, including proof of payment – no later than May 1.

(j) Upon participating for the eleventh (11th) school day, a student-athlete's athletic activity fee becomes non-refundable.

(k) If a student does not make payment 5 days prior to first competition, the student athlete will not receive a game uniform until the payment is made, and will automatically be ineligible to participate in the first competition. Once payment is made, the students' eligibility is reinstated.

**Section 1.07 – PAYMENT PLAN:** Candidate requirements for Athletic Department assistance when meeting Activity Fee responsibility. Details of Payment Plan (structured due dates and Eligibility consequences)

(a) If a student-athlete receives and is listed on the free & or reduced lunch list.

(b) If a family has two or more student athletes participating in athletics during the same season.

(c) If a student is not on free or reduced lunch, and they are the only child in their family participating in High School Athletics, they will not be eligible for the payment plan, unless the Athletic Director, or higher administration agrees to non-precedent setting terms with family to allow the payment plan to take place. Any request for payment plan from non-eligible students must be done in writing and received by the Athletic Director 5 days prior to the first competition.

(d) Any student/family on a payment plan must complete a signed contract prior to the first date of competition. Specific timeline and terms must be agreed upon, any potential variance from the payment plan must be communicated to the Athletic Director 7 days prior to payment due date.

The Athletic Department payment plan allows for 2 payments to be made. Time is granted for those eligible to save for the remaining obligation. All that participate in payment plan are still responsible to pay entire balance of activity fee before the conclusion of the given season.

1st Payment = 5 days prior to the students first competition for the amount of \$100.00.

→Students will not be eligible to play in the first game if the payment plan contract is not signed, and/or the first payment has not been submitted. Once the contract is signed and/or the initial payment is made, they will be allowed to play until the 2nd payment is due.

2nd Payment = 30 days after the first payment is due, the remaining balance of \$100.00 must be submitted.→Students will be ineligible for the remainder of the season until 2nd payment is received. If additional time is needed, families must make the request 7 days in advance of the due date.

## **Article 2. TRAINING REQUIREMENTS:**

**Section 2.01 CURFEW:** An athlete needs to realize a coach may set a designated curfew time and that athletes must adhere to the stated time. Should a curfew time pose problems for the athlete, the matter should be discussed at once with the Head Coach.

(a) Upon the determination by the Coach and Athletic Director that a violation of curfew has occurred, the student-athlete may be suspended for up to one game.

**Section 2.02 CHEMICAL HEALTH:** 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, be in the presence of, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); 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. Stoughton High School has the expectation that if a student in violation of this rule and 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 and is subject to the MIAA penalties listed below.

**MINIMUM PENALTIES:**

- (a) 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 contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs within. Or, in the case that the student is not a participant in that season’s sport, the penalties are carried into the next season of participation. No exception is permitted for a student who becomes a participant in a treatment program. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. 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.
- (b) 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 contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs within. Or, in the case that the student is not a participant in that season’s sport, the penalties are carried into the next season of participation. 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.
- (c) If 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 the 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 a 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.
- (d) Penalties shall be cumulative each academic year, but serving the penalty could carry over from 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 academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year: he would serve the penalty (ies) during the fall season of the next academic year).
- (e) If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence
- (f) Prior to any chemical health violation a student’s request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco (MIAA Rule 62)

**Section 2.03 - Weight Room Use & Eligibility:** In and out of season students are eligible to use/utilize the SHS weight room during the hours of 2:45pm-5:00pm. Students must meet the criteria listed below to gain/maintain privileges.

- (a) Must have no more than 1 (one) failing grade on most recent report card. Progress reports do not declare eligibility. If student has 2 or more failing grades they are not permitted to use the weight room or enter the athletic department after school hours.
- (b) No student should enter/use the facility without adult supervision (Coach/Teacher). If found to be in the facility without supervision student may not use facility for the remainder of that day and the next

school day. 2nd Offense = 1 week, 3rd Offense = 1 month, 4th = remainder of school year. Rule 2.01(b) applies to Gymnasium after school hours as well.

(c) Workouts must conclude by 4:30pm and students must leave campus no later than 5:00pm.

Lingering in/around the athletic department past 5pm will result in loss of use of the weight room the following day. If found in locker room/athletics area after hours 3 times = 1 month loss of privileges.

(d) If a student does not finish a season in "good standing", or is declared academically ineligible the student will be denied access to the weight room until they are determined by the athletic director to be in "good standing".

(e) Students using the weight room MUST store all valuable belongings in a locked locker within the locker room. The Athletic Department is not responsible for lost or stolen items.

(f) Students are not permitted to re-enter the high school after 2:30pm, and must be off high school grounds no later than 5:00pm.

**Section 2.04 - Weight Room Behavior/Conduct:** Students must behave in a respectful/responsible manner in order to remain in "good standing" and have continued access to the facility. If deemed in violation student may lose weight room access as a result.

(a) Students must change into proper work-out attire, and actively train during their time spent in the weight room. All students should have a shirt on when working out in the school facility. Water bottles should be personally supplied.

(b) Students must pick up after themselves (water bottles, papers, pencils, clothing) & wipe down equipment after use with provided sanitary wipes before exiting the facility.

(c) Students must re-rack all weights used to designated weight trees.

(d) Under no circumstances is horseplay (wrestling, play fighting), or throwing non exercise related equipment (e.g. Football) around the facility allowed.

(e) Music – Students may request music to be played to weight room staff, but are not allowed to sync/connect personal devices to sound system.

(f) Spotters are required for all lifts as a safety precaution. Do not lift without a spotter

**Section 2.05 - LOYALTY TO THE HIGH SCHOOL TEAM:** A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA.

(a) Penalties: First Offense: Student athlete is suspended for 25% of the season.

(b) Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of violation.

(c) The regular season portion of the penalty for a violation toward the end of a season will carry over to the very next high school season in which the student is a participant.

(d) Student-athletes on an interscholastic roster in a particular season may not leave that team in order to participate in another sport offered, within the same season, at which point the first contest has been played for the first team that the student-athlete was a member.

### **Article 3. CONDUCT:**

**Section 3.01 SCHOOL DAY ATTENDANCE:** Students must be in school by 7:35 a.m. and remain in school for the entire school day in order to participate in any co-curricular activity for the corresponding day. Additionally, students that spend an entire class period in the nurse's office will not be eligible to participate in co-curricular events for the corresponding day.

(a) The High School Principal and/or the Athletic Director may waive the penalty of Section 3.01 before or after the excused absence, dismissal or tardiness takes place.

(b) High School Principal and/or the Athletic Director may consider waiver of the penalty of Section 3.01 in situations that pre-approval has not been granted and/or requested.

(c) It is, at all times, the student-athlete's responsibility to seek permission in absentee/participation situations.

- (d) The student-athlete bears responsibility for reporting his/her unexcused absence, tardiness or dismissal to the Head Coach. Upon violation of Section 3.01 the student-athlete will be ineligible for practice or game participation that day. The Head Coach will determine if this violation will affect the amount of playing time in games to follow.
- (e) If the violation of Section 3.01 happens on the day before the game, the Head Coach has the right to suspend the student athlete for the game the following day.

**Section 3.02 PRACTICE/GAME ATTENDANCE:** A student-athlete or their guardian must communicate with their head coach in the event that a practice/game will be missed. Each practice or game missed hurts the absent player and his/her teammates. A student has one unexcused absence or tardy during the season. The season is defined as the period of time from the first practice/tryout up to and including the last game.

- (a) After the first unexcused absence or tardy, a Coach may suspend a student-athlete for up to one game per offense.
- (b) Upon the third unexcused absence the student may be suspended from the squad for the duration of the season.
- (c) Participating on an athletic team requires a commitment and sacrifice from both student-athletes and their families. The decision to participate also directly influences the experience of the other student-athletes that make up a team. With that in mind, student-athletes and their families are strongly encouraged to review all vacation plans with participation decisions in mind. Practices and games missed may be considered unexcused absences.
- (d) Practice participation is a vital part of the educational aspect of athletics. Practice is the tool that a coach uses to strive for excellence. Full attendance is required for participants. Upon making the participation decision, and all that comes with it, student-athletes and their families should recognize the following: just as homework is a requirement of academic pursuit, so too is practice to athletic pursuit. Parents may not dismiss the homework requirement without academic consequence. In that same light, parents may not dismiss the practice requirement without potential athletic consequence as: whether excused or unexcused, absence from a practice/game and/or practices/games may result in a change in the status of the student-athlete's role on an athletic team upon return.

**Section 3.03 SUSPENSION FROM SCHOOL (In or Out of School):** If a student is suspended from school, it shall immediately affect his/her eligibility to participate. The student will not be allowed to practice or play in a contest on the afternoon or evening of the suspension or participate during the period of the suspension, including non-school days. This section refers to both in-school and out of school suspensions. Suspension from school indicates a disregard for living up to the standards of acceptable school citizenship. Any subsequent suspension from school during that season may result in dismissal from the squad for the duration of the season depending on the given situation.

**Section 3.04 DETENTION:** Student-athletes must serve and complete all detentions and make-up work sessions before participating in co-curricular activities for the corresponding day.

- (a) The student-athletes must serve any detentions and complete any make up work prior to participating in athletic practices or games. The student must provide a "teacher's pass" to their coach upon arrival at practice. At the coach's discretion completion of make-up work may be treated as an excused absence; however detentions are considered as an unexcused absence.
- (b) If a student marked to serve an extended session (detention) they are not allowed to attend any extracurricular activities that day and/or until the session has been served. This includes games and practices.

**Section 3.05 INSUBORDINATION/PROFANITY:** A student-athlete must not commit an act or deed of disrespect toward anyone of designated authority during or after the school day, as well as on or off campus while participating in a given season of athletics.

- (a) First offense will result in the student being placed on the "after school ineligibility list" and will not be eligible to practice, travel or compete with their team on that day.

- (b) Second offense the student will be ineligible for activities and will have a meeting with head coach, athletic director and a call home to the parent/guardian.
- (c) Third offense could result in a suspension from playing in games from one to remainder of the season. At any time with valid reasoning, the Head Coach may recommend a player's permanent removal from the squad to the Principal and Athletic Director.

**Section 3.06 BUS DECORUM:** Acceptable conduct is expected at all times. All team personnel are to take the bus to and from any away contest with the exception of conditions outlined below.

- (a) All student athletes are expected to ride on the bus to and from various events. As a member of a team, students should look at bus rides as an opportunity to come together with fellow teammates.
- (b) Poor behavior from a student-athlete on bus rides as determined by the head coach and or bus driver can result in a one to five (1-5) game suspension. However, the athletic department reserves the right to dismiss a student-athlete from the team, depending on the severity of the given issue/circumstance.
- (c) A student who desires to ride with his/her parents after the contest must request prior permission from the coach/Athletic Director and provide a written request of allowance from the parent 24 hours in prior to the request. Email is an acceptable form of communication.
- (d) A parent/guardian may provide permission to the student-athlete to go home with the parent/guardian by presenting themselves to the Head Coach – and indicating such.
- (e) Participation on some teams may require that parents and/or students provide their own transportation to and from practices held in locations other than Stoughton High School.

**Section 3.07 LOCKER ROOM:** Athletes are responsible to lock all valuables and personal belongings securely in a locker. Students are also responsible for cleaning the area immediately surrounding their locker after practice or a game. After an athletic event, and the post practice/post game meeting with the Head Coach, the student should immediately leave the high school building. Students must lock all valuables up securely. On the day the given season has concluded, students must empty all personal belongings out of the locker immediately. The Athletic Department is not responsible for lost/stolen items, or items that have been left in the locker room for more than three days after the conclusion of a season.

**Section 3.08 PRIDE IN PRACTICE/GAME AREA:** Working collectively as a team, student-athletes are responsible for cleaning the area immediately surrounding the practice/game participation area after either a practice or a game. This includes Stoughton High School facilities, off site fields/facilities or buildings/venues that Stoughton travels to as a visiting team.

**Section 3.09 AGE:** The student shall not be of age 19 prior to September 1st.

**Section 3.10 THEFT:** All levels of theft will be evaluated and determined by the High School Administration. Once a determination has been made, first offense could result in a 25% game suspension penalty for any student-athlete found to be involved in theft in the athletic department area, before/during or after a practice/game hosted in Stoughton or at an opponent's venue. If a suspension occurs at the end of one season, the remainder of the suspension will be served in the next season that the student-athlete participates in. A second and subsequent violation of any athletic department standard (unless otherwise noted) could result in loss of 60% game suspension. Authorities will be notified.

**Section 3.11 CAPTAIN:** Being elected captain is truly an honor. Being a leader amongst peers is not an easy task, which not every student excels at. A captain must be committed to the team, coach and attend all events with minimal exceptions.

A student athlete should not consider taking on the responsibility of being a captain if they are anticipating missing any practices or games for the duration of the season.

- (b) If a captain makes the decision to participate in any activity other than the sport they are captain of, and that decision results in lack of attendance in any way, it can result in the loss of his/her title for the remainder of the season.
- (c) If a captain of a team suspended from a game, the team, or from school can lose his/her title for the remainder of the season, at the discretion of the Head Coach and Athletic Director.



A captain will have the option to purchase a captain's jacket at the start of the school year of their captaincy. Students will be expected to attend the Hockomock League Captains Conference.

**Section 3.12 GOOD CITIZEN/SCHOOL REPRESENTATIVE CLAUSE:** As a member of a team you have become part of an entity. You are no longer just an individual; you are a representative of your team, your school and your town. Any act done to disgrace, embarrass or demean your team, and the athletic department can be grounds for dismissal or suspension from the team as determined by the Athletic Director. Behavior that is acceptable by school policy is expected of student-athletes both inside and outside of the school day and building.

At which point a student-athlete has been issued a third (3rd) student discipline referral form, as substantiated by the Principal, Assistant Principal, Dean and/or Athletic Director, within the same athletic season – that student-athlete is suspended from the next scheduled athletic contest.

(b) Any subsequent student discipline referral forms, as substantiated by the Principal, Assistant Principal, Dean and/or Athletic Director, within the same athletic season – will result in additional one game suspension to be served in the next scheduled athletic contest.

(c) Student discipline referral forms occurring in one athletic season will not carry over into the following athletic season.

**Section 3.13 HAZING/BULLYING:** Stoughton High School has a zero-tolerance policy regarding Hazing & Bullying. We uphold the Massachusetts state policy and pride ourselves on treating all of our team members with dignity and respect. All cases will be investigated by Administration and appropriate discipline will be applied.

#### **Article 4. ATHLETIC AWARDS:**

**Section 4.01 ATHLETIC AWARDS:** Student-athletes will be awarded a letter based on the following criteria:

(a) Student-athletes must be eligible to participate for the entire season (e.g. scholastically eligible, no athletic suspension, no chemical health code violations, cleared of equipment issued).

(b) In baseball, basketball, field hockey, football, golf, ice hockey, lacrosse, soccer, softball and wrestling the athletes must participate in 50% of the matches, games, periods, innings, quarters, or halves to be eligible for a letter. Time calculations are based on coaches post game reports and determined by the coach and Athletic Director.

(c) In track and field an athlete must meet outlined team standards based on given events.

(d) In cheerleading an athlete must cheer at all scheduled games and attend all scheduled practices unless excused by the coach.

(e) Goalies, pitchers, kickers, dedicated teammates and other specialists may be awarded letters at the discretion of the coach.

