

**Stoughton
High School**

2011-2012



SCHOOL COMMITTEE MEMBERS

Thomas H. Colburn
Allan W. Mills
Joyce Hussein
Deborah Sovinee
George Dolinsky

SUPERINTENDENT OF SCHOOLS

Dr. Marguerite Rizzi

ASSISTANT SUPERINTENDENT OF SCHOOLS

Jonathan Ford

PRINCIPAL

Matthew Colantonio

ASSISTANT PRINCIPALS

Hope Z. Fernandes
Michael R. O'Neil

STOUGHTON HIGH SCHOOL MISSION STATEMENT

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

Welcome to Stoughton High School!

Dear Students,

We would like to extend a warm welcome to all of you as the 2011-2012 school year begins. Remember that the high school experience is what you make it. With that in mind, we encourage you to work hard and challenge yourselves academically. We would also like to encourage you to get involved in your school community by participating in one of the many extracurricular activities offered at Stoughton High School in athletics, music, fine arts, student government, or clubs.

The outstanding and caring faculty at Stoughton High School are ready to help you in all of your endeavors, both inside and outside of the classroom. Our guidance and adjustment counselors are here to support you as you reach your goals for high school and beyond. The administration is committed to providing a safe and positive learning environment for all of our SHS students.

The purpose of the Stoughton High School Planner is twofold:

- First, to make you aware of the academic and behavioral expectations of the high school. You are expected to read, understand and follow the rules, regulations and policies in this book.
- Second, to provide you with an organizational tool to track your assignments, deadlines, and commitments. The back portion of this book is a daily agenda that most students utilize throughout the day.

Best of luck. Go Black Knights!

Matthew Colantonio
Principal

Hope Z. Fernandes and Michael R. O'Neil
Assistant Principals

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School Calendar

September 2011 – June 2012

Sept. 1School opens for all teachers Pre-K-12
(Full Day)
Sept. 5.....Labor Day – No School
Sept. 6.....School Opens for all Students 1 – 12
(Full Day)
Sept. 29 & 30.....Rosh Hashanah – No School
Oct. 10.....Columbus Day – No School
Nov. 11.....Veterans Day – No School
Nov. 23.....Early Dismissal – Gr. 6-12 at 11:00 AM
Nov. 24 & 25.....Thanksgiving Break – No School
Dec 26 – Jan 2.....Vacation
Jan 3.....School Reopens
Jan. 16.....Martin Luther King Jr. Day – No
School
Feb. 20 – 24.....Vacation
March 6.....Presidential Primary Election – No
School
April 6.....Good Friday – No School
April 16 – 20.....Vacation
May 28.....Memorial Day – No School
June 7.....SHS Graduation
June 19.....Last day (180 student days)
June 26.....Last Day (5 snow days)

Early Release Dates

Thursday, October 20, 2011
Thursday, November 17, 2011
Thursday, December 15, 2011
Thursday, January 26, 2012
Thursday, March 8, 2012
Thursday, April 5, 2012
Thursday, May 3, 2012
Thursday, June 7, 2012

School Hours for Early Release Days

7:35 a.m. - 11:32 a.m.

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 I

Sept. 6, 2011 to Nov. 10, 2011
Oct 7, 2011 End of
First Progress Period

TERM II

Nov. 14, 2011 to Jan 26, 2012
Dec. 13, 2011 End of
Second Progress Period

TERM III

Jan. 27, 2012 to Apr. 9, 2012
March 5, 2012 End of
Third Progress Period

TERM IV

Apr. 10, 2012 to June 19, 2012
May 14, 2012 - End
of Fourth Progress
Period (Grades 9-11)

Term IV Seniors

Apr. 10, 2012 to TBA
May 2, 2012 - End of Fourth Progress Period (**Seniors**)

'In the event of No School Call 781-344-7000, check Stoughton Public Schools website, www.stoughtonschools.org, or check local access channel'

STOUGHTON PUBLIC SCHOOLS - PHONE NUMBERS

Superintendent's Office344-4000
Senior High School344-7001
Robert G. O'Donnell Middle School. 344-7002
Edwin A. Jones School..... 344-7003
South School 344-7004
West School 344-7005
Helen H_ Hanson School.....344-7006
Joseph R_ Dawe School..... 344-7007
Joseph H_ Gibbons School..... 344-7008

CRISIS AND EMERGENCY NUMBERS

Al Anon Alateen..... .1-888-4-ALANON
CMI Rights Coordinator.....781-344-7007 ext. 745
Child At Risk..... 1-800-782-5200
DARE Hotline.....781-344-3482
Dept_ of Social Services508-894-3700
Health Care of Eastern Massachusetts....508-586-3800
Help Line (InfoReferral Service).....508-584-4357
Massachusetts Eating Disorders..... 617-558-1881
National Runaway Switchboard..... -800-621-4000
Sarnariteens..... 1-888-767-8338
Stoughton Fire Department 911 or 781-344-3131
Stoughton Police Department.....911 or 781-344-2424
Youth Commission.....781-341-2252
Youth Only AIDS Line 1-800-788-1234

**Calendar of Events
2011-2012**

September

2 Professional Development
6 First Day of School
10 ACT Testing
14 Grade 12 Parent Night + Pasta Dinner

October

12 PSAT Grades
20 Early Release
28 Homecoming Game & Dance

November

5 SAT @ SHS
9 Student-Faculty basketball game
9-10 MCAS retesting-Math
14-16 MCAS retesting ELA
16 Dodge ball Tournament
16-23 Spirit Week
17 Early Release
16 Open House (A-L)
21 Open House (M-Z)
23 Early Dismissal (Pep Rally)
24 Thanksgiving Day Game
30 NHS Induction

December

3 SAT Test Date
10 ACT Testing
12 Fall Sports Awards
15 Early Release
16 SHS Winter Concert

January

TBA Semi-Formal Dance
23-26 Exam Week (tentative depending on weather)
26 Early Release
28 SAT @ SHS

February

1-2 MCAS Testing Biology
11 ACT Test Date
15 8th Grade Parent Night
29 MCAS retesting ELA

