

# SCITUATE HIGH SCHOOL STUDENT AND PARENT HANDBOOK 2020-2021



## SAIL

**SERVE - ACHIEVE - INVEST - LEARN**  
**TABLE OF CONTENTS**

**MESSAGE FROM THE PRINCIPAL 7 HOME TO SCHOOL COMMUNICATION - Who to  
contact and when? 8 MISSION STATEMENT 10 S.A.I.L., OUR CORE VALUES 10**

**SCITUATE HIGH SCHOOL TRADITIONAL BELL SCHEDULE 11**

**SCITUATE PUBLIC SCHOOL DIGITAL USE POLICY 12 PRIVILEGE 12 STUDENT ACCESS 12 USE OF PERSONAL DEVICES 12 STUDENT SAFETY 12 CHEATING 13 IMPERSONATION 13 INAPPROPRIATE LANGUAGE 13 ONLINE ETIQUETTE 13**

**SCITUATE PUBLIC SCHOOLS NOTICE OF NON-DISCRIMINATION POLICY 13 NO RECORDING POLICY 13 LEARNING EXPECTATIONS 14 EXPECTATIONS FOR SCHOOL PERFORMANCE 14**

**EXPECTATIONS FOR STUDENT BEHAVIOR 14 RESPECT IN OUR SCHOOL COMMUNITY 14 GOOD SAMARITANS 15**

**STUDENT'S RIGHTS AND RESPONSIBILITIES AND EQUAL EDUCATIONAL OPPORTUNITIES 15 ACADEMIC ADVISORY 15**

**ATTENDANCE POLICY AND PROCEDURES 15 REPORTING ABSENCES 15 MAKE-UP WORK 16 STUDENT RESPONSIBILITIES 16 STUDENT ABSENCE NOTIFICATION 16 DROPOUT PREVENTION 17 ATTENDANCE/LOSS OF CREDIT 17 STUDENT RESPONSIBILITIES 18**

2

**APPEALING LOSS OF CREDIT 18 SKIP DAYS 18 VACATION POLICY 18**

**DISMISSAL POLICY AND PROCEDURES 18 TARDINESS POLICY AND PROCEDURES 19 TARDY TO SCHOOL 19 TARDY TO CLASS 19 CLASS CUTS 19**

**SCHOOL COUNSELING 20 CRISIS PREVENTION INTERVENTION 20 STUDENT ASSISTANCE PROGRAM 20 NON-CUSTODIAL PARENT ACCESS TO STUDENT RECORDS 20 MAINTENANCE AND DESTRUCTION OF SCHOOL RECORDS 21 STUDENTS ADDRESS AND DIRECTORY INFORMATION 21**

**ACADEMIC INFORMATION 21 GRADES AND CREDIT REQUIREMENTS 21**

**GRADUATION REQUIREMENTS 22 COMMUNITY SERVICE 22 COMPETENCY DETERMINATION MCAS 23 LEVELS OF INSTRUCTION 23**

**STUDENT'S RIGHTS AND RESPONSIBILITIES 23 CIVIL RIGHTS 23 ACADEMIC HONOR CODE- NATIONAL HONOR SOCIETY 23 CHEATING AND PLAGIARISM 23 CONSEQUENCES REGARDING CHEATING 24**

**GRADING BREAKDOWN 24 GRADE POINT AVERAGE 25 VALEDICTORIAN/SALUTATORIAN 25 HOMEBOUND INSTRUCTION 26**

**TYPE OF ASSESSMENT 26 MIDYEAR AND FINAL ASSESSMENTS 26 INDEPENDENT STUDY 26 THREE AND ONE HALF YEAR GRADUATION 26**

**GRADUATION CEREMONY PARTICIPATION 27 SUMMER SCHOOL ELIGIBILITY 27  
HOMEWORK GUIDELINES 27 COURSE SELECTION AND CHANGE POLICY 27**

3

**CODE OF CONDUCT 28 IMPORTANT NOTE ON ISSUES OF SAFETY 28 ATTITUDE,  
BEHAVIOR, AND LANGUAGE 28 CAFETERIA 29**

**DENIAL OF TRANSPORTATION 29 DUE PROCESS 29 FALSE FIRE/BOMB ALARM  
AND/OR TAMPERING WITH FIRE EQUIPMENT 29 FIGHTING 30 PUBLIC  
DISPLAYS OF AFFECTION 30**

**PERSONAL DRESS/APPEARANCE 30 LEAVING SCHOOL GROUNDS 30 BEHAVIOR  
AT ATHLETIC EVENTS 31 SOCIAL NETWORKING, ELECTRONIC MESSAGING, AND  
PHONE USE 31**

**DETENTION 31 TEACHER DETENTION 31 OFFICE DETENTION/EXTENDED OFFICE 31  
SATURDAY DETENTION 31 WORK SERVICE 31**

**SECURITY CAMERA SYSTEM 32 VAPE DETECTORS 32**

**DISCIPLINARY SUSPENSION AND DUE PROCESS 32 DUE PROCESS LEGAL POLICIES  
33 PARENT MEETING 33 NO RIGHT TO APPEAL 33 OUT OF SCHOOL  
SUSPENSION 33 EMERGENCY REMOVAL OF STUDENT 33 SHORT TERM  
SUSPENSION 34 DISCIPLINE OF STUDENT EDUCATED ON AN IEP 34**

**LEVELS OF DISCIPLINE 35 IN SCHOOL AND OUT OF SCHOOL SUSPENSIONS 36**

**PROCEDURES FOR SHORT TERM SUSPENSION 37 EXCEPTION FOR EMERGENCY  
REMOVAL 38**

**APPEAL TO SUPERINTENDENT 39 CONDUCT THAT MAY LEAD TO SUSPENSION OR  
EXPULSION 39**

4

**SUPERINTENDENT'S APPEAL HEARING 42 EXCLUSION/EXPULSION 42 FELONY  
COMPLAINT OR CONVICTION 42 EDUCATION SERVICES AND ACADEMIC  
PROGRESS UNDER SEC. 37H 43 SCHOOL-WIDE EDUCATIONAL SERVICE PLANS  
43 APPEAL OF DISCIPLINARY ACTION 43 STUDENT RECORDS REGULATIONS 43**

**FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA) 44 COLLEGE AND MILITARY  
RECRUITER ACCESS POLICY 44 HOMELESS STUDENTS 44**

**SPECIAL EDUCATION 45 SECTION 504 OF THE REHABILITATION ACT OF 1973 45**

**NON-DISCRIMINATION POLICY AND PROHIBITION AGAINST  
SEXUAL HARASSMENT 45 REPORTING COMPLAINTS OF DISCRIMINATION  
AND HARASSMENT 46**

**DISCIPLINARY PROCEDURE 47** TEACHER DETENTION 47 ADMINISTRATIVE/OFFICE  
DETENTION 47

**ALCOHOL AND DRUG USE POLICY 47**

**ABUSE PREVENTION POLICY 48** ALCOHOL 48 CONTROLLED SUBSTANCES 49 USE  
OF POSSESSION OF TOBACCO PRODUCTS 51 GAMBLING AND CARD PLAYING  
51 HAZING 51 NON-COMPLIANCE 52 STEALING 53 VANDALISM 53

**VERBAL AND/OR PHYSICAL ABUSE 53 SEARCHES BY STAFF 53**

**INTERROGATIONS BY POLICE 53** ACCESS TO RESOURCES AND SERVICES 54  
BULLYING AND CYBERBULLYING 54 REPORTING CHILD ABUSE/NEGLECT 56

**MISCELLANEOUS PROCEDURES 56** BUS PASSES 56 BUS RULES 56

DIRECTED STUDY 57 FIELD TRIPS 57 FIRE DRILLS 57 FOOD AND BEVERAGES  
57 LOCKDOWNS STAY PUT ORDERS 58 LOCKER INFORMATION 58 LIBRARY 58  
NURSE PROTOCOLS 58 OVERSEAS FIELD TRIPS 59 PARKING PASSES 59 POLICY  
GOVERNING EIGHTEEN YEAR OLDS 59 RESTROOMS 60 SCHOOL SPONSORED  
SOCIAL EVENTS 60 REGULATIONS FOR ALL EVENTS INCLUDING DANCES 60  
DANCE SPECIFIC REGULATIONS 60

**ATHLETICS, CLUBS AND ACTIVITIES 61** SCITUATE HIGH SCHOOL ATHLETIC  
MISSION STATEMENT 61 STANDARDS FOR ALL STUDENT LEADERS, OFFICERS AND  
TEAM CAPTAINS 61

**COVID-19 ADDENDUM TO THE SHS HANDBOOK 62** CHECKLIST FOR SYMPTOMS 62  
PROTOCOLS FOR RESPONDING TO COVID-19 64 HANDWASHING 65 ARRIVAL  
PROCEDURES 65 DISMISSAL POLICY AND PROCEDURE 66 CLASSROOMS 66  
DISCIPLINE 66 HALLWAYS AND STAIRWELLS 67 HEALTH CLINIC 68 LOCKERS  
68 LUNCH 68 MASK REQUIREMENTS 69 MASK BREAKS 69 MASK PROTOCOL 69  
NO RECORDING POLICY 69 RESTROOMS 70 TRANSPORTATION 70 WATER  
BREAKS 70 CONNECT 10 70 H BLOCK ADVISORY ON REMOTE WEDNESDAYS 71  
SENIOR PRIVILEGES 71 HYBRID MODEL DAY SCHEDULE 72

Welcome to Scituate High School, 2020-2021, where YOU ARE IMPORTANT! Every student, staff member, and caregiver is important to the overall success that can be achieved at SHS. Because every student is important, it is vital that students have a voice in the decision-making process of their own education journey, as well as the decisions that guide Scituate High School as a whole. As the proud principal of SHS, I will be bringing different students together to have conversations regarding academics, athletics and co-curriculars, social-emotional health and wellness, and school culture. At the heart of these conversations will be the questions, “How do we build strong relationships founded on respect in order to foster a safe, inclusive, and welcoming community of learners?” and “How do we self-assess and grow our academic and co-curricular opportunities?” in order to create the best high school in the world.

The mission of Scituate High School is to provide an environment conducive to the fullest possible development of each student. Our programs endeavor to meet the needs of students with diverse learning styles and a wide range of abilities and goals. The ongoing renewal of these programs is sustained by the belief that enabling students in the present is helping them build lives as contributing adults. Our graduation requirements encourage students to participate in a program where they are exposed to a variety of courses, activities, and instructional approaches. To take this mission further, we all have a shared responsibility to ensure that it is a lived mission for every student, every day.

This is a different year, one that comes with its own set of challenges and concerns, but the consistent commitment to student progress is that of each and every faculty and staff member at Scituate High School to create that lived experience for students, in person and remotely, that embodies our core values of SAIL: Serve, Achieve, Invest, and Learn. We will all do what it takes to ensure that every student can serve, achieve, invest, and learn at Scituate High School.

Please find the policies and procedures of Scituate High School that we adhere to as a community of learners in this handbook. At the end of the handbook, you will also find the COVID-19 Addendum, with specific expectations related to the pandemic. We are committed to the safety and wellness of all who work and learn at Scituate High School.

I am excited to see, in person and remotely, our students who will join us as freshmen and those in grades 10-12 who will be returning to SHS. Let’s work together to make it the best possible year!



Lisa E. Maguire, Ed.D.  
Scituate High School Principal

**High School Administration**

Dr. Lisa Maguire, Ed.D., Principal

Ms. Karen Hughes, Assistant Principal

Mr. William Luetter, Assistant Principal

**Scituate Central Office Administration**

Mr. William Burkhead, Superintendent of Schools

Ms. Jennifer Arnold, Assistant Superintendent of Schools

Dr. Robert Dutch, Ed.D. Director of Business and Finance

Dr. Michele Boebert, Ph.D., Director of Special Education

Scituate High School recognizes the importance of two-way communication between families and school. Below is a quick reference guide for assistance.

**Scituate High School Main Office phone number is 781-545-8750.**

|  |  |
|--|--|
|  |  |
| <b>Matters pertaining to daily absences, tardies, and documentation to excuse such</b>   | Kathleen Ward<br><a href="mailto:kward@scit.org">kward@scit.org</a> Ext 365  |
| <b>Matters pertaining to loss of credit and/or extenuating circumstances for an absence please contact the appropriate Assistant Principal</b> | William Luetter (Grades 9 & 10) <a href="mailto:wluette@scit.org">wluette@scit.org</a><br>Ext. 362<br>Karen Hughes (Grades 11 & 12) <a href="mailto:khughes@scit.org">khughes@scit.org</a><br>Ext. 361 |

**Long term absences, schedule issues, peer to peer relationships please contact the appropriate school counselor**

Jeanne Mullin - Administrative Assistant

James Cooney

[jcooney@scit.org](mailto:jcooney@scit.org) Ext. 371

Marlene Hoffman  
[mhoffman@scit.org](mailto:mhoffman@scit.org) Ext. 372

Kim Mitchell  
[kmitchell1@scit.org](mailto:kmitchell1@scit.org) Ext. 378

Tammy Rundle  
[trundle@scit.org](mailto:trundle@scit.org) Ext. 370

8

Sharon Mohr  
[smohr@scit.org](mailto:smohr@scit.org) Ext. 373

Rosalind Kimani (All freshman students)  
[rkimani@scit.org](mailto:rkimani@scit.org) Ext. 374

**Medical needs** Ellen Claflin, School Nurse  
[eclaflin@scit.org](mailto:eclaflin@scit.org) Ext. 380

**Department Chair Listing**

**Contact AFTER first speaking directly  
with classroom teacher if matter is not  
resolved**

ENGLISH

John Scopelleti, [jscopelleti@scit.org](mailto:jscopelleti@scit.org)

MATHEMATICS

Elizabeth Grindle, [egrindle@scit.org](mailto:egrindle@scit.org)

HISTORY AND SOCIAL STUDIES

Stephen Swett, [sswett@scit.org](mailto:sswett@scit.org)

SCIENCE/TECHNOLOGY EDUCATION

Patrick Newton, [pnewton@scit.org](mailto:pnewton@scit.org)

WORLD LANGUAGES

Kathryn Ciulla, [kciulla@scit.org](mailto:kciulla@scit.org)

FINE AND PERFORMING ARTS

James Thomas, [jthomas@scit.org](mailto:jthomas@scit.org)

HEALTH/WELLNESS, BUSINESS & FAMILY/CONSUMER  
SCIENCE

Gregory Ranieri, [granieri@scit.org](mailto:granieri@scit.org)

**METCO Program – Metropolitan  
Council for Educational Opportunity**

Michelle Crawford

[mcrawford@scit.org](mailto:mcrawford@scit.org)

**Athletic Programs** Pete Umbrianna, Athletic Director

[pumbrianna@scit.org](mailto:pumbrianna@scit.org) Ext. 395

Michelle Patterson, Administrative Assistant

[mpatterson@scit.org](mailto:mpatterson@scit.org) Ext. 309

**Student Discipline or matters involving  
disciplinary action assigned by the SHS  
administration. Please contact the  
appropriate Assistant Principal**

William Luetze (Grades 9 & 10) [wluetze@scit.org](mailto:wluetze@scit.org) Ext. 362

Karen Hughes (Grades 11 & 12), [khughes@scit.org](mailto:khughes@scit.org), Ext. 361

**School Resource Officer** Officer Sarah Arseneau

[sarseneau@scituatema.gov](mailto:sarseneau@scituatema.gov), Ext. 321

**Breakfast and Lunch Program**

David Stevens

**For information on the Free or Reduced**[dstevens@scituatema.gov](mailto:dstevens@scituatema.gov), 781-545-4910**Breakfast & Lunch Director of SPS Food Service****Teacher Directory: [SHS Teacher Directory](#)**

Scituate High School strives to provide an environment conducive to the fullest possible development of each student. Our programs endeavor to meet the needs of students with diverse learning styles and a wide range of abilities and goals. The ongoing renewal of these programs is sustained by the belief that enabling students in the present is helping them build lives as contributing adults. Our graduation requirements encourage students to participate in a program where they are exposed to a variety of courses, activities, and instructional approaches.