(f) Jackets may be awarded to sophomore, juniors and seniors eligible to receive a letter that have participated for two years and received a letter in a previous year.

(g) A four-year program participant in the same sport is eligible to receive an award in his/her senior year, if they have gone above and beyond typical expectations as determined by the Head Coach and/or Athletic Director.

**Section 4.02 END OF SEASON AWARDS:** At the conclusion of each season of athletics, the Athletic Department through the Boosters' Club – hosts an 'End of Season Awards Night.' This ceremony honors student-athletes in every sport that Stoughton High School competes in. The ceremony also recognizes recipients of 'Hockomock League and Team Awards.'

(a) The Head Coach from the current school year will be responsible for facilitating confidential student voting for the winners of each sport specific award, then submitting to Athletic Director

(i) If, for some reason, the Head Coach is unavailable, the Athletic Director will assume the selection responsibility.

- (b) To be eligible for MVP, Scholar-Athlete, or Sportsmanship awards, a student must be eligible to participate for the entire season (e.g. scholastically eligible, no athletic suspension, no chemical health code violations, cleared of equipment issued) within the athletic season.
- (c) Triple Crown Awards' are intended to recognize achievement over the course of a student-athlete's time at Stoughton High School. Only seniors who participate in three (3) seasons of athletics each year of their high school career, and remain in good standing are eligible to achieve this award.
- (d) Outstanding Freshman Award – Selected by the Athletic Director to recognize two athletes who embodied all of the qualities Stoughton High School expects out of their student athletes. Student must participate in two seasons of athletics and be a leader amongst their peers.
- (e) Scholar Athlete Award – Students with the highest GPA on the varsity roster. The most distinguished award a student can achieve as a student-athlete. Due to the body of work, only juniors and seniors are eligible to receive this award.

## **Article 5. INSURANCE:**

**Section 5.01 REPORTING INJURIES & COVERAGE** - All athletes are covered by non-duplicating school insurance. It is essential that each injury, however minor, be immediately reported to the coach and Athletic Trainer.

- (a) Insurance information will be sent home through the health office. Please follow directions regarding information to submit to the insurance provider.
- (b) Failure to, or a delay, in returning the completed insurance forms may result in possible loss of coverage for this injury.
- (c) Injuries reported outside of one (1) week from the date of occurrence will not be covered by school Insurance.

## **Article 6. PARENT-COACH COMMUNICATION GUIDE:**

**Section 6.01 IMPORTANCE OF COMMUNICATION** - Parenting and coaching are difficult vocations. If we understand each of these roles and establish good communication, we are better able to accept our respective responsibilities and support our student-athletes. Effective communication is vital and requires participation, dedication, sacrifice and communication from parents, student-athletes and coaches.

**Section 6.02 COMMUNICATION EXPECTED FROM COACH TO PARENTS** - From your child's coach, you should expect communication regarding:

- (a) Coach and program's philosophy.
- (b) Individual and team expectations.
- (c) Location and times of all practices and games.
- (d) Team requirements: practices, special equipment, suggested off-season conditioning.
- (e) The Procedures followed if your child is injured during practice or game.
- (f) Any interest shown by non-Stoughton High School coaches in your son/daughter regarding future athletic opportunities.
- (g) Any discipline that may result in the denial of your child's participation.

**Section 6.03 COMMUNICATION EXPECTED FROM PARENTS TO COACH** - From parents, coaches should expect:

- (a) Concerns, including those about a coach's philosophy and/or expectations, expressed directly to the coach. Playing time is not guaranteed at every level of high school sports.
- (b) Notifications of schedule conflicts well in advance.
- (c) Support for the program and the commitment and responsibility that are essential ingredients for success and excellence. Encourage your child to excel.

**Section 6.04 RESOLVING CONCERNS (PROTOCOL FOR COMMUNICATION)** - While your child is involved in interscholastic athletics, he or she will experience rewarding and inspiring moments. At other times things may not go the way you or your child wishes. Encourage your child to first speak

to his or her coach directly regarding these situations. Dealing with issues is a vital part of the development that young people must go through to be successful later in life. If the student-athlete to coach conversation has not satisfied concerns, we would then encourage you to speak directly to the coach.

#### **Section 6.05 EXPECTATIONS FOR PERSONS IN ATTENDANCE OF COMPETITION -**

Participation in an interscholastic contest is the culmination of hours of preparation through the course of a season. This preparation is at the direction of the head coach. The complete attention and focus of each team member is required in order to effectively implement this preparation on the athletic field or court. With this in mind, parents should completely refrain from direct communication with or influencing of student-athletes as they participate in an interscholastic contest unless there is an injury or safety issue.

(a) Supporting the efforts of student-athletes by being a vocal fan is encouraged; attempting to influence game action by 'coaching' student-athletes is not.

(b) If a person in attendance has been previously instructed to improve their behavior before, during or after competitions and does not, privileges to attend remaining games can be revoked. If the school's request is not followed a "stay away order" from Stoughton Public Schools in cooperation with the Stoughton Police Department could be implemented.

**Section 6.06 ATHLETIC FEE ENTITLEMENT -** Accepting your child not playing as much as you would hope is difficult. The full payment of athletic activity fees does not entitle a student-athlete to minimum playing time standards. Coaches are professionals and make decisions based on what they believe is best for the team and all of the student-athletes. Certain issues should be discussed with your child's coach [after the student-athlete to coach conversation has been exhausted]. Other issues should be left to the direction of the coach.

**Section 6.07 APPROPRIATE CONCERNS FOR DISCUSSION WITH COACHES -** Appropriate concerns for discussions with coaches:

(a) The psychological and physical treatment of your child.

(b) Ways to help your child improve and develop.

(c) Concerns about your child's behavior.

#### **Section 6.08 INAPPROPRIATE CONCERNS FOR DISCUSSION WITH COACHES -**

Inappropriate concerns for discussion with coaches:

(a) Playing time

(b) Team strategy

(c) Play calling

(d) Other student-athletes

(e) Activity Fees and payment of such

**Section 6.09 HOW TO APPROACH DISCUSSING CONCERNS WITH A COACH -** If you have a concern to discuss with a coach:

(a) Call or email to set up an appointment with the coach.

(b) If you cannot reach the coach, call the Athletic Director, who will set up a meeting with the coach for you.

(c) Please, do not confront a coach before, after or during a practice or game. This interaction, at times that may be emotional for both the parent and the coach, does not promote objective analysis or resolution.

**Section 6.10 UNSATISFACTORY MEETING WITH COACH (NEXT STEP) -** If the meeting with the coach does not provide a satisfactory resolution, call and set up an appointment with the Athletic Director to discuss the situation.

**Section 6.11 BENEFITS OF ATHLETICS -** Athletics support the academic mission. They are an integral part of a good educational program. Students who participate in athletic programs tend to develop good time management skills, self-discipline, self-confidence and the ability to handle

competition. Experience in athletics teaches life skills through valuable lessons in teamwork, sportsmanship, winning and losing, and hard work. Participation in high school athletics is often a predictor of later success – at college, in a career and as a community member.

**Section 6.12 HOCKOMOCK LEAGUE RECOMMENDATIONS** - As the Hockomock League encourages member communities: Let the players play, let the coaches coach, let the officials officiate – and let the parents positively cheer for their son/daughters during the game.

## CONTACT INFORMATION

**Section 7.01 IMPORTANT CONTACTS:** The following are pertinent contacts to your son/daughter's athletic experience:

<b>Principal:</b>	Ms. Juliette Miller <a href="mailto:J_Miller@stoughtonschools.org">J_Miller@stoughtonschools.org</a> 781.344.7001 ex 1107
<b>Assistant Principal(s):</b>	Mr. Michael O'Neil <a href="mailto:M_O'Neil@stoughtonschools.org">M_O'Neil@stoughtonschools.org</a> 781.344.7001 ex 4141 Mr. Alan Bontya <a href="mailto:A_Bontya@stoughtonschools.org">A_Bontya@stoughtonschools.org</a> 781.344.7001 ex 4141
<b>Athletic Director:</b>	Mr. Ryan Donahue <a href="mailto:R_Donahue@stoughtonschools.org">R_Donahue@stoughtonschools.org</a> 781.344.7001 ex 1131
<b>Athletics Liaison:</b>	Mrs. Charmaine Jordan <a href="mailto:c_jordan@stoughtonschools.org">c_jordan@stoughtonschools.org</a>
<b>School Nurse:</b>	Mrs. Suzanne Barrett <a href="mailto:S_Barrett@stoughtonschools.org">S_Barrett@stoughtonschools.org</a> 781.344.7001 ex 2131
<b>Athletic Trainer</b>	Ms. Lindsay Scuoteguazza <a href="mailto:L_scuoteguazza@stoughtonschools.org">L_scuoteguazza@stoughtonschools.org</a> 781.344.7001 ex 1134
<b>Office Secretaries:</b>	Mrs. Louise Brauneis - 781.344.7001 ex 4109 Mrs. Michelle Carmichael – 781.344.7001 ex 1107 Mrs. Julie Giroux – 781.344.7001 ex 4141 Ms Caitlin Krim – 781.344.7001 ex 4159

## EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

Academically ineligible

- For Term 1 you are academically ineligible if a student receives two or more failing marks (F) for the previous school year. An incomplete in a course is considered a failing mark until all work is completed for that term.
- For Terms 2, 3, and 4 you are academically ineligible if a student receives two or more failing marks (F) in the previous marking period. An incomplete in a course is considered a failing mark until all work is completed for that term.

Any student who is ineligible to participate in extra-curricula's will not be issued a refund on any club dues

Common to all clubs/groups is that you must be in school before the start of first period at 7:35am. If you are tardy to school or absent from any class, you will be ineligible to participate in your club meeting, etc

for that particular day. Club and group members that meet all year are allowed one tardy per term before they are deemed ineligible.

## **CODE OF STUDENT CONDUCT**

We recognize that a child's education is a partnership between home and school. Parents are the first and foremost educators of their children. Their role as educators is critical to the development of their children's positive attitudes toward school.

### **Responsibility of Parents:**

1. To become familiar with the Student and Parent Handbook and its policies
2. To discuss the contents of this handbook with their children
3. To work with school personnel to assist their children in developing self-discipline
4. To contact their child's teacher or building administrators should a concern arise
5. To help in the enforcement of any disciplinary procedure
6. To make appointments when a conference is needed

### **Purpose**

The best discipline is that from within. Individuals of high school age are capable of discovering their own abilities and shortcomings and making the necessary corrections. However, when they fail to do so, they must expect some consequence for their misdeeds, which may ultimately lead to suspension or exclusion from school and all school activities. Violations of law will be reported to the police for prosecution.

### **Conduct Code - Category I**

A student who fails to abide by the school-wide expectations listed below will generally be warned on a first offense. A second or third offense of these expectations may result in the assignment of teacher or office session(s), and possibly even in-school suspension. Subsequent, repeated, and/or deliberate violations of any of the expectations listed below may result in a decision to suspend the student from school for a period of time lasting between one (1) and three (3) school days.

#### **A. School-wide Expectations**

1. Arriving to school on time (see *Tardiness*)
2. Complying with all classroom expectations (see *Classroom Expectations*)
3. Refraining from wandering the halls
4. Passing from one class to another in an orderly and efficient fashion
5. Refraining from engaging in overt public displays of affection
6. Dressing appropriately, complying with including the hat policy (see *Dress Code*)
7. Refraining from engaging in cheating or plagiarism (see *Cheating and Plagiarism*)
8. Refraining from the use of profanity
9. Refraining from displaying or using electronic devices of any kind (see *Electronic Devices*)
10. Adhering to all school rules and/or guidelines with respect to the management and maintenance of the facility and its related grounds
11. Complying with all school rules and/or adopted guidelines with respect to the participation in interscholastic athletics, co-curricular clubs and activities, school-related functions and events, and school-provided transportation

### **Conduct Code - Category II**

A student who commits an infraction from the list below will be referred to the office, and the student will likely be suspended from school for a period of time lasting between one (1) and three (3) school days. Depending on the infraction, and at the discretion of the administration, in-school suspension may be incorporated into the resulting discipline.

1. Engaging disruptive, insolent, rude, and/or discourteous behavior
2. Enabling unapproved access to the school building to non-school personnel, or to students who do not attend Stoughton High School
3. Smoking on school grounds (see *Smoking and Smokeless Tobacco*)
4. Truancy and/or leaving the school building and grounds without permission (see *Class Cuts and/or Truancy*)
5. Forging, falsifying, or otherwise altering any school-related document or record
6. Directing intimidating, threatening, vulgar, and/or abusive language or gestures at another student
7. Repeatedly cutting class
8. Refusing to identify oneself upon request by a member of the faculty or staff
9. Misbehaving at an activity or event, on a field trip, or at an interscholastic athletic contest
10. Misbehaving on school-provided transportation
11. Lying to a member of the faculty or staff, or defying the authority of a member of the faculty or staff through willful non-compliance or insubordination
12. Repeated and/or deliberate violations of Category I expectations

### **Conduct Code - Category III**

A student who commits an infraction from the list below will be suspended from school for a period of time lasting no less than five (5) school days. Depending on the nature and severity of the conduct in question, a referral to the police department may also be made. Depending on the infraction, and at the discretion of the administration, in-school suspension may be incorporated into the resulting discipline.

1. Fighting
2. Stealing or being found to be in possession of stolen personal or school property
3. Participating in the practice of hazing
4. Engaging in extortion, coercion, or other types of manipulative behavior
5. Gambling, or partaking in a game of chance for stakes
6. Vandalizing and/or destroying school property
7. Directing intimidating, threatening, vulgar, and/or abusive language or gestures at a member of the faculty or staff
8. Trespassing on school property when the school is closed or when no events/activities are being hosted on school grounds
9. Violation of "Acceptable Technology Use Policy"
10. Repeated and/or extreme offenses of Category II conduct violations

### **Conduct Code - Category IV**

A student who engages in any of the behaviors listed below will be suspended from school for a period of time lasting no less than ten (10) school days. The student may also be subject to an expulsion hearing (see *Expulsion*), and an immediate referral to the police department will be made which may result in court appearances and further court-ordered discipline. In-school suspension is not an option for the behaviors listed below.

1. Using, possessing, distributing, or selling controlled or banned substances, or items purported to be controlled or banned substances, including but not limited to illicit or prescription drugs, alcohol, dangerous weapons, and pyrotechnics
2. Arson, starting a fire, attempting to start a fire, tampering with fire equipment and/or pulling a false fire alarm
3. Assaulting or threatening serious bodily harm to a member of the faculty or staff or any other adult person authorized to be on school property
4. Any assault or threat of violence that disrupts the operation of the school and/or requires the intervention of the police or other law enforcement
5. Bullying
6. Sexting
7. Sexual contact on school property

## 8. Repeated and/or extreme offenses of Category III conduct violations

Students may be precluded from attending future school sponsored events even after they return from a suspension for drug/alcohol use or possession, whether it is their first or second offense. These events include but are not limited to dances, semi-formals, prom, class night, class trip, and graduation ceremonies.

## GROUNDS FOR DISCIPLINE

Discipline may result from acts or omissions occurring on school grounds and/or on adjacent property, at school-related activities, or to/from school or school-related activities, or which relate to/bear upon the educational process of the school system.

