



Watertown High School

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To Student/Parent/Guardian:

Welcome to Watertown High School! Our core values are embodied in the acronym R.E.A.C.H.: **R**espect, **E**mpower, **A**chieve, **C**reate, **H**onor. As a community committed to these core values, it is important for us to have some basic ground rules for the operations of our student body. This handbook is meant to outline those expectations and answer many of the questions you might have about student life at Watertown High School. Included in this handbook are a list of some important dates, attendance procedures, rules of conduct, policies, laws, and other information that will assist you. I hope you find this handbook easy to use and a helpful guide to our school community.

Please review this handbook – student and parent/guardian together – and then sign and return the signature pages to the school. The signature page must be turned in no later than September 30th.

Please also contact me, Associate Headmaster Annmarie Boudreau or Dean of Students Brian Brewer if you have any questions or concerns. Communication between the school and you is a cornerstone of our goal to make Watertown High School a community that staff, students, and parents take ownership of together.

As we begin a new academic year, I am eager to see what great work we can do together for the benefit of our students.

Sincerely Yours,

Shirley J. Lundberg

Shirley Lundberg
Principal

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Watertown Public Schools

Vision Statement

The Watertown Public Schools promote high achievement through inquiry, problem solving, collaboration, creativity and hard work. We provide students with a robust education so they will acquire, apply, and practice the knowledge and skills needed for self-actualization and life-long learning. All programs support diverse learning styles, civic interaction, global awareness, and personal success.

WPS District Strategic Goals

- Support High Academic Achievement
- Foster the Capacity for Life-long Learning
- Promote Local and Global Citizenship

School Committee

The Watertown School Committee establishes goals, policies, and the budget for the Watertown Public Schools. The School Committee hires the Superintendent and works closely with that individual in developing policies and practices to improve the school system. The School Committee also is responsible for conducting collective bargaining with all employee organizations and has other responsibilities as outlined by Massachusetts General Laws.

The School Committee consists of seven members. Six are elected on a town-wide basis for four-year terms. The Town Council President serves as the seventh member and is elected to a two-year term. In January of each year the School Committee elects a chair, vice-chair, and secretary from among its members. The School Committee also organizes itself into subcommittees to conduct its business.

Members: (as of August 2017)

- John Portz, Chairperson
- Kendra Foley, Vice-Chairperson
- Guido Guidotti, Secretary
- Eileen Hsü-Balzer
- Candace Miller
- Mark Sideris
- Elizabeth Yusem

Watertown High School

Core Values

R We **RESPECT** each other, and we respect ourselves.

E We are **EMPOWERED** to grow and pursue our dreams.

A We **ACHIEVE** as students and as well-rounded individuals.

C We aspire to **CREATE** something new from our knowledge and experiences.

H We **HONOR** our rights and responsibilities as members of this community.

Mission

The mission of Watertown High School is to nurture lifelong learners through examination of human achievements, development of essential skills, and promotion of civic responsibility and ethics. We are committed to a rigorous curriculum designed to foster students' growth as creative and independent thinkers. We will provide a safe and nurturing environment in which students and faculty have the opportunity to realize their potential.

School-Wide Learning Expectations

Effective Oral and Written Communication

Creative and Efficient Problem Solving

Gathering and Evaluating Information

Analysis and Synthesis of Ideas and Perspective

College, Career, and Life Skill Readiness

Goal-Directed Persistence

Community and Service Orientation

Cultural Awareness and Cross-Cultural Skills

Social Responsibility and Citizenship

Nondiscrimination

No student shall be discriminated against on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation, age or disability as required by state and federal law in the administration of its educational policies, admission policies, or athletic and other school administered programs.

WHS Calendar of Key Dates 2017-2018

All dates subject to change. Consult the WHS website for the most up-to-date information.

Aug. 23,24,28,29.....	New Student Registrations and Scheduling Questions in WHS Guidance
Aug. 30,31	Faculty & Staff Professional Development
Sept. 4	Labor Day Holiday - No School
Sept. 5	First Day of Classes. Freshmen arrive 7:55 AM and report to Auditorium. All other grades arrive at 9:55 AM and report to the Auditorium.
Sept. 6	Freshmen arrive at 7:55 AM and report to their Advisory. All other grades arrive at 9:55 AM and report to their period 3 class.
Sept. 9	ACT Testing (not at WHS)
Sept. 18,19,20	Senior Guidance Classes
Sept. 20	Senior Parent Night, 6-7:30 PM
Sept. 28	Back to School Night, 6:30-8:30 PM
Oct. 3	Financial Aid Night, 6-7:30 PM
Oct. 5	College & Career Fair, 6-7:30 PM
Oct. 6.....	1st Quarter Progress Reports Issued
Oct. 7	SAT Testing (not at WHS)
Oct. 9	Columbus Day Holiday - No School
Oct. 14	PSATs, 8 AM @ WHS
Oct. 28	ACT Testing (not at WHS)
Nov. 3,4.....	Fall Play (<i>You Can't Take it With You</i>)
Nov. 4	SAT Testing (WHS is a test site)
Nov. 6.....	End of Term 1
Nov.7	Full-Day Professional Development (Election Day)
Nov. 8,9,14	ELA MCAS Retest
Nov. 15,16	Math MCAS Retest
Nov. 10	Veterans Day Observed - No School
Nov. 20	1st Quarter Report Cards Issued
Nov. 22	Thanksgiving Recess begins at Noon
Nov. 23,24	Thanksgiving Recess - No School
Nov. 29	Evening Conferences, 6:30 PM
Dec. 3	SAT Testing (not at WHS)
Dec. 6	WHS Winter Concert, 7 PM

Dec. 7Evening Conferences, 6:30 PM
 Dec. 11-15.....Sophomore Guidance classes
 Dec. 122nd Quarter Progress Reports Issued
 Dec. 25-Jan. 1Winter Break

 Jan. 2School Resumes
 Jan. 15Martin Luther King Day – No School
 Jan. 16Full-Day Professional Development
 Jan. 23End of Term 2
 Jan. 23-26Mid-Year Exams
 Jan. 29Start of Term 3
 Jan.–Feb.....Junior Guidance Classes (Day 3’s)

 Feb. 5,6MCAS Biology Retest
 Feb. 8.....Junior College Planning Night, 6-7:30 PM
 Feb. 92nd Quarter Report Cards Issued
 Feb. 19-23February Recess
 Feb. 28, Mar. 1,2.....ELA MCAS Retest

 Mar. 5,6Math MCAS Retest
 Mar. 6Band-a-Rama, 7 PM WHS Gymnasium
 Mar. 7Early Release for students – Professional Development half day
 Mar. 83rd Quarter Progress Reports Issued
 Mid-MarchWHS Scholarship Booklet Distributed to Seniors
 Mar. 15,16,17.....WHS Spring Musical (*Pippin*)
 Mar. 22,28.....Parent Conferences 6:30-8:30pm
 Mar. 27,28,29ELA MCAS (all 10th graders)

 Date TBD.....Mandatory Pre-Prom/Cruise Meeting, 7pm Auditorium

 Apr. 6End of Term 3
 Apr. 10..... Art Show Opening at Watertown Mall 5-7pm
 Apr. 16-20April Recess