**S.A.I.L.** represents a growth mindset for all students and educators in the Scituate High School community. These shared values and beliefs are used to guide our school community in academics, extra-curricular activities, service opportunities, and our behavior and interactions with one another. As members of the Scituate High School community we all desire:

- An inclusive and safe environment that encourages self-determination;
- Engagement through student-centered and collaborative learning;
- An education that challenges the whole student;
- To be lifelong learners who think critically and creatively to solve problems; and
- To be socially aware, productive members of society.

As the Scituate High School community reflects on these core values, four defining categories emerge:  
**“S.A.I.L.”: SERVE, ACHIEVE, INVEST, AND LEARN**

**S - SERVE**

- Service has lasting benefits for ourselves and others
- Service to ourselves promotes happiness and balance
- Service to others fosters empathy and acceptance
- Service to our broader communities helps improve our world

**A - ACHIEVE**

- Achievement looks different for everyone
- Achievements takes time and requires both successes and failures
- Achievement happens with the support of others

**I - INVEST**

- Investing in your emotional and physical well-being promotes personal balance
- Investing in relationships creates a support system
- Investing in your community promotes a sense of belonging

**L- LEARN**

- Everyone can learn.
- Learning takes place through consistent and honest self-reflection
- Learning helps us make sense of our place in the world
- Learning helps us to recognize our commonalities and embrace our differences



| 1          | DAY 1  | DAY 2  | DAY 3 DAY 4  | DAY 5 DAY 6   | DAY 7  |
|------------|--|--|--|---|--|
|            |  |  | <b>Faculty Collaboration</b>   |   |  |
|            | 8:15 9:18<br>1:03 duration   | 8:15 9:18<br>1:03 duration   | 8:15 9:15<br>1:00 duration<br>8:15 9:18<br>1:03 duration   | 8:15 9:18<br>1:03 duration<br>8:15 9:18<br>1:03 duration  | 8:15 9:18<br>1:03 duration   |
| 2 <b>B</b> |  | <b>C</b>   | <b>C A</b>   | <b>B D</b>  | <b>A</b>   |
|            | 9:22 10:25<br>1:03 duration  | 9:22 10:25<br>1:03 duration  | 9:22 10:18<br>0:56 duration<br>9:22 10:25<br>1:03 duration   | 9:22 10:25<br>1:03 duration<br>9:22 10:25<br>1:03 duration  | 9:22 10:25<br>1:03 duration  |
| 3 <b>C</b> |  | <b>D</b>   | <b>D B</b>   | <b>C E</b>  | <b>D</b>   |
|            | 10:29 11:32<br>1:03 duration   | 10:29 11:32<br>1:03 duration   | 10:22 11:18<br>0:56 duration<br>10:29 11:32<br>1:03 duration   | 10:29 11:32<br>1:03 duration<br>10:29 11:32<br>1:03 duration  | 10:29 11:32<br>1:03 duration   |
| 4 <b>E</b> |  | <b>F</b>   | <b>A E</b>   | <b>G F</b>  | <b>G</b>   |
|            | 11:36 1:07<br>LUNCH<br>1:31 duration<br>LUNCH BLOC<br>H BLOC SAILOR BLOC<br>BLOCK 1:11 1:07<br>0:28 duration | 11:36 1:07<br>1:31 duration<br>LUNCH BLOC<br>1:11 1:39<br>0:28 duration <b>G</b> | 11:22 12:46<br>1:24 duration<br>LUNCH BLOCK<br>LUNCH BLOC<br><b>G H BLOCK</b> 12:50 1:46<br>1:11 1:39<br>0:28 duration<br><b>E F</b> | 11:36 1:07<br>1:31 duration<br>LUNCH BLOCK<br>LUNCH BLOCK<br><b>H BLOCK SAILOR BLOCK</b> H BL<br>1:39<br>1:11 1:39<br>0:28 duration<br><b>F G</b> | 11:36 1:07<br>1:31 duration<br>LUNCBLOCK<br>1:11 1:39<br>0:28 duration<br><b>E</b> |
| 5 <b>F</b> |  |  |  |   |  |

|   |         |   |  |  |
|---|---------|---|--|--|
| 1:43 2:46<br>1:43 2:46<br>1:03 duration<br>1:03 duration<br>DROP <b>D&amp;G A&amp;E</b><br><br><b>LUNCH</b> 1ST LUNCH<br>PASSING<br>CLASS |         | 1:50 2:46<br>1:43 2:46<br>0:56 duration<br>1:03 duration<br><b>B&amp;F C&amp;G</b><br><br>11:36 11:59 CLASS 11:59<br>PASSING 12:03 1:07 2ND LU<br>12:33 PASSING | 1:43 2:46<br>1:43 2:46<br>1:03 duration<br>1:03 duration<br><b>D&amp;E A&amp;B</b><br><br>11:36 12:08 CLASS<br>12:08 12:10 PASSING 3RD<br>LUNCH<br>12:33 12:35 | 1:43 2:46<br>1:03 duration<br><b>C&amp;F</b><br><br>11:36 12:41<br>12:41 12:44<br>12:44 1:07 |
|   |         |   | CLASS<br>12:35 1:07  |  |
|   |         |   | 11:22 11:45 CLASS<br>11:22 11:51 CLASS   |  |
|   | WED.    |   |  | 11:22 12:19  |
|   | PASSING |   | 11:45 11:49 PASSING<br>11:51 11:53 PASSING   | 12:19 12:23  |
|   |         | CLASS   | 11:49 12:46 2ND LUNCH 11<br>PASSING<br>12:16 12:18   | 12:23 12:46  |
|   |         |   | CLASS<br>12:18 12:46   |  |
|   |         |   |  |  |

The Scituate Public School District makes a variety of communication and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages. Every student is expected to take responsibility for his or her appropriate use of the Internet. All students will be provided a student network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by the Scituate Public Schools. All scit.org e-mail and other Internet files and records may be accessed and examined by administrators. Administration retains the right to inspect any user's virtual hard drive, school-owned computer, Internet history, or email if a suspected violation of the network technology policy or any other district policy has occurred. Administrators will also advise law enforcement agencies of illegal activities conducted through the SPS computer network and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through the Scituate Public Schools computer network. No one should assume that their use of the Scituate Public Schools Internet will be private.

### **PRIVILEGE**

Access to the District's computer/network/Internet is a privilege, not a right. Access to Computer/Network/Internet: Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes.

### **STUDENT ACCESS**

Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the building principal that access be denied.

### **USE OF PERSONAL DEVICES**

The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District will open a filtered, wireless network through which students in specific age groups will be able to connect privately owned (personal) telecommunication devices. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school- sponsored activity, or using the Scituate Public School's network. Students are allowed to bring personal telecommunication devices (laptops, tablets, smart phones, etc.) that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner.

## **STUDENT SAFETY**

Students using personal technology devices must follow the guidelines stated in the Acceptable Use Policy while on school property, attending any school sponsored activity or event, or when using the SPSs network. All district computer/network/internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send,

12

receive, or store information that they consider personal/confidential and wish to keep private. Personal devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

## **CHEATING**

Using technology to obtain an unfair academic advantage over other students or using another student's work without the expressed permission of the student(s) and the classroom teacher.

## **IMPERSONATION**

Attempting to log on to the network when utilizing technology, or impersonating a system administrator or district employee, staff member, student, or individual other than oneself, will result in school disciplinary and/or appropriate legal action may be taken.

## **INAPPROPRIATE LANGUAGE**

Using obscene, profane, rude, vulgar, threatening/harassing/bullying language when utilizing technology for instructional time, is prohibited, in addition, school disciplinary and/or appropriate legal action may be taken.

## **ONLINE ETIQUETTE**

Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Link: [Scituate Public Schools Digital Use Policy](#)

Scituate Public Schools does not tolerate discrimination based on any non-merit factor, including race, national origin, color, religion, sex, sexual orientation, gender identity, disability (physical or mental), age status as a parent, or genetic information.

Link: [Non-Discrimination Policy](#)

In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference remote lesson. In fact, it is a violation of the law to record without the consent of every participant. As such, our staff has been instructed to inform students at the start of each

video conference that teachers and students are not permitted to record these sessions. Likewise, students and parents/guardians are not allowed to record any school related virtual lesson or activity.

Link: [Massachusetts Recording Law](#)

The members of the faculty of Scituate High School offer to every student the opportunity to demonstrate the following by graduation:

- Being an effective reader
- Being an effective writer
- Being an effective speaker/presenter/performer
- Being an effective problem solver
- Being an effective information seeker/organizer
- Contribute to the community at large

#### **EXPECTATIONS FOR SCHOOL PERFORMANCE**

Identify and seek the resources necessary to achieve a successful academic program.

- Provide a safe and secure environment for student learning.
- Identify and request the staffing essential for a quality educational program.
- Continue its commitment to identifying and acquiring the technology essential for a quality educational program.
- Continue its support of student involvement in the community.
- Promote the implementation of instructional strategies that necessitate students working cooperatively in teams, as well as independently.

Scituate High School prides itself on maintaining an atmosphere in which all members of the community are treated with respect, and thoughtful, civil behavior is the norm. The school community includes students, teachers, administrators, guidance counselors, bus drivers, substitute teachers, custodians, secretaries, cafeteria workers, parent volunteers, and school visitors. Respect is fundamental to a positive school climate, and we believe our Scituate High School community is our “home away from home.” School personnel are committed to ensure compliance with our Code of Conduct in a fair, consistent, and judicious manner.

#### **RESPECT IN OUR SCHOOL COMMUNITY**

Respect is fundamental to a positive school climate. We believe the culture at Scituate High School is characterized by conduct in which individuals respect themselves, staff, and property. Pride in one’s self and the school community is displayed by students respecting the physical site and all educational materials. Respect includes such behaviors as: following directives of teachers, administrators, and staff; refraining from the use of inappropriate language, hateful speech, and degrading remarks; and promoting a safe, healthy school environment. We seek to prepare students for a world in which respectful behavior is of high value, we seek to create a positive school culture where teachers come prepared to teach and students come ready to learn.

*Disrespectful behavior diminishes us all, and those who ignore such behaviors are, in fact, giving approval by their silence.*

## **GOOD SAMARITANS**

Students are encouraged and expected to seek help (from administrators and staff, parents, police, emergency services, etc.) when they witness student behavior (acts of harassment, bullying, threatening behavior, drug/alcohol use/abuse) that poses health and/or safety risks for other students and/or members of the school community.

14

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the Scituate School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, religion, national origin, gender identity, sexual orientation or physical and intellectual differences. To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows: *No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin, gender identity or sexual orientation.* This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, school counseling, and extracurricular and athletic activities. All implementing provisions issued by the Board of Education in compliance with this law will be followed.

## **ACADEMIC ADVISORY**

The New England Association of Schools and Colleges (NEASC) has established the following standard for high schools: “There shall be a formal, ongoing program through which each student has an adult member of the school community in addition to the school counselor who personalizes each student’s educational experience, knows the student well, and assists the student in achieving the school-wide expectations for student learning.” To that end, Scituate High School has instituted an Academic Advisory Program in which many homeroom teachers and other faculty volunteers meet with students monthly to discuss a wide variety of issues related to the high school experience. The program curriculum is intended to support academic success, and includes such topics as Goal Setting, Creating Positive School Culture, Bullying, High School Resume Building, and many other topics.

## **ATTENDANCE PHILOSOPHY**

The Scituate Public Schools believes that regular and punctual school attendance is critical to academic success and establishing positive lifelong work habits. Despite advances in technology, it is still impossible to adequately replicate the in-class experience for students who are absent from school. Students who are excessively absent are likely to fall behind academically, could experience school failure, and may eventually drop out of school. Parents play a critical role by ensuring their children regularly attend school. Consistent with Massachusetts General Law, Chapter 76, the Scituate School Committee has established [Policy JH](#). Each school

principal will enforce this policy.

## **REPORTING ABSENCES**

If your child is going to be absent, please email [shsattendance@scit.org](mailto:shsattendance@scit.org) (preferred) or call the main office at (781) 545-8750 prior to 9:15AM. Each day an automated attendance email will be sent to the parent/guardian confirming these absences. If you were not aware of your student's absence, please contact the school as soon as possible. Upon the student's return to school, a note should be presented to the main office including the date(s) of absence, reason, and the parent's signature. Any medical documentation explaining an absence should

**15**

also be submitted at this time. All notes, (parent, doctor, college, court, etc.) must be turned in within 14 days from the student's absence to excuse that absence.

Consistent with Massachusetts General Law, when a student has reached five (5) unexcused absences in a school year, the principal, or his/her designee, will set up a meeting with the student and his/her parents in order to develop an action plan to improve attendance.

When a student is absent 10% or more in a marking period, even if the absences are considered excused, the principal, or his/her designee, may set up a meeting with the student and his/her parents in order to develop an action plan to improve attendance. As part of this plan, additional documentation may be required to explain excessive absences.

The following absences are considered excused by the Scituate Public Schools with proper documentation; ●  
Short-term illness (less than 5 consecutive days) - Must be verified by a parent note/email upon return to school.

- Long-term illness (5 or more consecutive days) - Must be verified by a note from the doctor's office upon return to school.
- Chronic Illness (a recurring, long-term medical illness or condition) - Must be verified by a note from the doctor's office on file with the school nurse stating the nature of the illness/condition and its possible effect on school attendance.
- Dismissal from school by the school nurse.
- Medical appointments verified by a note from the doctor's office.
- Bereavement - Must be verified by a parent note/email upon return to school.
- School sponsored events such as assemblies, field trips, etc.
- Court appearances – Must be verified by documentation from the court.
- Religious holidays - Must be verified by a parent note/email upon return to school. ● College or private school visits (up to two days per term for high school juniors and seniors and up to two days per year for all other students) – Must submit documentation from the school or college office of admissions upon return.
- School imposed disciplinary consequences.
- Extenuating circumstances approved by the principal.

## **MAKE-UP WORK**

No student shall be unduly penalized for excused absences that occur as a result of reasons listed in #4 above. All make-up work should be received as agreed upon by the teacher in a timely manner.