March

1-2 MCAS retesting ELA
5-6 MCAS retesting Math
7 Science Fair
8 Early Release
8 MAJE Sr. Jazz Festival @ SHS
10 SAT @ SHS
12 Winter Sports Awards
14 Open House (A-Z)
14 Dodge ball tournament

20-22 MCAS

testing ELA
23 Singers Night
TBA Evening of Jazz
29 MCAS retesting- ELATBA
Junior Semi formal

April

5 Early Release
14 ACT Test Date
TBA Junior Parent Night
TBA Mr. SHS

May

3 Early Release
3 MAJE Jr. Jazz Festival @ SHS
5 SAT Test Date
11 Spring Fling Concert & Art Show
7-16 AP exams
15-16 MCAS testing- Math
17-18 MCAS testing- US History
31 Senior Prom

June

2 SAT Test Date
5 Class Night
5-6 MCAS testing- Science
7 Early Release
7 Graduation
9 ACT Test Date
11 Spring Sports Awards
14 Music Awards Banquet

Class Officers

2012

President.....Kasey Derochea
Vice PresidentMarissa Harris
SecretaryNicole Barton
Treasurer.....Malykah Lopes
Student Advisory Council..Kasey Derochea

Representatives: Heather Baeta, Nicole Barton, Lauren Cellucci, Danish Dumornay, Asad Elmi, Marissa Harris, Stephanie Herr, Mackenzie Hudson, Jackie Kuhn, Brittany Mahan, Mitchell Price, Elizabeth Roch, Leesa Snyder

2013

President.....Megan Flaherty
Vice PresidentNiamh Fennessy
SecretaryKelsie LaFerriere
Treasurer.....Kiara Serret
Student Advisory Council..Ariene Ohimor

Representatives: Dan Block, Josh Brown, Nicole Daniels, Niamh Fennessy, Megan Flaherty, Fiona Joyce, Kelsie LaFerriere, Marie Maillet, D.J. McDonald, Ariene Ohimor, Cam Ramos, Rachel Romeiro, Katherine Scabia, Kiara Serret, Diep Tran, and Emma Zuk
Kiara Serret, Victoria Tran

2014

President.....Ryan Egan
Vice PresidentAmanda Glickman
SecretaryHolly Kaufman
Treasurer.....Elizabeth Sloane
Student Advisory Council..Lisa Bontemps

Representatives: Alec DeNapoli, Amanda Glickman, Holly Kaufman, Mike Sabanty, Lisa Bontemps, Katie Daly, Alex Luppino, Sarah Purcell, Megan Selby, and Elizabeth Sloane

2011-2012 Student Council Executive Board

President.....Mitchell Price
Vice President.....Rachel Romeiro
Secretary.....DJ McDonald
Recording Secretary....Alec DeNapoli
Treasurer.....Daniel Block
Publicity Coordinator...Ariene Ohimor
Member at Large.....2013 Alexa Lupino...2014 Joy Liu

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.

STOUGHTON PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT PLAN 2011

The mission of the Stoughton Public Schools Professional Development Program is to provide a comprehensive professional development program that meets the individual needs of educators as well as the district's system-wide goals in an atmosphere that promotes best practices and innovative instructional strategies.

The goals of the Professional Development Plan are:

- To provide professional development opportunities that promotes high standards for student learning and achievement.
- To differentiate professional development by providing a variety of high quality options for professional development and recertification for staff.
- To respond to the changing needs of the Stoughton professional learning community and the diverse student body that is served.
- To develop a common core of understanding about teaching and learning.
- To enhance the content knowledge of teachers.
- To provide opportunities for educators to collaborate in the planning, development, and implementation of standards-based instructional practices, assessments, and initiatives.
- To increase the effectiveness of teachers in using technology as an instructional tool.
- To promote research-based programs and practices.

The plan is developed annually with input from the faculty, Grade Level Teams (K – 5), Departments (6 – 12), building administrators and the Superintendent of Schools. The theme and focus for the majority of the professional development program will be the development of Professional Development Plans designed by individual grade – level teams and departments. These plans will be designed to address the recognized needs of the District, while providing collective groups of teachers the ability to determine the context of the training and address their identified needs as well. Supplementing these professional development plans will be additional opportunities for faculty members to attend workshops and trainings in areas of a particular focus, such as: special education policies and procedures, sheltered English immersion, differentiated instruction, diversity, assessment, reading and writing across the curriculum, and the Skillful Teacher™. All professional development program offerings are designed to include components that address the diverse learning needs of the students, and are developed collaboratively throughout a planning process that occurs primarily during the spring of each school year.

In partnership with the Stoughton Teachers Association, the district will also continue to provide its very successful year-long Mentoring/Induction Program for new teachers and administrators.

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 21st 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.

STATE LAWS AND POLICIES

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:

1. 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;
2. has a record of such an impairment; or
3. 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.

MANTOUX TESTING POLICY

Any new student entering from another country, which is deemed a "high prevalence country," is required to have a Mantoux test for tuberculosis before entering the Stoughton Public Schools.

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.

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	Honors Biology
Biology	College Biology
Physiology	CP Biology
Human Anatomy	Forensic Science
Life Skills Program	TLC Program
Emotional Support Program	

DISSECTION POLICY

Stoughton High School may offer dissection as a learning activity in the following courses: A.P., honors, college, and college prep biology, environmental science, anatomy, physiology, oceanography and science seminar. 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.

STUDENT RECORDS

An 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.

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.

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. 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.

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.

Restraint Policy

The Stoughton Public Schools seeks to promote a safe and productive workplace and educational environment for its employees and students. In accordance with the Code of Massachusetts Regulations, the law governing the use of physical restraint on students in public schools, the Stoughton Public Schools seeks to ensure that every student in the Stoughton Public Schools is free from the unreasonable use of physical restraint. Physical restraint is only used in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

School personnel shall only administer a physical restraint when it is needed to protect a student and/or a member of the school community from imminent, serious, physical harm. When a physical restraint needs to be administered, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the physical restraint.

Physical Restraint Policy, Procedures and Guidelines does not precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

A full copy of the Stoughton Public Schools Physical Restraint Policy, Procedure and Guidelines is available at any school office.