Subject to the foregoing general statement of the grounds for discipline, the grounds for discipline, but are not limited to the following:

### Academic Integrity

Students are expected to maintain the highest standard of trustworthiness, honesty, intellectual integrity, and responsibility. Cheating, unauthorized collaboration, plagiarism, lying and forgery and illegal use of technology cannot be tolerated. For students in any National Honor Society, any violation of the academic integrity section will be reported to the NHS advisor.

### Bomb Threats and False Alarms

Participation in or encouraging a false alarm and/or a bomb scare is illegal. We call your attention to:

**MASSACHUSETTS GENERAL LAW: CHAPTER 268 SECTION 32: (IN PART)**

*“Whoever... wantonly and without cause tampers or meddles with a fire signal system or with any part or thing connected therewith shall be punished by a fine of not less than five hundred nor more than one thousand dollars or by imprisonment for not more than two years or both.”*

This includes opening the defibrillator cabinets, which automatically signal the fire department.

**IN ADDITION TO SCHOOL-IMPOSED PENALTIES, PROSECUTION TO THE FULLEST EXTENT OF THE LAW WILL BE BROUGHT BY THE STOUGHTON FIRE DEPARTMENT AGAINST ANYONE FOUND GUILTY OF VIOLATION OF THE STATUTE.**

### Charged or Convicted with a Felony

Effective April 4, 1994 Chapter 380 of the Acts of 1993 allows the principal to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the welfare of the school. The statute also allows the principal to expel a student who has been convicted; adjudicated or admitted guilt to a felony or felony delinquency if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school.

#### **Definition of Terms:**

**FELONY** - all crimes punishable by death or imprisonment in State prison

**CONVICTED** - found guilty by judge or jury

**ADJUDICATED** - a judge decides, as in a juvenile matter

**ADMITTED GUILT** - a pleading of guilty by a defendant

### Cheating

**Includes, but is not limited to the following:**

- Communicating with another student during a test, quiz or any other form of evaluation
- Copying or allowing copying in any testing situation
- Copying or allowing copying of homework, class-work, projects or other material, unless specifically allowed by the teacher

- Using unauthorized notes or devices
- Attempting to cheat by submitting falsified information for grading purposes; obtaining a copy of information about an examination and/or giving information about such examination without the knowledge of the teacher; faking an illness to gain extra preparation time for tests, quizzes, or assignments; stealing copies of tests or quizzes; or illicitly accessing a teacher's answer keys or teacher's edition of the textbook.

Group work previously approved by a teacher is not considered cheating.

Unauthorized collaboration is considered academic dishonesty. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

### **Chronic Offender**

When a student has been involved in eight(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 would be considered a student not in good standing, which could last the remainder of the school year. (See students in good standing).

In addition to those offenses specifically mentioned in the handbook, a student may be subject to an expulsion hearing with the principal based on a significant history or cumulative, serious, school rule violations.

### **Class Disruption**

A school can meet its educational goals only when each student respects the rights of every other student to learn in an orderly environment. No student has the right to behave in a way that hinders the learning process. Every student and staff member has the right to be treated with dignity and respect.

Generally, the first response to disruptive behavior is from the classroom teacher. The teacher may move the student's seat, contact the parent/guardian, conference with the student, ask the school counselor to meet with the student, or keep the student after school both as a discipline consequence and as an opportunity to discuss the student's behavior. If these initial teacher efforts fail to produce a behavioral change, the teacher may take additional corrective action.

The teacher may arrange for a parent, teacher, student, or administrator conference at which time student expectations and the consequences for further inappropriate behavior will be discussed.

### **Clothing/Dress Code**

The Stoughton High School is an academic institution. It is expected that all persons associated with this school will dress in a manner which is appropriate for a formal educational environment.

For the Dress Code Policy please see the School Committee Policy on page 84.

Faculty and administration may ask a student to remove or alter an item that disrupts the educational environment. Special dress may be allowed on occasion but this dress is left to the discretion of the school administration. Any faculty member questioning the appropriateness of a student's attire may send the student to an administrator for a decision as to whether the student is in compliance with district policy.

The administration is authorized to:

- Have students change their clothing in school to school appropriate attire.
- Send offending students home to change their clothing if such clothing is determined by administration to be inappropriate for school.
- Suspend those students who defy reasonable request to dress appropriately for a school setting or repeatedly defy the school dress code policy.



## **Disruption of the Educational Process**

Any action or omission which disrupts the educational process or which potentially jeopardizes the safety, well-being, or civil rights of another individual is prohibited by this Code of Student Conduct. These may include, but are not limited to violation of the attendance policy (see Attendance Policy), leaving school without permission (See Truancy and/or Class Cuts), gambling, and displays of affection such as kissing or embracing that may make others feel uncomfortable.

## **Drugs/Weapons/Assault on School Personnel**

Possession or transfer of any weapon, firearm, knife, explosive, firecracker, finger knives, chains, jewelry, or any other object capable of being used to harm or threaten an individual or that could be used as a weapon is strictly prohibited.

Administration-approved equipment used by the Marching Band, Color Guard, Winter Guard, and/or Drill Team that resembles rifles, sabers, or other implements of military tradition and pageantry, is exempt from school weapons policies under the following conditions:

- The equipment is stored out of sight in carrying bags or cases whenever it is not being used for rehearsal.
- During regular use, students handle the equipment safely and only in the prescribed manner, as trained by their instructors.
- The equipment is never used to mimic, imitate, or represent any sort of violent act or fight.

Students not following these conditions may be disciplined to the full extent of the weapons policy, dependent on the seriousness of the infraction.

Possession, sale, purchase, consumption, or use, or the attempt to possess, sell, buy, or consume any drug, alcohol or drug paraphernalia (papers, pipes, vapes, etc.) is also strictly prohibited. In accordance with the Education Reform Act of 1993, any student who is found on school premises or at school sponsored or school-related events, with any of the following including, but not limited to, a gun or knife; or a controlled substance as defined in the chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school by the principal. If there is a weapons violation, the student must be referred to a counseling program.

## **Electronic Device Policy**

Electronic Devices may be used (no phone calls) in the cafeteria and in the halls during passing time. While in the cafeteria and in the halls during passing time, no phone/video calls can be made and volume should be turned off. All electronic devices will be turned off once you enter a classroom and remain turned off and out of sight until the next passing period. Electronic devices may not be used in the hallways or bathrooms during class time. With approval of the teacher, electronic devices and headphones are permitted in the classroom for educational purposes only.

Headphones of any kind are only permitted in the cafeteria during lunch time. For safety reasons, no headphones may be worn in the hallway during the school day.

Students not adhering to this policy will face disciplinary actions. A teacher or staff member will ask for your electronic device as a result of inappropriate use either in the classroom or in the hallway. If you do not comply with this request, you will be sent to the office for insubordination and face a consequence of two (2) days in-school suspension and a two week ban from being able to bring your electronic device to school. A warning will be issued on the first offense of having your electronic device confiscated and the student must meet with an assistant principal to discuss consequences for a second violation and beyond prior to getting the electronic device back. On the second offense and beyond, devices will not be returned to the student until the consequence (2-hour extended session) is served or a parent/guardian comes into the school to pick up the device. Excessive violations will result in a two week ban from being able to bring your electronic device to school.

## **Fighting/Battery**

Pushing, punching, wrestling, or other types of physical force will not be tolerated. The determination as to whether such behavior constitutes a fight rests with the staff member who observes the behavior, not with the student participants. Violation of this standard can include encouraging and/or arranging a fight. Battery is unconsented touching.

## **Hall Passes**

Ten (10) minutes is a reasonable amount of time for a student to be out on a hall pass. Students who extend their time out of the classroom beyond ten minutes may be assigned a teacher session at the discretion of the teacher. If the student does not follow through with the teacher session, an office referral will be submitted for failure to report to a teacher session.

## **Harassment**

No forms of harassment will be tolerated at Stoughton High School. Whenever ANY person or persons interfere by threats, intimidation or coercion with the exercise or enjoyment by any other person or persons of rights guaranteed under the law, it shall be considered HARASSMENT. The harassment may be verbal or physical in nature and may be directed at any individual. It should also be noted that derogatory slurs, even if spoken between friends, will not be tolerated at Stoughton High School.

## **Hazing**

The term “hazing” will be defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Any student found to be a principal organizer or participant in the crime of hazing will be immediately referred to the building administration for discipline, as defined by the Code of Conduct, and referred to the police department. Consent shall not be available as a defense for any actions taken which may be defined as “hazing.”

Any student or faculty member that knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to a school official as soon as reasonably practicable. Any student or faculty member that fails to report such crime shall be subject to the appropriate disciplinary action.

### **The following procedure will be a guideline for use in these cases:**

- The incident will be thoroughly investigated and documented.
- The Parents/Guardians of all involved students will be notified.
- If it has been determined that hazing has taken place, the student(s) will be suspended out-of-school for an appropriate number of days. The Principal will determine if an Expulsion Hearing will be required.
- The matter will be referred to the Police Department.
- The School Committee will be informed by the Superintendent.

## **Illegal Use of Technology**

### **Includes, but is not limited to, the following:**

Illegal use or accessing of computers, software, telecommunications and related technologies. Involvement in willful acts that cause physical, financial, emotional, or other harm. Disruption of information technology in any manner. Illegally copying of videotapes or broadcasting material.

## **Consequences:**

### **First Offense**

- The student receives no credit for the assignment.
- The teacher will meet with the student to review the policy and the consequences of another offense.
- The teacher will call the parent.
- The teacher will file a report with the student's school counselor and the assistant principal. The incident will become part of the student's disciplinary record kept in the office.
- All honor societies notified
- Disciplinary action taken by administration from extended session to OSS

### **Second and subsequent offenses**

- All of the above.
- In addition, the student will jeopardize eligibility for any leadership position and membership in the National Honor Society.
- Not eligible for any honor role.

## **Language/Behavior**

Language that is rude, profane, and/or obscene, whether directed at students or staff members, or used in the presence of others cannot be tolerated. Language that is abusive, threatening, or bullying is even more serious than language that is rude or profane. Assault is any conduct or words which makes another person fearful for his/her safety or well-being.

Inappropriate behavior during the school day or at a school function is not tolerated. This includes inappropriate dancing as determined by a chaperone. After a warning, the administration reserves the right to send a student home from a dance or a prom and to impose further school discipline.

## **Lunch**

All students must report to the cafeteria for their assigned lunch period. Tables and the surrounding area are to be left clean. Trays and rubbish should be properly disposed of. All students seated at a cafeteria table are responsible for maintaining their lunch table. All students at a lunch table can be disciplined for trash that is not disposed of properly. Throwing food will result in immediate and severe disciplinary action. Students who behave inappropriately in the cafeteria may be assigned an alternative site for lunch. The courtyard is open for use most days.

First offense: One-hour extended session

Second offense: Two-hour extended session

Third offense and subsequent offenses: In School Suspension

## **Plagiarism**

Plagiarism is the copying or imitating of the language and ideas of another and claiming them as one's own. Students must follow the prescribed method of citation. Failure to do so may also be viewed as plagiarism.

The penalty for cheating and/or plagiarism is total loss of credit ("0") for any test or assignment on which they were attempted.

### **Plagiarism includes:**

- Copying verbatim words, passages, sentences, parts of a sentence, expressions, or ideas directly from another source without giving proper credit.
- Paraphrasing written ideas from a source and rewriting in one's own words without attributing to the author.
- Adapting an idea from another source without giving proper credit.
- Downloading material from the Internet or any other source without citing that source in full.
- Purchasing material from the Internet or any other source and claiming them as one's own.

- Lying and Forgery include, but are not limited to: willfully telling an untruth or falsehood, any form of deceit, attempted deception or fraud; lying to administrators, faculty members, and other staff member, falsifying any school documents, signing any signature that is not one's own; or altering or falsifying notes and passes.

### **Refusal to Allow a Search**

Public schools are responsible for ensuring the safety of all students. School officials may search and/or assess a student for drugs or alcohol, weapons or any violation of school policy or rules if they have a "reasonable suspicion" that a student is under the influence of drugs or alcohol, in possession of a weapon (or item intended to be used as a weapon) or any violation of school policy or rule at school or during a school-sponsored event. Having a "reasonable suspicion" means that there are reasonable grounds to suspect that a search (or assessment) will provide evidence that the student violated a school policy or rule. The reasonableness of any search (or assessment) depends on the facts and circumstances of each situation. Refusal to allow a search will result in assumed guilt of the suspected violation of school policy or rule.

### **Respect for Authority**

Insubordination is the failure to follow reasonable directions and/or suggestions by a teacher or any other employee of the Stoughton Public Schools. Insubordination by a student is forbidden; however, if a student feels a request or direction is unreasonable or unjustified, he/she is still expected to comply at the time of the direction but may later appeal to the teacher or administrator.

### **Sexting**

The sending of sexually explicit photos, images, text messages, or e-mails by using a cell phone or other mobile device of other students or of themselves is forbidden. Such cell phone or other mobile device is subject to search by an administrator. Refusal to search can hold the same consequences as being in possession as suspected by administration.

### **Skateboards and Sports Equipment**

No skateboards, roller-blades or athletic equipment will be allowed on school property during the school day, unless it is a part of a school activity. Before the beginning of school, students should place these items in their locker or book bag and not use them again until the completion of the school day.

### **Tardiness**

Students who are in the building by 7:35 a.m. but do not arrive to class on time will check-in at the Main Office. These students will present their school issued ID at the Main Office window and will receive a pass to class once they have been checked in.

Students who arrive to school after 7:35 a.m. will enter the school building through the Main Entrance (B 2<sup>nd</sup>) only. Tardy students will present their school issued ID and will be checked in at the window at the Main Entrance prior to entering the building and will receive a pass to class from the window once they have been checked in.

New students or students who have misplaced their ID must report this to the Main Office immediately so that a new school ID may be issued to the student.

All tardiness to school is unexcused with the following documented exceptions: medical and legal appointments, and extreme family emergencies.

Students who report to school late will be assigned silent lunch detention for the day in which they were tardy. Tardiness beyond 5 will be disciplined by the Dean of Discipline and attendance with extended sessions and or Student Detention Room or Saturday School and will be considered a student NOT in good standing for the term. Upon the fifth tardy in a term, parking privileges will be revoked for the remainder of the term.

## **Tobacco Use**

Possession or use of tobacco products and paraphernalia in school, on school property or at school-related activities is prohibited as mandated by The Massachusetts State Legislature, through the Education Reform Act of 1993.

### **Consequences for:**

**Possession of Tobacco Products or paraphernalia including lighters, all forms of nicotine-containing products and nicotine delivery devices, such as e-cigarettes and vapes;**

- First offense - One hour extended session assigned
- Second offense- One day OSS assigned
- Third offense and subsequent offenses - Two or more days OSS at the discretion of the Assistant Principal.

### **Use of Tobacco Products:**

- First offense - One day OSS and enrollment in the smoking education program, if available. Failure to complete the program will result in additional consequences.
- Second offense- and subsequent offenses will result in two or more days of OSS at the discretion of an assistant principal.

## **Truancy**

Truancy is any intentional unauthorized or illegal absence from compulsory education. The term describes absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions.

If a student is truant, parents/guardian as well as the school counselor will be notified. On first and second truancies within a school year, students will be assigned four hours of extended session time. On subsequent offenses, further disciplinary action will be taken. This may include court involvement.