## **STUDENT RESPONSIBILITIES**

- It is each student's responsibility to be aware of his/her attendance status in class, to make responsible decisions about attending all classes on a regular basis, and to miss no more than five (5) classes during a quarter.
- The student should monitor his/her own attendance and speak with his/her teachers if he/she has any

questions about attendance records.

- The student must obtain make-up class work missed due to absences. It is the student's responsibility to see his/her teachers to obtain missed work.

## **STUDENT ABSENCE NOTIFICATION**

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence. Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to

*16*

develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

## **DROPOUT PREVENTION**

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable.

The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days. The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student. SOURCE: MASC First Reading August 11, 2014 Second Reading August 25, 2014 Adopted August 25, 2014 Amended ----- Legal References M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20 Policy Cross Reference - Students should ask all teachers for make-up assignments. Obtaining missing work and assignments directly from classroom teachers is a student responsibility. Grades will reflect assignments that are not made up as a result of absences, regardless of whether or not the absences count toward loss of credit.

Each student is responsible for seeing that make-up work is completed. Makeup work must be completed in a timely manner at the discretion of the classroom teacher. The general policy for make-up work is one day per day of absence. It must be emphasized that it is the student's responsibility to monitor his/her attendance and to remain aware of the number of absences accumulated. It is the student's responsibility to present documentation, if possible, for absences that are to be excused for the purpose of earning course credit. This documentation must be provided by the student upon return to school.

## **ATTENDANCE/LOSS OF CREDIT**

The maximum number of unexcused absences a student can accrue during any marking term for any course is four (4). (Exception: Fourth term for seniors, three (3) absences is the maximum number.) A student will have 1.00 credit withheld at the end of the year (or semester in the case of a semester course) for each quarter in which a student exceeds the number of unexcused absences allowed. The earned grade will appear on the term report card in the comment section and will be the grade issued in averaging the final year (semester)

grade. If the final grade is a passing grade, the student will be considered to have fulfilled the requirement for graduation in that particular department, but the credits awarded may be less than is required by the department. It may be necessary for a student to enroll in extra courses to make up credits lost due to poor attendance.

### **STUDENT RESPONSIBILITIES**

- It is each student's responsibility to be aware of his/her attendance status in class, to make responsible decisions about attending all classes on a regular basis, and to miss no more than five (5) classes during a quarter.
- The student should monitor his/her own attendance and speak with his/her teachers if he/she has any questions about attendance records.

17

- The student must obtain make-up class work missed due to absences. It is the student's responsibility to see his/her teachers to obtain missed work.

### **APPEALING LOSS OF CREDIT**

A written appeal by a parent/guardian may be submitted to the Principal upon receipt of a loss of credit letter and/or a term report card. All letters of appeal must be accompanied by supporting documentation. Students and parents must be aware that any number of absences due to class cuts will be considered when making eligibility determinations regarding attendance waivers

### **SKIP DAYS**

Parents may not give their son/daughter permission to skip school. Any student found in violation of this rule will be considered truant. Massachusetts General Law Chapter 76, Section 2, clearly states a parent's responsibility to ensure a student's regular school attendance.

### **VACATION POLICY**

Family vacations are not considered excused absences. Parents are asked to schedule vacations at times when school is not in session. In the event a family vacation can only be scheduled while school is in session, the parent/guardian is asked to provide a minimum of two weeks' notice to the principal and classroom teacher(s).

Vacations taken independently by students (i.e. not family vacation) will not be approved and all absences will be considered unexcused. Special exceptions to the vacation policy regarding independent student vacations may be granted at the discretion of the high school administration. Any request for an exception must be made in writing and submitted to the principal at least two weeks in advance.

It will be the teacher's prerogative to give homework and class assignments in advance to students who will be on vacation during school time. The student is responsible for all missed work. All assignments (including tests & quizzes) must be made up within one week after the student has returned to school. The teachers are not required to give tutorial assistance to students who have missed class time due to a family vacation.



Every attempt should be made to schedule appointments after school hours. A request for dismissal from the parent/guardian must be emailed to [shsattendance@scit.org](mailto:shsattendance@scit.org) or brought into the main office prior to or on the morning of the dismissal. For extenuating circumstances a parent/guardian may also call the main office

to dismiss their student. Dismissal notes/emails may be verified by a phone call to a parent/guardian. The dismissal policy is as follows:

- The request must contain the following information: Name, date, time to be excused, destination, reason for dismissal, and if the student is expected to return to school that day.
- All students are required to sign out at the Main Office before being dismissed and leave the building immediately thereafter. Any student who leaves the school building without signing out at the Main Office will face disciplinary consequences regardless of whether or not he/she did so with parental permission.
- If a student is returning to school, he/she must sign back in at the Main Office.
- A dismissal with more than 20 minutes remaining in the class will result in the student being marked absent for that class.

*18*

- The administration reserves the right to refuse permission for any requested dismissal whose reason is deemed unacceptable. Dismissals, even with parental permission, do not excuse a student's absence from class unless aforementioned criteria for excused absences are met and proper documentation is provided.

Students who have been dismissed early will not be allowed to participate in athletics, co-curricular activities or school-sponsored events that day, unless they have received permission from the high school Principal or designee. Students who regularly request dismissals during study hall or do not use study hall for academic gain will be scheduled for an additional class for the following semester. This will carry over from spring to fall semester.

## **TARDINESS POLICY AND PROCEDURES**

All students must report to the Main Office immediately upon entering the building when tardy. Students are considered tardy if they are not in class by 8:15 AM, which is the beginning of the school day.

### **TARDY TO SCHOOL**

The only acceptable excuses for tardiness to school are medical reasons, disability related tardiness, family emergencies, and extreme weather conditions. Such circumstances must be documented in a note from a parent/guardian submitted to the Main Office upon a student's late arrival to school. Any medical documentation explaining a tardiness should also be submitted at this time. All notes, (parent, doctor, college, court, etc.) must be turned in within 14 days from the student's tardiness to be excused. Please note that all students that arrive at school late should arrive with a note from a parent or guardian stating the reason for the tardiness and the time of arrival even if the tardy is not to be excused.

The consequences for unexcused tardiness to school in a given term are as follows:

- Third Tardy: Attendance Warning
- Fifth Tardy: Office Detention
- Every third tardy afterwards: Extended Office Detention or Saturday Detention

It is the student's responsibility to monitor his/her attendance and to remain aware of the number of tardies accumulated.

### **TARDY TO CLASS**

Students who are tardy to class must present a signed pass to the teacher. Students without a pass will be considered tardy unexcused. Students who are tardy for more than 20 minutes of the class period will be considered absent from the class. The consequences for tardiness to each class in a given term are as follows:

- Teachers are encouraged to assign after-school detentions to those students tardy to class.
- Excessive tardiness to class shall be reported to the Assistant Principal who will assign Saturday School detention as necessary.

## **CLASS CUTS**

Students who cut class will receive a zero grade on any work missed on the day of the cut. Make-ups will not be allowed. In addition, students may face disciplinary consequences as outlined in the Student Accountability section of this handbook.

## **CELL PHONE, MOBILE DEVICE & HEADPHONES (EARBUDS) POLICY**

Students will have the privilege of using their cell phone/mobile device before the start of the school day, after the end of the school day, and during their lunch period. Acceptable phone/mobile device usage during this time would be as follows: phone calls, texting, and internet use. Students are NOT allowed to use cell phones during class time whether they are in class or not (e.g. students are not allowed to use cell phones while using the restroom during class time). All cellphone/mobile device usage must be consistent with the District's Internet Use Policy. Cell phone/mobile device usage will NOT be permitted in class unless the student has prior approval from the teacher and the use is directly related to the instruction of the class. Students are NOT permitted to photograph or record teachers, administrators or school staff without the prior express consent of the school staff member. Using the internet/Wi-Fi to access groups chats via personal devices and copying/sharing another person's homework, test, quiz or ideas via texting, social media or otherwise is a violation of the academic honor code and may result in discipline or other consequences. For more information, please see the Academic Honor Code.

Headphones may not be worn during school hours, unless the student has prior approval from the teacher and the use is directly related to the instruction of the class. This is a matter of safety and we want to make sure all students hear any important announcements/alarms.

Under no circumstances should a student distribute or record (via photography, audio, video) a fellow student or adult without their consent. Doing so is against school policy and appropriate consequences will be enforced. Any student who violates this policy will have their cell phone/mobile device confiscated. Under such circumstances, the cell phone/mobile device will be released only to a parent or guardian.

The mission of the School Counseling Department is to provide a comprehensive and developmental school counseling program of services that promotes the academic, social/emotional, and career potential of all Scituate Public School students. Through counseling, advocacy, collaboration, leadership, and systemic change, counselors navigate students to achieve personal excellence, to become life-long learners and to be responsible community members. School counselors play an essential role in the academic success of all students. Counseling services are available to all students and parents to assist in educational, vocational, and personal matters. School counselors meet with each student individually throughout the year, along with small group meetings to discuss student interests, abilities, course selections, educational and vocational opportunities, as well as personal/social concerns. The School Adjustment Counselor offers

confidential individual and group meetings with students in grades 9-12 with social and/or emotional issues impacting school performance. Working collaboratively with caregivers, students, faculty and administrators, the School Adjustment Counselor helps students identify and implement strategies in addressing issues of depression, anxiety, substance abuse, peer and family conflict and more. Any student, faculty or caregiver may initiate a meeting regarding a student of concern.

**Link:** [Program of Studies 2020-2021](#)

### **CRISIS PREVENTION INTERVENTION**

The faculty and staff of the Scituate Public Schools recognizes circumstances may occur within our school community which may constitute a crisis and require prompt and immediate action. A crisis is defined by the NEA School Crisis Guide as: *A school crisis is any traumatic event that seriously disrupts coping and problem-solving abilities of students and school staff. It is typically sudden, unexpected, dramatic and forceful and may even threaten survival.* Scituate High School has trained personnel available to attempt to prevent a crisis and to intervene when a crisis occurs. Support services are available from Counselors, School Psychologists, the School Nurse, and other trained faculty for dealing with any situation that could profoundly impact students, staff, parents/guardians. In order to assist school staff in identifying/helping students who may be in crisis, we encourage all students to report to a staff member any student behavior which may be troubling, such as depression, suicide, or any other strange behavior. All reports are held in strict confidence.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program, SAP, team is made up of members of the school staff who are trained to help students and parents access school and community services. The program is designed to assist school personnel in identifying issues surrounding alcohol, tobacco and other drugs, which pose a barrier to a student's success. The goal of the SAP team is to help parents and students find services in the community. This team does not diagnose, treat, or refer children for treatment. Anyone can refer a student to the Student Assistance Program. Some students are referred by teachers and other school personnel. Any school staff member, a student's friend or family member can let the SAP team know that they have concerns about someone. The students themselves can go directly to the team to ask for help. For additional information please link to our Sailor Support website, [SPS Counseling Resources](#).

### **NON-CUSTODIAL PARENT ACCESS TO STUDENT RECORDS**

The Student Record Regulations concerning access to records by non-custodial parents (a parent who does not have physical custody of a student) can be found at 603 CMR 23.07(5). A non-custodial parent may have access to the student record unless the school has been given documentation that: 1. the parent has

**20**

been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or 2. the parent has been denied visitation, or 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or 4. There is an order from a probate and family court judge which prohibits the distribution of student records to the parent/guardian.

### **MAINTENANCE AND DESTRUCTION OF SCHOOL RECORDS**

The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. The student's temporary record shall be destroyed no later than one year after the student transfers, graduates, or withdraws from the school system. If a parent wishes to collect the temporary record or any part thereof, he/she must do so

within the timeframe.

### STUDENTS ADDRESS AND DIRECTORY INFORMATION

The Scituate Public Schools may release directory information without the consent of the eligible student or parent, provided the school gives public notice of the types of information it may release and allows eligible students and parents reasonable time after this notice to request that this information not be released without the prior consent of the eligible student or parent. The Scituate Public Schools designates the following items as Directory Information: student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. The Scituate Public Schools may disclose any of these items without prior written consent, unless the School Principal is notified in writing to the contrary by October 1st of each school year.

|  |
|--|
|  |
|--|

To be eligible for a Scituate High School diploma, students must meet all graduation requirements and pass the required MCAS exams. Please note that eligibility for a Scituate High School diploma does not ensure graduation ceremony participation as there are other factors (behavioral issues, settlement of student accounts, etc.) considered in a student’s participation eligibility. Participation in the graduation ceremony and related events are a privilege and available to students in good standing.

### GRADES AND CREDIT REQUIREMENTS

All courses will be graded on a quarterly basis. Final grades and credits will be awarded at the end of semester I for semester I courses only, and at the end of semester II for full year and semester II courses. Most courses offered are full year in duration. Students should be well aware that their commitment is for a full year, though exceptions will be made for 3-1/2 year graduates. **\*Please note that loss of credit due to absences will be determined quarterly.** All students must enroll in sufficient courses to earn a minimum twenty-four credits over the course of the academic year. In addition, each student must enroll and participate in two quarters of Health and Wellness each school year. The school reserves the right to withdraw any course due to insufficient enrollment.

|  |
|--|
|  |
|--|

To be eligible for a Scituate High School diploma, students must meet all graduation requirements and pass the required MCAS exams. Students must earn a minimum of 96 credits to be eligible for a Scituate High School diploma. Students earn 4 credits for the successful completion in each full year course, 2 credits for each semester course, and 1 credit for each quarter course.

|                |   |
|----------------|---|
| English        | 16 credits in each core course  |
| Mathematics    | 16 credits - Including Algebra 1, Algebra 2, Geometry or other courses per discretion of Department Chair |
| Social Studies | 12 credits - Including 2 semesters of World History and 4 semesters of US History                         |
| Science        | 12 credits - Engineering and Technology may be used to fulfill the Science graduation requirement         |

|                    |  |
|--------------------|--|
| Health/Wellness    | 4 credits  |
| Physical Education | 4 credits  |
| Foreign Language   | 8 credits in a single language                         |
| Fine Arts          | 4 credits  |
| Electives          | 20 additional credits from any discipline              |
| Community Service  | 50 hours/ <i>subject to alteration during COVID-19</i> |

**COMMUNITY SERVICE**

All Scituate High School students are required to serve a minimum 50 hours of community service to be eligible for a Scituate High School diploma. These service hours are to be completed beyond the school day unless pre-approved by a school counselor. Community service hours can begin in the summer before freshman year. The service hours need to be supervised by a community member other than a parent/guardian or other family member. All community service hours must be completed and papers passed in by the end of first semester senior year. Failure to complete community service will result in social probation (all school sponsored social events and ceremonies) including exclusion from graduation ceremonies.

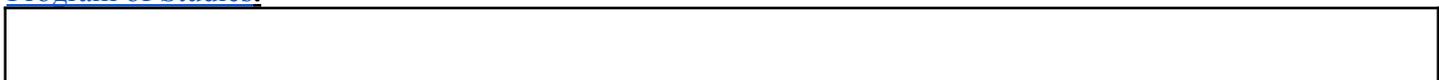
Link: [Community Service Opportunities and Form](#)

**COMPETENCY DETERMINATION MCAS**

The Massachusetts Board of Education adopted a change to the Competency Determination (CD) of the Massachusetts Comprehensive Assessment System (MCAS). All school districts are required to develop Educational Proficiency Plans (EPP) for students who have not received proficiency scores on the English/Language Arts and Mathematics sections of the MCAS. This change was made to increase the likelihood that graduates of Massachusetts high schools have the knowledge and skills needed to succeed in college and in the workforce. EPPs ensure that students both continue to receive instruction in the subject(s) in which they are not yet proficient, and that they are assessed to determine their progress.