SHS: POLICIES AND PROCEDURES

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 Guidance 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.

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.

HARASSMENT AND NON-DISCRIMINATION POLICY

The Stoughton Public School System is committed to maintaining a school environment free of harassment based on race, color, sex, religion, national origin, sexual orientation, age, 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 race, color, sex, religion, national origin, sexual orientation, age, 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 race, color, sex, religion, national origin, disability or sexual orientation 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 race, color, sex, religion, national origin, sexual orientation, age 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

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools.

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (1) causes physical or emotional harm to the target or damage to the target's property; (2) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (3) creates a hostile environment at school for the target; (4) infringes on the rights of the target at school; or (5) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber-bullying, which has been defined as bullying through the use of technology or any 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.

Bullying is prohibited: (1) on school grounds, 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 that is owned, leased, or used by a school district or school and (2) at a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying 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. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

All members of the school staff are required to immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal. The school or district expects students, parents or 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 or 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.

Upon receipt of such a report, the school principal or his/her designee shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, the school principal or designee shall (1) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (2) notify the parents or guardians of an aggressor; (3) take appropriate disciplinary action; and (4) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Stoughton High School will provide a high quality curricular based bullying prevention and intervention program through the Peer Mediation Program & Student-Faculty Advisory Program.

Additional information about the District's Bullying Prevention and Intervention Plan is available upon request.

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 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 rent receipt that includes the name and address of the landlord.
4. A residential utility and/or telephone statement.
5. Other pertinent information as deemed appropriate by the Superintendent of Schools.

Students living with persons other than their parents/guardians will be required to have the persons they are living with submit the following as proof of residence:

1. Court documentation of guardianship;
2. 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 School Committee and all decisions are final.

Students whose residency changes within the community are also required to show proof of residence.

The School Department reserves the right to confirm actual living arrangements by home visits. The purpose of such visits will be to determine whether or not the student/family resides at the indicated address. The parent/guardian will be asked to sign the Residency Statement detailed within this policy.

In addition, any person who falsely claims that a student lives with them, or the parents of that student, will 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 necessary legal fees. In addition to incurring civil liabilities, any person who knowingly registers or attempts to register a student known by that person to be in violation of the residency requirement will (or may) be referred to the proper agency for criminal prosecution.

The School Committee has divided the elementary school attendance areas by geography. During the (2010-2011) school year, it is necessary for out-of-district students to attend the neighborhood school within their district.

An anonymous Residency Tip Line is available for families, staff and students to report possible residency violations (781-297-1050). People may also report residency violations to: the building Principal, Central Administration, Administrator of Special Education and Athletic Director.

Each of these individuals will be responsible for reporting the alleged violation, in writing, to the Superintendent. The Superintendent will inform the School Committee, in writing, of all violations. Adopted May 22, 2007.

SCHOOL SAFETY AND SECURITY POLICY

The Stoughton Public School System is a chemical-free and weapons-free district. The guidelines for student behavior and the discipline code adopted for each building are designed to protect students from the irresponsible behavior of others. Most importantly, all students are directly accountable for the consequences of their behaviors.

To ensure the safety and security of all students in the schools, the Stoughton Public School System reserves the right to conduct warrantless searches of students, their possessions, and school lockers, providing that there is a reasonable basis for the search. Therefore, students should have no expectations of privacy in these areas. The School Committee also authorizes unannounced searches using drug-sniffing dogs in any one of the school buildings to make certain that illegal drugs are not being brought onto school grounds and into the schools. Adopted by Stoughton School Committee, May 9, 2000.

GRAFFITI AND DEFAACEMENT 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.

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:

1. 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.
2. Accessing or sending information about weapons, firearms, bombs, etc.
3. Accessing or sending information about the illegal sale or use of drugs, alcohol, and/or tobacco.
4. Accessing or sending information about breaking into computer systems.
5. Accessing or sending threats to the president or other public officials.
6. Accessing or sending information about child pornography.
7. Accessing or sending information about gang activity.
8. Accessing or sending information about personal attacks, including racial or discriminatory attacks.
9. Participating in chain letters.
10. Accessing another person's files.
11. Attempting to access unauthorized sites.
12. Leaving personal information about self or another person on the LAN and/or the Internet.
13. Leaving name, address and/or telephone number of self or another person on the LAN and/or Internet.
14. Visiting "chat rooms."
15. Plagiarizing material.
16. Infringing copyrights.
17. Vandalizing the LAN.
18. Destroying the data of another user.
19. Uploading or creating a virus.
20. Providing or obtaining commercial services.
21. Purchasing products or services.
22. Fund raising or political activity.
23. Using the LAN and/or Internet for any illegal activity.
24. Loading unapproved software onto an individual workstation or the LAN.
25. 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.

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 and must report immediately to the school office upon entering the building and provide proper identification.

The cafeteria entrance to SHS will open at 6:30 a.m. for students who do not ride the bus. Only bus students may use the main, B2nd, entrance between 6:45 and 7:25 a.m., and they must proceed directly to the cafeteria. 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, guidance, etc., before 7:25 a.m. The B2nd entrance will remain open until 7:45 a.m.

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. A fee of \$5 will be charged to students to replace all lost, stolen or damaged cards.

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. Permanent ID cards may be purchased for \$5.00 from the main office. At the second violation and thereafter each term, a student will receive a disciplinary consequence for not visibly wearing his /her permanent ID during school hours unless specific approval has been granted by school personnel (i.e. science lab teacher).

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

- Entrance into school (tardy to school)
- Enter study hall
- Lunch
- Enter media center

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. Locks are available for sale in the high school office. Students are responsible to clean out their lockers and return all textbooks at the end of each school year.

LOST AND FOUND

Lost books are turned into the office and delivered to the Chairperson 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. Other lost articles may be claimed at the office.

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.

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 eligible for any school sponsored activity including the graduation ceremony, sports, co-curricular or social events including dances, proms, Class Night, etc. The student will also not be eligible to purchase a parking sticker.

DANCES/PROMS

The following general rules apply to conduct at school dances:

1. All dances are open to students and their 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 prom day. *They must bring a note to the main office at least three (3) days prior to the prom.*
4. Students may bring a guest by completing an official guest form for the dance. 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. If a student leaves the venue, s/he will not be allowed to return.
6. Smoking at school dances is prohibited.
7. 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.
8. **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.