## **Under the Influence**

Any student under the influence of alcohol and/or drugs, as determined by a school administrator, either at school or on school property (including the skate park) or any school-sponsored events, including athletic events and field trips is in violation of the Code of Student Conduct and will be subject to Out of School Suspension and/or social exclusion.

The administration will use the AlcoBlow product from CMI or its equivalent to screen students for alcohol at onsite and offsite social events in the following ways:

- Random checks at the sign-in/ticket desk
- Checks at the door and throughout the evening on any student that appears to be under the influence.

Any student that has a positive result on the AlcoBlow will be suspended from school. On the first school day following the event, the Assistant Principal will conduct a review of the incident and determine the severity of discipline for the offense.

## **Vandalism, Theft and Other Unacceptable Behaviors**

Larceny or receiving/possession of stolen goods, extortion, attempt to force or intimidate, destruction, graffiti, starting a fire, snowball making or throwing, misuse of, or damage to school property or property of another individual or creation of an emergency situation without justification will not be tolerated. Students who cause damage to school property will be required to pay for repairs and/or cleanup.

## **DEGREE OF DISCIPLINE**

The degree of discipline, i.e. sessions, social exclusion, loss of parking privileges, suspension or expulsion, rests in the discretion of the administration of the Stoughton Public Schools and the Stoughton

School Committee as authorized by law. In imposing discipline, the decision maker will consider any information which he/she feels is relevant. Such information may include some of the following; prior disciplinary record, academic progress, seriousness of incident, mitigating or exacerbating circumstances surrounding the incident.

The following levels of discipline may be used:

### **Teacher Sessions**

Sessions are assigned to discuss your behavior. If you receive two teacher sessions on the same day, you must report to the teacher who assigned the first session. After dismissal from this session, obtain a pass from the teacher and report to the other teacher.

Absences, tardiness or dismissals do not excuse you from assigned sessions. You are to report to your assigned sessions when you return to school. If you fail to report to a teacher session without an acceptable excuse, you may be assigned to an extended session, suspension, and may be required to serve the assigned session and/or have a conference with the teacher. Students will be provided 24-hour notice prior to having to serve a teacher session

### **Extended Sessions**

The extended sessions program is designed as a workable alternative to school suspensions. The purpose of the program is to have students accept consequences for misbehavior without missing class time. Work is not an excuse for missing an extended session. The administration **MUST BE NOTIFIED BY A PARENT, PRIOR TO THE ASSIGNED DAYS, IF A STUDENT IS NOT GOING TO BE PRESENT FOR EXTENDED SESSIONS. THE STUDENT MUST DOCUMENT THE ABSENCE WITH AN AUTHORIZED DOCTOR'S NOTE, THE SCHOOL NURSE OR A COURT OFFICIAL.**

Extended sessions are held after school Monday-Thursday from 2:30 to 4:30 PM in the announced or designated room. Students are required to remain in the room for the entire time and abide by the rules posted in the room. The time in an extended session will be used to work on assignments. Students are responsible for obtaining class/homework assignments from their teachers prior to arriving at the session. A student that fails to report to an extended session may be immediately placed in the In-School Suspension Program or Saturday school.

### **Early Thursday Extended Sessions**

In most cases, early Thursday extended sessions are assigned for non-violent and non-drug-related offenses, and also serve as an intermediate step between extended sessions and In-School Suspension. The purpose of the program is to have students accept consequences for misbehavior without missing class time. Work is not an excuse for missing an extended session. The administration **MUST BE NOTIFIED BY A PARENT, PRIOR TO THE ASSIGNED DAYS, IF A STUDENT IS NOT GOING TO BE PRESENT FOR EXTENDED SESSIONS. THE STUDENT MUST DOCUMENT THE ABSENCE WITH AN AUTHORIZED DOCTOR'S NOTE, THE SCHOOL NURSE OR A COURT OFFICIAL.**

Early Thursday extended sessions are held after school on early Thursday dates from 12:00 to 4:00 PM in the announced or designated room. Students are required to remain in the room for the entire time and abide by the rules posted in the room. The time in an extended session will be used to work on assignments. Students are responsible for obtaining class/homework assignments from their teachers prior to arriving at the session. A student that fails to report to an early Thursday extended session will be issued In-School Suspension.

### **Saturday School**

The Saturday School Program may be used in place of out-of-school suspension or as an alternative disciplinary action at the discretion of the administration. Some behaviors warrant a Saturday School on

their first offense. Other behaviors will receive a Saturday School after three or four offenses. Students who fail to report to Saturday School or are asked to leave will receive a two day out-of-school suspension.

### **Student Detention Room (SDR)**

The Student Detention Room is designed to allow students to continue their academic class work in school and still have consequences for violations of the code of student conduct. The main objective is to penalize poor conduct while at the same time allowing the student to stay in school. Students complying with the rules and regulations pertaining to SDR will receive attendance credit in each of their academic classes. In most cases, SDR is assigned for non-violent and non-drug-related offenses, and also serves as an intermediate step between extended sessions and Out-of-School Suspension.

### **Social Exclusion**

A social exclusion occurs when a student is prohibited from attending certain voluntary school functions, such as athletic events, dances, concerts, shows, proms, etc.

### **In-School Suspension (ISS)**

In-School Suspension is designed to allow students to continue their academic class work in school and still have consequences for violations of the code student of conduct. The main objective is to penalize poor conduct while at the same time allowing the student to stay in school. Students complying with the rules and regulations pertaining to ISS will receive attendance credit in each of their academic classes. In most cases, ISS is assigned for non-violent and non-drug-related offenses, and also serves as an intermediate step between Student Detention and Out-of-School Suspension.

### **Out-Of-School Suspension**

When a student is suspended out- of- school, the student is temporarily not a member of the school and may not participate in any school or extracurricular activity during the period of suspension. The student is not permitted to enter the school or be on school grounds during the period of the suspension. If a student is suspended, he or she may not be readmitted to regular status until he or she appears with a parent or guardian at a conference with school authorities at the end of the suspension period.

- **Any student who is assigned an Extended Session, Student Detention Room, In-School Suspension or Out-of-School Suspension cannot participate in any extracurricular activity (i.e. sports and/or clubs/activities) for the day of the consequence and/or to when the consequence is served due to student attendance (i.e. student is absent or student skips consequence).**

### **Expulsion**

The most severe form of discipline, an expulsion is a permanent exclusion from school. Some infractions of the code of conduct are so severe that they warrant consideration of exclusion upon the first offense. Under Chapter 71, Section 37H and 37H1/2 of the Massachusetts General Laws, the Principal has the authority to suspend or expel a student for possession of a dangerous weapon, selling or possessing drugs, assault on a staff member, or being charged or convicted of a felony. At all levels of the disciplinary process, the school system will attempt to involve the parents and/or legal guardian.

Where conduct prohibited by the discipline code is also a possible criminal offense, the high school administration may contact the police and/or institute criminal charges.

Special needs students are expected to abide by all facets of the discipline code. Discipline of special needs students will be a cooperative effort between the high school administration and the special education department and done in compliance with the student's IEP.

## **Procedure for Expulsion**

The Principal will conduct any investigation and/or meetings which he/she deems appropriate. The student will be informed in writing as soon as practicable of the charges against him/her and will be given the opportunity to rebut the charges and present any relevant information to the Principal at 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, the Principal may, at his/her discretion, decide to suspend rather than expel a student. A student who has been expelled shall have the right to appeal to the Superintendent. The expelled student shall have 10 calendar days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of expulsion.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the Stoughton Public Schools shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

## **Short-Term Suspension**

Short-term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Students will be given an opportunity to hear the charges against them, present their side of the incident, and have a parent present for an informal hearing with the principal or assistant principals prior to a suspension. Please see "Short Term Disciplinary Sanctions" below for details regarding notification and due process rights. M.G.L. c. 71 §37H<sup>3/4</sup>

## **Long-Term Suspension**

Long-term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive days, or for more than (10) school days cumulatively for multiple disciplinary offenses in one school year. If a student is placed in Student Detention Room for more than ten (10) school days, consecutively or cumulatively during a school year, this will also be considered a long-term suspension. M.G.L. c. 71 §37H<sup>3/4</sup> Please see "Long Term Disciplinary Sanctions" below for details regarding notification and due process rights. M.G.L. c. 71 §37H<sup>3/4</sup>

## **Emergency Removal**

When a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or substantially disrupts the order of the school, and in the principal's judgement, there is no alternative available to alleviate the danger or disruption, a student may be emergency removed for a period of up to two (2) school days at which time a suspension hearing will be setup to discuss the incident and allow the student to present an explanation and to dispute the charges. Please see "Emergency Removal Sanctions" below for details regarding notification and due process rights. M.G.L. c. 71 §37H<sup>3/4</sup>

# **DISCIPLINARY DUE PROCESS**

## **Short Term Disciplinary Sanctions**

Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present



the student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. The principal or assistant principal will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or assistant principal may take matter under advisement. If the decision after the hearing results in a suspension, you have the right to appeal this decision in writing to the Stoughton High School Principal, Juliette Miller, within ten (10) calendar days of receiving this letter or request an extension for filing for up to seven (7) calendar days. The suspension will remain in effect unless and until the principal decides to reverse the determination on appeal. The Stoughton High School Office is located at 232 Pearl Street, Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The principal is the final authority in all matters that involve short term disciplinary sanctions. M.G.L. c. 71 §37H<sup>3/4</sup>

### **Long Term Disciplinary Sanctions**

Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. In advance of the hearing, the student shall have the opportunity to review their record and the documents upon which may be used in making a determination to suspend or not. The student has the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense. The student has the right to produce witnesses on their behalf and cross-examine witnesses presented by the school district. The student may make a statement on their behalf, but may not be compelled to do so. The parent/guardian and student have the right to request that the hearing be audio recorded and to receive a copy of the recording upon request. The principal or assistant principal will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or assistant principal may take matter under advisement. If the decision after the hearing results in a long-term suspension, you have the right to appeal this decision in writing to the Superintendent of Schools, Dr. Marguerite Rizzi, within ten (10) calendar days of receiving this letter or request an extension for filing for up to seven (7) calendar days. The suspension will remain in effect unless and until the superintendent decides to reverse the determination on appeal. The Stoughton Public Schools Offices are located at 232 Pearl Street, Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. In the case of a long-term suspension, a student may not attend regular schooling during this suspension; however, Stoughton High School will provide the student with an alternative educational setting in the Afterschool Support Program, which takes place Tuesdays, Wednesday, and Thursdays from 3:30 pm to 5:30 pm (Location to be determined). G.L. c. 71 §37H<sup>3/4</sup>

### **Emergency Removal**

When a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or substantially disrupts the order of the school, and in the principal's or assistant principal's judgement, there is no alternative available to alleviate the danger or disruption, a student may be emergency removed for a period of up to two (2) school days at which time a suspension hearing will be setup to discuss the incident and allow the student to present an explanation and to dispute the charges. The principal/assistant 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. At the time of the two-day emergency removal, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian, unless an extension of time for the hearing is otherwise agreed to by the principal/assistant principal, student and parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present the student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. The principal or assistant principal will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or assistant principal may take matter under advisement. If the decision after the hearing results in a suspension, you have the right to appeal this decision in writing to the Stoughton High School Principal, Juliette Miller, within ten (10) calendar days of receiving this letter or request an extension for filing for up to seven (7) calendar days. The suspension will remain in effect unless and until the principal decides to reverse the determination on appeal. The Stoughton High School Office is located at 232 Pearl Street, Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The principal is the final authority in all matters that involve short term disciplinary sanctions. M.G.L. c. 71 §37H<sup>3/4</sup>

Where the student is long-term suspended/expelled in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the long-term suspension / expulsion to file a written appeal with the superintendent of schools. For long-term suspensions / expulsions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the long-term suspension / expulsion to file a written appeal with the superintendent. For long-term suspension / expulsions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the long-term suspension / expulsion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, §37H1/2.

When a student receives a long-term suspension/expulsion under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the Stoughton Public Schools shall notify the Superintendent of the receiving school of the reasons for the pupil's long-term suspension/expulsion.

## **EDUCATION SERVICES AND ACADEMIC PROGRESS**

Students on short-term suspensions will be able to make-up assignments and coursework missed during the period of their removal from school. Any student who is expelled or suspended from school for more than ten (10) consecutive or cumulative days, whether in or out of school, shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education plan.

M.G.L. c. 71 §37H, §37H1/2, §37H3/4

## **DISCIPLINE AND STUDENTS WITH DISABILITIES**

All students are expected to meet the requirements for behavior as set forth in this handbook. Federal Law and Regulations require that additional provisions be made for students with disabilities. The Principal shall notify the Administrator of Special Education of the suspendable offense of a student with either an IEP or a Section 504 Accommodation Plan.

School personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 consecutive days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than ten days in the same school year for separate incidents of

misconduct (as long as those removals do not constitute a change in placement) equivalent to discipline imposed on students without disabilities for the same offense. After a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and the child must receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the district, the parent, and relevant members of the child's IEP Team (as determined by the parent and the district) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if:

- (a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- (b) If the conduct in question was the direct result of the district's failure to implement the IEP.

The conduct must be determined to be a manifestation of the child's disability if the district, the parent, and relevant members of the child's IEP Team determine that a condition in either paragraph (i) or (ii) of this section was met. The TEAM will make a finding, a, manifestation determination, as to the relationship between the student's misconduct and his/her disability condition, conduct a functional behavioral assessment if appropriate, and modify or amend the IEP to provide special education services during the suspension, or to include a behavioral intervention plan. If the district, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team must:

1. Either:
  - (a) Conduct a functional behavioral assessment, unless the district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
  - (b) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and
2. Except as provided in 34 CFR 300.530(g) of this section, return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

There are some special circumstances in which the district may unilaterally remove a student and place them in an Interim Alternative Educational Setting without regard to whether the behavior is determined to be a manifestation of the child's disability. Specifically, school personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the district.

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the district must notify the parents of that decision, and provide the parents the procedural safeguards notice described in 34 CFR 300.504. The building principal will notify the Administrator of Special Education; then will notify the Department of Elementary and Secondary Education as required by law as to the course of action. Subsequent amendments to state or federal law will supersede contrary handbook provisions

A student not yet eligible for Special Education may be protected under IDEA 2004 regulations if the district can be deemed to have had knowledge that the student had a disability. The district 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:

1. 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;
2. The parent of the child requested an evaluation of the child pursuant to Sec. 300.300 through 300.311; or
3. The teacher of the child, or other personnel of the district, 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.

The district would not be deemed to have knowledge if;

1. The parent of the child:
  - a. Has not allowed an evaluation of the child pursuant to 34 CFR 300.300 through 300.311; or
  - b. Has refused services under IDEA; or
2. The child has been evaluated in accordance with Sec. 300.300 through 300.311 and determined to not be a child with a disability under this part.

If the district does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors. 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 34 CFR 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 34 CFR 300.530 through 300.536 and IDEA 2004 section 612(a)(1)(A).