**LEVELS OF INSTRUCTION**

Scituate High School offers Advanced Placement, Honors, and College Preparatory level courses to provide all students with the opportunity to learn at their own pace and in an environment which is conducive to their academic abilities and needs. The criteria for admission into the AP and Honors level courses include teacher recommendations, prerequisites, grade-point average, and the approval of the department chairperson. Students should refer to the course description under the individual department for specific guidelines. Please refer to the [Program of Studies](#).



The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are

responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

### **CIVIL RIGHTS**

- Including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
- The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
- The right to privacy, which includes privacy with respect to the student's school records.

### **ACADEMIC HONOR CODE**

As members of the SHS community, we expect that all students exhibit honesty and integrity in their academic work and we expect the highest standards from ourselves and from our students. Scituate High School's Academic Honor Code defines academic violations and prescribes consequences. Academic violations are usually categorized as cheating or plagiarism. Other offenses, however, may be classified as academic violations.

### **NATIONAL HONOR SOCIETY**

The following link describes the NHS process: [National Honor Society](#)

### **CHEATING AND PLAGIARISM**

Cheating is intolerable in an academic institution and will be dealt with seriously. Cheating involves the intentional attempt to pass off the work of others as one's own. In addition, any student who uses an electronic communication device (i.e. cell phone, iPod, iPhone, etc.) for any reason during a test may be considered to be cheating and will be subject to the consequences for cheating as outlined below.

#### **Cheating includes (but is not limited to):**

- Illicitly sharing or learning of specific questions on an exercise before it is given.
- Illicitly sharing or obtaining information during an exercise (this includes homework), accessing information from a drive, etc.
- Plagiarism, i.e., submitting another's work or ideas as one's own. This includes copying from another student's work, from books, or from any electronic source including the Internet.

23

- Stealing instructional assessments.
- Gaining access to student grades and altering them in any way.

### **CONSEQUENCES REGARDING CHEATING**

#### **First Offense**

|  |
|--|
| The teacher will notify the Assistant Principal who will keep a record of the event. |
| The student will receive a failing grade on the exercise.                            |
| The teacher will notify the parent/guardian.   |

The student will be put on probation from elected or appointed positions for the remainder of the school year.

The student will be required to attend two detentions.

### **Second Offense (in addition to the above First Offense)**

The student's grade for the quarter will be lowered at least one full letter grade. (A failing grade on the exercise may result in lowering the grade by more than a full letter grade).

The student will be ineligible for awards for the duration of the school year.

A conference with the student, teachers, parents and Assistant Principal will be held.

The student will be removed from any elected or appointed positions for the remainder of the school year.

The student will be required to attend two detentions.

### **Third Offense (in addition to the above First and Second Offense)**

The student will fail the course for the semester.

The offense may be noted on the student's temporary record and may be reported to colleges and employers upon request of the institution.

The student will be required to serve a minimum of 10 hours of service to the school community not to be counted toward those required for graduation.

The Principal will meet with the student and parents to explain the consequences.

A= 93-100; A- = 90-92; B+ = 87-89; B= 83-86; B- = 80-82;  
C+ = 77-79; C = 73-76; C- = 70-72; D+ = 67-69; D = 63-66; D- =60-62; F = <60

### **Grade Point Average**

All courses which receive letter grades are used in computing G.P.A. Grades in both Advanced Placement and Honors courses are weighted more heavily than in other courses.

| ADVANCED PLACEMENT | COLLEGE PREPARATORY    |
|--------------------|------------------------|
| <b>A=5.0</b>       | <b>A=4.5 A=4.0</b>     |
| <b>A-=4.67</b>     | <b>A-=4.17 A-=3.67</b> |
| <b>B+=4.33</b>     | <b>B+=3.83 B+=3.33</b> |
| <b>B=4.0</b>       | <b>B=3.5 B=3.0</b>     |
| <b>B-=3.67</b>     | <b>B-=3.17 B-=2.67</b> |
| <b>C+=3.3</b>      | <b>C+=2.83 C+=2.3</b>  |

**C=3.0 C=2.5 C=2.0**

**C-=2.67 C-=2.7 C-=1.67**

**D+=2.33 D+=1.83 D+=1.33**

**D=2.0 D=1.5 D=1.0**

**D-=1.67 D-=1.17 D-=.67**

**F=1.33 F=.83 F=0**

## **GRADE POINT AVERAGE**

Please see the Program of Studies for more detailed information:

Link: [Program of Studies 2020-2021](#)

All courses which receive letter grades are used in computing G.P.A. Grades in both Advanced Placement and Honors courses are weighted more heavily than in other courses.

## **VALEDICTORIAN/SALUTATORIAN**

At the end of the fourth quarter, the senior with the highest cumulative grade point average will be named valedictorian and the senior with the second highest cumulative grade point average will be named salutatorian. The valedictorian and salutatorian must have attended Scituate High School for the final five consecutive semesters prior to graduation. If a student has transferred to Scituate High School, his/her grade point average from her previous school will be calculated into his/her Scituate High School grade point average. The grade point average from the former high school will be determined using the grade equivalents of the former high school, but will be based upon the grades earned only in those classes that transfer to Scituate High School for credit.

## **HOMEBOUND INSTRUCTION**

The school may furnish homebound instruction to those students who are unable to attend classes for at least four consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when a student

returns to school he/she will not be at a disadvantage because of the illness or the hospitalization. To qualify for the program, the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This form is available in the school counseling office or by downloading it here. Link:

[Affirmation Document.](#)

All graded work in Scituate High School classes are classified into two categories - “Formative” or “Summative” assessments. They are defined as:

● **Formative Assessments:**

Formative assessments help the teacher monitor student learning that has happened at that point in the lesson or unit of study and give them feedback on how to direct further instruction. While each teacher will define which assignments are formative assessments, these are often classified as “homework”, some “quizzes”, “learning checks”, “entrance or exit tickets”, and others.

● **Summative Assessments**

Summative assessments measure the overall level of learning of the courses’ learning target or outcome. These measure the student’s level of mastery of the course content and skills. While each teacher will define their own summative assessments, these are often classified as “Exams”, “Tests”, “Projects”, “Labs” and others.

**MIDYEAR AND FINALASSESSMENTS**

All students will have midyear and final assessments. Midyear and final assessments will each count as 10% of the course grade. Seniors who maintain at least a “B” average for each of the first and second quarters of Semester I courses, or third and fourth quarters for Semester II or year-long courses, MAY be exempt from the final assessments at the discretion of their teacher(s).

**INDEPENDENT STUDY**

Upperclassmen who wish to conduct a research project, compose a thesis paper, or pursue a special interest, may design a one-semester course of independent study. The resulting work/product is to be of university level depth in its research, writing or production. Students must arrange for a member of the faculty to advise their study, and must submit a proposal for the study to the advisor, the department chairperson, and the principal for approval before being considered for acceptance into this program. Students must be enrolled in six scheduled classes, be meeting with success both academically and behaviorally, and have an acceptable attendance record. Independent Studies are graded Pass/Fail.

**THREE AND ONE HALF YEAR GRADUATION**

This program is available to a student who is in an unusual circumstance and shows a particular need to graduate early. Students will only be considered for this option if their academic, attendance and discipline records demonstrate success. In the spring of his/her junior year, a student and his/her parents must meet with the student’s school counselor and Principal to apply for early graduation. The Principal has the sole authority to approve the application. Any student approved for early graduation must complete all course and credit requirements and all final assessments by the end of semester one. Provided all other requirements are met, students who are three and one half-year graduates are eligible to participate in all senior class activities including, but not limited to, the Senior Dinner Dance, Awards Night, the Senior Outing, and Graduation. Three and one half-year graduates are not eligible for

membership in spring sports or activities.

In order to participate in the graduation ceremony, students must have met ALL requirements for graduation by the last day for seniors. These requirements include the fifty community service hours which are to be completed by the last day of semester one. Students who are short of credits at the end of their senior year will not be allowed to participate in graduation. The Principal reserves the right to exclude from senior activities any senior whose behavior does not follow Scituate High School's expectations of proper conduct, whether in school or at school related events. Such exclusions might include some or all of the following senior activities: dinner dance, senior trip, other senior class activities, and participation in graduation ceremonies. Students should understand that participation in these activities is a privilege, not a right.

### **SUMMER SCHOOL ELIGIBILITY**

In order to be eligible for Summer School, the student must have completed all four quarters and the midyear and final assessments in the course. Students must have passed two of the previous four quarters or receive special permission from the Principal and Department Chair in order to be eligible for Summer School. If a student enrolls in a summer school course to regain credit lost due to attendance, then both the course grade and the Summer School remedial course grade are recorded on the student's transcript. If a student enrolls in a remedial summer school course because he/she has failed the course during the academic year, then both the course grade and a passing grade of "P" are recorded on the student's transcript. No more than two summer courses per academic year can be taken for transcript credit, unless the Principal has granted permission.

### **HOMEWORK GUIDELINES**

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This is established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others. Homework is included when calculating a student's quarterly grade, but does not exceed 25% of that grade. Teachers provide their individual grading methods at the start of each course. In the event of a student's absence, it is the responsibility of the student or his/her parents to request homework assignments. The policy for make-up work is one day per day of absence. Teachers have the discretion to be flexible with this policy depending on the student's situation. It is the teacher's prerogative to give homework assignments in advance to students who will be on vacation during school time. Parents are urged to schedule vacation during school vacation periods in order that their children not miss the daily classroom instruction, which cannot be replicated.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2)

severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence

based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. Students have the opportunity to participate in many special school functions and activities, such as field trips, celebrations, performances, proms, and graduation ceremonies, among others. Participation in such activities is a privilege to be earned—not a “right.” By violating level-based rules, the Code of Conduct, or by engaging in illegal or illicit activities outside of school, a student may lose these privileges. The principal has the authority to limit or deny a student’s participation in special functions and activities.

### **IMPORTANT NOTE ON ISSUES OF SAFETY**

Drugs are absolutely and completely forbidden at Scituate High School. The term “drugs” includes tobacco, alcohol, and controlled substances. Pursuant to M.G.L. c.71 s.37H, the use of tobacco products within school buildings, school facilities or on the school grounds or school buses by any individual, including school personnel, is prohibited. Students in possession of controlled substances on school grounds may be expelled from school, pursuant to M.G.L. c.71 s. 37H. In addition to possession of a controlled substance, the sale, use and distribution of controlled substances are also forbidden, as is the possession of drug paraphernalia.

Weapons of any kind are prohibited, and a student in possession of a weapon may be expelled, pursuant to M.G.L. c.71 s. 37H. Theft will not be tolerated, and those caught stealing will be dealt with seriously. Any student involved in stealing will be suspended. Physical violence of any kind is prohibited. Physical, verbal, or sexual harassment in any form will not be tolerated. Any student involved in violence or harassment will be suspended or referred for an expulsion hearing. Anyone whose behavior on school grounds or at related events is deemed aggressive or threatening to the safety of others will be asked to leave. If such person or persons do not comply, the police will be notified immediately. Discipline Code The Discipline Code divides unacceptable behavior into three categories. The first covers academic behavior, the second covers offenses of a generally social or behavioral nature, and the third covers the most serious offenses, which may involve legal as well as school consequences. The Discipline Code is not meant to describe all possible areas of behavior. If students behave in a way that is inappropriate or irresponsible, they will be assigned consequences commensurate to their actions. Even if not specifically cited here, any behavior that is disruptive to the school, disrespectful to individuals or groups, or malicious in nature will result in disciplinary consequences. Please refer to the appendix for a list of infractions and the associated consequences, keeping in mind that while the list is long, punishable offenses are not limited to those listed. The District reserves the right, at its sole discretion, to increase, decrease or modify consequences or penalties in individual cases as appropriate. Link: [Dept. of Education Laws & Regulations](#)

### **ATTITUDE, BEHAVIOR, AND LANGUAGE**

Students are expected to be respectful and courteous to everybody at all times while on school grounds, on the school bus, and during school-related activities.

1. Students are expected to fulfill any reasonable request made by a staff member.
2. Students are expected to use proper language (no rude, profane, or obscene language) in school at all times.
3. Students are to be respectful towards fellow students, staff members, or guests. Students are not to commit any act, which places the health or safety of the students and staff in jeopardy.

### **CAFETERIA**

To make the cafeteria a pleasant and safe place for everyone, we expect responsible behavior. **28**

Rules:

1. Students must enter in an orderly manner.
2. Students are expected to be courteous and respectful at all times.

3. Students must not touch the food or belongings of others.
4. When finished with lunch, students will dispose of garbage and wait until dismissal.
5. Students must leave table areas clean.
6. Students are to use accepted table manners and etiquette.
7. Students must remain seated unless given permission to do otherwise.
8. Students may not take food or beverages of any kind into the hallway.
9. Students must receive permission from one of the supervising teachers and/or aides to leave the cafeteria
10. Students will be dismissed by signal at the end of lunch and are to proceed to the next assigned class in an orderly manner.
11. Students need to form an orderly line when making any cafeteria purchase.

The Scituate Public Schools considers the school bus to be “an extension of the classroom.” We have the same standards of behavior on the school bus as we do in school. For example, students should remain in their seats; and they should not hang out of windows, push or fight with other students, throw things, or try to distract the driver. Students who violate the Code of Conduct while on the bus may be disciplined and may be denied transportation. Some school buses are equipped with video cameras. The video tapes may be used as evidence in disciplining students who misbehave on the bus.

A student involved in a disciplinary action is entitled to due process, which includes notice and an opportunity to be heard. At school disciplinary hearings, a student is entitled to present his/her position relative to the incident leading to disciplinary action. For serious disciplinary infractions where long-term suspension or expulsion may be contemplated, a student may present documentary or testimonial evidence at a hearing before the Principal, Superintendent or School Committee and may also privately retain the services of an attorney to assist in the presentation of the student’s position.

**FALSE FIRE/BOMB ALARM AND/OR TAMPERING WITH FIRE EQUIPMENT** A student found responsible for a false fire alarm, including a bomb scare, or tampering with fire equipment will be suspended from school, with a mandatory parent/guardian conference with a building administrator (which may lead to further disciplinary action up to and including a possible expulsion from school). In addition, the school will notify the Scituate Police Department of any such incident.

**FIGHTING**

The nature of school is such that fighting anywhere within the school boundaries (hallways, classrooms, school grounds, or any other part of the school) is not allowed. Fighting is so dangerous and disruptive that suspension is needed as a consequence to discourage it from being considered as a solution.

**PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are inappropriate in school and will not be tolerated. Please refer to page 45 in this handbook section on Sexual Harassment for more information.