PARKING

All student parking is by valid permit only. Parking permits cost \$60. Space is limited, and priority will be given first to seniors and then to juniors who demonstrate a need to drive to school (i.e.: extra-curricular involvement, employment, carpooling, etc.). Forms for parking permits are available in the main office beginning the last full week of the summer. All student vehicles must be parked in designated orange spaces. Juniors with permits may only park in the lot directly behind the field house adjacent to the Middle School. Seniors with stickers may park in any orange space, including the cafeteria parking lot and Adams Street. The parking lot adjacent to the A-building and portions of the cafeteria lot are reserved for faculty only. Students with stickers who park in non-designated areas will be assigned a 2-hour session on the first offense. Any offense thereafter will result in a 2-hour session as well as a \$25 fine. Students without stickers parking in non-designated areas will be assigned a 2-hour session and receive a \$25 fine for each offense.

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.

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.

FIRE DRILLS

From time to time, fire drills are conducted. Take them seriously. 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. Obey the instructions on the sign.

The signal for a fire drill is a continuous horn and a flashing light. Leave quietly and move quickly AWAY from the building. When you get outside, find your teacher so that they can take attendance and report missing students as soon as possible. If the alarm sounds while you are in the cafeteria for lunch, follow the regular evacuation procedure onto the track and find your teacher for attendance. Remain with your teacher until signaled to reenter the building.

Return to the classroom you left when the signal ending the alarm is sounded. 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.

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.

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 bulletin boards immediately.

For organizations or activities not connected with the school, posters cannot be placed on the bulletin boards or walls without obtaining prior permission from the Superintendent of Schools.

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 office.

ILLNESS

Any member of the staff faced with obvious student illness should notify the school nurse. If drugs/alcohol are suspected, the nurse will notify the parents, Guidance Office and Principal immediately.

CRISIS

Any staff member faced with someone with a personal crisis should immediately refer that person to the Guidance Office.

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 a compulsion 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.

SCHOOL CLOSING ANNOUNCEMENTS

Television announcements will be made on WBZ-TV 4, WCVB TV-5, WHDH 7 news and Fox 25 News

EARLY DISMISSAL

On designated Thursdays, students will be dismissed after the scheduled lunch period. A different schedule is followed each time. Postings are made of this schedule.

STUDENT HEALTH

If you do not feel well during the day, you should report to the Health Office. Your teacher will give you a pass to the clinic and the nurse will account for your whereabouts. It is unwise to go into the lavatories and stay there, hoping to feel better. You might be seriously ill and no one would know where to find you. Remember to get a pass from your teacher or administrator before reporting to the clinic. An updated medical emergency form is needed on file for each student. The school nurse is available during the school day in the Health Office, which is located on the main floor between B and C buildings. Annual examinations for pupils may include a check of hearing, vision, scoliosis, height and weight. Parents of students in grade 1, 4, 7 and 10 will receive a letter with the student's height, weight, BMI and BMI percentage recorded. Any vaccines received should be reported to the Health Office. All doctor certificates either for illness or injuries should be brought to the Health Office first, so they can be entered into your health record.

Anyone returning to school after a communicable disease, such as chicken pox, must report to the nurse.

School personnel do not give medication, not even aspirin. The exception to this rule is when you bring a note from home and the medication. The school nurse always reviews this note. In order to receive medication in school:

1. You must have a signed Medication Order from physician.
2. You must have a signed Administration Plan/Parent Consent form.
3. Medicine should be delivered to school in a pharmacy or manufacture-labeled container by you or a responsible adult whom you designate.
4. No more than a thirty-day supply of medicine should be delivered to the school.
5. "Over-the-counter" medicines will be given if received in original container with note from parent including child's name, homeroom number, dosage and time to administer.

These procedures will be followed from grades K-12.

All medication must be kept in the Health Office, except medication such as Medi-inhalers and allergy kits. Arrangement should be made through the Health Office so teachers can be notified of this. All medical excuses for modification of student programs (i.e. physical education) must be brought to the school nurse who will process them. Transportation is not provided by the school nurses, except in an emergency. It must be supplied by parents or other persons designated by the parents. If you are participating in an interscholastic sport, are a new or transferring student, or are a Grade 11 student, a current physical examination, conducted within the calendar year, must be on file with the School Nurse. Since the student's Primary Care Physician has the most comprehensive knowledge of the student, the Primary Care Physician should conduct this examination. In the event of extenuating circumstances, arrangements can be made for the School Physician to conduct the examination.

In accordance with Massachusetts General Law CMR 23.06 (3), all student health records will be destroyed within five years of the date that a student withdraws from the Stoughton Public School System. The only exception is that the health record of any student who received an immunization in the Stoughton School System will be kept for at least ten years following the end of the calendar year in which the vaccination was administered.

Each student who is scheduled for graduation will be given his/her health record in a sealed envelope marked "confidential health record." Each student will sign a form acknowledging receipt of the health record. A copy of each graduate's immunization record will be kept in a locked cabinet at the Nursing Director's office and marked for destruction within five years of graduation, unless any immunizations were given in the Stoughton Public Schools and then the record will be kept for at least ten years following the end of the calendar year in which the vaccination was given.

If your student is not covered by Health Insurance, please check with your School Nurse. She can provide you with information about the Children's Medical Security Plan, a health insurance for students under the age of 18.

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.

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, or the office.

LUNCH

Cafeteria

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 patio area is open for use most days, but food and drinks are prohibited in this area and students must remain on school grounds throughout the day.

1st offense 1 hours ES

2nd offense 2 hours ES

3rd offense ISS

MEDIA CENTER

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 on 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.

BOOK AND/OR MATERIAL RETURNS

SEMESTER COURSES

1. Students are responsible for the return of all books and materials by the last day of each course.

2. Any student in non-compliance with book return will be assigned a session in addition to being placed on the ineligible list until all books and materials are returned.
3. If a student has not returned his/her books and materials after this session, the matter will be referred to the High School Office.