 May 33rd Quarter Report Cards Issued
 May 5SAT Testing (WHS is a test site)
 May 7-18AP Exams
 May 144th Quarter Progress Reports Issued
 May 16Early Release for Students - Professional Development Half-Day
 May 16WHS Spring Concert, 7 PM
 May 17Senior Sports Awards, 7 PM
 May 24Seniors Last Day of Regular Classes
 May 23,24Math MCAS (all 10th graders)
 May 24Senior Awards Night, 7 PM
 May 25Memorial Day Assembly 9:00 AM
 May 28Memorial Day – No School

 June 1Graduation 6:00 PM

June 1All Night Post-Graduation Party
June 6,7Science MCAS (all 9th grade)
June 7Undergraduate Awards 1:30 pm
June 18End of Term 4 (includes 5 snow days built into schedule)
June 18-21Final Exams (includes 5 snow days built into schedule)
June 22185th Scheduled Day- ½ Day for Students; Full Day for Staff
(includes 5 snow days built into schedule)

Final Report Cards will be mailed home after the end of the school year

General Information

Marking Periods for –2017-2018

Term 1.....September 5 – November 6
Term 2.....November 7– January 23
Mid Year Exams .January 23-26
Term 3.....January 29 – April 6
Term 4.....April 9 – June 18*
Final ExamsJune 18 – 21*
May 24last day of regularly scheduled classes for Seniors
June 22.....last day of school (half day)*
*Includes 5 snow days..

School Hours

School day: starts at 7:55 AM and ends at 2:30 PM.

Half day schedule (early release): school starts at 7:55 AM and ends at 12:00pm.

Delayed opening:

One hour delay of school: start time 8:55 AM. All students report to period 2 classes.

Two hour delay of school: start time 9:55 AM. All students report to period 3 classes.

Please Note: There is no student parking available at Watertown High School. On street parking is subject to Watertown parking restrictions with a limit of 2 hours.

Health Clinic

The school nurse's office is in Room 163 on the first floor. Clinic hours are 7:45 - 2:30. If the nurse is not available, students should report to Room 222 or the Main Office. Every student must have a pass to go and see the nurse.

Medication: Parents must notify the school nurse if their child is to take medication during the day. All medications must be properly labeled and kept in the clinic.

See Student Handbook Part II: Administering Medicine to Students

Student Lockers

Upon entering Watertown High School every student is given a padlock and assigned a specific locker. Students are prohibited from using non-school issued locks. If a student loses a lock the replacement cost is \$6.00. Lockers are for students to store their clothing, sports equipment, musical instruments, books etc. Sharing a friend's locker or using unassigned lockers is strictly forbidden. No illegal items may be stored in lockers at any time. **Lockers are the property of Watertown Public Schools and are provided as a privilege for convenience only. The locker, in its entirety, including the space within the locker, shall be the property of the school. Students are cautioned that they may use the locker subject to the right of the school to open the locker at any time for inspection, and there should be no expectation of privacy in the student locker.**

Advisory teachers will issue lockers to students. Each student will be loaned a locker for his/her personal use. Students are to use only the locker to which they have been assigned. Students are to keep

lockers secured at all times to protect their property. The school reserves the right to check lockers as determined by the Administration. If you cannot open or secure your locker, report this difficulty to the first floor administrative office. Locker privileges may be revoked if students abuse the locker or have more than one person using a locker. In addition, students may face disciplinary action if they do not lock their locker. Phys. Ed. lockers are not to be considered “secure” storage. Students should not keep valuable items in these lockers. Watertown High School is not responsible for lost or stolen items.

For additional information on searches, please refer to WPS Handbook Part II in this Handbook.

Academic Information, Requirements, and Eligibility

Graduation Competency Requirements

All students must demonstrate the following competencies:

Reading / Writing / Speaking Skills demonstrated by successful completion of four years of English courses, which include a written thesis paper, at least six pages in length, and oral presentation and defense of a written thesis/project in any discipline or department.

Self-Assessment • Establishing Goals demonstrated by completion of specific activities for grades 9-12 as part of the Developmental Guidance Program. This includes successful completion of three years of advisory.

Problem Solving and Respect / Concern for Others are demonstrated by completion of community or school service project.

Graduation Credit Requirements

All students must earn 134 credits. Students are required to successfully complete the equivalent of the following courses in each discipline:

English	4 year-long courses, or equivalent
Social Studies.....	3 year-long course (2 years of U.S. History)
Math	4 yearlong courses, or equivalent*
Science	3 yearlong courses, or equivalent*
Fine & Performing Arts/ Occupational Ed.....	1 yearlong course or 2 semester courses
Physical Education.....	4 semester courses (one in each year)
Health.....	1 course (usually in Grade 9)
World Languages	(depends on College/University guidelines)

Massachusetts state colleges are requiring: four years of mathematics for students, including a senior year mathematics course. Effective for the freshman class entering fall 2017: Science, 3 courses (drawn from Natural Science and/or Physical Science and/or Technology/ Engineering), including 3 courses with laboratory work. Technology/engineering courses must be designated as science courses (taken for science credit) by the high school.

Community Service: Watertown High School students must complete 36 hours of certified community service over their 4 years of high school, as a graduation requirement. The specifications of the Community Service Graduation Requirements can be found under the School Information tab on the Watertown High School web site.

MCAS: In addition, all students must pass the Massachusetts Comprehensive Assessment System (MCAS) in Science, Mathematics and English Language Arts with a score of 220 or higher on each test.

Credits Required for Grade Promotion and Graduation

All students are required to take the equivalent of at least six full credit courses each semester. This does not include directed studies, work as teacher aides, or resource/special education support classes. Exceptions to this requirement need written approval of the Principal.

Freshmen: Class of 2021

Freshmen must earn thirty (30) credits, to include successful completion of Freshman English before being promoted to the Sophomore year.

Sophomores: Class of 2020

Sophomores must earn a minimum of sixty (60) credits, to include successful completion of Sophomore English before being promoted to the Junior year.

Juniors: Class of 2019

Juniors must have earned a minimum of ninety-four (94) credits, to include successful completion of Junior English before being promoted to the Senior.

Seniors: Class of 2018

134 credits and passing scores on MCAS exam are required for graduation. Seniors must fulfill both requirements by their last day of classes in order to participate in the graduation and be awarded a diploma.

Schedule Changes

Students are expected to choose preferred courses and alternates carefully. Alternates will be chosen for students if they do not do so themselves during the course selection process.

Should students desire to change a course after the first week of the semester, they may do so only under the following conditions:

1. The student must get written permission from the parent/guardian, the teacher of the course, and the department chair and the principal.
2. In order for a change to be made, students must see guidance for the appropriate form, which must be completed and returned to guidance. Students must follow their original schedule until a new schedule is issued.
3. Changes to core academic courses will not be allowed after the first week of class unless a recommendation for a level change is made by the school, an error has been made in inputting a student's course choice, a change is necessary for a Grade 12 student in order to meet graduation requirements, or an authenticated health issue necessitates the change.

Students may not withdraw from or change a course after two weeks into the term.

High Honor Roll

The student carries 5 unique courses in the quarter, in subjects producing letter grades, A, B, C, or D, and receives no grade below an A-, except in one subject, which may be a B+, B or B- only.

Honor Roll

The student carries 5 unique courses in the quarter, in subjects producing letter grades, A, B, C, or D and receives no grade below B-.

Honor Roll is announced at the end of each term for students demonstrating high scholastic performance.

Cum Laude Society

The Cum Laude Society is the most prestigious academic honor society at Watertown High School. Senior students are selected for this honor after earning a 4.0 GPA after the 4th quarter of their junior year in challenging course work. Students must have attended Watertown High School for one full year to be nominated for the Cum Laude Society. All members of the Cum Laude Society are required to uphold the principles of virtue, justice and order. Induction to the Cum Laude Society will be held at a special ceremony in the fall of the student's senior year.