## DRESS CODE

SHS has a dress code that is meant to emphasize the importance of personal dress and appearance that encourages a safe and positive learning environment for all. The following guidelines are meant to encourage that environment:

- Students should dress comfortably for school while wearing clothing that is well-suited for a school environment.
- Clothing will cover undergarments, torso, midriff, backside, and cleavage, have sleeves or straps, and length appropriate to maintain adequate coverage.
- A student's face will be visible at all times, and teachers and students will be able to make eye contact at all times. Winter hats and baseball caps may be worn so long as they do not block a student's face. Hoods are not allowed within the building. Religious or health-related headgear/sunglasses will be permitted.
- Clothing, drawings, and accessories that display or promote negative messages are not permitted. Those negative messages could include drug, weapon, alcohol, gang, or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, or offensive words or graphics.

SHS encourages all students to be proud of who they are and to express themselves appropriately. Violations of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis. The courts have ruled that the schools have authority to regulate students' dress and, in some cases, hair styling. Students who are dressed inappropriately for school will be requested to change their clothing. Parents may be called and requested to bring in appropriate attire for their children. Health regulations require that shoes must be worn at all times in a public building. Closed-toed shoes are required for all laboratory science activities. Students who violate the dress code for the first time will be asked to call their parents to bring in appropriate clothing. The final decision regarding a particular student's dress lies with the administration.

No student is permitted to leave school grounds during the school day without written permission from a parent and approval from the Principal or Assistant Principal. Students who are dismissed are expected to exit from the Main Office. Students who leave school grounds (from the time they arrive in the building) without written, parental permission and approval from the administration will be referred to the Assistant Principal for disciplinary consequences.

When attending an interscholastic athletic event, Scituate High School students are to exhibit behavior consistent with the expectations stated in this handbook. This applies to all interscholastic events at home or away locations involving Scituate High School. The emphasis shall be on the positive support of a Scituate team, not negatively commenting, gesturing, etc. at the officials, opponents(s) or spectators. Any student who does not exhibit appropriate behavior will be asked to leave (without refund). Depending on the type and or number of the incident, the student could be excluded from attending future school events and or receive other school consequences.

The Scituate Public Schools encourage the appropriate use of online communication, including social media, to increase student and staff learning, parent and community engagement, and operational efficiency. When using online tools, members of the Scituate Public Schools community when acting as representatives or employees of the Scituate Public Schools will use appropriate behavior when the communication impacts or is likely to impact the classroom or working environment in the Scituate Public Schools. Students are responsible for their own social media accounts and adhere to appropriate use when using social media both inside and outside of school. Communications on social media by students brought to the attention of school administrators which may impact the immediate school environment and the safety of all students or have impact on our students well-being are subject to investigation by administration and consequences per our Code of Conduct.

**TEACHER DETENTION**

Students assigned detention by a teacher are expected to stay after school for a period of time designated by the teacher. Office detention will be assigned for those failing to report. All school rules are in effect during afternoon detention, including, but not limited to: no electronic devices, no talking, no sleeping, and no food or drink except bottled water.

**OFFICE DETENTION/EXTENDED OFFICE DETENTION**

Students assigned detention are expected to stay after school for 45 minutes, or up to 90 minutes for extended office detention. Detention time will be increased for those failing to report. The next step may include Saturday school or suspension. All school rules are in effect during afternoon detention, including, but not limited to: no electronic devices, no talking, no sleeping, and no food or drink except bottled water.

**SATURDAY DETENTION**

For certain offenses, students may be assigned a detention to be served on Saturday morning at the high school in a designated area. Detention will be two hours in duration. Failure to attend Saturday detention will result in a one day out of school suspension. All school rules are in effect during Saturday detention, including, but not limited to: no hats, no electronic devices, no talking, no sleeping, and no food or drink except bottled water.

**WORK SERVICE**

For certain offenses, students will be offered the opportunity to perform work service within the school and/or the community in lieu of detention or suspension.

The Scituate School Committee supports the use of video cameras throughout the Scituate Public School District buildings for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees

only. Signage and Notification Appropriate signage will be posted at major entrances to school buildings that notify students, staff and the general public of the District's use of security cameras.

The Scituate School Committee supports the use of vape detectors throughout the Scituate High School buildings for the purpose of discouraging the use of electronic devices. State law and school board policy prohibits smoking/vaping in school buildings and on school grounds at all times by all persons; this includes vaping with electronic cigarettes and vapor pens. Scituate High School policy also prohibits the possession of any tobacco or nicotine products. If a student is in the vicinity of a vape detector that notifies administration of an occurrence of possible vaping, administrators may search the student. Parents will be notified in such cases. Students who act as lookouts for smokers, are knowingly present, or in possession of a device will be subject to discipline. Any student in violation of the laws concerning tobacco products and/or smoking, including but not limited to e-cigarettes and vapor pens will be subject to discipline as determined by administration. Students struggling with nicotine related substance abuse and looking for help will be supported in their efforts to live substance free.

Students accused of an infraction have the right to due process. This means they have the right to notice of the charge and an opportunity to respond to the charge and explain their actions and perceptions. If the disciplinary consequence may result in a suspension of more than ten days, the Student will be entitled to a formal hearing with an opportunity to be represented at the student's own expense and the opportunity to present evidence and confront witnesses. A suspended student will be excluded from all classes, sports, all school-sponsored events and other school-related activities for the length of the suspension. This ineligibility takes effect on the close of the school day that the suspension is assigned and remains in effect until the suspension is fully served. Homework is available to the students if they request it. Students can also make up missed class work while they are suspended. The Fourteenth Amendment says no person can be deprived of life, liberty or property without due process of law. The Supreme Court has held that a student's interest in a public education is a property right protected by the due process clause. The essential elements of due process are "notice" and "hearing". This means a student cannot be suspended/expelled unless he/she is informed of the charge against him/her and the basis for the accusation, and unless he/she is given a chance to tell his/her side of the story. Link: [MA General Law Ch 37H](#)  
LEGAL REF.: M.G.L. 71:37, 71:37H1/2; 76:17 Adopted: 02/14/2005

## **DUE PROCESS LEGAL POLICIES**

Respect is at the heart of Scituate Public Schools, respect for yourself, respect for the staff, and respect for your school. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. It is the policy of the Scituate Public Schools to ensure fair and effective disciplinary practices. Accordingly, the following rules and regulations will be administered fairly and consistently to all students: Eligibility to Participate in School Activities and Events 603 CMR 53.11

32

**Suspensions** The Scituate Public Schools adhere to the Student Discipline Laws and Regulations as set forth in MGL Chapter 37H, 37 H1/2 and 37 H 3/4 and 603 CMR 53.00 et seq.

**Link:** [MA General Laws Student Discipline](#)

**In School Suspensions:** 603 CMR 53.10

**Link:** [603 CMR](#)

**Notice of In-School Suspensions:** 603 CMR 53.10

## **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 meetings 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 Due Process Procedures for Out-of-School Suspensions:** There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. 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:** 603 CMR 53.08 (see link above)

**EMERGENCY REMOVAL OF STUDENT:** 603 CMR 53.07 (see link above)

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**

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:

## **DISCIPLINE OF STUDENT EDUCATED ON AN IEP**

All students are expected to meet the requirements as set forth in this handbook. Massachusetts General Laws require that additional provisions be made for students who have been found eligible or are currently in the evaluation process, by an Evaluation Team, to have special needs and whose program is or could be described in an Individualized Education Plan (IEP).

- The following additional requirements apply to the discipline of special needs students.
1. The principal or designee will notify the Special Education Office of the suspension of a special needs student and a record will be kept of such suspensions.
  2. In accordance with special education regulations, when it is known that the suspension(s) of a special needs student will accumulate to greater than ten (10) days in a school year, a manifestation hearing will convene to determine whether the student's disciplinary behavior is a manifestation of their handicapping condition. The IEP will be reviewed to determine appropriateness of the student's placement or program.
  3. If a special education student commits an offense which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting.
  4. There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include:
    - a. carrying or possession of a weapon
    - b. knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance
    - c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.
  5. The Individuals with Disabilities Education Act (IDEA)- The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if:
    - a. the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services;
    - b. the child's parent had requested an evaluation of the child to determine eligibility for special education services; or
    - c. the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel.
  6. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services. If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion **34** without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA. Discipline of Students Educated on a 504 Plan School personnel may not suspend a student on a 504 plan for more than ten consecutive days without a manifestation determination. Procedural

protections for eligible 504 students are the same as those afforded to special education students

**Level I:**

Minor Offenses Level I offenses include pass violations, tardiness, failure to attend assigned detention, use of inappropriate language. Discipline consequences assigned for Level I offenses cannot be appealed to the building principal.

**Level II:**

Major Offenses Level II offenses include truancy, insubordination, disrespectful behavior, disruptive behavior, harassment, bullying, vulgar and obscene language, vulgar and obscene language directed at a staff member, fighting, smoking, repeated Level I offenses, unauthorized access to another student’s locker, failure to report to a class or other assigned area (library, lunch, assembly, nurse’s office, guidance office), or participation in a school-sponsored activity while suspended.

**Level III:**

Illegal Acts Level III offenses include all acts that are illegal under the laws of the Commonwealth of Massachusetts, including, but not limited to: vandalism, theft, sexual harassment, assault, possession of illegal drugs, use of illegal drugs, distribution of illegal drugs, possession of dangerous weapons or objects, false alarms, threats, or violation of the civil rights of a staff member or another student, or unauthorized use of computer networking systems and/or tampering with computer equipment, resident programs, or files. Students may be subject to Level I and Level II penalties, a suspension of greater than ten (10) days, or expulsion. Upon belief that a student has committed a Level III act, the police may be notified.

Suspension of a student will be used as a disciplinary measure in the case of serious offense by a student or when, in the opinion of the administration, a continuum of offenses requires that the student is suspended from school. The duration of each suspension (up to 90 days for offenses not covered under **MGL. C. 71 s. 37H, 37H ½ & 37H ¾** ) will be at the discretion of the administration. **Suspensions** The Scituate Public Schools adhere to the Student Discipline Laws and Regulations as set forth in MGL Chapter 37H, 37 H1/2 and 37 H 3/4 and 603 CMR 53.00 et seq.

**Link:** [Suspension or Expulsions](#)

Students who are suspended from school may not be present on school grounds, or at any school sponsored activities, may not attend or participate in athletic games, practices of meets, and may not attend field trips. The prohibition on attendance at outside activities begins when a student is notified of the suspension and ends on the day he/she returns to school. (For example, a student is informed on Friday that they s/he will be serving a one-day suspension on the following Monday. The student would be ineligible to participate beginning on Friday afternoon and would be eligible again on Tuesday.) Suspensions do not count as unexcused absences for the purpose of attendance reporting. Students who are serving a suspension are expected to make-up all assignments missed while they were out of school due to suspension, and will be subject to the same **35** requirements for extended deadlines as students who are “absent excused.” Students who are suspended are responsible for collecting a list of missed assignments and should consult Plusportals and meet with teachers upon their return to school in order to gather make-up work.

**IN-SCHOOL SUSPENSION FOR LESS THAN 10 CUMULATIVE DAYS DURING A SCHOOL YEAR**

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will 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 meetings will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such a meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

Except in the case of an Emergency Removal as provided on page [26], prior to imposing a short-term out-of-school suspension **(10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H, 37H ½, & 37H ¾ an administrator will** provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. **Notice:** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
  - 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 administrator 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 need to participate;
  - g. 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 school and parent.
2. **Efforts to Involve Parent/Guardian:** The administrator will make reasonable efforts to notify the parent

of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator 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.

3. **Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
4. **Decision:** The administrator will provide written notice to the student and parent of his/her 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. The notice of determination may be in the form of an update to the original written notice of hearing.

### **PROCEDURES FOR SHORT TERM SUSPENSION**

Except in the case of an Emergency Removal, prior to imposing a long-term suspension (**more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year**), **an administrator will follow the procedures for short-term suspension plus additional** procedures as follows:

**Notice:** The notice will include all of the components for a short-term suspension above, plus the following:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not; a. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
  - b. 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;
  - c. the right to cross-examine witnesses presented by the school district;
  - d. the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
  - e. the right to appeal administrator's decision to impose long-term suspension to the superintendent.
2. **Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
3. **Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will 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 school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:
  - a. Identify the disciplinary offense, the date on which the hearing took place, and the

participants at the hearing;

- b. Set out the key facts and conclusions reached;
  - c. Identify the length and effective date of the suspension, as well as a date of return to school;
  - d. Include notice of the student’s opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
  - e. Inform the student of the right to appeal the administrator’s decision, for conduct not covered by M.G.L. c. 71, §37H, 37H ½, & 37H ¾
4. to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will 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 seven (7) calendar days of the effective date of the long-term suspension; and that
  - b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator’s determination on appeal.

**Link: [Section 37H1/2](#)**

**Link: [Section 37H3/4](#)**

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed. Any student who is removed from school for a disciplinary offense for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be informed at the time of the suspension/expulsion.



Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if 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 administrator’s judgment, there is no alternative available to alleviate the danger or disruption. The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed **two (2)** school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension: ● Make immediate and reasonable efforts to orally notify the student and the student’s parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters; ● Provide written notice to the student and parent as provided in Section C or D above, as applicable; ● Provide the student an opportunity for a hearing with the administrator, 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 administrator, student, and parent. ● Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

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

## **APPEAL TO SUPERINTENDENT**

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than

10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within seven (7) calendar days. The superintendent must hold the hearing within three (3) school days of the student's request. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will 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 will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will 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.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

Link: [MA Law regarding student discipline](#)

## **CONDUCT THAT MAY LEAD TO SUSPENSION AND EXPULSION**

While our school philosophy towards discipline is designed to teach students how to behave appropriately in Scituate High School and in society, the Massachusetts State Legislature has determined that there are certain offenses that may require a long term suspension (more than ten days) or a permanent expulsion of a student from school. **Massachusetts General Law Chapter 71, Sections 37H and 37H½** outline the conditions through which a student may be expelled from school. Students are subject to expulsion (i.e, permanent exclusion) by the Principal for the conduct listed below.

- Possession of a dangerous weapon\*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

\*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony

and if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school based upon the standards and procedures set forth in **M.G.L. c.71, §37H1/2**.

Any student who is removed from school for a disciplinary offense under **G.L. c. 71, §37H or §37H½** for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be informed at the time of the suspension/expulsion.

#### **Procedures Applicable To Conduct Covered By M.G.L. C. 71, §37h & 37h ½**

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on educational staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.
3. A letter will be mailed to the parent/guardian of the suspended student stating:
  - a. The reason for the suspension
  - b. A statement of the effective date and duration of the suspension
  - c. A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with **M.G.L. c. 71, §37H**
4. When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in **M.G.L. c.71, §37H1/2**. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.
5. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel (at their own expense) at a hearing before the Superintendent. The subject matter of the appeal shall not be limited to a factual determination of whether the student has violated any provisions of this section.

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

**Link:** [Section 21 of Chapter 76](#)

#### **PRINCIPAL HEARING SHORT TERM SUSPENSION**

1. The purpose of the hearing with the principal is to hear and consider information regarding the alleged

incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal 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 set forth in 603 CMR 53.05. The principal 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.

2. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
3. The principal 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.
4. If the student is in a 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.

#### **PRINCIPAL HEARING LONG TERM SUSPENSION**

The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

1. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:
  - a. 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;
  - b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
  - c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
  - d. the right to cross-examine witnesses presented by the school district; and
  - e. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording provided to the student or parent 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.
2. The principal 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.
3. Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal 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 other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:

- a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- b. Set out the key facts and conclusions reached by the principal;
- c. Identify the length and effective date of the suspension, as well as a date of return to school; d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a); e. 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, or other means of communication where appropriate, and shall include the following information stated in plain language:
- f. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension; provided that within the five 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 additional calendar days; and that
- g. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
- h. 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, whether short-term or long-term, before the suspension takes effect.

### **SUPERINTENDENT'S APPEAL HEARING**

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.

Link: [MA Department of Education Student Discipline 603-CMR 53.09](#)

**EXCLUSION/EXPULSION:** The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H.

Link: [Policies pertaining to conduct of teachers and students](#)

### **FELONY COMPLAINT OR CONVICTION:**

Link: [Felony complaint or conviction of student; suspension; expulsion; right to appeal](#)

### **EDUCATION SERVICES AND ACADEMIC PROGRESS UNDER SECTIONS 37H, 37H1/2 AND 37H3/4**

Link: [Section 37H3/4](#)

**SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:** "The School-Wide Educational Services Plan for each school is found on the district website, and a copy is presented on page 120 of this document. Written copies are available at the Superintendent's Office located at 606 Chief Justice Cushing Hwy, Scituate, MA."

### **APPEAL OF DISCIPLINARY ACTION**

Students may appeal a suspension over ten school days. M.G.L. s. 71 s. 37H and M.G.L. s. 37 H 1/2 describe

the appeals processes for students disciplined under those laws. It is the responsibility of the student to

follow the established channels of appeal. For those offenses that fall under Mass. General Laws, the appeal procedure under those statutes will be followed. The hearing officer in the appeal has the right to amend or increase consequences.

Authorized personnel shall, at the request of a parent or guardian of any student, allow such parent or guardian to inspect the student's record pursuant to the student record regulations. Authorized school personnel shall permit any eligible student over the age of 14 to inspect their student record pursuant to the student record regulations. Each student has the right to a private interpretation of their student record by any authorized member of the staff. Inspection of the records of students by 3<sup>rd</sup> parties shall not be allowed except upon informed written permission of the eligible student or the parent, unless one of the exceptions under the student record regulations applies. Authorized school personnel may forward transcripts of the student's records upon the request of parents, legal guardians, students, and former students. Parents without physical custody are eligible to request and receive student record information described in M.G.L. c. 71 s.34H unless: parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section; or parent is denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. Upon the school's receipt of a written request for records from the parent without physical custody, the school will notify the custodial parent regarding this request. Notification to the custodial parent will also explain that the information requested will be provided to the requesting parent after 21 days unless the custodial parent provides to the Principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information, or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information." (See M.G.L. c. 71 s. 34H).

**Link:** [Section 34H](#)

A student transferring into Scituate High School must provide a complete school record including, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which the student was charged with any suspended act. (See M.G.L. c. 71 s. 37L). Scituate High School will provide a complete copy of a student's record to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of Scituate High School. (603 CMR 23.07(4)(g)). The Superintendent will provide for the proper administration of students records in keeping with the state and federal requirements, and shall obtain a copy of the state student regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

*Scituate High School's temporary student records will be destroyed on or after August 15th of each school year. If you choose to inspect or request these documents after graduation, you must set up an appointment*

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Link:** [Family Educational Rights and Privacy Act \(FERPA\)](#)

### **FERPA**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31)

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. Link above.

### **COLLEGE AND MILITARY RECRUITER ACCESS POLICY**

Federal legislation requires that each school district provide, upon request by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. If a student or that student's parent does not want the information contained in this paragraph to be released without prior written parental consent, please notify the Principal in writing of this desire as soon as possible.

Representatives from colleges, universities, and the military may schedule appointments through the School Counseling Department to meet with students. Students and parents will be notified of recruiter visits via daily announcements, and a posting of scheduled visits outside the School Counseling Office. Junior and Senior students may obtain a pass to meet with recruiters in the School Counseling Office. Students must obtain approval from a classroom teacher before being permitted to meet with representatives.

### **HOMELESS STUDENTS**

This policy is intended to reiterate the significant provisions of the McKinney-Vento Homeless Education Assistance Act. Every homeless child and youth shall have equal access to the same free, appropriate education and programs as is provided to other children and youth. No homeless child or youth shall be discriminated against, segregated from the mainstream school population, or isolated on the basis of his or her homelessness.

**Link:** [McKinney-Vento Homeless Education Assistance Act](#)

The provisions of state and federal special education law MGL Chapter 71B and 603 CMR 28.00, formally Chapter 766 and the Individuals with Disabilities Education Act, or “IDEA” are designed to help eligible students between the ages of 3 and 22 years of age who have not yet received a high school diploma and who are not making effective progress in regular education due to the existence of a qualifying disability. **Link:**

[Children with Special Needs](#)

**Link:** [Mass DOE Special Education](#)

**Section 504 of the Rehabilitation Act of 1973** is an Act which prohibits discrimination against persons with a handicap in any programs receiving federal financial assistance.

**Link:** [Mass DOE Section 504 and the Americans with Disabilities Act](#)

### **Behavioral Expectations – Section 504 Students**

Additional information concerning Section 504 including the right to receive an evaluation, the procedural protections afforded to parents and students, a more detailed description of the special rules relating to suspension and expulsion, and access to Section 504 records may be obtained from the District Section 504 Coordinator. Tammy Rundle, Director of Counseling, 606 Chief Justice Cushing Highway, Scituate, Ma 02066 (781) 545-8750 Ext 370.

**Link:** [Laws about Special Education](#)

The Scituate Public Schools have a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, gender identity, national origin, sex, sexual orientation, religious beliefs, disability or age are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable. The Scituate Public Schools strictly enforce a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees by anyone, including any fellow student, teacher, supervisor, co-worker, vendor, or other third party, as such conduct is contrary to the mission of the Scituate Public Schools and its commitment to equal opportunity in education and employment.

**Link:** [Comm. of Mass Sexual Harassment Policy](#)

**Link:** [Chapter 151B](#)

### **DEFINITION OF DISCRIMINATION AND HARASSMENT**

MGL P I, Title XXI CH 151B

“Discrimination” and “Harassment” are defined as unwelcome conduct, whether verbal or physical, that is based on race, national origin, sex, sexual orientation, religious beliefs, color, gender identity, disability or age. Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group

described above.

- Verbal abuse or insults about, directed at, or made in the presence of an individual or group described above.
- Any action or speech that contributes to, promotes to, promotes or results in a hostile or 45 discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from employment or a program or activity of the Scituate Public Schools; or (ii) creates an intimidating, threatening or abusive educational or working environment.
- Many forms of harassment and discrimination have been recognized as violations of the civil rights laws (including Section 504 of the Rehabilitation Act of 1973, Title VI, Title IX, Chapter 622 of the Acts of 1971 (M.G.L. c.76, §5) and Chapter 15 1B of the General Laws) by federal courts, state courts, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education, Office for Civil Rights and the Massachusetts Commission Against Discrimination “Sexual harassment” is defined as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
  - Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions.
  - Sexual harassment includes, but is not limited to:
  - Unwelcome sexual advances, whether they involve physical touching or not.
  - Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
  - Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess. ● Discussions of one’s own sexual activities or inquiries into others’ sexual experiences. Displaying sexually suggestive objects, pictures, cartoons. The definitions of discrimination, harassment and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school or work environment that is hostile, offensive, intimidating, or humiliating to either male or female students or workers also may constitute discrimination, harassment and/or sexual harassment.



If any Scituate Public Schools student or employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination described above, the individual has a right to file a complaint with the Scituate Public Schools through the Assistant Superintendent. This may be done verbally or in writing. Teachers or other staff members who observe incidents of harassment involving students should report such incidents immediately to the student’s Principal or Assistant Principal. Administrators aware of harassment involving any employee should report such incidents to the Assistant Superintendent. If you wish to file a complaint, you may do so by contacting your immediate supervisor or the Assistant Superintendent in the case of employees; and your teacher, Principal, Assistant Principal or Assistant Superintendent in the case of students.



There are many techniques employed as consequences for student behaviors that run contrary to our Code of

Conduct. The most commonly employed are Teacher Detention, Administrative Detention and In/Out-of-School Suspension. Since building positive relationships with staff members and instruction in appropriate behavior is essential to maintaining a positive learning environment, communication between staff, students and parents is an essential component of our Code of Conduct.

### **TEACHER DETENTION**

Teacher detention may occur before and after school hours. The length of teacher detention is at the discretion of the individual staff member, but should be no longer than one hour. Students may be assigned a teacher detention for a violation of classroom rules, including unexcused absences and tardies as is outlined under *Attendance* in this handbook. Students will be given 24 hours notice before having to serve a teacher detention that occurs after the end of the school day.

### **ADMINISTRATIVE/OFFICE DETENTION**

Students who commit infractions outside of the classroom, cut classes, have continued tardies or those who continuously disrupt the classroom learning environment may be assigned a consequence from their assistant principal. Students are assigned a 45 minute supervised detention, immediately following school. Students are expected to work on assignments, study or have quiet reflection. When a student is assigned a detention by a member of the administration, parents will be notified.

Drug and alcohol use by students poses a serious threat not only to their own well-being, but also to the well-being of the school system. Drugs and alcohol have no place in an educational environment where the goals are learning and growth, and they will not be tolerated during school hours or on school property or at any school sponsored activity or event. Students are strictly prohibited from actions involving drugs and alcohol during school hours or on school property or at any school-sponsored activity or event. For the purposes of this policy alcohol and drugs include not only alcohol, controlled substances as defined in Mass. Gen. Laws, Ch. 94C (including but not limited to marijuana, cocaine and heroin), but also restricted drugs such as prescription over-the-counter drug which are misused; steroids ;and products misused for the purpose of mind altering effects(e.g., solvents, salvia, etc.)

The Scituate High School community is dedicated to providing a safe, healthy, productive learning environment free from alcohol, tobacco, and controlled substances(as defined above). Accomplishing this goal requires a cooperative effort among school staff ,students ,parents, law enforcement, and organizations concerned with the healthy development of all students. Scituate Public Schools is committed to providing a drug-and alcohol-free learning environment. Drug and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students, and adversely affect the educational mission of the school corporation. For these reasons, the unlawful manufacture, distribution, possession, use, or being under the influence of illicit drugs, alcohol or other controlled substances, or possession of paraphernalia, on school premises or as part of any school-sponsored activities is strictly prohibited. Disciplinary sanctions (in accordance with state and federal laws) will be imposed on students who violate the standards of conduct set forth in this policy. The following factors will be considered in determining sanctions: The potential harm of the specific drug itself, the physical hazard posed by it, and its tendency to create addiction. The degree and kind of involvement with drugs evidenced by the

activities of the student offender; the number of other students affected by him/her; and his/her possible profit motive. The number of times the student has been disciplined previously for conduct involving drugs. The

47

overall disciplinary record of the student. The student's willingness and desire to participate in an approved substance-abuse program or to seek help from professionals, organizations, or other individuals qualified to provide services.

[LEGAL REF.: M.G.L. 272](#)

All Scituate High School students shall not, regardless of the quantity, possess, use, consume, buy, sell, or give away alcohol, marijuana or illegal drugs or any controlled substance. This includes products such as "NA" or "near beer". Further, any student who has voluntarily been in the presence of or voluntarily attended a function where drugs and/or alcohol are being used illegally may be subject to this policy. This policy is in effect for students during the school year on or off campus, from the beginning of the athletic or co-curricular pre-season in August, to the last day of school or tournament play, whichever ends latest. This policy does not extend beyond common sense to innocent attendance and law-abiding participation at an event such as a religious service or a wedding/wedding reception. Infractions Any student whose behavior becomes subject to the SHS Substance Abuse Prevention Policy may expect any of the following:

If the offense occurred during the school year on or off campus, from the beginning of the athletic pre-season in August, to the last day of school or tournament play, whichever ends latest the student may expect The student will be referred to the Student Assistance Program. The student may be assigned appropriate disciplinary consequences. The student may lose privileges and/or be banned from participation in school-sponsored extracurricular activities. Disciplinary Consequences If the offense occurred on school grounds or during a school sponsored or sanctioned event off school grounds the following discipline may result: The use, possession, in the presence of, or sale/distribution of alcoholic beverages or controlled substances is forbidden by school policy and/or state law. Violations of these regulations may result in the following sanctions which are cumulative from year to year.

**ALCOHOL** (use, possession, sale, intended sale or distribution or willfully being in the presence of alcohol at school or any school-sponsored event)

**1st Offense:**

- Notification of parents.
- Mandatory parental conference.
- Five- to ten-day suspension with the possible recommendation for additional days. ● Mandatory attendance and positive participation in six (6) after school counseling sessions with School Adjustment Counselor. Restriction from all school sponsored social events on or off campus for a period of 18 school weeks.
- Loss of parking privileges without reimbursement for 18 school weeks.
- Student is required to develop a contract with the building Principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school day (not to be counted toward the graduation requirement).
- Participation in graduation ceremonies may be withheld at the Principal's discretion (Pertinent circumstances surrounding the incident, including, but not exclusive to previous behaviors will be considered.)
- School-related service may be required. Students must relinquish any elected or appointed positions (After a period of 18 weeks, students may request a review of this sanction by the Principal.)

## **2nd Offense:**

48

- Notification of parent.
- Suspension from school for ten days with a possible recommendation for additional days.
- Extension of restriction from all school sponsored social events on or off campus for a calendar year
- Loss of parking privileges without reimbursement.
- Mandatory attendance and positive participation in six (6) after school counseling sessions with School Adjustment Counselor.
- Participation in graduation ceremonies may be withheld at the Principal's discretion.
- Student is required to develop a contract with the building Principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school day (not to be counted toward the graduation requirement).
- The school will suggest that the student provide documented completion of an approved counseling/rehab program.
- Parents may be asked to complete advisory sessions with a member of the high school's counseling staff as determined by administration. Student must relinquish any elected or appointed position.

## **3rd Offense:**

- All consequences listed above.
- Recommendation for expulsion hearing.