GUIDANCE

Guidance 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. Guidance 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 Guidance counselors alphabetically by their last names. Students wishing to see their Guidance Counselor should visit the Guidance office before or after school to request an appointment. Appointments will not ordinarily be made during class time, but preferable during a structured learning.

All requests for course changes and/or teacher changes must be discussed *during a student's study period*. Students may not schedule appointments with 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).

ACADEMIC INFORMATION, POLICIES, AND PROCEDURES

Contact Sequence for Academic Issues

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

- The teacher, then
- The department chairperson, then
- The guidance counselor, then
- The head of guidance, then
- The assistant principal, then
- The principal, then
- The director of curriculum and instruction, and
- Lastly, the superintendent of schools

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 following responsibilities should be assumed for homework:

By Parents:

To provide a suitable place for study; to show an interest in the work being done, but not to do the work; to make possible experiences that would add interest in learning (visits to the library, museums, etc.); to encourage discussion of topics that interest the student; to recognize that reading assignments are an essential, often the most important, part of a homework program; to discuss with the teacher other ways in which you can help the student.

By Students:

To understand and record homework directions; to follow a schedule and keep materials in order; to hand in, on time, neat and accurate papers; to work independently to develop good study habits; to seek extra help after school when necessary.

By Teachers:

To teach new work as thoroughly as possible before assigning homework; to stimulate initiative, responsibility, and self-direction on the part of the student.

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. Students going on field trips may be required to turn in assignments prior to leaving.

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 guidance 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 ten (10) 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.

TEST SCHEDULE

All tests will be given in accordance to the following schedule*:

DAYS OF THE CYCLE

A, C, & E DAYS

Math
Social Studies
Foreign Language

B,D, & F DAYS

Science
English
Business/Tech

*Tests can be administered outside of this schedule with prior administrative approval.

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 Guidance Counselor.

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: Parents may ask students to pick up a weekly progress report available in the guidance office. These reports can 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.

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

In **semester** courses, the grading will be as follows:

Each quarter 40% of the final grade

Final assessment 20% 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.

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	65 - 66
B-	80 - 82		

In all marking periods, other than the final marking period of the course, a grade of F can represent a range of 50 - 64 but in no case less than 50. In the final marking period of a course, a grade of F can represent a range of 0-64.

HONOR ROLL

Highest Honors-All A's in all subjects

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

CLASS RANK-STOUGHTON HIGH SCHOOL

GPA SCALE

(BASED ON MASSACHUSETTS STATE COLLEGE FORMULA)

<u>GRADE</u>	<u>AP</u>	<u>HONORS</u>	<u>COLLEGE</u>	<u>PATHWAYS</u>
A+	5.3	4.8	4.3	3.8
A	5.0	4.5	4.0	3.5
A-	4.7	4.2	3.7	3.2
B+	4.3	3.8	3.3	2.8
B	4.0	3.5	3.0	2.5
B-	3.7	3.2	2.7	2.2
C+	3.3	2.8	2.3	1.8
C	3.0	2.5	2.0	1.5
C-	2.7	2.2	1.7	1.2
D+	2.3	1.8	1.3	.8
D	2.0	1.5	1.0	.5

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 = 2.3x 2.5 credits or 5.75 points, a B- in Latin= 2.7x 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 colleges and U. Mass use only courses designated as "college" (9 college prep, 10 college prep are college courses) when 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 guidance 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 guidance 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.

GRADUATION REQUIREMENTS (MINIMUM)

General information

The Class of 2010 and 2011 will be required to have 110 and the Classes of 2012 and 2013 will be required to have 115. Credits required for promotion to each grade are detailed below:

Credits need for	Class of 2012	Class of 2013, 2014 and 2015
Promotion to Grade 10	25	25
Promotion to Grade 11	50	55
Promotion to Grade 12	75	80
Graduation	110	115

*All students must take a minimum of 30 class hours.

Minimum Graduation Requirements

DEPARTMENT/ AREA OF STUDY	CREDITS	YEARS OF STUDY
English	20	4*
Science	15	3*
Mathematics	15	3
Social Studies	15	3*
Physical Education (Class of 2010, 2011, 2012)	2.5	1
Health (Class of 2010, 2011, 2012)	2.5	1
Wellness (Class of 2013)	6	3
Fine Arts or Foreign Language	1.25	1 Course
Information Technology	1.25	1 Course*
Elective courses	32.5	
Credits for Graduation	110	

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

If the student does not graduate with his/her class, 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.

SUMMER SCHOOL POLICY

You may attend summer school for credit in any full year subject 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:

1. To fulfill graduation requirements.
2. To continue in a sequential course. (A student who receives a final grade of D may attend an approved summer school to obtain a qualifying grade for continuance in a sequential course).
3. For enrichment purposes.

STUDENT ACTIVITIES INFORMATION

RULES AND REGULATIONS FOR ATHLETICS AND/OR CO-CURRICULAR ACTIVITIES

All students are expected to abide by school regulations on school grounds at all times. Athletes and participants in co-curricular activities are representatives of Stoughton High School and it is understood that loyalty, attitude, conduct, and character should be exemplary. Your actions should maintain the high standards expected of an individual being granted the privilege of representing Stoughton High School.

1. All athletes and students involved in co-curricular activities are expected to conduct themselves in a mature and responsible manner before, at, and after meetings, practices, and games.
2. All team members and co-curricular activity members are expected to attend all practices, rehearsals and games. The coach or activity director will determine whether or not the excuse for the absence is acceptable. Unexcused absences may result in immediate dismissal from the team or activity for the season.
3. Guidelines for each sport or activity will be published by each coach or director at the beginning of his/her season and posted for the students in an accessible place.
4. Students must be in school by 7:35am, and attend the **entire** school day in order to participate in athletics or co-curricular activities on that day. Refer to school attendance policy and eligibility requirements for more information. The principal or the principal's designee may review exceptional circumstances.
5. Due to the many hours required to successfully represent and lead their class, a class officer may find that they have to resign in good standing. In the event that an officer is unable or unwilling to give the time required, then with the mutual agreement of the class advisor and the principal, the class officer in question shall be asked to step down and/or be replaced.