The parent of a child with a disability who disagrees with any decision regarding placement in this context or the manifestation determination under or a district that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing from the Massachusetts Department of Elementary and Secondary Education Bureau of Special Education Appeals. See <http://www.doe.mass.edu/bsea>

**STOUGHTON PUBLIC SCHOOLS**

**Incident Report Form**

Person Submitting the Report: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Description of Incident:

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Signature:\_\_\_\_\_ Date:\_\_\_\_\_

# **DISTRICT AND SPS SCHOOL COMMITTEE POLICIES**

## **ACCEPTABLE USE POLICY**

### **SC Policy: LJNDA**

The Stoughton Public School Computer Network (the "SPSNet") is established for the educational and professional use of students, faculty, and staff ("Users"). This technology and Acceptable Use Policy (the "Policy") is intended to govern users with respect to SPSNet and the Internet. In addition to this Policy, the Stoughton Public School District ("the District") regulates access to and use of the SPSNet by principles consistent with the educational mission of the district, and the rules and expectations published elsewhere (i.e., Student, Parent, or Faculty Handbook). Users are expected to conduct themselves on the SPSNet in an appropriate fashion. Users who violate this Policy will have their SPSNet privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. The District may also report offenders to applicable law enforcement agencies.

The SPSNet provides access to the Internet. While the District has taken precautions to restrict access to controversial materials on the Internet, it is impossible to control what materials may be accessed. The District believes that accessing valuable information and interaction available on the Internet advances our educational goals. The smooth operation of the SPSNet relies upon the proper conduct of all Users.

### **SPSNet – Terms and Conditions (Acceptable Use and Illegal Actions)**

#### **Scope and Authority**

The SPSNet includes all hardware, software, and network services used by the school community, including third party services that act as extensions of the District's internal network.

#### **Privileges**

The use of the SPSNet is a privilege, not a right. The use of an account must be consistent with educational objectives of the District. The Technology department in collaboration with the Superintendent's office deems what is inappropriate use and will refer any such conduct to the administration. The District, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. In addition, use of any other Internet connected resource must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the SPSNet for commercial activities, product advertisement, or political lobbying is prohibited. Use of the SPSNet and the Internet must be consistent with this Policy and all policies and practices of the District. Any violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or other forms of disciplinary action.

#### **No Expectation of Privacy**

The District routinely monitors usage of SPSNet and may review any communications on its systems. The District is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of the District. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of the District to monitor all activity.

#### **Security**

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files on the SPSNet. The following guidelines will help maintain SPSNet security:

- Users may not allow others access to their account or share passwords.

- Users may not access any account other than their own.
- Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/or discipline.
- Any User identified as a security risk or having a history of problems with other computer systems will be denied access to the SPSNet.
- Any User that believes they have identified a security problem on the Internet must notify the Director of Technology immediately.

### **Inappropriate Access**

Not all of the information freely available on the Internet is reliable or helpful. Users must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

The Internet may provide the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. There are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading software on District computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the District's computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation.

Users may not use District computers to access any Internet site or sites that contain information that is inappropriate for educational purposes.

### **Prohibited Access**

Users may not access:

- Offensive material – Content that is in poor taste or could be considered obscene; abusive or sexually explicit, racist, illegal, harassing or inflammatory language.
- Dangerous material – Content that provides direction in the construction of explosives or similar devices, the use of firearms, or instruction or practices that could injure the students themselves or others.
- Inappropriate contacts – Materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

Additionally, anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

### **Google Apps for Education Acceptable Use**

Google Apps for Education is for educational use. Users may use Google Apps for Education for personal use subject to the restrictions below. Additional rules and policies apply when using this resource outside of the District. Student accounts are limited to communication within the District (i.e. faculty, administrators, students, etc.).

### **Privacy**

As the District technology staff and administrators have access to User email accounts for monitoring purposes, users should have no expectation of privacy on the Google Apps for Education system.

## **Limited Personal Use**

Users may use Google Apps for Education tools for personal projects but may not use them for:

- Unlawful activities.
- Inappropriate sexual or other offensive content.
- Threatening another person.
- Misrepresentation of the District or its staff, students, or School Committee members.

## **Access Restriction**

Access to Google Apps for Education is considered a privilege afforded to students and staff, at the discretion of the District. Any User who is identified as a security risk may be denied access. The District maintains the right to immediately withdraw access and use of Google Apps for Education when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal or Director of Educational Technology for further investigation and account restoration, suspension, or termination. Due to the rapidly changing technology environment, the District reserves the right to determine that an action or conduct not listed in this Policy document is inappropriate, and to impose disciplinary action accordingly.

## **Hardware**

The District computers are managed in order to allow for Users to use the systems only for educational purposes. Under no circumstances is a User to attempt to modify the existing hardware configuration of a District computer, either by opening the case or changing hardware settings. Users are responsible for reporting any damage discovered on District computers to the appropriate District employee immediately. Under NO circumstances are Users allowed to connect their own personal computers, laptop or notebook computers or any other electronic device to any of the District's computers or to an internal network, without the expressed written consent of the Director of Educational Technology or his/her designee.

## **Plagiarism**

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Users may not violate a copyrighted source, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

## **User Responsibility**

Each User is responsible for all activity that occurs under his/her user account.

Users may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people. Users may not use District computers for commercial purposes or political lobbying.

## **Summary of Prohibited Conduct**

Following is a non-exclusive list of the things Users are specifically NOT permitted to do.

- Download any files, especially music and videos, from the Internet, unless the material is free for commercial use and royalty free.
- Use any form of "instant or private messaging" software.
- Install any applications or software onto District computers.
- Disable or modify any running tasks or services.
- Transfer and/or store music files from any personal devices to District systems.
- Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on District computers, including Internet-based games.



- Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
  - Use remote accessing software or hardware to take control of any network attached device or workstation.
  - Remove License Decals or Inventory Control Tags attached to the systems.
  - Disrupt systems used by other individuals by connecting to other District networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
- Infringe on or violate copyrights and licenses, or the legal rights of the software producers and network providers.
- Use of another person's user account and any access of credentials.
  - Attempt to log onto the network as a system administrator.
  - The deliberate infecting of a computer with a "virus", attempts at "hacking" computers using any method,

## **Consequences**

Use of District computers and the internet is a privilege. Failure to abide by the terms of this policy will result in disciplinary action.

Damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the User being responsible for the current repair and replacement cost of the damaged software and/or equipment.

The Director of Educational Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of the District may make a request to the Director of Educational Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

## **Improper Use – Bullying**

Users may not use the SPSNet for purposes of harassment, intimidation or bullying of others.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student that:

- Causes physical or emotional harm to the student or damage to the student's property.
- Places the student in reasonable fear of physical injury or of damage to property.
- Creates a hostile environment at school for the student.
- Infringes on the rights of the student at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Cyberbullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyberbullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyberbullying also includes 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 described in the definition of bullying.

The District shall, at its sole discretion, determine whether such conduct violates this Policy and any other policies of the District.

## **Social Networking Sites**

It is important that use of social media and networking sites, as well as personal websites and blogs, does not damage the District's reputation, or cause harm to the District's employees, students, or families. User use of non-District social networking sites is prohibited on District provided computers. For students, these guidelines apply to personal computer use outside of school. The District may monitor use of social media by students and may request access to a student's social media accounts, especially where a problem is brought forward to the attention of the District. Students may be disciplined for social media use or communication occurring during off hours. All members of the community should understand that the District takes seriously, and reserves the right to address, any inappropriate use of social media that may impact the educational environment. All Users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

The District strongly encourages all employees, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Google+, Twitter, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. When using a social media site, an employee may not include current students as "friends", "followers" or any other similar terminology used by various sites. If an employee has a community that extends to persons who are parents, alumni, or other members of the District community, the employee must exercise good judgment about any content that is shared on the site.

Employees, students and families should adhere to the following guidelines, which are consistent with the District's community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- Users should not make statements that would violate any of the District's policies, including its policies concerning discrimination or harassment;
- Users must uphold the District's value of respect for the individual and avoid making defamatory or disparaging statements about the District, its employees, its students, their families, or School Committee members; and
- Staff may not disclose any confidential information obtained during the course of his or her employment concerning the District, administrators, organizations, students and/or their families.

The District has a strong interest in promoting a safe and supportive learning environment, as well as maintaining a positive reputation in the community. If employee or student activity on a social networking site, blog, or personal website may violate any District policy or otherwise have a detrimental impact on the learning environment, the District may request that the employee or student cease such activity. Depending on the severity of the incident, the employee or student may be subject to disciplinary action.

## **ANTI-DISCRIMINATION LAW**

Effective March 10, 1994, the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5 now includes the following provision:

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

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

# **NON DISCRIMINATION POLICY**

## **Students**

The Stoughton Public Schools does not discriminate in providing students with an education, and full access to all school related activities, on the basis of age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, physical disability, pregnancy or pregnancy related conditions, or handicap.

## **Faculty & Staff**

Stoughton Public Schools is committed to providing a work environment free from all forms of unlawful discrimination because of age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, pregnancy or pregnancy related conditions, disability, citizenship, veteran status, or any other characteristic protected by law. This policy applies to all aspects of the employment relationship, such as recruitment, selection, training, promotion, salaries, benefits, discipline, terminations, and all other terms and conditions of employment.

All District policies are consistent with relevant governmental statutes and regulations, including those pursuant to Title IX of the Federal Education Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, M.G.L. Chapter 282 of the Acts of 1993, and M.G.L. Chapter 76 section 5.

## **NONDISCRIMINATION ON THE BASIS OF DISABILITY**

### **SC Policy: ACE**

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Section 504 is an Act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such an impairment; or
- is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Stoughton Public School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

The Stoughton Public School System has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, afford access to educational services. If the parent or guardian disagrees, with the determination made by the professional staff of the Stoughton Public Schools, she or he has a right to a hearing with an impartial hearing officer.

If you have questions about Section 504, please feel free to contact the building principal or his/her designee, or the Section 504 Coordinator for the school district at (781) 344-4000, ext. 1251.

**Compliance Coordinator:** The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504, as amended  
Education for All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
Title II, Americans with Disabilities Act of 1992, as amended  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78  
CROSS REFS.: IGB, Support Services Programs

**ANTI-HARASSMENT POLICY**

The Stoughton Public School System is committed to maintaining a school environment free of harassment based on age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, or disability in accordance with Massachusetts Law Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5. Harassment by administrators, certified and support personnel, students, vendors, and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Stoughton Public School System requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

**Definition of Harassment**

- 1. In General  
Harassment includes communication such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, pregnancy or pregnancy related conditions, or disability.  
  
Individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to School Administrators when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.
- 2. Sexual Harassment  
While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:
  - a. Acceptance of or submission to such conduct is made either explicitly or implicitly a term of condition of employment or education.
  - b. The individual’s response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
  - c. Such conduct interferes with an individual’s job duties, education or participation in extra-curricular activities.
  - d. The conduct creates an intimidating, hostile or offensive work or school environment.

**Harassment and Retaliation Prohibited**

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at

school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Stoughton Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the Administration and/or School Committee, subject to applicable procedural requirements.

### **Procedure for Filing a Complaint**

Any individual who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal or the Civil Rights Representative for the school building and should fill out an Incident as soon as possible. The individual may seek an informal resolution to the matter or may file a formal grievance through the process provided by the Stoughton Public Schools Grievance Procedure. The individual may also contact the Assistant Superintendent, who holds the position of Civil Rights Coordinator.

### **Investigation**

The Stoughton Public Schools will promptly investigate every complaint of harassment as set forth in Section A. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements. In certain cases, the harassment of a student may constitute child abuse under state law. The Stoughton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

### **Closure of a Complaint**

When an investigation has been completed, administrators will inform the complainant of the results of the investigation and a Bullying and Harassment Administrative Report Form will be placed on file with the Civil Rights Coordinator. If the complainant is not satisfied with the findings of the administrator, they may continue with the grievance process as defined by the Stoughton Public School Grievance Procedure. The Stoughton Public School System urges all individuals in the school community to bring any concerns or complaints of harassment or discrimination to the attention of school principals or the building Civil Rights Representative or the Assistant Superintendent / Civil Rights Coordinator so that they can resolve the issue. Individuals may also contact the state agencies responsible for enforcing laws prohibiting harassment or discrimination in schools: The Massachusetts Department of Education, 350 Main Street, Malden, MA (781-388-3300) and the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA (617-727-3990). The agency responsible for enforcing the federal law prohibiting harassment on the basis of sex is the Office of Civil Rights within the United States Department of Education, which is located at the John W. McCormack Building, Post Office Square, Boston, MA (617-223-9662).

### **Appeals**

The recipient of a grievance may appeal a Level I finding in writing to the Assistant Superintendent within 15 days after receiving a copy of the finding. The recipient of a grievance may appeal the Level II finding in writing to the Superintendent of Schools within 15 days after receiving a copy of the finding. Upon appeal, a finding will be reviewed to ensure the adequacy of the investigation and conclusions. Parties will be given an opportunity to submit additional relevant information. Following an appeal(s), the Assistant Superintendent / Superintendent of Schools will make a final decision and provide it in writing to the respective parties within 30 days.

### **Actions**

After a comprehensive investigation, any employee, student or agent of the Stoughton Public Schools who has been found to have harassed another employee or student based on age, activities, race, color, religion,

national origin, homelessness, gender, gender identification, sexual orientation, or disability may be subject to appropriate action up to and including discharge or expulsion from the school system.

### **Notice of Non-discrimination**

The Stoughton Public Schools does not discriminate on the basis of age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, pregnancy or pregnancy related conditions, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Civil Rights Coordinator for Title IX of the Education Amendments of 1972, and Chapter 622 of the Acts of 1971 can be reached at 232 Pearl Street, Stoughton, MA 02045.

Inquiries regarding the application of the Stoughton Public Schools non-discrimination policy may be referred to the Coordinator as named above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Regional Director, U.S. Department of Education Office of Civil Rights, Region One, John McCormack Building, Post Office Square, Boston, MA 02109

## **BULLYING PREVENTION AND INTERVENTION**

In 2007, the Commonwealth of Massachusetts released a document entitled Direct from the Field: A Guide to Bullying Prevention to serve as a tool to meet the needs of teachers, students and parents in addressing issues related to bullying. The passage below is part of the introduction of this guide and serves to set the framework for understanding the complexity of the issues.

*Equipping administrators and teachers to respond more effectively is part of the answer, but the problem is complex and defies simple solutions. The majority of bullying incidents happen outside of the eyes and ears of school personnel – on buses, on sidewalks, on the way home, at sporting events and in bathrooms and locker rooms. Complicity among young people not to share knowledge of incidents of bullying with adults is common, often due to fear of retaliation. Ironically, while targets are disempowered by this code of silence, bullies gain power and prestige from it.*

Multiple national studies show it is critical to create an environment of caring and respect in the classroom and school – an environment where children and adults have zero tolerance for acts of disrespect. A culture of caring and respect is fundamental; and to create such a culture, character education and the teaching of pro-social values like tolerance, altruism, empathy and self-assertiveness are essential.

As leaders and educators in the Stoughton Public Schools, we are committed to providing an educational climate that is conducive to student engagement and learning. Our roles and responsibilities as educators will continue to include: (1) providing curriculum and programming that allow students the opportunity to develop social and behavior skills appropriate to a school environment; and (2) when a student disrupts the educational environment for others, employing a wide range of interventions appropriate to the nature of the conduct and age of the student. There is no place for student – to – student harassment and bullying within the Stoughton Public Schools as these attacks on human dignity are antithetical to the healthy educational, social and emotional growth of our students.  
Priority Statement

The Stoughton Public Schools (SPS) expects that all members of the school community will treat each other in a civil manner and demonstrate a respect for diversity. The Bullying Prevention and Intervention Plan (Plan) is a comprehensive approach to specifically addressing the issues related to bullying and cyber-bullying. The SPS is committed to working with students, staff, families, law enforcement agencies and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening and responding to incidents of bullying, cyber-bullying and retaliation.