**CONTROLLED SUBSTANCES AND PARAPHERNALIA** (use, possession, sale, intended sale or knowingly or willfully being in the presence of a controlled substance)

## **Any Offense May Include:**

- Notification of parents.
- Five to ten days suspension with the possible recommendation for additional days.
- Mandatory long term suspension and/or expulsion hearing (See Educational Reform Law.)
- Mandatory attendance and positive participation in six (6) after school counseling sessions with School Adjustment Counselor.
- Referral For Substance abuse treatment.
- Notification of police.
- Loss of parking privileges for 18 school weeks without reimbursement. Restricted from all school sponsored social events on or off campus or co- curricular activities for a minimum of 18 school weeks and possible recommendation for additional time.
- Parents may be asked to complete advisory sessions with a member of the high school's counseling staff as determined by administration.
- Student is required to develop a contract with the building Principal or his/her designee to perform twenty-five (25) hours of school-related service beyond the school day (not to be counted toward the graduation requirement).
- Participation in graduation may be withheld at Principal's discretion. School related service may be required.
- Student must relinquish any elected or appointed positions (After a period of 18 weeks, students may request a review of this sanction by the Principal.)
- If a teacher determines that a student has a strong, identifiable odor of marijuana on his/her person or clothing, the student will be asked to report to an assistant Principal and may be referred to the school nurse.
- The student will be questioned by the administration as to the source of the odor. Any follow-up action will depend on the outcome of the investigation. TOBACCO A student shall not,

regardless of the quantity, use, possess, buy/sell, or give away any tobacco product (including e-cigarettes and vaporizers).

### **1st Offense:**

49

- Notification of parents
- Mandatory parental conference
- Five- to ten-day suspension with the possible recommendation for additional days. ● Mandatory attendance and positive participation in six (6) after school counseling sessions with School Adjustment Counselor or seven (7) in-school nicotine cessation support group sessions for vaping.
- Restriction from all school sponsored social events on or off campus for a period of 18 school weeks.
- Loss of parking privileges without reimbursement for 18 school weeks.
- Student is required to develop a contract with the building Principal or his/her designee to perform twentyfive (25) hours of school-related service beyond the school day (not to be counted toward the graduation requirement).
- Participation in graduation ceremonies may be withheld at the Principal's discretion (Pertinent circumstances surrounding the incident, including, but not exclusive to previous behaviors will be considered.) School-related service may be required.
- Student must relinquish any elected or appointed positions (After a period of 18 weeks, students may request a review of this sanction by the Principal.)
- Parents may be asked to complete advisory sessions with a member of the high school's counseling staff, or representative from Scituate FACTS, or a community-based counselor, as determined by administration.
- Student must relinquish any elected or appointed position (After a period of 18 weeks, students may request a review of this sanction by the Principal.)

### **2nd Offense:**

- Notification of parents.
- Suspension from school for ten days with a possible recommendation for additional days. ● Extension of restriction from all school sponsored social events on or off campus for a calendar year. Loss of parking privileges without reimbursement.
- Mandatory attendance and positive participation in six (6) after school counseling sessions with School Adjustment Counselor
- Participation in graduation ceremonies may be withheld at the Principal's discretion. ● Student is required to develop a contract with the building Principal or his/her designee to perform twentyfive (25) hours of school-related service beyond the school day (not to be counted toward the graduation requirement)
- The school will suggest that the student provide documented completion of an approved counseling/rehab program
- Parents may be asked to complete advisory sessions with a member of the high school's counseling staff, or representative from Scituate FACTS, as determined by administration. ● Student must relinquish any elected or appointed position.

### **3rd Offense:**

- All consequences listed above.
- Recommendation for expulsion hearing (After a period of 18 weeks, students may request a review of this sanction by the Principal.)

- Procedures The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year.
- 1st offense--will result in 4 consecutive detentions. If a detention is missed, a one day suspension or 10 hours after school building cleanup will be assigned. A voluntary smoking cessation class

50

will be offered. Implementation of these consequences will be based on specific circumstances and individual students in compliance with each school's established procedures.

- 2nd offense--will result in a two-day suspension or 20 hours of after school service to be completed within 2 weeks.
- 3rd offense--will result in a three-day suspension or one-day suspension with completion of a designated smoking cessation program.
- 4th Offense: Will result in a five-day suspension or a two-day suspension with completion of a designated smoking cessation program.
- 5th offense: Will result in a recommendation for expulsion for insubordination. SOURCE: MASC LEGAL REF: M.G.L 71:37H

### **USE/POSSESSION OF TOBACCO PRODUCTS**

Smoking, the use of snuff, chewing tobacco or any other tobacco product, including all electronic vaping devices, are not permitted in school or anywhere on school grounds. Additionally, possession of cigarettes, electronic vaping devices, snuff, chewing tobacco or other tobacco related products and tobacco alternatives (to include, but not limited to lighters, rolling papers and matches) are not permitted. These items will be confiscated and sent to the office. Students found in violation of the tobacco products policy will be subject to disciplinary action.

### **GAMBLING AND CARD PLAYING**

Gambling, card playing and other games are not permitted in school. Students participating in any of these activities may be subject to disciplinary action up to and including suspension.



The term hazing refers to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Massachusetts General Laws, Chapter 269, ss. 17 – 19 are reprinted below.

### **CRIME OF HAZING, DEFINITION, PENALTY Chapter 269, Section 17**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing," as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

## **DUTY TO REPORT HAZING Chapter 269, Section 18**

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

51

## **HAZING STATUTES TO BE PROVIDED, STATEMENT OF COMPLIANCE, AND DISCIPLINE POLICY REQUIRED Chapter 269, Section 19**

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

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

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

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

## **SCITUATE POLICY ON HAZING**

In addition to the above cited penalties, students engaged in the act of hazing will be subject to disciplinary action up to suspension for up to 90 school days..

## **NON-COMPLIANCE**

Faculty and staff members are responsible for maintaining a safe and pleasant atmosphere within the school and at all school functions. A student who does not comply with a faculty member's request may be subject to disciplinary action including possible suspension. A student who refuses to give their name to a staff member or who gives a false name to a staff member may expect to receive disciplinary action and/or suspension.

## STEALING

Any student involved in the act of stealing and/or found in possession of property stolen from another student, a member of the faculty or staff, or from the confines of the High School will be subject to further disciplinary action up to and including suspension and will have to make full restitution. The school may notify the police of the theft. Students who, without permission, have keys to the High School facilities will be subject to the above

52

penalties.

## VANDALISM

A student performing any action which results in the damage of school property or to the property of others will be subject to disciplinary action up to and including suspension for five (5) days, and will be required to make full restitution. The police will be notified. Vandalism includes inappropriate use of technology that interferes with other students' use of the technology for educational purposes.

Verbal abuse of faculty members or other school personnel will not be tolerated. Any student who verbally abuses or intimidates a faculty member or other school personnel will be subject to disciplinary action up to and including suspension. Physical abuse of faculty members or other school personnel will not be tolerated. Any student who physically abuses a staff member or any other school personnel will be reported to the Scituate Police and will be subject to further disciplinary action under **MGL c. 71 s. 37H**. Students are expected to treat each other with respect at all times. Students who use abusive language verbally or in writing or who participate in any activity that offends other people may be subject to further disciplinary action up to and including suspension. As described more fully in the harassment policy, comments that offend a person on the basis of their race, sex, ethnicity, disability, or sexual orientation are completely unacceptable and will be judged as extremely offensive. Language should be appropriate at all times in all parts of the building, even if a student is speaking to him/herself.

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

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or

periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials. SOURCE: MASC Adopted: 53 02/14/2005
3. The police authorities shall deal directly with the parent or legal guardian when a student is involved in suspected lawlessness. The school officials shall cooperate with the police in any investigation involving Scituate Public School students. However, in order to assure each student, parent or legal guardian the protection of legal counsel if they so desire, a request by the police authorities shall be referred to the parent or legal guardian of the student before such interrogation is permitted. Adopted: 11/21/1972 Revised: 09/06/0979 02/14/2005

## **ACCESS TO RESOURCES AND SERVICES**

A key aspect of promoting positive school climates is ensuring that the underlying emotional needs of targets, aggressors, families, and others are addressed. The Scituate Public Schools Bullying Prevention and Intervention Plan describes the strategies for providing supports and services necessary to meet these needs. In order to enhance the school's or district's capacity to prevent, intervene early, and respond effectively to bullying, available services should reflect an understanding of the dynamics of bullying and provide approaches to address the needs of targets and aggressors. The Scituate Public Schools Bullying Prevention and Intervention Plan includes a strategy for providing counseling or referral to appropriate services for aggressors, targets, and family members of those students.

## **BULLYING AND CYBERBULLYING**

The Scituate Public Schools prohibits bullying and cyberbullying as defined by M.G.L. c.71 & 370 (refer to Policy 5013, Bullying and Hazing). Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. For more information please access the following link.

**Link:** [Scituate Public Schools Bullying Prevention Plan](#)

**BULLYING** is aggressive behavior that is intended to physically or emotionally harm another person. Bullying differs from normal conflict in that:

1. It is deliberate and targeted
2. It involves an imbalance of physical or psychological power
3. It is repetitive
4. It is impactful.

Bullying behavior is deliberate, which means the harm inflicted on one student by another student is done on purpose. There is also a perceived imbalance of power between the students involved. This difference in power may exist because one student feels that he or she is bigger, older, more popular, smarter, or better than another student in some way. Because of this difference in power, it is difficult for the person being bullied to stand up for him or herself, which may result in a repeat of the aggressive behavior. Bullying impacts the targeted student in a negative way.

## **TYPES OF BULLYING**

Physical- hitting, pushing, shoving, damaging someone else's property, etc.

Verbal/Written- teasing, name-calling, threatening harm, etc.

Social- spreading rumors, excluding others on purpose, breaking up friendships, etc.

Cyber- using the internet or cell phones to cause harm

### ***Who is involved in bullying?***

The AGGRESSOR is a student who engages in bullying, cyber-bullying, or retaliation. The

TARGET is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

BYSTANDERS are students who watch bullying happen but do not say or do anything to help the

54

target, or stop the aggressor.

***I think I am being bullied or someone I know is being bullied. What should I do...?*** • Tell an adult you feel comfortable talking to. Your parent, teacher, school counselor, principal, assistant principal, and coach are all examples of adults who can listen to what you're experiencing and help you respond to the situation. This is not something you should handle by yourself.

- Complete a Bullying Incident Reporting Form. Forms are available online and at school in the main office, the School Counseling Suite and the nurse's office. This is something you can complete on your own or with one of the adults mentioned above. You do not need to include your name on the reporting form, but it is helpful if you do. You should submit the reporting form to the main office or the School Counseling Suite once it is completed. It is important to note that the principal or assistant principal will investigate all reported incidents of bullying and retaliation, but no disciplinary action will be taken against an alleged aggressor based solely on an anonymous report.

### **BULLYING VS. CONFLICT**

It is important to understand that not all situations that students report are examples of bullying. The principal or assistant principal may determine that your situation is an example of a more equal type of CONFLICT, like an argument or a disagreement. In an argument or a disagreement BOTH students or groups of students feel they can defend themselves and work together to resolve an issue when they are ready. Even though conflict is not as severe as bullying, it can be difficult to resolve conflict on your own. If you would like to talk to someone at school about your situation, stop by the guidance office and schedule a time to speak with your counselor. You can also pick up an incident report form in the main office, the nurse's office, or the school counseling office. Incident report forms should be submitted to the main office or the School counseling office. We will try to the best of our ability to assist you with your issue.

### ***What happens after I report alleged bullying to my school?***

Once a report is received the principal or designee will:

1. Take steps to make sure that the target is safe and protected.
2. Conduct an investigation and interview students, staff, etc.
3. Determine if the situation is bullying, retaliation, or normal conflict.
4. Determine responsive and/or disciplinary actions as necessary.
5. Notify parents and guardians of the target and aggressor.
6. Notify local law enforcement if criminal charges may be pursued.
7. Check in with the target and modify the plan as necessary.

***I want the bullying to stop, but I am afraid things will only get worse if I report what's happening at school.***

RETALIATION is any form of intimidation, payback, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. *Like bullying behavior, acts of retaliation will not be tolerated and are subject to responsive and/or disciplinary action.*

### *What can I do to help?*

- Treat everyone at Scituate High School with KINDNESS and RESPECT. You may not like what someone says or does all of the time, but you should always treat others the way you would like to be treated.
- Consider how your words and actions will affect other people before you say or do something. Taking a moment to think about how what you say or do could make someone feel could avoid unnecessary hurt. ● Support your peers. If you see someone do something unfair or unkind to someone again and again,

55

don't allow it to continue. Reach out in friendship to the targeted student immediately or at another time. Report the incident to an adult; anonymous reports are investigated. If you feel comfortable, let the aggressor know that their actions are not okay and should stop. As a bystander, you can make a big difference.

### **Questions:**

If you have any questions or concerns about bullying or conflict, please talk to your parent or guardian, teacher, guidance counselor, or another adult that you trust. We will do our best to help you. It is everyone's responsibility to stop bullying in our schools.

### **REPORTING CHILD ABUSE/NEGLECT**

The Scituate Public School recognizes a need to be aware of and sensitive to children who may be in danger. Effective learning becomes difficult for a child coping with the strain of family turmoil and basic needs which are not being met. School personnel are in a position to notice the needs of a child and have a responsibility under law to make a report if they feel a child is in jeopardy. The goal of intervention is to strengthen family life and use available resources towards this end. When an administrator, teacher, counselor, psychologist, nurse or social worker of the Scituate School District who, in her/his professional capacity has reasonable cause to believe that a student under the age of eighteen is suffering physical or emotional injury resulting from abuse, including sexual abuse, or from neglect, including malnutrition, as defined by M.G.L. Chapter 119, s/he becomes a mandated reporter.

Link: [Reporting abuse or neglect](#)



### **BUS PASSES**

Scituate Public Schools offers a fee-based transportation program for our students. **The transportation fee for the 2020 -2021 school year is \$240 per student, with a family cap of \$460.** After July 15<sup>th</sup>, the cost is \$265 for one student, and \$485.00 per family. Based upon maximum income thresholds, you may qualify for a transportation fee waiver. Transportation applications and Waiver applications are available on the Scituate Public Schools website, in the High School Main Office or in the Transportation Office. If a student has an IEP that requires specialized transportation, no fee is required

### **BUS RULES**

The school bus and bus stop is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that the right of a student to be transported to and from school is a privilege dependent on good behavior. Students are expected to be at the bus stop at least 5 minutes before the expected time of pickup. Buses will not wait for chronically tardy students. School administration may take away this privilege if there are violations of these rules or if students engage in any other action which jeopardizes the health and safety of those riding the bus including the driver or at the bus stop.

Examples of these actions include but are not limited to: distracting the driver in any way, causing a disturbance on the bus that distracts the driver or using any electronic device that distracts the driver or contributes to the driver being distracted. Students may also be suspended from school or be assigned detention depending on the nature of the violation. The Scituate School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the

56

Principal. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee. Any student who is impeding the safe operation of the bus may be returned to school and it will be the parent's responsibility to provide transportation.

### **DIRECTED STUDY**

Students will report to scheduled studies where a teacher will take attendance. A quiet atmosphere will be maintained. Students may be permitted to attend pre arranged appointments in the School Counseling Dept. or Academic Strategies class, use the library, see the nurse, or participate in instructional tutoring. Failure to report to study will be considered cutting class.