STUDENTS IN GOOD STANDING

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

- academically ineligible (earned less than 22 credits in the previous marking period, or less than 22 credits for the previous year)
- 5 unexcused tardies to school per term
- 2 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

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, and any other school activity, including field trips, deemed applicable by the administration. In addition, students not in good standing will not be allowed to park on school grounds.

DISCIPLINARY CODE/PENALTIES*

Students who violate the Code of Ethics as contained in Paragraph (1) and (2) above may be ineligible for a certain number of game(s), for a period of time in the case of a co-curricular activity, or dismissal. The coach or the advisor shall have the right to determine the appropriate discipline subject to an appeal as outlined below. Additional administrative penalties may also apply. The following activities involving alcohol and/or drugs are forbidden:

- a. Use of drugs and/or alcohol while in school, on school grounds, at school-sponsored events, on the way to school-sponsored events or school and in the case of Athletes, during the training or regular season.
- b. Possession of drugs and/or alcohol while in school, on school grounds, at school-sponsored events or on the way to school sponsored events or school;
- c. Being under the influence of drugs or alcohol while in school, on school grounds, at school-sponsored events or on the way to school-sponsored events or school;
- d. Selling or distributing, or attempting to sell or distribute, drugs or drug paraphernalia.

Punishment for violation of the disciplinary code regarding alcohol and/or drugs will be in accordance with the Massachusetts Interscholastic Athletic Association (MIAA) Regulation 62 in the MIAA Blue Book. Details can be found in the Athletic Office.

***The Education Reform Act of 1993 may supersede these rules and regulations.**

ATHLETIC/CO-CURRICULAR ELIGIBILITY REQUIREMENTS

Stoughton High School follows the eligibility standards established by Massachusetts Interscholastic Athletic Association for both athletic and co-curricular activities.

1. You are eligible if you have secured **22 credits** in the previous marking period.
2. You are required to earn **22 credits** for the previous academic **year** to be eligible for the fall marking period.

Other requirements are posted by the Athletic Director or advisor. Please review these with your coach or advisor.

Common to all athletics and 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 sports team practice or game, club meeting, etc for that particular day. Sports team and group members that meet on a seasonal basis are allowed one tardy per season before they are deemed ineligible. Club and group members that meet all year are allowed one tardy per term before they are deemed ineligible.

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. Articles will also appear regularly in The Knight, the student newspaper, about the following clubs and school activities, which vary year to year.

For a description of each club, please visit the SHS website at <http://www.stoughtonschools.org/>

Color Guard	National Honor Society
DECA	Peer Leadership
Drama	Recycling Club
Intramural Writing Competition	S.A.D.D.
The Knight	Science Fair
Law Club	Science Olympiad Team
Math Team	Spectrum
Music Programs	Stotonian Yearbook
Model Senate	Student Council
Student Advisory Council	Peer Leadership
Tokyo Club	

ATHLETICS

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

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

NATIONAL HONOR SOCIETY POLICIES and SELECTION OF MEMBERSHIP

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

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 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.

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 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, 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.

PEER MEDIATION PROGRAM

Students are encouraged to use the services provided by the Peer Mediation Program. Its purpose is to prevent violence and to assist students in resolving problems with others, including but not limited to: classmates, friends, acquaintances, teachers, teammates and present and former boyfriends and girlfriends. The program is totally confidential and voluntary. Students should consider using mediation before a problem reaches crisis proportions and a fight results. The following are some of the situations that can benefit from mediation:

1. Someone is spreading rumors about you and you have identified the source.
2. A conflict is developing with a classmate; s/he is staring at you or in some other way causing you discomfort in class.
3. Conflicts involving gender, race, ethnicity or religion.
4. Issues of fairness, discipline or other disputes that may exist with members on a team or in a club.
5. Conflicts involving behavior in class which result in teacher/student communication difficulties.

You will be given a pamphlet describing the program in greater detail at the start of the school year. Any administrator, guidance counselor or teacher can direct you to the program. Mediation works and will help you and the person(s) you are in conflict with to find reasonable and constructive solutions to problems before things get out of control.

SHS 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.

DISMISSAL FROM SCHOOL

Dismissals will be granted only under the following situations:

1. Emergency requiring your presence requested in writing by a parent or guardian.
2. Emergency requiring your 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 18-year old forms, must follow school dismissal procedure listed below. Proof of an appointment is necessary for the dismissal to be deemed excused.

DISMISSAL PROCEDURE

1. 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.

ATTENDANCE POLICY

Regular and punctual school attendance is essential for success in school. The 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 Committee defines excessive absence as more than eleven (11) 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.

Unexcused absence from school is considered truancy and will be treated as such. 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. Disciplinary

action shall be taken in such case, beginning with notification of parents. Continued violation may lead to more serious repercussions, up to and including suspension from school.

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.

Excessive unexcused absences will require assessment and intervention by the school administration. Interventions may include contact with parents, school conferences, case management services and service referral. In situations in which attendance does not improve despite 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 in Need of Supervision (CHINS) 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 eleven (11) unexcused absences during the course.
3. Student enrolled in a course other than a semester or year long course will be denied credit when they exceed a number of unexcused absences determined by multiplying the number of days in the course by 0.061 and rounding to the nearest whole number.

Students in the high school may also earn back days of missed attendance by attending Saturday School (a day for a day), or its equivalent, as made available by the high school administration.

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.

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

Appeal Process:

1. Students and/or parents may appeal the unexcused absence to the appeal board.
2. The appeal board will meet at the end of each term or at the discretion of the assistant principal in charge of attendance.

The Appeal Board will consist of five members: one administrator, one guidance person, two faculty members and one student. A majority vote will decide the appeal.