National Honor Society

The National Honor Society, unlike the Cum Laude Society, is an active society of students supporting other Watertown High School and community programs throughout the year. Students nominated for the National Honor Society on the basis of academic performance must also qualify on the basis of character, service, and leadership. Membership in the National Honor Society is a privilege.

To be eligible for nomination to the National Honor Society a junior student must earn a 3.5 GPA after the 4th quarter of their sophomore or junior year. Students who did not meet the GPA criteria at the end of their sophomore year will be considered again following the end of their junior year. However, a student who previously applied and was not selected for induction, may not re-apply. Candidates must have attended Watertown High School for one full year prior to their nomination. Students nominated for membership demonstrate high standards of academic achievement, good character and citizenship, leadership and community service. Suspension from school or inappropriate behavior in any grade (e.g. plagiarism, cheating, excessive tardiness, or fighting) is sufficient reason to exclude or remove a student from membership in the National Honor Society. Induction to National Honor Society will be held at a special ceremony in the fall of the student's junior or senior year.

Selection Process: The process begins with the determination of academic eligibility. Eligible students (students with a GPA of 3.5 or higher after the 4th quarter of their sophomore or junior year) will be notified through their school email addresses that they will be considered for induction the following September. Students will receive the application in this summer email. Students must provide evidence of their service and leadership in the form of written documentation from coaches and activity advisers. Failure to complete a written application and return it to the faculty adviser by the set deadline will prevent a student from membership. In September, the names of all eligible junior and senior students will be distributed to the Watertown High faculty. Members of the faculty can express their opinion about a student's eligibility on the basis of leadership, character, and service.

A Faculty Selection Committee composed of 5 teachers and the National Honor Society adviser then reviews each application with supporting documentation and makes a final assessment. The following criteria will be used to select inductees:

- GPA of 3.5 or higher
- Teacher feedback
- Service qualities: 25 hours of community service or more
- Leadership qualities: Demonstrates responsibility and leadership in the classroom/ at a job/ at a volunteer site/ in athletics
- Character qualities: Does not hold a documented discipline record that consists of suspensions or evidence of inappropriate behavior (including, but not limited to, disrespectful behavior, bullying, cheating, and plagiarizing) and demonstrates good ethics and respect for others

If a student's eligibility is in doubt, the Faculty Selection Committee's decision will be final. No student will be denied eligibility based upon a statement by a single faculty member.

The Faculty Selection Committee performs the following functions:

1. Determines the selection procedure for chapter membership
2. Selects students for membership after all faculty have been consulted.
3. Hears the dismissal cases if needed. No member may be dismissed without having the opportunity to appear before the Faculty Selection Committee.

Selection to NHS is a privilege bestowed upon students by the Faculty of the school, and not considered a right inherent to any student. Any violation of the school handbook may be grounds for disciplinary action within National Honor Society. Disciplinary action may include probation during which time a member may be required to complete additional service and leadership requirements, or dismissal from NHS.

Decile Standing

Grade point average at Watertown High School is a weighted average which includes Advanced Placement, Honors, Level 1 and Level 2 courses in English, Math, Social Studies, Science, World Language, Art, Computer Science, Health, Physical Education, and all Career and Technical Education courses. Pass/Fail courses, Summer School courses, unlevleed courses and courses taken at institutions other than Watertown High School are **not** included in the GPA. Virtual High School courses (VHS) are included in GPA using levels L1, Honors, and Advanced Placement.

Decile standing is computed at the end of junior year and after the third term of senior year. WHS gives students a standard 4.0 - based GPA. There will not be any conversion of grades from schools other than Watertown High School in the calculation of decile standing. In order to be calculated and reported, students must have attended WHS a **minimum of five quarters** and have accumulated a minimum of **twenty term grades** to be eligible for decile standing status. Decile 1 is the highest decile.

The Principal selects the Class Valedictorian and Salutatorian after the **final Grade Point Average is calculated following the close of grades for third term of the students' senior year.**

4.0 Grading Scale

A+ 4.3	B+ 3.3	C+ 2.3	D+ 1.3
A 4.0	B 3.0	C 2.0	D 1.0
A- 3.7	B- 2.7	C- 1.7	D- 0.7
			F 0.0

Mid Term Progress Reports

Students are issued Midterm Progress reports at the mid-point (5th week) of each term. As there are 5 weeks still remaining in the term, this grade could change by the closing day of the term (45th day). This is the only academic report issued to students prior to the close of each term. A student's grade is subject to change at any time up to the close of the term.

Academic Warnings

Academic warnings may be issued any time the teacher feels the quality and/or quantity of a student's work is below acceptable expectation. **The teacher may give the report directly to the student or mail the report.**

Grievance Procedure for Students, Parents and Guardians

The aggrieved party should attempt remediation through a conference with the teacher involved. The aggrieved party, if dissatisfied, may present his/her grievances to the Principal who, after hearing the facts and after consultation with the teacher, takes any action he/she thinks is indicated. If the aggrieved party feels that the solution or decision is not agreeable to him/her, he/she may appeal to the Superintendent. The Superintendent, after consultation with the Principal, takes action and his/her decision shall be final.

Applying to a Vocational School

If you are interested in attending a vocational high school, please contact your guidance counselor. The application must be submitted to the Superintendent's office for review and approval by April 1st.

Student Records

Watertown High School adheres to the provisions of the law 603 CMR (Code of Massachusetts Regulations) 23.00 on parent and student rights regarding confidentiality, inspection, amendment and destruction of student records.

Refer to Appendix 2: Student Records and Confidentiality

Destruction of Student Records

After graduation, seniors can collect their temporary Cumulative Record Folder from the Guidance Office. Temporary student records will be destroyed no later than seven years after a student graduates or transfers from Watertown High School.

Refer to Appendix 2: Student Records and Confidentiality

Release of Information/Images

During the course of the academic year, photographs, interviews, videotapes and/or audiotapes produced and/or authorized by the Watertown Public Schools may be taken. The photographs may be used to

publicize school events in newspapers, public displays, on websites and in town reports. The videotapes/audiotapes/interviews may be used for public communications, teacher-training, or teacher recruitment. Students may be photographed in groups or individually, and may be identified by name.

If you do not approve of your child appearing in publications such as photos, audiotapes, videotapes, or interviews you must notify the school's principal no later than one week following the receipt of this handbook. This notification is included as a part of the Handbook Signature Page.

Refer to [WPS Handbook Part II: Pictures, Names, or Quotes in the Media](#)

Student Government

There are a number of opportunities for students of Watertown High School to participate in student government. The candidate with a plurality of the votes will be the winner of the election. All elections are conducted in the fall.

Class Officers

Each class elects the following class officers:

- 1 President
- 1 Vice President
- 1 Secretary
- 1 Treasurer
- 5 Executive Committee Members

Student Council

The entire student body participates in electing five members from each class to the Student Council. Those twenty members elect the following officers:

- 1 President
- 1 Vice President
- 1 Treasurer
- 1 Recording Secretary
- 1 Corresponding Secretary

The President will appoint committee chairs from among the Student Council members to head various committees and will seek other students to assist those committees in their work.