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 target that: causes physical or emotional harm to the target or damage to the target's property; places the target in reasonable fear of harm to himself or herself or of damage to his or her property; creates a hostile environment at school for the target; infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers and the Internet. It includes, but is not limited to, email, instant messages, text messages and Internet postings.

Acts of bullying, which include cyber-bullying, are explicitly prohibited: on school grounds and property immediately adjacent to school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased or used by a school district or school; and at a location, activity, function or program that is not school-related, through the use of technology or an electronic device, which is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses; infringe on their rights at school; or materially, and substantially, disrupts the education process or the orderly operation of a school.

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

## **Policies And Procedures**

### **A. Reporting bullying or retaliation.**

Oral or written reports of bullying or retaliation may be made by staff, students, parents, guardians, or others. Oral reports made by, or to, a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents, guardians, or other individuals, who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community that may include, but will not be limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in each student handbook for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website and in information about the Plan made available to parents or guardians.

### **Reporting by Staff**

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

### **Reporting by Students, Parents, Guardians and Others**

The school or district expects students, parents, guardians and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents, guardians and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

#### **B. Responding to a report of bullying or retaliation.**

### **Student Safety**

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of, and after, the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation or a student who has reliable information about a reported act of bullying or retaliation.

#### **C. Obligations to Notify Others**

### **Notice to parents or guardians**

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

### **Notice to another School or District**

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school or collaborative school, the principal or designee first informed of the incident will promptly notify, by telephone, the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations and 603 CMR 49.00.

### **Notice to Law Enforcement**

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the



requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

## **Investigation**

The principal or designee will promptly investigate all reports of bullying or retaliation, and in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents, guardians and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target and witnesses that retaliation is strictly prohibited and will result in disciplinary action. Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

## **Determinations**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigating, bullying or retaliation is substantiated, the principal or designee will take steps, reasonably calculated, to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any; and 2) determine what responsive action(s) and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) which may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, school officials are generally prohibited from informing the complainant of specific disciplinary action taken against a student—unless it involves a “stay away” or other directive that the victim should be aware of so as to report violations.

## **Responses to Bullying**

Upon the principal or designee determining that bullying or retaliation has occurred, the building administration will utilize a wide range of responses that balance the need for accountability with the need to teach appropriate behavior.

## **Teaching Appropriate Behavior Through Skills-building**

Skill-building approaches that the principal or designee may consider include: offering individualized skill-building sessions based on the school's/district's anti-bullying curricula; providing relevant educational activities for individual students or groups of students, in consultation with school counselors

and other appropriate school personnel; implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals; meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home; adopting behavioral plans to include a focus on developing specific social skills; and making a referral for evaluation.

#### 1. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the school's code of conduct.

Discipline procedures for students with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act (IDEA), which will be rendered in compliance with state laws regarding student discipline. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student will be subject to disciplinary action.

#### 2. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. If it has been determined that bullying has taken place on the school grounds, the principal or designee will take measures to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

### **Ongoing Program Assessment And Development**

The Plan is the District's blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of the planning process, school leaders, with input from families and staff, will periodically:

- assess the adequacy of current programs;
- review current policies and procedures;
- review available data on bullying and behavioral incidents;
- assess available resources including curricula, training programs and behavioral health services.

Periodic needs assessments will be conducted and include: 1) surveying of students, staff, parents and guardians on school climate and school safety issues; and 2) the collecting and analyzing building-specific data on the prevalence and characteristics of bullying (e.g., focusing on identifying vulnerable populations and "hot spots" in school buildings, on school grounds, or on school buses). This information will be used to identify patterns of behaviors and areas of concern; and will inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula and in-school support services.

The assessment process will assist the schools and district in identifying resource gaps and the most significant areas of need. Based on these findings, the schools and district will: revise or develop policies and procedures; establish partnerships with community agencies, including law enforcement; set priorities.

Members of the SPS administrative and support team will have the responsibility of providing oversight on the Plan. Areas of responsibility have been identified for school and district leaders to ensure the successful implementation and ongoing improvements to the plan.

**The delineation of responsibilities is as follows:**

- A. Principals will be responsible for: receiving reports on bullying; choosing and implementing the curricula that the school or district will use; implementing the curricula that the school will use; providing annual professional development to the faculty and staff; collecting and analyzing school data on bullying; creating a process for recording and tracking incident reports, and for accessing information related to targets and aggressors; planning supports that respond to the needs of targets and aggressors; amending student and staff handbooks and codes of conduct; reviewing the Plan annually and making suggestions on potential revisions; leading the parent or family engagement efforts and drafting parent information materials;
- B. The Assistant Superintendent will be responsible for: planning for the ongoing professional development, as necessary to implement the Plan; approving the curricula that the school or district will use; developing new or revising current policies and protocols under the Plan, including an Internet safety policy and designating key staff to be in charge of the implementation of them; reviewing and updating the Plan each year, as necessary.
- C. The Director of Technology will be responsible for: working with the principals to develop the necessary component within the data management system that will allow schools to record and track incident reports, quickly access information related to targets and aggressors, and collect and analyze school data on bullying.

**Training And Professional Development**

Principals, or their designee, will provide annual training to all school staff on the Plan. This training will include staff responsibilities under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula that is being offered at all grades throughout the school. Staff members hired after the start of the school year will be provided in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years. District will also provide all staff with an annual written notice of the Plan by publishing information about it in the individual school's faculty handbooks.

In addition to annual trainings, ongoing Professional Development will be provided to build the skills of staff members to prevent, identify, and respond to bullying. The content of schoolwide and district-wide professional development will be informed by research and will include information on: developmentally (or age-) appropriate strategies to prevent bullying; developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents; information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; information on the incidence and nature of cyber-bullying; Internet safety issues as they relate to cyber-bullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities which must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

**Access to Resources and Services**

- A. **Identifying Resources.** Any student who is at risk for being bullied, or for bullying will be referred to their appropriate counselor. The counselor will assess the issue(s) and if appropriate will provide the student with ongoing emotional support and coping strategies. The counselor, in conjunction with the building administration, may refer the student and/or family to outside agencies for more intensive services. When necessary, the counselor will connect the student with a principal or assistant principal who will assume responsibility for dealing with any administrative needs associated with the issue.
- B. **Counseling and Other Services.** In addition to individual counseling, there are a number of services offered at each school. Both elementary and middle schools follow Second Step, a research based violence prevention program. At the high school level there are a series of eight week psycho-educational groups, developed in response to the specific needs of the system. Many of these groups have been geared directly towards support for targets and aggressors. System wide, the counseling staff would work with the ELL teachers if assistance were needed to identify culturally and linguistically appropriate resources within the school and district.
- C. **Students with disabilities.** As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment or teasing.
- D. **Referral to Outside Services.** The Stoughton Public Schools updates and review annually a district wide Counseling Referral list comprised of local and state agencies, as well as private therapists. Referrals to outside service providers are made when deemed necessary by the District.

### **Academic and Non – Academic Activities**

The Stoughton Public Schools will provide a bullying prevention curricula, which will be informed by current research which, among other things, may emphasize the following approaches: using scripts and role plays to develop skills; empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance; helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance; emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies; enhancing students' skills for engaging in healthy relationships and respectful communications; and engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Teachers will be asked to implement practices that have been shown to support bullying prevention efforts. The following approaches have been identified as integral to establishing a safe and supportive school environment: setting clear expectations for students and establishing school and classroom routines; using appropriate and positive responses and reinforcement, even when students require discipline; using positive behavioral supports; modeling, teaching, and rewarding pro-social, healthy and respectful behaviors using positive approaches to behavioral health, including collaborative problem-solving, teamwork, and positive behavioral supports that aid in social and emotional development; using the Internet safely.

### **Collaboration With Families**

- A. **Parent education and resources.**  
The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations.
- B. **Notification requirements.**

Each school will include in its student handbook information on the student-related sections of the Plan, the dynamics of bullying, cyber-bullying and the District's Internet safety policy. The handbook will also provide the parents or guardians of enrolled students with information on the anti-bullying curricula that is being used at the school. All notices and information will be made available to parents or guardians in both hard copy and electronic formats; and will be available in the language(s) most prevalent among parents or guardians, upon request. The school and / or district will post the Plan and related information on its website.

## **Definitions**

**Aggressor** is a student 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 who engages in bullying, cyber-bullying or retaliation.

**Target** is a student against whom bullying, cyber-bullying or retaliation has been perpetrated. Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**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 target that: causes physical or emotional harm to the target or damage to the target's property; places the target in reasonable fear of harm to himself or herself or of damage to his or her property; creates a hostile environment at school for the target; infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

**Cyber-bullying** is bullying through the use of technology or electronic devices such as telephones, cell phones, computers and the Internet. It includes, but is not limited to, email, instant messages, text messages and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyber-bullying.

**Retaliation** is any form of intimidation, reprisal or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**Staff includes**, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff or paraprofessionals.

Relationship to Other Laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on the basis of age, activities, race, color, religion, national origin, homelessness, gender, gender identification, sexual orientation, physical disability, or handicap. The Plan also provides protection for all students regardless of their legal status. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful or disruptive behavior, regardless of whether the Plan covers the behavior.

Adopted by the School Committee: November 23, 2010

## **POLICY ON COVID-RELATED ISSUES**

### **SC Policy: EBC-S**

The School Committee takes note of the COVID-19 emergency; resulting disruption of the traditional school day and year; growing concerns of students, families and the community; and the growing number of issues that will affect public education.

Therefore, the school committee establishes an emergency, interim policy to:

- promote public safety and safety of students and faculty,
- maintain to the extent possible the high and efficient level of educational services,
- ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk, and
- comply with the emergency orders of the governor and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education and other agencies of state and federal government and expedite the safest strategy for returning students to school.

The school committee will approve the final plan submitted to DESE which will outline its strategy for returning students to school and will, in collaboration with the superintendent, make such modifications to the "back to school plan," and district policy, and will authorize the superintendent in consultation with the School Committee to suspend, revise or create protocols to facilitate the safe return to school.

The superintendent will designate the appropriate staff members to oversee the safe administration of COVID-related policies during the period of the pandemic emergency and shall make such recommendations to the school committee as needed.

The school committee will authorize the superintendent to act expeditiously in executing the "back to school" plan in accordance with current law and regulation and will, where noted, authorize the superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community.

The "back to school" plan shall constitute the policy of the school district during the pandemic emergency, and the superintendent shall exercise the authority provided in law to carry out the plan as needed.

General district goals affected by the pandemic.

- The superintendent, in consultation and with the consent of the school committee, may suspend or modify individual district policies to address the COVID-19 emergency as declared by the governor. Such suspension of policy shall expire upon the end of the emergency as declared by the governor.
- The goal of emergency pandemic policies shall be to:
  - ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;
  - provide the most effective educational services as possible to students under the circumstances;
  - authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;
  - conduct the district business and operational functions of the district as efficiently as possible;
  - allow the superintendent and staff to act quickly to carry out a "back to school" plan and, facilitate the re-establishment of a safe and productive school day and year.

#### **Student Assignment to Schools (SPS SC Policy - JCA)**

*Subject to the guidance from the Department of Elementary and Secondary Education, the superintendent may suspend or revise the assignment of students to schools, including the assignment of new students for such a period as the emergency declaration is in force.*

#### **Attendance (SPS SC Policy - JE)**

*Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between and absences when appropriate, (including the link*

*between attendance and grades), chronic absence policies, and accommodations for students requiring special placements*

**Local Graduation Requirements (SPS SC Policy - IKF)**

*In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district regarding graduation requirements.*

**Students at Risk (SPS SC Policy - JIE, JL, JLC, JLCC)**

*During the COVID pandemic, the principal of a school may revise or suspend provisions of policy to facilitate the education of students at risk or with special physical needs or their family caregivers, including, but not limited to caring for or educating students with disabilities, illness, pregnancy, childrearing responsibilities, or special education needs consistent with law and regulation.*

**Privacy of Students. (SPS SC Policy - JRA)**

*During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, health data, economic status, and other such information as may be considered confidential by law.*

*Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions.*

**Pivoting Back to Remote Learning, or Back to In-School Instruction**

*The superintendent shall incorporate into the "back to school" plan protocols for modifying these plans including addressing the needs of students who may require reversion from in-school to remote learning modalities because of the pandemic emergency.*

**Home Schooling (SPS SC Policy - IHBG (temporary), SPS SC Policy - IHBF)**

*The "back to school" plan shall provide for students who are temporarily homebound due to illness, quarantine, or disability*

**Eligibility for Participation in Extra-Curricular Activities, including sports (SPS SC Policy - JJ)**

*Subject to law, regulation and standards established by the appropriate and legitimate regulatory body, the superintendent may propose changes to district protocols for participation in extracurricular activities including sports subject to the rules established by the Massachusetts Interscholastic Athletic Association.*

**Attendance vs. Participation in Events (Student/Athletic Handbooks)**

*Subject to law, regulation or emergency declaration, the superintendent in consultation and with the consent of the school committee, may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.*

**Illness and Contact Tracing (SPS SC Policy - JLCC)**

*Subject to the provisions of the "back to school" plan, the superintendent may establish protocols for tracking student contacts as a means of locating others from whom students may contract or expose other persons to the COVID-19. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of students, their families, and other persons.*

**Transportation and Busing (SPS SC Policy - EEA, EEAG)**

*Subject to current law and regulation, the superintendent in consultation and with the consent of the school committee, may suspend or modify procedures/policies related to the transportation of students by the school district. Legal requirements relating to IEP's that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district "back to school" plan.*

**Operations and Plant Maintenance (SPS SC Policy - EC)**

*Subject to the provisions of law, regulation and collective bargaining agreements, the superintendent may suspend or amend current maintenance plan to ensure the efficient*

*operation of business functions and maintenance of school buildings and other such offices as the district maintains.*

## **FACE MASKS**

### **SC Policy: EBCFA**

The Stoughton Public Schools is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (MDPH), the following requirements are in place until further notice.

A face mask that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. This policy applies to students from Kindergarten to Grade 12 with those in Pre-K being encouraged to wear masks.

Individuals who may not wear a face mask as it poses a safety risk to the individual, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask without assistance.

In addition, masks will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask. A written order from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks will not be required when appropriate physical distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes as long as students are able to maintain a minimum of 6 feet of physical distancing from one another
- while outside.

Exemptions to this policy must abide by the above guidelines and require a medical exemption from the student's physician which is submitted to and approved by the school nurse. The building principal will provide the final approval of the exemption for the student to attend school in person without a face mask. The school nurse will discuss with the family and student's physician if a face shield may be medically appropriate for any student with a medical exemption for a face mask.

A student's mask is to be provided by the student's family. However, the district will supply disposable face mask for individuals who arrive at a building, or board school transportation, without one. Staff members are welcomed to wear their own cloth face mask or use the disposable face masks available in their schools

Teachers will not be required to allow a student that refuses to wear a mask (other than medical exemption) into their room. All students K-12 will be required (strongly encouraged Pre-K) to wear a face mask not a face covering (gaiter, bandanas, scarf, etc.).