UNAUTHORIZED ABSENCE FROM CLASS - (CLASS CUTS)

Unauthorized absences from class are a more serious violation of the attendance policy and will result in the steps outlined below. All teachers will keep accurate records of a student's unauthorized absences. **Each unauthorized absence from class will result in a 2-hour extended session.**

1. Upon the **first** unauthorized absence in a term, the liaison for student discipline and attendance will be notified
2. Upon the **second** unauthorized absence in a term the student **will be assigned ISS (in school suspension) or Saturday School.**
3. Any subsequent unauthorized absences will result in OSS (out of school suspension). These unauthorized absences will be referred to the assistant principal and the liaison for student discipline and attendance for further disciplinary and/or court proceedings.
4. **All unauthorized absences from class (class cuts) will count towards unexcused absences and will make a student ineligible for an attendance appeal.**

TRUANCY

If a student is absent without parental knowledge or consent, the student is classified as a truant and parents/guardian as well as the guidance counselor will be notified. Students will not be allowed to make up work missed because of truancy. On first and second trancies 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.

TARDINESS

All students are expected to arrive to school on time. If you arrive to school after 7:35 you may enter only from the B second (west) entrance and will need to obtain a late pass at the B second (west) entrance or high school office.

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

Unexcused tardiness to school: students who accrue 5 or more tardies in a term will receive a 1-hour extended session and loss of parking privileges. Tardiness beyond 5 will be disciplined by the liaison for student discipline and attendance with extended sessions and/or in school suspension/Saturday school.

CODE OF STUDENT CONDUCT

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.

GROUND FOR DISCIPLINE

Discipline may result from acts or omissions occurring on school and/or 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, up to suspension and/or expulsion include, but are not limited to, the following:

1. **Language/Behavior**
Language that is rude, profane, 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.

2. **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.

3. **Vandalism/Theft**

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.

4. **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. Possession, sale, purchase, consumption or use, or the attempt to possess, sell, buy, or consume any **drug, alcohol or drug paraphernalia (papers, pipes, 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, 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.

5. **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

6. **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. Any

violation of the academic integrity section by National Honor Society students will be reported to the National Honor Society advisor.

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, classwork, projects or other material, unless specifically allowed by the teacher. Using unauthorized notes or devices. Attempting to cheat, submitting falsified information for grading purposes, or 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 due, stealing copies of tests, quizzes, illicitly accessing the 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.

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, 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.
- Copying includes copying passages, sentences or parts of sentence.
- Purchasing material from the Internet or any other source.

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.

Illegal Use of Technology includes, but is not limited to, the following: illegal use or accessing of computers, software, telecommunications and related technologies, or involvement in willful acts that cause physical, financial, emotional, or other harm; or 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 guidance counselor and the assistant principal. The incident will become part of the student's disciplinary record kept in the office.
- All honor societies notified

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. Disciplinary action taken by administration from extended session to OSS

7. **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 the 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 policy 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.

8. **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. Please refer to the school **Harassment Policy** elsewhere in this handbook.

9. **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 and may later appeal to the teacher or administrator.

10. **Tobacco Use**

Possession or Use of **tobacco products** and paraphernalia in school, on school property or at school-related activities is prohibited. The Massachusetts State Legislature, through the Education Reform Act of 1993, mandates the possession or use of all tobacco products within school buildings, school facilities, on school grounds and on school buses is prohibited.

Consequences for:

Possession of Tobacco Products or paraphernalia including

lighters;

1st- 1 extended session

2nd-1 day OSS

3rd and subsequent offenses - 2 or more days OSS at the discretion of an assistant principal.

Smoking:

1st- 1 day OSS and enrollment in the smoking education program, if available. Failure to complete the program will result in Out of School Suspension.

2nd and subsequent offenses will result in 2 or more days of OSS at the discretion of an assistant principal.

11. **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 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.

12. **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.

13. **Beeppers, Cellular Phones, Portable Listening Devices or
Laser Pointers and any other electronic devices.**

Students are not permitted to use beepers, cell phones, use or wear portable listening devices or use a laser pointer during the school day. 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.

Upon request of any school official the student must turn the device into the office. Students that lend phones to others bear equal responsibility.

First offense: warning, device held in office until end of day

Second offense: 1-hour session, Liaison for Student Discipline and Attendance is notified

Third offense: 2-hour session, Liaison for Student Discipline and Attendance is notified, device must be picked up by parent/guardian.

Fourth offense: 2-hour session, Liaison for Student Discipline and Attendance is notified; device must be picked up by parent/guardian.

Further disciplinary measures will be at the discretion of an assistant principal.

Fifth offense and any thereafter: In- School Suspension/Saturday school.

14. **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, asks the guidance 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.

15. **Clothing**

Dress Code

Students of Stoughton High are expected to dress in a manner that shows pride in themselves and their school. The primary responsibility for appropriate dress lays with the student and his/her parents or guardians. A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process.

1. When implementing this policy, the administration, teachers, and other school authorities should be mindful of the constantly changing nature of the styles of dress and grooming of high school youth.
2. Standards of Dress for students shall comply with the following guidelines:
 - a. Dress must not interfere with the educational process or the rights of others to secure an appropriate education.
 - b. Dress must not be destructive to school property
 - c. Beach-like-attire is unacceptable. Bare midriffs, bare backs, halter tops, low-cut blouses, tube tops, spaghetti straps (less

- than two inches), and muscle shirts. Shorts and skirts should be appropriate length (i.e. tips of fingers when standing).
- d. Ensure that all undergarments are completely covered with outer clothing.
 - e. Exclude items that are vulgar, obscene, and libelous or degenerate others on account of race, religion, creed, national origin, gender, sexual orientation, or disability.
 - f. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and or engage in other illegal or violent activities.
 - g. Footwear is to be worn at all times. Open toed shoes may be restricted in physical education classes and lab classes.

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 compliance with school policy.

The administration is authorized to:

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

16. **Hats**

Stoughton High School students are not allowed to wear hats, visors, skullcaps, or hoods at anytime during the school day. The school day begins at 7:25 and ends at 2:15. Furthermore from 7:35-2:15 hats, visors and skullcaps must not be visible. Hats worn for religious or medical reasons are allowed.

17. **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** (please refer to Attendance Policy elsewhere in this handbook), **leaving school** without permission, **gambling** and **displays of affection** such as kissing or embracing that may make others feel uncomfortable.

18. **Chronic Offender**

Repeated negative office interactions with a student will be subject to additional penalties as deemed appropriate by the Assistant Principals.

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.

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-Friday 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.