The Advisor to the State Regional Advisory Board

Each year, two students, one as a delegate and one as an alternate, selected by the Faculty Advisor, represent the school on the Greater Boston Regional (State Department of Education) Advisory Board. Students from many area high schools share information and ideas concerning student rights and opportunities. The delegate and alternate will report back to the Student Council.

Student Advisors to the School Committee

Each year, two senior students, selected by the principal and the outgoing student advisors, serve as student advisors to the school committee. Student advisors attend monthly school committee meetings and are responsible for providing the school committee with updates and perspective from the student body.

Student Member of the School Site Council

Each year, one student, selected by the principal and the outgoing Student Member of the WHS Site Council, will serve as a full member of the Watertown High School site council, which is responsible for providing the principal with input on the school budget and school improvement plan.

Attendance Rules and Procedures

Attendance is the most important aspect of educating students. When students are not here, they do not have access to instruction. Understandably, there will be times when students will need to take time away from school for a variety of excused reasons.

The following procedure is in place to ensure good attendance, support our families, and follow state and federal law.

Student Absence Notification Program: If the school has not received notification of an absence from a parent within three (3) days of the absence, the school shall notify the parent of the child's absence.

If a student has at least five (5) days in which he/she has missed two (2) or more periods unexcused in a school year, or if a student has missed five (5) or more school days unexcused in a school year, the school shall notify the student's. For those students who have five (5) or more unexcused absences in a school year, the school principal shall make reasonable effort to meet with the parent to develop jointly, and with input from other relevant school personnel and officials from relevant state and local agencies, an action plan to improve and ensure the student's attendance.

Absence Limits

We expect regular and punctual attendance in all classes. Grades reflect attendance, effort, classroom participation, and academic progress. We recognize that occasional absences are unavoidable.

EXCUSED absences are those reported to the attendance office by phone, by letter, or in person by a parent or a guardian. Otherwise, a child is considered truant.

- Death of a student's family member
- Court appearances
- Religious observances and holidays
- College visits (Note: college visits during Mid-Year or Final Exams will **NOT** be excused.)
- Extended Illness (requires a doctor's note)
- School related activities, such as field trips and assemblies
- Illness of less than 3 days as reported by phone or in a note from the child's parent or guardian
- Up to one Leadership, Academic or Athletic College Showcase or Academic Invitational per year, with appropriate documentation and approval of the Principal.

Parent call-ins and/or notes from home are required for an excused absence. All notes to excuse an absence need to be turned in within two school days of a student's return to school. Any questions/concerns should be addressed to the Associate Headmaster or Dean of Students.

Students with more than three excused absences in a quarter may be asked to produce formal documentation to excuse further absences that quarter.

UNEXCUSED absences:

- Cutting class (not being where you are scheduled to be)*
- Family vacation
- Work

- College visits during Mid-Year or Final exams
- Pre-event preparation, such as prom, dances, athletic events, etc.
- Please note: for seniors in the fourth term, no more than three unexcused (3) absences are allowed without penalty.

*Students who are found off campus will also be subject to search and suspension upon return to school. Students will be afforded the appropriate due process rights.

Parent/Guardian Notification of Absence

Parents are directed to call in their child's absence from school to the attendance office before 8 a.m. of the day of the absence: 617-926-7730. Parents will be notified with an electronic telephone message of their child's absence if they have not yet called in the absence.

Dismissals

There are three acceptable ways to dismiss a student from school.

- 1) A student must submit a signed note from his/her parent or guardian to the Associate Headmaster's office by the start of the school day.
- 2) A parent or guardian can dismiss a student by coming to the Associate Headmaster's office or by phone.
- 3) The Nurse may dismiss a student due to illness or other medical reason.

A student who is dismissed will be marked absent from any missed class. The absence is unexcused until documentation is provided.

Penalties for Tardiness and Absence

Each two tardies to class count as one absence toward the limit of five unexcused absences per term. More than half a class missed (30 minutes) counts as a full absence, **NOT** a tardy.

A student with more than five unexcused absences from a class in a particular term will receive comment code "N" for that term. The "N" indicates that no credit is earned for that class for that term. (See Graduation Credit Requirements)

Students who are at risk of losing credit may attend three hours of Saturday school, at the time and date designated by the Attendance Office (222), in order to compensate for three unexcused absences in a single course. Students' ability to participate in Saturday school will be predicated upon their demonstrated commitment to improvements in attendance. ***Students will not be allowed to repeat Saturday school for the same course in a single semester.*** Students will be required to arrive punctually, attend the full three hours, and bring sufficient academic work.

Classroom Attendance Procedures

After the third unexcused absence, the teacher warns the student verbally or in writing and confirms that warning to the attendance office. After the fifth unexcused absence, the teacher will notify the parent or guardian that the student is in danger of losing credit for the class. Notification will be documented and made in writing, by telephone, e-mail, progress report or at a parent conference. Current attendance can be found through the parent portal of the student data base.

Appeals

Decisions about loss of credit may be appealed to the Associate Headmaster's exemption committee by 8:00 a.m. on the last day of the term, prior to exams. Appeals should be filed only in the event that the application of this procedure results in loss of credit for a class. The decision of the committee is final. **No appeals may be made in a term in which the student has cut a class or study.**

Suspension

Since suspension is a school-mandated absence, and in accordance with Massachusetts state law (Chapter 222), work missed during the suspension may be made up for credit and students shall have the right to continue to make academic progress during their suspension. It is the student's responsibility to communicate with his/her teachers before or during the suspension to make arrangements to complete the missed work. Any work missed during a suspension is due within two school days of student's return.

Makeup Requirements for Missing School Work Due to Absences

Any student with an absence from class must submit missing work within four school days upon his/her return to school. Any exceptions must be approved by the Principal. Work missed due to cut classes or skipped school may not be made up for grades/credit, although it is in the student's best interest of future academic success, to complete the missed work.

Makeup Requirements for Mid-year Exams, Final Exams, and Term Tests

Mid-year and final exam periods have potential make-up times. This allows students who have an absence from class and are unable to take the exam at the regularly scheduled time to reschedule. If the exam cannot be rescheduled during the make-up time, the student should arrange another time with the teacher and get administrative approval from the Principal. For term tests when there is no formal make-up schedule, the student must take responsibility for rescheduling the exam. All incomplete grades are expected to be completed two weeks from the close of the term. There will be no early administration of Midyear or Final Exams. Any exception to this timetable will only be considered if requested, in writing, to the Principal. Midyear and Final Exams may not be taken at a later date if the exam is missed due to cutting a class's normal exam period or skipping school the day of the regularly scheduled exam.

Incomplete Marks

Due to excessive absences, a student may receive a grade of incomplete in a term. Upon return to school, students will have no more than two weeks to provide documentation for the absences and to make up any missing work; otherwise, students risk failing or receiving no credit for the course for the term. Any exception to this timetable will only be considered if requested, in writing, to the Principal.

Attendance and Student Activities

A student must be in compliance with attendance requirements in order to participate in athletic and other extra-curricular activities. (See Student Activities)

Religious Holidays

When major religious holidays fall on school days, attention will be paid to avoid scheduling major tests or events.

Student Activities

Students are strongly encouraged to participate in school activities. This is a way to meet other students, contribute to the school, and have fun! WHS has a great variety of sports, clubs and activities and all students should consider getting actively involved. Colleges and employers are interested in students who have a good academic record and who have participated in extra-curricular activities. Read the list below and get involved! If you want to start a new club, see the Dean of Students for details.