If, during the school day, a student refuses to wear their face mask during a mandatory mask-wearing time, they will be given 3 verbal warnings to put the mask back on. If after 3 verbal warnings the student remains non-compliant with their teacher/administrator's directive to wear their mask, the student will be sent to the appropriate building administrator. Initially, the student will be placed in an area away from others and given 15-20 minutes to take a break and prepare to re-enter. If the student still does not comply, they



will be sent home for the remainder of the same school day to protect the health and safety of the student's classmates and teachers. Continued refusal to wear the mask will result in the student moving to fully remote instruction.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

#### LEGAL REF.:

Commonwealth of Massachusetts, COVID-19 Order No. 31:

<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

#### REFS.:

Center for Disease Control and Prevention; Considerations for Wearing Masks:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education; Reopening Guidelines: <http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts - Mask Up MA!: <https://www.mass.gov/news/mask-up-ma>

Adopted: August 2020

## **GANG POLICY**

The Stoughton School Committee does not support or condone gang membership or gang activity. The Superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information. No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes: Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation; Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation; Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans; Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity; Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; Soliciting others for gang membership; Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

## **GRAFFITI AND DEFACEMENT OF SCHOOL PROPERTY**

Any student who defaces school property will be subject to disciplinary action. "Graffiti" means any inscription, word, figure, design, painting, writing, drawing or carving that is marked, etched, scratched, drawn, painted, or otherwise applied to school property. Offensive graffiti may constitute a violation of

federal Civil Rights law. Examples of offensive graffiti include, but are not limited to, all derogatory words or symbols associated with any ethnic, racial, religious or socially recognized group.

All instances of graffiti will be reported to the building administration. The degree of discipline for defacement of school property/graffiti will be based upon the seriousness of the incident (refer to discipline section of the student handbook). In addition, any graffiti of an offensive nature will be reported to the Stoughton Police Department and possible police action may be taken against the individual(s) involved in the incident. Adopted by the Stoughton School Committee, July 25, 2000.

## **IMPACT TESTING POLICY**

IMPACT testing is a computerized neurocognitive assessment tool that is used by medical doctors, psychologists, athletic trainers, and other licensed healthcare professionals to assist them in determining an athlete's ability to return to play or a student's ability to return to full classroom activities after suffering a concussion. Stoughton High School students may participate in IMPACT testing as part of the Physical Education/Health Program. Parents who choose not to have their children participate, may opt out by submitting a written request to the high school administration

## **INFORMATION FOR HOMELESS FAMILIES AND STUDENTS**

The Stoughton Public Schools, under the provisions of the McKinney-Vento Homeless Assistance Act, provide safeguards for all homeless children. Children and youths who "lack a fixed, regular and adequate nighttime residence" are considered homeless for educational purposes. This includes those who: are "doubled up" - sharing the housing of friends or relatives due to the loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; are migratory children who qualify as homeless because they are living in circumstances described above; are unaccompanied youths- adolescents who are not in the physical custody of their parents.

To the extent feasible, homeless students are encouraged to remain at their school of origin, unless it is against the wishes of the parent, guardian or student. A student who becomes homeless has the right to attend:

- a) their school of origin – either the school the student was attending prior to the loss of permanent housing or the last school the student attended.
- OR –
- b) their local school – any public school that students living in the same attendance area have the right to attend.

Homeless students will be enrolled immediately, even if regularly required documentation is missing. Homeless students will not be kept out of school even if they are missing:

- immunization records
- proof of residency
- proof of guardianship
- previous academic records
- medical records
- social security card

The Stoughton Public Schools will assume responsibility for providing a homeless student(s) with transportation to his / her school of origin, if it is feasible for the student to stay in the school of origin and the parent or guardian request it. This provision applies as follows:

- a) If the student continues to live in the district where the school of origin is located, the district will provide or arrange for transportation.
- b) If the student moves outside of the district but wishes to continue attending the school of origin, the Stoughton Public Schools and the district where the student resides will work out a means of apportioning cost and the responsibility for transportation.
- c) Students who transfer to a school located in the attendance area of their temporary residence will receive comparable transportation services to any other student residing in the district.

Students are allowed to remain in their school of origin for the duration of their homelessness, or if they secure permanent housing, for the remainder of the school year.

Immediate assistance is available at each school from the Principal and the School Counseling Department.

Additional assistance is available from the Stoughton Public School's Assistant Superintendent, who acts as the District's Homeless Liaison, at (781) 344 – 4000 x 1229.

## **LATEX POLICY**

Our goal is to make our school system latex free. That means that students and faculty members cannot use any latex balloons for projects, decorations or celebrations.

## **MASSACHUSETTS GENERAL LAWS CHAPTER 269**

### **CRIMES AGAINST PUBLIC PEACE**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute

evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **MODEL 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 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 are 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 Board; 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 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

## **PARENT NOTIFICATION RE: HUMAN SEXUALITY EDUCATION**

The Superintendent of Schools shall ensure that parents/guardians are notified whenever curriculum involving human sexual education or human sexuality is implemented or maintained. Parents may exempt their children from any portion of said curriculum through written notification to the school principal. There shall be no penalty toward any child because of the exemption.

The Superintendent of Schools shall ensure that program instructional materials for said curriculum are reasonably accessible to parents, guardians, educators, school administrators, and others, for inspection and review.

A parent/guardian who is dissatisfied concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

Courses that involve any Mention of Human Sexual Education or Human Sexuality:

- Health
- Biology
- Physiology
- Human Anatomy
- Forensic Science
- Alternative Education Program
- Learning Center Program
- TLC Program
- Emotional Support Program

## PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of “time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

**PROCEDURE FOR STUDENTS WITH IDENTIFIED DISABILITIES  
TO ATTEND AND TO PARTICIPATE IN DISTRICT PROGRAMS,  
ACTIVITIES, AND SERVICES, INCLUDING NON-ACADEMIC AND  
EXTRACURRICULAR**

All students of the Stoughton Public Schools (District) with identified disabilities, including students in out-of-district placements made by the District, but whose home school is in the District, except in cases described below, may attend and participate in all programs, activities, and services, including non-academic and extracurricular (programs), (1) that the District sponsors; (2) to which the District provides substantial assistance; or (3) with whom the District has a contractual relationship, such as with the Private Industry Council (PIC). Some students are entitled to participate in programs, in order to receive a free appropriate public education (also known as a “FAPE”). For other students, the exceptions are that the District may limit the attendance and participation of a student with disabilities in such programs if the student’s placement team determines that:

- Modification(s) to such programs to allow the student to attend and to participate would fundamentally alter the nature of the program, and,
- With or without an appropriate modification to such programs, the student’s attendance and participation would reasonably pose a risk of harm to the student or to others.
- Modification(s) would create an undue financial hardship for the District.

The District will inform parents/guardians (parents) through its usual notices (such as school bulletin boards, calendars, newsletters, newspapers, flyers, and web site) and through local cable television stations of such programs in a manner similar to the notice that it provides to parents of students without disabilities. Once the District provides timely and adequate notice of such programs, the parent’s notification to the District of the student’s desire to attend/to participate shall not be more burdensome than that required of the parent whose child does not have disabilities. However, the District may require a parent of a student with disabilities to provide advance notice to the District of the student’s desire to attend/to participate because of the possibility that the District may be required to make appropriate modifications.

Please direct inquiries about this procedure to  
Amy Saraiva  
Out-of-District Administrator for Special Education  
Telephone 781.344.7003

**RELEASE OF NAMES TO MILITARY RECRUITERS**

Section 9258 of the federal law NCLB Act of 2001 requires the release of students’ names, addresses, and telephone numbers in response to a request by military recruiters and institutions of higher education.

The law also allows parents to deny the release of this information. If you do not wish to have this student information provided to an armed forces recruiter or institution of higher learning, you must submit a request in writing to the SHS main office each year.

## **RESIDENCY POLICY**

It is the policy of the Stoughton School Committee that proof of residence must be established by the student and/or his/her parent/guardian in accordance with the following criteria:

New residents will be required to sign a Residency Statement and submit two or more of the following as proof of residence:

1. A deed or lease agreement for property in Stoughton.
2. A mortgage statement verifying the owner's name and address.
3. A rental receipt or notarized letter from the property owner which includes the name and address of the landlord.
4. A residential utility and/or telephone statement. If resident does not subscribe to a land-line, a cell phone invoice, indicating a Stoughton address, is required instead.
5. Other pertinent information as deemed appropriate by the Superintendent of Schools.

It is important to note that simply owning property within the Town of Stoughton does not establish residency for a child and allow them to attend the Stoughton Public Schools.

Students living with persons other than their parent/guardian, who have met residency requirements and signed a Residency Statement, will be required to have the persons they are living with submit the following proof of residence:

1. Court documentation of guardianship;
2. Notarized documentation that the student is maintaining permanent residency with the person(s) indicated at the given address;
3. Students with unusual circumstances may appeal to the Superintendent and all decisions are final.

The parent/guardian of students whose residency changes within the community are also required to update their child's proof of residence.

The School Department reserves the right to confirm actual living arrangements. This includes conducting home visits. The purpose of such visits will be to assist in the determination as to whether or not the student resides at the indicated address. For the purposes of maintaining residency, a student must spend at least 51% of their school nights at their Stoughton address. To ensure that parents/guardians are aware of the residency requirements, the parent/guardian is required to sign the Residency Statement provided with this policy.

If the results of a residency investigation conducted by the District determines that a student does not reside in Stoughton, the parent/guardian of that student, or any person who falsely claims that a student lives with them, will, when deemed appropriate by the principal or superintendent, be required to pay the full cost of the student's tuition to the Stoughton Public Schools for the period of their enrollment, as well as any related legal fees. In addition to incurring civil liabilities, any person who knowingly registers or attempts to register a student not living in Stoughton, or maintains the enrollment of a student who no longer resides in Stoughton, will be found in violation of the residency requirement and will, when deemed appropriate by the principal or superintendent, be referred to the proper agency for criminal prosecution.

When families already living in Stoughton find that their individual circumstances will create a violation of this policy, a Principal or district administrator shall have the authority to investigate and evaluate their



specific circumstances, and based upon their discretion, may provide a reasonable short-term accommodation.

An anonymous Residency Tip Line (781-297-1050) is available for families, staff and students to report possible residency violations. People may also report residency violations to: a Building Principal, a Central Office Administrator, the Administrator of Special Education, and/or the Athletic Director. Each of these individuals will be responsible for reporting the alleged violation to the Superintendent.

Southeastern Regional Technical High School, Norfolk County Agricultural School, Foxboro Charter School, and any other vocational collaborative or charter school enrolling student residing in Stoughton, will be notified upon revisions of this Residency Policy.

This Residency Policy will be included in all Parent/Student Handbooks, as well as distributed to all parents/guardians upon registering a new student in the Stoughton Public Schools.

This residency policy does not apply to homeless students who are required to be enrolled immediately.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who: has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; has a record of such an impairment; or is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Stoughton Public School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

The Stoughton Public School System has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, afford access to educational services. If the parent or guardian disagrees with the determination made by the professional staff of the Stoughton Public Schools, she or he has a right to a hearing with an impartial hearing officer.

If you have questions about Section 504, please feel free to contact the building principal or his/her designee, or the Section 504 Coordinator for the school system at (781) 344-4000, ext. 1251.

## **SERVICE ANIMAL POLICY**

The term service animal shall apply to any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

#### § 35.136 Service Animals

(a) General. Generally, a public entity shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability.

(b) Exceptions. A public entity may ask an individual with a disability to remove a service animal from the premises if:

(1) The animal is out of control and the animal's handler does not take effective action to control it; or

(2) The animal is not housebroken.

(c) If an animal is properly excluded. If a public entity properly excludes a service animal under § 35.136 (b), it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

(d) Animal under handler's control. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

(e) Care or supervision. A public entity is not responsible for the care or supervision of a service animal

(f) Inquiries. A public entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. A public entity may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. A public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

(g) Access to areas of a public entity. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

(h) Surcharges. A public entity shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

(i) Miniature horses.

(A) A public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

(B) Assessment factors. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, a public entity shall consider:

(1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

(2) Whether the handler has sufficient control of the miniature horse;

(3) Whether the miniature horse is housebroken; and

(4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

(C) Other requirements. Paragraphs 35.136 (c) through (h) of this section, which apply to service animals, shall also apply to miniature horses.

## **STUDENT DRESS CODE**

### **SC Policy: JICA**

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 LAN AND INTERNET USE POLICY**

The Stoughton Public Schools considers use of the Internet to be a valuable instructional tool for students. Use of the Internet allows students the opportunity to access valuable educational material on countless diverse topics.

Although the Stoughton Public Schools has taken precautions to restrict access to objectionable materials, it is impossible to completely supervise, monitor, and control access to all materials that may be unsuitable for students. Therefore, the Stoughton Public Schools is not responsible for students accessing material that is in violation of LAN and Internet Use Policy. The Stoughton Public Schools is not responsible for any financial obligations that may result from unauthorized use of the system, including the purchase of products and/or services. The Stoughton Public Schools is not responsible for harm a student may cause to another person or organization because of defamatory statements made by a student. The Stoughton Public Schools reserves the right to review personal files and email accounts at any time. Additionally, it should be understood that routine maintenance and monitoring of the system may result in knowledge that an access regulation or law may have been violated. Students should have no expectation of privacy.

Internet access is an institutional tool provided by the Stoughton Public Schools and is not the property of the students. Internet access is a privilege which the schools may provide to students, and comes with certain responsibilities. A student's access to the Internet may therefore be canceled for abusing the privilege to use the Internet. In addition, abuse of Internet privileges will result in disciplinary action.

Students may not use the Stoughton Public Schools Internet access or LAN in any of the following ways:

- Accessing or sending material which average persons applying community standards would regard as profane, obscene, vulgar, lewd or sexually explicit and which lack serious scientific, literary, artistic or political value.
- Accessing or sending information about weapons, firearms, bombs, etc.
- Accessing or sending information about the illegal sale or use of drugs, alcohol, and/or tobacco.
- Accessing or sending information about breaking into computer systems.
- Accessing or sending threats to the president or other public officials.
- Accessing or sending information about child pornography.
- Accessing or sending information about gang activity.
- Accessing or sending information about personal attacks, including racial or discriminatory attacks.
- Participating in chain letters.
- Accessing another person's files.
- Attempting to access unauthorized sites.
- Leaving personal information about self or another person on the LAN and/or the Internet.

- Leaving name, address and/or telephone number of self or another person on the LAN and/or Internet.
- Visiting “chat rooms.”
- Plagiarizing material.
- Infringing copyrights.
- Vandalizing the LAN.
- Destroying the data of another user.
- Uploading or creating a virus.
- Providing or obtaining commercial services.
- Purchasing products or services.
- Fund raising or political activity.
- Using the LAN and/or Internet for any illegal activity.
- Loading unapproved software onto an individual workstation or the LAN.
- Participating in any other LAN and/or Internet activity that may be deemed inappropriate by the Stoughton Public Schools. A parent/legal guardian who is dissatisfied with the Principal’s decision regarding what material is lewd and obscene, what material has artistic merit, and what constitutes inappropriate use may send a written request to the Superintendent of Schools for review of the issue. The Superintendent or designee will review the issue and give the parent/legal guardian a timely decision, preferably within two weeks of the request. A parent/legal guardian who is dissatisfied with the Superintendent’s decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/legal guardian a timely decision, preferably within four weeks of the request. The School Committee will be the final arbiter of such disputes.