IN- SCHOOL SUSPENSION

The In-School Suspension program is designed to allow students to continue their academic class work in school and still be suspended 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 In-School Suspension will receive attendance credit in each of their academic classes. In most cases, In-School Suspension 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.

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.

Procedure for Suspension

Prior to the imposition of any suspension, a student will be notified of the charges against him/her and will be given the opportunity to present his/her explanation of the alleged conduct to the Principal or an Assistant Principal. In addition, the administration may notify a parent or legal guardian and discuss the alleged incident with the parent or legal guardian, prior to or soon after the imposition of any suspension. At either meeting, the student or parent may present any information which he/she deems relevant in deciding the disciplinary issue. A student who has been suspended shall have the right to appeal to the Principal. The suspended student has twenty-four hours from the

date of the suspension in which to notify the Principal of his/her appeal.

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.

EXCLUSION

Exclusion occurs when you are prohibited from attending school for a period in excess of twenty (20) consecutive school days.

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 Exclusion and 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.

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>

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).

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:

1. Arrive at the bus stop 10 minutes before pick-up time.
2. Wait on the sidewalk. If there are no sidewalks, stand well off the road.
3. Wait until the approaching bus stops and the doors are opened before moving toward the bus.
4. 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.**

5. Enter the bus in an orderly fashion. **Do not** attempt to enter the bus once it is in motion.
6. Remain seated until the bus comes to a complete stop.
7. Board and exit the bus only at their assigned stops.
8. Ride only their assigned bus.
9. 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
10. Maintain good conduct. Please refer to the code of conduct in the handbooks and the possible disciplinary actions that go along with them!
11. **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.
12. 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:

1. Shout, scream, and/or use profane or abusive language.
2. Throw anything while on the bus.
3. Extend any part of his/her body or any object out of the bus.
4. Eat or drink on the bus.
5. Leave trash or rubbish on the bus.
6. Have, use or be under the influence of alcohol and/or drugs.
7. Use/possess tobacco in any form.
8. Carry live objects or potentially dangerous articles on the bus.
9. Throw any type of object at a school bus (Chapter 149, Section 104, General Laws of Massachusetts).
10. 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.
11. Disrespect the bus driver. If you have a complaint let a teacher, the administration, and/or your parent know.
12. ***Use radios, cell phones and/or other electronic devices while aboard buses. If so, these devices are subject to confiscation.***
13. Vandalize the bus or its contents.

Riders will:

1. Cooperate with the bus driver (your safety depends on it).
2. Follow the driver's instructions when loading and unloading.
3. Follow the driver's instructions in cases of emergency.
4. Be quiet and well behaved.
5. Remain seated while the bus is in motion.
5. Keep the center aisle clear of feet, books, and objects that may obstruct the walkway.
6. Keep hands, feet and possession to yourself.
7. 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.

BUS EVACUATION

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

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

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:

- a. Modification(s) to such programs to allow the student to attend and to participate would fundamentally alter the nature of the program, and,
- b. 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.
- c. 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

Carolyn Sampson
Out-of-District Administrator for Special Education
Telephone 781.344.7003

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.

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 notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing. The principal is the final authority in all matters that involve short term disciplinary sanctions.

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 (exclusion) or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which time they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (principal/school committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. The appeal (or a request for reconsideration) must be made in writing and include:

- A. a clear description of what is being appealed;
- B. a full explanation of the basis of the appeal;
- C. the personal relief sought.

Where the student is excluded / expelled in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion / expulsion to file a written appeal with the superintendent of schools. For exclusions / expulsions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion / expulsion to file a written appeal with the superintendent. For exclusions / 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 exclusion / 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, M.G.L. c. 71 §37H1/2.

When a student receives an exclusion / 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 exclusion / expulsion

STOUGHTON PUBLIC SCHOOLS
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 <i>- prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.</i></p>	<p>Mr. Jonathan D. Ford Assistant Superintendent 232 Pearl Street (781) 344 – 4000 x 1229</p>
<p>Title IX of the Education Amendments of 1972 <i>- prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.</i></p>	<p>Mr. Jonathan D. Ford Assistant Superintendent 232 Pearl Street (781) 344 – 4000 x 1229</p>
<p>Title I of the Americans with Disabilities Act of 1990 <i>- prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.</i></p>	<p>Mr. Jonathan D. Ford Assistant Superintendent 232 Pearl Street (781) 344 – 4000 x 1229</p>
<p>Title II of the Americans with Disabilities Act of 1990 <i>- prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.</i></p>	<p>Mrs. Heather Tucker Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321</p>
<p>Section 504 of the Rehabilitation Act of 1993 <i>- prohibits discrimination, exclusion from participation, and denial of benefits based on disability.</i></p>	<p>Ms. Barbara Regan Director of Guidance 232 Pearl Street (781) 344 – 4000 x 1251</p>
<p>Massachusetts General Laws, Ch. 76, S. 5 <i>- prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.</i></p>	<p>Mr. Jonathan D. Ford Assistant Superintendent 232 Pearl Street (781) 344 – 4000 x 1229</p>
<p>Title I of the Elementary and Secondary Education Act of 1965 <i>- designed to help disadvantaged children meet challenging content and student performance standards.</i></p>	<p>Mr. Jonathan D. Ford Assistant Superintendent 232 Pearl Street (781) 344 – 4000 x 1229</p>
<p>603 CMR 46.00 <i>- governs the use of physical restraint on students in publicly funded schools</i></p>	<p>Mrs. Heather Tucker Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321</p>

STOUGHTON PUBLIC SCHOOLS
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 Guidance 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.

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 بأنّها، 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 vaDlIaao nal paaqa-malk BaaYaa AMqaroP naqal, Aomanaa AnauraoQa]par, sTaoTna paiblak skUlsa; skUla hOMDbauk Anao Plaa kaoD AacarLa nal ivaiSaYT GaTkaao paaqa-malk BaaYaa maa]palabQa kravaSaoo. jyaa sauQal samBava haoya, skUla naaoiTsa Anao irpaaOT-, vaDlIaao samaxal Sako Ao BaaYaa maa]palabQa krvaa maaTo; vaDlIaao AnauraoQa krI 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-Pampaaralan 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.