Class Advisors

Class of 2018.....Mr. Rose & Mr. Joyce

Class of 2019.....Mr. Madden

Class of 2020.....Ms. Mundy

Class of 2021.....Ms. McGovern & Ms. Malone

Clubs/Activities

(check the WHS web site for descriptions and updates)

A Cappella Choir	IDS (Inter-Dept. Studies)	Robotics Team
Armenian Club	Interact Club	Science Team
Athletic Leadership	International Club	Service Club
Badminton Club	Jazz Band	Social Network
Biobuilder Club	Model U.N.	Social Butterflies
Book Club	National Honor Society/Cum	Speech & Debate Club
Class Officers	Laude	
Class Executive Committees	Open Fab Lab	Suicide Awareness Group
Dance Club	Pep Band	Student Council
Drama Club	Photography Club	Watertown Youth Coalition
Environmental Club	Public Art Club	Women of Science
Feminist Coalition	Pride Committee	Word Painter
Film Club	Powerlifting Club	Writers Ink
Gender-Sexuality Alliance	R.A.D. Society	Yearbook
REACH Mentoring	Raider Times	Youth Wellness Champions
Girls Who Code		

Procedures for Student Activities, Groups and Clubs

1. Before it can be recognized as a school group and given use of school time and facilities, the group must be approved by the Principal or the Principal's designee.
2. Membership must be open to all students except where the purpose of the club requires special qualifications such as National Honor Society.
3. Before club activities are permitted, a faculty sponsor or other advisor must be selected according to established procedures.
4. School groups, both permanent and ad hoc, must not use the school name in participating in public demonstrations or other activities outside the school unless prior permission has been granted by the Principal or the Principal's designee.
5. Students must pay a user fee of \$25.00, and the faculty sponsor must be authorized by the principal and/or the WPS Business Office to handle receipt of these fees.

If a club fails to abide by the terms under which it was approved, or its activities present a clear threat to the health or safety of the members of the school, it may be banned only after a full hearing before the Principal.

All students are also asked to pay \$15/year in class dues, with a \$5/year late charge, to support the activities of their respective classes.

Athletics

Fall Teams	Winter Teams	Spring Teams
Cross Country (G&B)	Basketball (G)	Baseball
Field Hockey	Basketball (B)	Softball
Football	Ice Hockey (B)	Tennis (G)
Soccer (B)	Ice Hockey (G)	Tennis (B)
Soccer (G)	Indoor Track (G)	Track (G)
Golf	Indoor Track (B)	Track (B)
Volleyball (G)	Wrestling	Lacrosse (G)
Cheering	Cheering	Lacrosse (B)
Swimming (G)	Swimming (B)	

Activity Fee

The fee for participating in athletics is \$320 per athlete per year. This fee is due at the start of the sport as part of registration and should be returned to the Guidance Office.

Student Eligibility Requirements for Participation in Extra-Curricular Activities Ineligibility for Terms Two, Three, and Four

- Any student receiving two or more Fs in any course on a quarterly report card is ineligible until the next quarter's report card.
- For the purposes of eligibility, an incomplete should be treated as an F until the change of grade is made. (*See section regarding **Incomplete Marks.***)
- Grades are considered official as of the date when report cards are issued to all students.

Eligibility for Term One

- Eligibility for the beginning of the school year will be based on the final grades from the previous school year. Students receiving two or more Fs in any course for their final grades on their report cards are ineligible until the next quarterly report card.
- Eligibility for the fall marking period will also be based on a student passing and receiving full credit for four courses equivalent to a traditional year-long English course from the previous academic year (total of twenty-four credits from previous academic year). (MIAA rule 58.3)
- A student cannot count any subject taken during the summer for eligibility, unless that subject was pursued and failed during the immediately preceding academic year. (MIAA rule 58.7)

Discipline

- If a student fails to complete his/her disciplinary obligations he/she will be ineligible to participate in any athletic or extra-curricular activity, including, but not limited to, athletic contests and practices, field trips, and class events. Failure to complete disciplinary obligations includes, but is not limited to, uncompleted sessions, uncompleted in-house suspension or current outside suspensions or expulsions. (See sections regarding **Sessions, Expulsions and Suspensions**).

Attendance

- A student must attend a school day to be eligible for athletics and extra-curricular activities.
- A school day is defined as being present from: 7:55 a.m.-11:30 a.m. and/or 11:30 a.m.-2:30 p.m.

Participation and Access to Extracurricular Activities

- No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness of the student except as provided by state law.

All MIAA rules are superseded by school policy.

Watertown Concussion Procedures

Watertown Concussion Procedures have been developed in accordance with Watertown Policy and Massachusetts Department of Public Health (MDPH) regulation 105 CMR 201.000 Head Injuries and Concussions in Extra-curricular Athletic Activities, mandated by Chapter 166 of the Acts of 2010, An Act Relative to the Safety Regulations for School Athletes.

The complete Procedures can be found on the Watertown High School Athletics Website.

These procedures provide:

- 1) Parameters for staff training
- 2) Forms to be used at various stages in the head injury and concussion process
- 3) Steps to be taken if an injury occurs at a sports event
- 4) Steps to be taken to ensure a safe and healthy re-entry into school.

At the beginning of each sports season, students must turn in:

- 1) Proof of a physical examination by a medical doctor in the last 13 months
- 2) A completed Pre-Participation Form
- 3) Athletics Fee

Students will not be allowed to play if these forms are not successfully completed and turned in.

If parents or students require more information, they should visit the WHS Athletics site to read the complete text of the Procedures.

Student Conduct

Five Basic Principles of Conduct at WHS

Everyone in the WHS community is expected to know and observe the Five Basic Principles that establish expectations for behavior. (Behavior includes participation at any school-sponsored activity on or off campus, and the behavior of guests). They are as follows:

1. Everyone will demonstrate honesty and integrity at all times.
2. Everyone will show respect for the rights and dignity of every other person.
3. Everyone will conduct him or herself as a scholar and a member of a community of scholars, which implies treating every other individual as a scholar.
4. Everyone will act with regard for the safety of persons and property.
5. Everyone will obey the laws of the United States and the Commonwealth of Massachusetts.

The Principal and/or his/her designee reserves the right to impose disciplinary consequences for breaking the school rules, or not adhering to the five basic principles **after affording students and their parents the requisite due process.**

Consequences include, but are not limited to: notification of parents/guardians, being required to change an item of clothing, sessions, recommendation for a mediation program, a zero grade, exclusion from after school activities, referral to an anger management program, out of school suspension, notification of police, exclusion from school, and/or expulsion.

If a student fails to complete his/her disciplinary obligations within a time set by the administration, the student is ineligible to participate in any extracurricular activities, including athletic practices and contests, field trips, and class events.

Principle #1 - Honesty and Integrity (Core Values: Respect, Empower, Create, Achieve, Honor)

Honest students speak the truth and speak up for what is true; they also don't misrepresent themselves or their work. Students of integrity are the same decent people in all situations, whether or not they think someone is paying attention.

Some examples of dishonesty and lack of integrity include:

- plagiarism
- cheating or lying
- falsifying signatures
- gambling
- misrepresentation of identity to staff, or not identifying oneself when asked

Principle #2 - Showing Respect for Others (Core Values, Respect, Honor)

We show respect for ourselves and others by honoring each other's dignity and worth. **We act in ways that secure our own health and well-being and that foster the same in others.** We respect others' rights and needs and try not to unnecessarily offend them.