Notice of these rules will be given to each student with access privileges. A copy of these rules, signed by each student and/or the student’s parents or legal guardians, will be kept with the student’s files. Adopted by School Committee, July 29, 1997.

## **STUDENT RECORDS**

All information kept by a school or school district on a student in a way that the student may be individually identified is considered the student’s record. The record is divided into two parts: the transcript and the temporary record.

1. The transcript will include only the minimum information necessary to reflect the student’s educational progress. This information will include name, address, course titles, grades, credits, and grade level completed. A transcript will be kept by the school district for at least sixty years after a student leaves the system.
2. The temporary record will contain the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record will be destroyed within five years after the student leaves the school system.

### **Log of Access**

A log shall be kept as part of each student’s record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

1. authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
2. administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
3. school nurses who inspect the student health record.

### **Access of Eligible Students and Parents**

The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

1. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
2. Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
3. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
4. The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

### **Access of Authorized School Personnel**

Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

### **Access of Third Parties**

Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

1. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

2. Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
3. A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.
4. Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
5. A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
6. Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
7. Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
8. School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

#### **Access Procedures for Non-Custodial Parents**

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. A non-custodial parent is eligible to obtain access to the student record unless:
  - A. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - B. the parent has been denied visitation, or
  - C. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - D. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

2. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
3. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
4. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
5. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
6. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

### **Amending the Student Record**

The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.

The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

1. If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
2. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

## **STUDENT TRANSPORTATION POLICY AND GUIDELINES**

The Stoughton Schools will transport students on a daily basis according to the policy and guidelines on the Stoughton Public Schools web site ([www.stoughtonschools.org](http://www.stoughtonschools.org)).

Students are permitted to ride on school buses only if they possess passes which are properly marked for approved transportation. Bus passes must be shown to the Bus Driver both in the morning and afternoon. They are not transferable and only the student to whom they are assigned may use them on the specific bus shown on the card. Students are not permitted to ride a different bus to/from school.

If a bus pass is lost, report the matter to the Office of the Principal and a temporary pass will be issued. The cost of a replacement Pass is \$2.00. Violations of the rules or conduct outlined below may result in temporary or permanent suspension of bus riding privileges. No refunds will be issued for students

suspended from bus services. Questions regarding transportation should be directed to the principal of your child's school

Parents/guardians are responsible for students between the time they leave the residence and the time they enter the bus and again once the student leaves the bus.

Student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.

### **Secondary Student Bus Ridership Rules and Regulations**

These rules and regulations are intended for students being transported to and from school, as well as on field trips and athletic/music events. Parents/guardians are responsible for their children up to their boarding the bus and once again when their children exit the bus. Student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus and at the bus stop.

Riders are expected to:

- Arrive at the bus stop 10 minutes before pick-up time.
- Wait on the sidewalk. If there are no sidewalks, stand well off the road.
- Wait until the approaching bus stops and the doors are opened before moving toward the bus.
- Cross in front of the bus at a distance of approximately 10 feet in order to be seen by the driver when crossing the street. Students must respond to the directions of the bus driver. Never cross behind the bus.
- Enter the bus in an orderly fashion. Do not attempt to enter the bus once it is in motion.
- Remain seated until the bus comes to a complete stop.
- Board and exit the bus only at their assigned stops.
- Ride only their assigned bus.
- Refrain from throwing snowballs while waiting or disembarking from the bus (snow is not taken onto the bus) and any other disruptive actions at the bus stop
- Maintain good conduct.

Please refer to the code of conduct in the handbooks and the possible disciplinary actions that go along with them!

Courtesy is expected in any school situation towards all students and drivers. Drivers are to report any violations in writing to an administrator. Any verbal or physical assault of a driver will subject the offender to the provisions of the code of conduct up to and including expulsion.

The bus driver and/or supervisor are in full charge of the students while they are on the bus. He or she will have the right to assign students to specific seats within the bus.

### **Riders will not:**

- Shout, scream, and/or use profane or abusive language.
- Throw anything while on the bus.
- Extend any part of his/her body or any object out of the bus.
- Eat or drink on the bus.
- Leave trash or rubbish on the bus.
- Have, use or be under the influence of alcohol and/or drugs.
- Use/possess tobacco in any form.
- Carry live objects or potentially dangerous articles on the bus.
- Throw any type of object at a school bus (Chapter 149, Section 104, General Laws of Massachusetts).
- Perform outwardly offensive and potentially dangerous acts such as fighting, lighting matches and/or lighters, spitting, bothering others, or any other behavior which distracts the driver and jeopardizes safety.



- Disrespect the bus driver. If you have a complaint let a teacher, the administration, and/or your parent know.
- Use radios, cell phones and/or other electronic devices while aboard buses. If so, these devices are subject to confiscation.
- Vandalize the bus or its contents.

#### **Riders will:**

- Cooperate with the bus driver (your safety depends on it).
- Follow the driver's instructions when loading and unloading.
- Follow the driver's instructions in cases of emergency.
- Be quiet and well behaved.
- Remain seated while the bus is in motion.
- Keep the center aisle clear of feet, books, and objects that may obstruct the walkway.
- Keep hands, feet and possession to yourself.
- Have a bus pass in their possession at all times and show it when requested.

Violations of the rules or conduct outlined above may result in temporary and/or permanent suspension of bus riding privileges. No refunds will be issued for students suspended from bus services.

Students are expected to obey these rules. The bus is part of the school environment. Any breach of conduct on the buses will be considered to be a "school offense" and can be dealt with in accordance with the "Discipline policy" as outlined in the Student Handbook

## **VIDEO SURVEILLANCE RECORDING**

"The Stoughton Public Schools are committed to providing a safe and secure educational environment for its students, staff and visitors, as well as safeguarding and controlling access to district facilities and protecting its assets. The video surveillance system may be used for inquiries and review related to criminal activity and/or violations of district policies/procedures. As part of their commitment, the district has installed video surveillance and recording systems in all school buildings. To obtain a copy of the complete, approved Video Surveillance Policy, please contact the office of your student's school."

## **WELLNESS POLICY**

It is the policy of the Stoughton Public Schools to promote actions that create a healthy and safe environment for all students, faculty, staff and citizens. It is our goal to develop and protect our students' physical, emotional, and social well-being through a coordinated school health and wellness program based on the premise that improved health optimizes student performance potential. This includes providing a healthy environment, school nurse services, nutritious school meals, health and physical education, and opportunities for physical activity. It is the intent of this policy to enable students and staff to become independent and self-directed learners by taking the initiative to meet their own health, physical, and nutritional needs as developmentally appropriate.

All students in grades PreK-12 should have opportunities, support, and encouragement to be physically active on a regular basis. Foods and beverages sold or served at school will meet the nutritional recommendations of the *U. S. Dietary Guidelines for Americans* and *MGL 105CMR225.000, Nutrition Standards for Competitive Foods and Beverages in Public Schools*.

Furthermore, it is our expectation that specific actions and decisions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the district's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children in assuming more individual responsibility for healthy decisions, and maintaining their safety as they grow, it is the policy of the School Committee that the guidelines reflect student development as children advance from the primary grades through secondary school.

## **Nutrition and Wellness**

Our goal is to teach, encourage, and support healthy eating by students and staff by using the following strategies and guidelines:

- Offer healthy meals that promote good health and provide students with the appropriate daily nutrition that is consistent with the *U.S. Dietary Guidelines for Americans*
- Provide information for students that teaches the skills they need to develop healthy eating habits
- Ensure that healthy snacks and all competitive foods under the control of the school department are consistent with the standards set by the Commonwealth of Massachusetts. These standards shall apply to competitive foods and beverages sold or provided on school grounds 30 minutes before the beginning of the school day until 30 minutes after the end of the school day. We would encourage individual school organizations to follow the guidelines and recommendations as set forth in this policy at all times.
- Competitive foods are defined as foods and beverages provided in:
  - School cafeterias offered as a la carte items
  - School buildings, including classrooms and hallways
  - School stores
  - School snack bars
  - Vending machines
  - Concession stands
  - Booster sales
  - Fundraising activities
  - School-sponsored or school-related events
  - Any other location on school property
- The Stoughton Public Schools shall, in accordance with applicable guidelines:
  - Make readily available plain, potable water to all students during the day at no cost to the students
  - Offer for sale, fresh fruit and non-fried vegetables at any location where food is sold. This does not include non-refrigerated vending machines and vending machines dispensing only beverages
  - Prohibit the use of Fryolators in the preparation of food at any time in any school building
- The Food Service Director will serve on the Wellness Committee and outreach to community resources.

## **The School Breakfast and Lunch Programs**

- The school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meal Programs
- Nutritional information will be made available to students for non-prepackaged competitive foods and beverages sold in the cafeteria
- Recess will be scheduled before lunch at the elementary level whenever possible.
- Students will have access to hand washing or hand sanitizing before meals.
- Adequate time to eat meals will be provided.

## **Food in the Schools and Classrooms**

- The use of all food items as part of a student incentive or reward program is not allowed.
- Distribution of food items (that do not meet the nutritional guidelines) for consumption in the classrooms is not allowed
- Parents/Guardians are encouraged to send healthy snacks for students Pre-K through grade 5.
- Snack is not allowed at the Middle and High School unless medically necessary.
- There will be no sharing of food at any time of the school day.

- Classroom parties for holidays and other special occasions will not include food items.
- Birthdays may be acknowledged with non-food items (i.e pencils, stickers, erasers, classroom book)
- Students at the secondary level are not allowed to bring in food or drink other than water to the classroom for consumption.
- All food related, fundraising projects for sale and consumption by students are not allowed during the school day.
- Booster organizations, PTO's and school councils operating concessions at school functions after the instructional day must offer, for sale, at least 2 healthy food choices to include fresh fruit and non fried vegetables.

## **Physical Education and Activity**

### **A. Integrating Physical Activity into the Classroom**

Stoughton Public Schools offers Physical Education at all levels. Recess and/or activity time is offered as well in grades K – 8. These offerings are in place to attempt to reach the nationally recommended amount of daily physical activity (i.e. at least 60 minutes per day) and for students to embrace the culture in place in the district that emphasizes regular physical activity as a personal behavior.

Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes as appropriate.

### **B. Pre-K – 12 Physical Education Program**

It is a goal of the Stoughton Public Schools that all students in grades K – 12 including students with disabilities, special health care needs and in alternative education settings will receive regularly scheduled physical education. A certified physical education teacher will teach physical education classes.

At all levels, systems are put into place that allow for maximum participation in physical education class. Students will spend well over fifty percent of physical education class time participating in moderate to vigorous physical activity. At all levels, proper warm-up/stretching/cool down time is implemented to ensure healthy and safe exercise.

### **C. Daily Recess**

All elementary students in our five elementary schools will have 15 – 20 minutes of supervised recess daily. Whenever possible, all of the students' recess time will be spent outside. Physical Education teachers will be encouraged to review recess activities with all students at least twice each year.

### **D. Physical Activity Opportunities**

Stoughton Public Schools will offer a wide range of extracurricular physical activity programs.

### **E. Physical Activity and Punishment**

Using physical activity (e.g. running laps, pushups) or withholding opportunities for physical activity (e.g. recess, physical education) as punishment to our students is discouraged by the Stoughton Public Schools administration.

### **F. Use of School Facilities Outside of School Hours**

School spaces and facilities availability is based on the Facility Use Policy.

## **Staff Education and Wellness**

The Stoughton Public School District will encourage healthy eating, physical activity and other elements of a healthy lifestyle among school staff.

## **Communication**

As a means of distributing wellness information to staff, students and families, a Health Services website is available on the Stoughton Public School Website ([www.stoughtonschools.org](http://www.stoughtonschools.org)) and will be reviewed and updated as needed.

**Abbreviated Reference to the Legislation and Specific Criteria of  
Civil Rights Laws and District Coordinator Information**

Law	Coordinator
<p>Title VI of the Civil Rights Act of 1964 - prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.</p>	<p>Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 1229</p>

<p>Title IX of the Education Amendments of 1972 - prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.</p>	<p>Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 1229</p>
<p>Title I of the Americans with Disabilities Act of 1990 - prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.</p>	<p>Mr. Jonathan D. Ford Deputy Superintendent 232 Pearl Street (781) 344 – 4000 x 1229</p>
<p>Title II of the Americans with Disabilities Act of 1990 - prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.</p>	<p>Ms. Carolan Sampson Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321</p>
<p>Section 504 of the Rehabilitation Act of 1993 - prohibits discrimination, exclusion from participation, and denial of benefits based on disability.</p>	<p>Ms. Elizabeth Hennessy Director of School Counseling 232 Pearl Street (781) 344 – 4000 x 1251</p>
<p>Massachusetts General Laws, Ch. 76, S. 5 - prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.</p>	<p>Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 1229</p>
<p>Title I of the Elementary and Secondary Education Act of 1965 - designed to help disadvantaged children meet challenging content and student performance standards.</p>	<p>Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 1229</p>
<p>603 CMR 46.00 - governs the use of physical restraint on students in publicly funded schools</p>	<p>Ms. Carolan Sampson Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321</p>

## STOUGHTON PUBLIC SCHOOLS

### **Civil Rights Representatives**

#### District Civil Rights Coordinator

Mr. Jonathan Ford, Deputy Superintendent

#### Stoughton High School

Ms. Juliette Miller, Principal  
Mr. Alan Bontya, Assistant Principal

#### O'Donnell Middle School

Mr. Matthew Colantonio, Principal  
Mrs. Hallie Burak, Assistant Principal

#### Dawe Elementary School

Mr. Robert Cancellieri, Principal  
Mrs. Jennifer Jacobs, Teacher

#### Gibbons Elementary School

Mr. David Guglia, Principal  
Mrs. Meghan Hayes, School Counselor

#### Hansen Elementary School

Mrs. Christine Feeney, Principal  
Mrs. Jacqui Harrison, Adjustment Counselor

#### South Elementary School

Mrs. Maureen Mulvey, Principal  
Mrs. Meghan Drumm, Speech Therapist

#### Wilkins Elementary School

Mrs. Kathleen Monahan, Principal  
**TBD**

#### Jones Early Childhood Center

Mrs. Maureen Sacoco, Principal  
Mrs. Aileen Costello, Adjustment Counselor

# 2020-2021 BELL SCHEDULE

Days A, D, E, H		A	B	C	D	E	F	G	H	Days B, C, F, G	
	7:35 - 8:18	1	3	2	4	1	3	2	4	7:35 - 9:04	
	8:21 - 9:04	2			3	2			3		
	9:08 - 9:51	3			2	3			2	9:08 - 10:38	
	9:55 - 10:38	4	1	4	1	4	1	4	1		
	10:42 - 11:24	5			8	5			8		
11:28 - 12:41	11:28 - 11:51	6	5	8	7	6	5	8	7	10:42 - 11:24 11:28 - 11:51 11:53 - 12:16 12:18 - 12:41	
	11:53 - 12:16										
	12:18 - 12:41										
	12:45 - 1:27	7			6	7			6		
	1:30 - 2:12	8	7	6	5	8	7	6	5	12:45 - 2:12	