Some examples of disrespect include:

- defiant behavior to a teacher/administrator
- refusing to cooperate with teacher/administrator
- use of insulting language, written or spoken, directed at the race, religion, sex, sexual orientation, gender identity, nationality, intellectual ability, athletic ability, size, or handicapping condition of another individual (staff or student)
- electronic harassment
- public displays of sexually intimate behavior
- harassment/humiliation of any kind
- unwelcome teasing
- intimidation
- taunting athletes, fans and/or members of another team, referees/umpires
- unsportsmanlike conduct
- inappropriate T-shirts or other apparel
- using profanity
- bullying

Principle #3 - Acting as a Scholar in a Community of Scholars (Core Values: Respect, Empower, Achieve, Create, Honor)

Watertown High School's mission is to foster lifelong learning. We can only fully achieve this mission when we each act as a scholar in this community. This includes being present in our classes, devoting our school time to the achievement of academic excellence, and avoiding distractions to learning.

Some examples of unscholarly conduct include:

- Plagiarism
- cheating
- cutting classes/sessions
- leaving school without permission
- loitering
- disruptive behavior in class or in the hallway
- tardiness to class or school
- visible possession and/or use of cell phones, headsets, iPods, beepers, or any other electronic devices in class, other than for sanctioned academic use
- wearing distracting dress [bare midriffs, revealing clothing, tube tops, tank tops, beachwear, etc.]
- wearing hats or any other headgear in class such as berets, bandannas, visors, unless for religious or medical reasons
- wearing sunglasses, gloves, sharp-pointed accessories
- inappropriate use of computers/websites

Principle #4 - Respecting the Safety of Others and Their Property (Core Values: Respect, Empower, Honor)

We respect others' safety and help ensure our own through positive words and actions. We also treat the school building and property with care. We pay attention to the rules for behavior in whatever setting we are in and we think before we act to make sure that we're not jeopardizing anyone's safety.

Some examples of conduct which violate Principle #4 include:

- bomb threats
- threats of violence
- false fire alarms
- hazing
- inciting others to violence and/or wrongdoing
- violations of lab or shop rules
- throwing objects
- horseplay
- reckless or careless driving on school property
- defacing/destroying school property
- misuse of school and/or teacher's property

Principle #5 - Obeying the Law (Core Values: Respect, Empower, Honor)

We obey the law to ensure the public safety it protects and to avoid potentially devastating consequences for ourselves and others.

Some examples of illegal conduct include:

- substance abuse including unauthorized possession, unauthorized use, or intent to sell, illegal substances
- possession, use, or intent to sell alcohol
- use of any tobacco products on school property
- bullying, sexual harassment, or intimidation
- possession of dangerous objects, weapons, explosives, etc.
- fighting
- unwanted and offensive touching of another student
- assault by threatening violence through words or actions to staff/administration or students
- stealing
- intimidation of staff or students
- entry without permission into school (after hours), into classrooms/offices and locker(s).

Sessions

Students who are in violation of school rules will be assigned detention sessions, to be held after school on Mondays, Tuesdays and Thursdays from 2:45 – 3:45 in a room assigned by school administration. These are the only times that sessions will be held. Students will not be able to serve sessions before school, during lunch or during Saturday School

- Upon notification, students have one week to serve their session. If this time line is not met, a meeting with a parent/guardian and school administration will be required.

Any student who receives 10 or more sessions within a school year, will not be eligible to attend their major class event (e.g. Prom/Kimballs; Junior Cruise; Six Flags; Canobie Lake) Any student who owes sessions is ineligible to participate in any extracurricular activity, including, but not limited to: athletics, drama production and field trips.

Expulsion and Suspension

Refer to Appendix 2: Education Reform Act

Please refer to the section on Due Process that is included in this handbook.

Any of the following actions may subject a student to expulsion by the Principal:

1. Possession of drugs, alcohol or controlled substance or a dangerous weapon including, but not limited to, a replica or facsimile of a weapon that a reasonable person may consider to be threatening, on school premises or at school-sponsored or school-related events, including athletic games.
2. Assaulting a Principal, or other school administrator, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions may subject a student to suspension or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

Plagiarism

Plagiarism is defined as the act of presenting someone else's words and/or ideas as your own, even if done unintentionally. Any student who quotes directly from any source or makes use of an idea from any source and does not credit the author of that source, who copies part or all of the work of another student, or who allows part or all of his/her work to be copied by another student, will be considered to have plagiarized. Information taken from the Internet or other electronic media without crediting the source is also a form of plagiarism. Students must credit all sources that provide useful information and enclose any word or words directly taken from a source within quotation marks. Failure to do so is a dishonorable act; academic theft in an academic institution is a serious matter and, as such, has serious consequences. A student found guilty of plagiarism will receive a grade of zero on the project, may have his course level lowered, and may also forfeit membership in the National Honor and/or Cum Laude Society. Other consequences, such as a letter of reprimand in the student's file, exclusion from consideration for academic honors, or notations on college recommendations may also follow from an incidence of plagiarism.

Students and faculty should follow guidelines consistent with those of the Modern Language Association (MLA) (such as the *MLA Guide to Documentation*), our single school-wide standard. These guidelines are available from classroom teachers and departments, the school library, as well as on the Watertown High School Library's web page (<http://www.watertown.k12.ma.us/whs/library/lib/citations.html>).

Personal Electronic Devices

Personal electronic devices (PEDs) include technology such as cell phones, iPod, and handheld computers. To better protect students from misuse of PEDs the following guidelines have been established:

In class, personal electronic devices (PEDs) should be off, unless specified otherwise by the teacher. PEDs may be used for educational purposes during school hours under the supervision of the teacher only. Use of PEDs for bullying or harassment via texting or social media or any other means is strictly prohibited.

Disciplinary action will be taken if a student does not follow these rules. Faculty or staff members have the right to confiscate a PED and turn it over to an administrator. The device may be picked up at the office by the student at the end of the school day. Repeated offenses may require the parent to pick up the device.

PEDs should not be used during the school day for communication between students and parents. Urgent messages between parents and students should be communicated via the main office.

The school is not responsible for the maintenance, loss, theft or damage of any personal electronic device.

All use of personal electronic devices is commensurate with the District's Acceptable Use Policy.

Student Email Use

Email is a communication tool that students should utilize professionally and effectively in their educational lives. Towards this end, all WHS students are issued school email accounts by the Watertown Public Schools and should only use their school-assigned email accounts when contacting teachers and submitting work.

Dress Code

Student attire **should not** disrupt the educational environment and/or serve as a distraction to other students. **While in school, students will dress appropriately and be properly groomed. Low-cut pants, low necklines, shirts exposing midriffs, short skirts or short shorts are not appropriate for school. Hats may be worn to school but will be removed upon entering the building unless prior approval is granted by the administration. In addition, clothing cannot discriminate, demean or be derogatory towards any group or individual. Apparel that contains statements or symbols that make negative statements about race, religion, ethnicity, sex, gender identity, sexual orientation, stereotypes or that has sexual connotations or sexual innuendo is not permitted at school. We will call parents if a change of clothing is needed.**

Student clothing should also present a healthy, clean and safe atmosphere for students. Flip-flops, beach shoes and slippers are not permitted in science labs/shops as they pose a safety risk on stairs, at recess and in the event of an emergency. Shoes with wheels are not to be worn to school.

The standard should be attire that is acceptable in the workplace.

Education of Students and Staff Regarding Internet Safety

The Watertown Public Schools recognizes its obligation to provide education for students and staff regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

The Watertown Public Schools has developed guidelines to be followed in accordance with the requirements of Federal and state statutes. These guidelines will be maintained and updated regularly.

Anti-Bullying Procedures

In compliance with MGL c 71, Section 370, An Act Relative to Bullying in Schools, which was enacted May 3, 2010, the Watertown Public Schools district has passed a Student-to-Student Harassment/Bullying policy, which provides definition for harassment and bullying and emphasizes their prohibition. Furthermore, the school district has established training, programs for procedures for preventing and responding to student harassment and bullying.

All schools, under the direction of the principal and the guidance department, continue to provide professional development and training to the staff on student harassment and bullying.

Specifically, Watertown High School has established an anti-bullying task force and is implementing anti-bullying curriculum for students. Ninth and tenth grade students will use the Olweus anti-bullying curriculum in student advisories. Eleventh and twelfth grade students will access the messages of the curriculum during scheduled class assemblies.

The school has developed a common set of expectations for students and will communicate these again to parents at the annual Back to School Night and through other venues. Teachers have

received training to become more aware of the signs of bullying, so that they can quickly notify the school administration. A quick response and investigation of any alleged bullying incident will be conducted. This will include notification, resolution, consequences and other necessary steps depending on the exact nature of the situation.

All forms of bullying and cyber bullying by Watertown Public Schools students or staff members are hereby prohibited. Anyone who engages in bullying or cyber-bullying in violation of this policy shall be subject to appropriate discipline. This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct creates a hostile environment or materially and substantially disrupts the education process or orderly operation of the school. Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

The Watertown Public School district is working to ensure that this new law quickly helps build upon the positive culture of our school. It is important that our children and staff work to create a school where all children are respected, cared for and encouraged, and capable of achieving their fullest potential.

Definition and Prohibition of Bullying

Definition of Bullying: Bullying is defined as “the repeated use by one or more students, or by a member of a school staff, of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to oneself or of damage to one’s property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.”

Definition of Hostile Environment: A situation in which bullying causes feelings of intimidation, ridicule, or insult which are significant enough to interfere with the conditions of the child’s education.

Definition of Cyber-bullying: Cyber-bullying is defined as “bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a

communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

Bullying shall be prohibited: (i) 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 owned, leased or used by a school district or school and (ii) 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 victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. Students, parents, guardians or others who wish to report bullying or other activities that concern them to school administrators and School Police may do so using the Bullying Prevention and Intervention Incident Reporting Form which may be found at https://drive.google.com/file/d/0Bwk8p35cZwi_QkRLenFKTzhtM2R5NVA5QUp3WGg4NzZW_eHRE/view. An anonymous bullying report may also be submitted on the website at <https://docs.google.com/forms/d/e/1FAIpQLSfvJmkPYJ5EeSzkmkQLsFoebju1qD7yNzuRkbc2KnZTgDH0w/viewform>.

Making false allegations, providing discriminatory statements, and making defamatory statements is prohibited and engaging in such activity will be reported to the appropriate authorities.

Procedures for reporting

Teachers and staff are now **required** by law to report incidences of bullying to the principal or the principal's designee in their building. Watertown High School's procedure includes the following steps:

- Completion of an Incident Report Form;
- Determination by the Principal or designee that this is an incident of bullying;
- An interview with the target of peer aggression;
- An interview with the child accused of some type of aggression,
- Plan for intervention and notification of parent(s) or guardian(s).

A Bullying Prevention and Intervention Incident Reporting Form is available on the website at https://drive.google.com/file/d/0Bwk8p35cZwi_QkRLenFKTzhtM2R5NVA5QUp3WGg4NzZW eHRF/view. An anonymous bullying report may be submitted on the website at <https://docs.google.com/forms/d/e/1FAIpQLSfvJjmkPYJ5EeSzkmkQLsFoebju1qD7yNzuRkbc2KnZTgDH0w/viewform>.

The law specifically prohibits retaliation for reporting an incident of bullying. Whenever an incident of bullying is determined to have taken place, the parents of all students involved will be notified of the incident and of the actions being taken by the school to prevent any further acts of bullying or retaliation.

School building administrators may suspend a student, or recommend a student for suspension, if the student has engaged in bullying.

The complete text of the Watertown Bullying Prevention and Intervention plan may be found on the District's website at <https://sites.google.com/a/watertown.k12.ma.us/watertown-k12-ma-us/>.

Alcohol and Drug Use in School or at School Sponsored Activities

The Watertown School Department maintains that the possession and/or use of illicit drugs and unlawful possession and/or use of alcohol by minors is wrong and can be physically and/or emotionally harmful to students. Therefore, Watertown High School has strict rules against possession, sale, transfer, and/or use of these substances in school or at school-sponsored activities, including athletic and social events that occur outside the school day.

LEGAL DEFINITIONS

“Alcoholic Beverage”: any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit. (G.L.c.138, s.1)

“Controlled Substance”: any substance or drug that is defined as a controlled substance under the provisions of G.L. c.94C.

A) POSSESSION

Staff members or students who have reason to believe that a student is in possession of drugs or alcohol will report the student to an administrator. The administrator will investigate the matter, may involve the police, and, if appropriate, shall take the following steps:

Offense #1: The parent(s) or guardian(s) are notified, the student is suspended for a minimum of five days, and the parent(s) or guardian(s) shall accompany the student to school upon reentry. The student shall receive drug education and counseling. The student also may be denied participation in school-sponsored extra-curricular activities and subject to expulsion from school by the Principal.

Offense #2: All steps in #1 above. Additionally, a disciplinary hearing shall be held with the Principal and progressive disciplinary measures will be taken, including the possibility of expulsion. SE

Staff members or students who have reason to believe that a student is under the influence of drugs or alcohol will report the student to an administrator. The administrator will investigate the matter, and, if appropriate, shall take the following steps:

Offense #1: The parent(s) or guardian(s) are notified, and will take the student home from the nurse's office. The student must remain under supervision until a meeting is arranged with the student, administrator, and the parent/guardian. The student is suspended for a minimum of five days. Drug education and counseling is arranged. If a student and family commit to a drug education and counseling intervention, school administration may reduce the number of days of suspension. The student may also be denied participation in school-sponsored extra-curricular activities and subject to expulsion by the Principal.

Offense #2: All steps in #1 above. Additionally, a disciplinary hearing shall be held with the Principal and progressive disciplinary measures will be taken, including the possibility of expulsion.

B. SALE OR TRANSFER

Staff members or students who have reason to believe that they have witnessed the sale or transfer of these substances shall report this immediately to an administrator or to a Safety Resource Officer. The Principal or designated administrator, in consultation with the Police Department, will determine whether to file charges. All contraband will be turned over to the Police Department. In addition to the above, the following steps will occur:

Offense #1: The student, parent, and administrator shall meet with the Principal where disciplinary action, including expulsion, will be considered. The student will receive drug education and counseling, and may be denied participation in school-sponsored extra-curricular activities.

D. SENIORS

If a senior violates A, B, or C, during Senior Week activities, the student will neither participate in nor attend any further activities, including Graduation.

B) CHEMICAL HEALTH POLICY

The following Chemical Health Policy covers any illegal use of alcohol or drugs by Watertown High School students outside of school. Specific MIAA prohibitions and consequences are applied to student athletes.

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as “NA or near beer,” *inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state.* It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. At the discretion of the administration, the student may be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

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

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the

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

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

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.

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F) If a senior has a Chemical Health Violation as described above (E. Chemical Health Policy) during the week following the last day of classes for seniors and Graduation, the student will neither participate nor attend any further activities, including the graduation ceremony.

Smoking and Use of Tobacco Products

All Watertown Public School property is a **no smoking area** per state law. Students who do not smoke have the right to breathe clean air and no student should infringe on that right.

Students caught smoking, **vaping or using e-cigarettes** on school property, or when within the jurisdiction of the school, will be penalized by suspension from school. Use of smokeless nicotine cigarettes or vaporizers shall also be considered smoking.

No more than one person per stall is allowed in the high school lavatories. Students who congregate with more than one person per stall and/or where there is smoke in the air in the lavatory, will be considered guilty of smoking whether or not they actually have a lighted cigarette **or e-cigarette** in hand, and will be subject to suspension. High school administration and staff maintain the authority for determining if a student is guilty of smoking on campus.

For additional information regarding school absences, please refer to School Committee Policy ADC.

Non-violent Physical Crisis Intervention/Physical Restraint:

All schools and programs within the Watertown Public Schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Elementary and Secondary Education Regulations (766 Reg. 603 CMR 46.00 et seq.). If a student's behavior poses a threat of imminent harm, he/she may be restrained until calm in accordance with these regulations. Qualified, trained staff carries out specific procedures and parents/guardians are notified. For further information, contact your child's school.

Behavior on Buses/Vans/Cars Used for School Related Activities

Disruptive behavior may affect the safe operation of the vehicle. The driver will report any student who acts in a disruptive manner to the school administration. Consequences may include written notification to parents/guardians, warnings, probation, suspension, and loss of transportation privileges. Disruptive behavior includes use of unacceptable language, hanging out of the windows, smoking, standing up while the vehicle is in motion, destruction of any part of the vehicle, possession/use of weapons, alcohol, tobacco products, or any controlled substances, and violations of safety procedures.

Motor Vehicle Idling Prohibited

No motor vehicle idling shall be allowed on school grounds at any time.

Possession of Dangerous and/or Illegal Weapons

Refer to Appendix 2: Education Reform Act

Any student in possession of a dangerous and/or illegal weapon, including, but not limited to, a replica or facsimile of a weapon that a reasonable person may consider to threatening, on school property or at any school events at any time, will be subject to immediate suspension. The student will not be allowed back into the school without a parent/guardian conference and if the school administration feels that the severity of the situation warrants it, disciplinary action, up to and including expulsion, will be taken. The police will be notified for criminal action.

Due Process

Discipline

The Watertown Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 71, sections 37H, 37H½ and 37H¾ and 603 CMR 53.00 et seq.

The Principal shall have discretion in the administration of disciplinary consequences.

Suspension

Pursuant to the Due Process Procedures outlined below, a student may be assigned to either an in school or out of school suspension.

Students may be suspended for the following reasons (this is not an inclusive list):

- Striking a teacher or other school personnel
- Fighting or any assault or act of violence committed against another student or adult
- Discrimination or harassment
- Use of obscene, abusive, or profane language or gestures which are disruptive to the education process or school activity
- Any behavior on the school bus and/or school property that endangers the safety of any school member
- Violation of any criminal law of the Commonwealth of Massachusetts not already covered by the school rules
- Any other behavior that endangers the safety or well-being of fellow students
- Smoking on school property before, during or after school and at all school activities
- Hazing as defined by Mass. General Laws, CH269. Sec 17
- Leaving the classroom or activity without permission
- Vandalizing, damaging or stealing school or private property

**In-School Suspension Procedures pursuant to ch. 71, sec. 37H¾:
Due Process Procedures for In-School Suspension**

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or his/her designee.

Notice of In-School Suspension

The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or his/her designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or his/her designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or his/her designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the

meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

Parent Meeting

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

No Right to Appeal

The decision of the Principal or his/her designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

Out-of-School Suspension Procedures pursuant to ch. 71, sec. 37H^{3/4}: Due Process Procedures for Out-of-School Suspensions

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions under ch. 71, sec. 37H^{3/4}. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension

Prior to suspending a student, the Principal or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s) to participate in the hearing. The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the principal or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;

- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:
 - 1. the rights set forth in 603 CMR 53.08(3)(b) ; and
 - 2. the right to appeal the principal's decision to the superintendent.

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent. The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Emergency Removal of Student

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);
- (b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent;

- (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

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

Short Term Suspension Procedures Pursuant to M.G.L. ch. 71, s. 37H^{3/4}

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

Principal Hearing - Short-term Suspension

- (a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- (b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- (c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
- (d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

No Right to Appeal

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

Long Term Suspension Procedures Pursuant to M.G.L. ch. 71, s. 37H^{3/4}

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37H, or in Massachusetts General laws Chapter 71, § 37H^{1/2}, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

Principal Hearing - Long-term Suspension

- (a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- (b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:
 - 1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
 - 2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - 3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - 4. the right to cross-examine witnesses presented by the school district;
 - 5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or

parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

- (c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- (d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal or his/her designee decides to suspend the student, the written determination shall:
 - 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
 - 2. Set out the key facts and conclusions reached by the principal;
 - 3. Identify the length and effective date of the suspension, as well as a date of return to school;
 - 4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
 - 5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
- (e) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

Superintendent's Appeal Hearing

- (1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
- (2) The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
- (3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.
- (4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.
- (5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- (6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.
- (7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.
- (8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

Exclusion and/or Expulsion pursuant to C. 71, sec. 37H

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

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

- including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
 - c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
 - d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
 - e. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.
 - f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
 - g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Felony Complaint or Conviction under Ch. 71, sec. 37H½

Pursuant to Massachusetts General Laws Chapter 71, section 37H½, the following procedures shall be implemented for students charged with or convicted of a felony:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or

- headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect. Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- b. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.
 - c. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
 - d. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

- e. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.
- f. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Education Services and Academic Progress Pursuant to Sections 37H, 37H^{1/2} AND 37H^{3/4}

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

Discipline Provision for Students with Disabilities

Procedures for suspension(s) not exceeding 10 school days:

1. Any student with a disability may be suspended for up to ten (10) school days during a school year. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook.
2. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for suspension of students with a disability when suspension exceeds 10 school days:

1. If your child is suspended for more than 10 school days in a school year, this removal is considered a “change of placement”. A change of placement invokes certain procedural protections under federal special education law and Section 504.
2. Prior to any removal that constitutes a change of placement, the school may convene a Team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child’s problematic behavior.
3. Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child’s disability. This consideration is called a “manifestation determination”. Parents have a right to participate in this process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.
4. At a manifestation determination meeting, the Team will consider:
 - a. Did the student’s disability cause or have a direct and substantial relationship to the conduct in question?
 - b. Was the conduct a direct result of the district’s failure to implement the IEP?
5. If the manifestation determination decision is that the disciplinary action was related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavior assessment and behavior intervention plan if it has not already done so.
6. If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according the school’s code of conduct. The Team may, as appropriate, complete a functional behavioral assessment and behavioral intervention services and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

Special circumstances for exclusion

Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event.

Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office of Civil Rights (Section 504).

Procedural requirements applied to students not yet determined to be eligible for Special Education or a 504 Plan

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a) The parent had expressed concern in writing; or
 - b) The parent had requested an evaluation; or
 - c) District staff had expressed directly to the special education director or other supervisory personnel
 - d) specific concerns about a pattern of behavior demonstrated by the student.
 - e) The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible for an IEP or 504 Plan, then he/she receives all procedural protections subsequent to the finding of eligibility.