### **FIELD TRIPS**

There will be a time when classes, clubs, teams, or other groups will be taking field trips or making visits to other schools to represent Scituate Public Schools in activities. Transportation will consist of a school bus or a commercial transport, and all students will travel with the group unless there are specific arrangements made in advance through the office of the Principal. Since students will be representing Scituate, it is expected that they will act and dress appropriately for the occasion and in accordance with Scituate High School's Discipline Policy. In the case of field trips taken during the school day, students will be given a special form to be signed by their teachers and parents. The Administration and/or the student's teacher(s) have the right to approve or restrict a student from participating in a field trip (including overseas trips) based upon that student's tardy, attendance, and behavioral records. It is the student's responsibility to arrange for any class work that may be missed. Students are encouraged to obtain work in advance whenever possible. For extended field trips such as an exchange program, students must make up all work within one week after they have returned to school. Students may participate in major school-sanctioned trips of TWO days or longer only ONCE per marking period.

### **FIRE DRILLS**

The school is required by state law to conduct fire drills. Instructions are posted in each room. Exit from the building should be rapid and quiet. Listen for instructions after you are outside. Students must remain with their classroom teachers throughout the drill/evacuation. Students are not allowed to use cell phones or other communication devices during the drill/evacuations. Students who do not follow instructions during a fire drill will be subject to disciplinary consequences.

### **FOOD AND BEVERAGES**

All food and beverages must be kept within the cafeteria, or the designated outdoor areas, in order to maintain a healthy and safe environment. Students who transport food or beverages out of the cafeteria without permission may be subject to disciplinary action. Students who leave trash, throw food, or make a mess in the cafeteria will be expected to clean the cafeteria; such students may also be subject to disciplinary action. No food or beverages are allowed in the PAC lobby, auditorium or in any classrooms. Senior Privilege may

include eating in the multi- purpose room when available, as well as weather-appropriate use of the outdoor tables located closest to the cafeteria during assigned lunches. Students are encouraged to make use of designated trash and recycling receptacles and to help maintain a clean environment. No Charging Policy Student lunch's transactions are made on a cash and carry or prepay basis. No student will be denied a lunch or permitted to go hungry. Alternative lunch options may be provided if a student account balance is in arrears. There are many options available to help support families and students. For information on the Free or Reduced Lunch Program please contact: David Stevens Food & Nutrition Director Scituate Public Schools

57

781-545-4910

Link: [Scituate Public Schools Food Service/Free and reduced breakfast/lunch](#)

### **LOCKDOWNS STAY PUT ORDERS**

The school will periodically conduct a lockdown drill or issue a “stay put order”. Students are expected to follow instructions of teachers and administration. Students must remain with their classroom teachers throughout the lockdown/“stayput” order. Students are not allowed to use cell phones or other communication devices during lockdowns /“stay put” order Students who do not follow instructions during a lockdown, lockdown drill or “stayput” order may be subject to disciplinary consequences.

### **LOCKER INFORMATION**

School lockers are the property of the school and are subject to search at any time for any reason. Students should not have an expectation of privacy in their lockers. A student's person and personal belongings are subject to search when the school has reasonable suspicion to believe that the student is in possession of contraband, drugs, weapons or, if there is reason to believe there is an immediate physical threat to the school and/or students, or if there is reason to believe that the student has violated or is violating the law or school rules. When appropriate, the police and the use of trained animals may be used to conduct such a search. All lockers will be secured with school-issued locks at the start of the school year. A student who loses his/her lock will be assessed a \$5.00 charge for replacement. Any lockers left unlocked during the course of the school year will be outfitted with new locks. Students are advised not to trade lockers or to share locker combinations with other students.

### **LIBRARY**

The Library is a place for studying, doing reference work, using books, computers, films, magazines, and newspapers, supplementing course work or for personal enrichment. Library hours are subject to change, but generally open from 7:30 am – 3:00 pm, Monday – Friday. The atmosphere of the library is quiet, scholarly, and cooperative. It is not an area for social gatherings. Students who become disruptive in the library or arrive/leave without a pass will be assigned to detention by the librarian or the teacher on duty and/or referred to the Main Office for additional disciplinary action, including possible restriction from use of the facility.

### **NURSE PROTOCOLS**

Whenever a student is ill during the school day, it is imperative that he/she report to the Health Office for proper attention. Students should not ask a teacher for a pass to the nurse and then go to the restroom indefinitely. Students should see the nurse even if they have contacted a parent, so that she/he may be professionally assessed. If the student remains in the nurse's office for more than 20 minutes of class time, even with a teacher's permission, the student will be considered absent from class. Any such student will not be eligible for participation in after school athletics or activities. When a student is too ill to remain in school, parents will be requested to arrange necessary transportation home, to the family doctor or the hospital. When your student is ill prior to the start of the school day, please keep them home. Students with a temperature of

100.4 degrees or greater, or those with vomiting, diarrhea or other illnesses should always remain home until all symptoms have been absent for 24 hours. Students who are prescribed antibiotics for any reason need to be taking them for 24 hours before returning to school. Students must be fever-free without medication for 24 hours before returning to school. To keep our community healthy, please encourage proper hand washing at home. In the event that your student becomes ill during the day, a parent or guardian will be contacted to pick up the student. With parental permission, the student may be dismissed to another family member or friend, provided proper identification is shown. If the school is unable to reach the parent, the emergency contact (designated each September on the emergency card) will be called to pick up the student. The nurse will immediately call for an ambulance in case of a serious emergency. Parents will also be contacted in the event

58

of an emergency situation.

Health Office services include:

- Annual Health screenings (vision ,hearing, growth , BMI, scoliosis and SBIRT ) •
- Health counseling, guidance and follow-up for students, parents, and teachers. •
- Observation and evaluation of students' health patterns.
- Identification of and assistance to handicapped students.
- Maintaining complete health records.
- Maintaining a healthful school community

All medication is to be given by the school nurse. Acetaminophen/ibuprofen may be dispensed with written permission on file at the discretion of the school nurse. In the case of an unexpected need for acetaminophen/ibuprofen, parents may give verbal permission to the nurse at ext. 380. For chronic health needs requiring frequent dispensation of acetaminophen/ibuprofen, a doctor's note stating this need must be on file with the health office and updated every six weeks. Occasional and long-term medication must be delivered to the school by a parent with a physician's letter directed to the school nurse stating the type of medication, prescribed dosage, and time to be taken.

### **OVERSEAS FIELD TRIPS**

Parents of students participating in overseas field trips will be required to sign several forms which must be notarized. Any student who violates Scituate High School's alcohol and drug policies will be sent home at his/her parents' expense and will be subject to disciplinary procedures upon return. Students may be sent home for violating other discipline policies; the trip chaperones as well as the Principal and/or the Principal's designee will make this decision.

### **PARKING PASSES**

As student parking is limited, parking spots are given out on a first come basis to licensed students at the end of the school-year. Only students with a valid driver's license are eligible to apply for parking and will be notified at the end of the summer.. A current parking pass is necessary to legally park at Scituate High School. Vehicles parked in unauthorized areas may be towed at owner's expense. Passes cost \$120 and applications are available in the Main Office at the end of each school year. Parking privileges may be denied or revoked for unsatisfactory attendance, tardiness, academic ineligibility, unfulfilled disciplinary consequences, outstanding books or materials, or as a disciplinary consequence for violations as determined by the administration. A student's automobile/bicycle/other form of transportation is subject to search when the school has reasonable suspicion to believe that the student is in possession of contraband, drugs, weapons or, if there is reason to believe there is an immediate physical threat to the school and/or students, or if there is reason to believe that the student has violated or is violating the law or school rules.

### **POLICY GOVERNING EIGHTEEN YEAR OLDS**

If a student is 18 years of age or older, he/she alone shall exercise the rights conveyed in the student records regulations (603 CMR 23.00), subject to the following:

- The parent may continue to exercise the rights until expressly limited by such student.
- Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record.

- Pursuant to M.G.L. c. 71, section 34E, the parent of a student may inspect the student record regardless of the student's age. Please note: Students must have a written request on file prior to exercising their rights to privacy as an adult. Notes excusing absences, tardiness and dismissals must be signed by an administrator. Teachers, school counselors, secretaries, and

59

other staff members, as necessary, will receive the information.

## **RESTROOMS**

During regular class time, students needing to use lavatories must obtain a pass. The one student to a stall policy is strictly enforced for the safety and privacy of all students. Students sharing stalls within a restroom may incur disciplinary consequences. Additionally, it is expected that restrooms be utilized for appropriate use only; restrooms should not be used as a meeting space or study location. Students needing to take space should consult a school counselor, administrator, or other trusted adult. Gender neutral single-use restrooms are available within the school campus, as well as a single-use lavatory within the nurse's office, which are available for any student.

## **SCHOOL SPONSORED SOCIAL EVENTS**

Dances, concerts, plays, and other school-sponsored events are held to enhance the social development of our students. To ensure the safety of students during these events, the following guidelines have been established.

## **REGULATIONS FOR ALL EVENTS INCLUDING DANCES**

The use or possession of tobacco products is not allowed at any school-sponsored event whether on or off campus. Any student using or possessing tobacco/electronic cigarette products at a school-sponsored event is subject to disciplinary consequences including detention, suspension, fine, and those consequences outlined in the Chemical Health/Alcohol/Drugs/Tobacco policies. At the discretion of the school, reasonable searches may be conducted at extracurricular school functions. In order to ensure that students have a safe and drug-free environment in which to enjoy themselves, advisors and/or chaperones may conduct searches at school functions if there is reason to believe the student has drugs, weapons or alcohol or if there is reason to believe the student is violating or has violated a law or school rule. Any student under the influence of, in possession of, or in the presence of alcohol or drugs will be subject to school disciplinary sanctions as defined in the handbook under "Alcohol/Controlled Substances." Any student involved in violence and/or vandalism, as well as anyone who is insubordinate, will be placed in police custody. The student may also be subject to appropriate school disciplinary action. Students and parents should be aware that Breathalyzers may be given and that any student may be subject to the administration of a breathalyzer at extracurricular school functions. Students who refuse to take a breathalyzer test will be removed from the dance or activity and released to a parent. The school may impose appropriate disciplinary action.

## **DANCE SPECIFIC REGULATIONS**

The door will close forty-five (45) minutes after the dance begins. Any student who is working must notify the administration and obtain permission to arrive late. Students must enter the dance immediately. No loitering will be allowed in cars or outside the building. Once a student leaves a dance he/she must leave the grounds

immediately. Students are not permitted to re-enter a dance unless they speak to the Administrator in charge. Guests not enrolled at Scituate High School will be permitted to SHS dances once the Principal has approved the guest's signed permission slip. These forms are available in the Main Office. Students are to dress appropriately and dance in good taste. Water bottles, personal beverages, and backpacks will not be permitted inside the building on the night of the dance. Water will be provided at no cost to students.

### **SCITUATE HIGH SCHOOL ATHLETIC MISSION STATEMENT**

The mission of the Scituate High School Athletics Department is to provide an athletic program that can extend the learning experience beyond the classroom. The Scituate High School athletic program strives to develop students socially, mentally and athletically; encourage leadership, responsibility, teamwork and sportsmanship. The interaction between individuals on the fields of sport teaches students the value of teamwork and the proper competitive spirit. Sportsmanship and fair play are developed in an atmosphere of mutual respect.

[Link: Student Athlete Handbook 2019-2020](#)

### **STANDARDS FOR ALL STUDENT LEADERS, OFFICERS AND TEAM CAPTAINS**

At Scituate High School, student leaders are expected to adhere to SHS standards and expectations for all students, the Eligibility Requirements for participation in school sponsored activities and events, as well as additional requirements for student leaders. These standards have been reviewed and approved by students, faculty, administrators, and members of the High School Council. These acceptable behaviors include all areas of social media, both in-school and outside of school behaviors while holding a leadership position as a student in both athletics and academics. Students who do not adhere to these standards may be removed from their positions. These standards apply to the following: captains of all athletics, mentors, class officers, student council representatives, activity/club officers, as well as other elected or appointed positions.

### **STUDENT ATHLETES**

Students representing Scituate High School athletic teams are held to a high standard of conduct. The conduct of these student athletes is governed by rules established by the MIAA Chemical Health Rule and the Scituate High School Handbook. Therefore, if a student athlete tests positive on a breathalyzer during the screening at a school activity, the student's name will be given to the Assistant Principal, Principal, and Athletic Director who will then consider this as evidence that the student has consumed alcohol.

At Scituate High School, student leaders are expected to adhere to SHS standards and expectations for all students, the Eligibility Requirements for participation in school sponsored activities and events, as well as additional requirements for student leaders. These standards have been reviewed and approved by students, faculty, administrators, and members of the High School Council. Students who do not adhere to these standards may be removed from their positions. These standards apply to the following: mentors, class officers, student council representatives, activity/club officers, as well as other elected or appointed positions.

- Academic Eligibility: C- or better in five full-time courses (A course is considered to be full-time if it meets five times within the seven-day rotating schedule, regardless of its

status as a year-long, semester or quarter course.)

- Attendance: consistently high attendance at all required meetings of the activity/club/sport
- Good Citizenship: leads by example and deeds; no school suspensions; no arrests and/or criminal convictions outside of school; Student Eligibility for Extracurricular Participation rules apply
- Representation: leads in the best interests of the activity/club and Scituate High School
- Contributor: promotes activity/club/sport and the school

61

- Respectful: acts in a respectful manner towards all members of the school community

### What We Know About COVID-19:

COVID-19 is a new respiratory disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. Symptoms of this infection may appear 2-14 days after exposure.

Link: [Covid-19 CDC Symptom Sheet](#).

### What you should know about COVID-19 to protect yourself and others.

Link: [COVID-19 CDC Fact Sheet](#)

### How is COVID-19 Spread?

According to the CDC, The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

### SPS Pledge: Healthy and Responsible Behaviors Regarding COVID-19:

By coming into Scituate Public Schools, I pledge I am following:

- State expectations for social and physical distancing
- Regulations regarding the wearing of facial coverings over your nose and mouth when in public settings (for students from Pre-K– 12 and for all staff
- [Quarantine directives and travel orders](#) put forth by the Massachusetts Department of Health and the Scituate Board of Health
- Guidance that has students and staff stay home from school / work if they are experiencing symptoms of fever, fatigue, difficulty breathing, or dry cough or if they have exhibited any [symptoms](#) relating to COVID-19

COVID-19 CHECKLIST FOR SYMPTOMS

**If YES to any of these symptoms, your child must get a test for active**

**COVID-19 prior to returning to school. Please stay home and contact your child's physician and school nurse.**

**Should my child stay home?**

|   |             |        |
|---|-------------|--------|
| 1. Does your child have any of the below symptoms?              |             |        |
| • Fever > 100.0 or higher, chills or shaking chills?            | Y<br>e<br>s | N<br>o |
| • Cough (not due to other known causes, such as chronic cough)? | Y<br>e<br>s | N<br>o |
| • Difficulty breathing or shortness of breath?                  | Y<br>e<br>s | N<br>o |
| • New loss of taste or smell?                                   | Y<br>e<br>s | N<br>o |
| • Sore throat?  | Y<br>e<br>s | N<br>o |
| • Headache <i>when in combination with other symptoms?</i>      | Y<br>e<br>s | N<br>o |
| • Muscle aches or body aches?                                   | Y<br>e<br>s | N<br>o |
| • Nausea, vomiting, or diarrhea?                                | Y<br>e<br>s | N<br>o |
| • Fatigue <i>when in combination with other symptoms?</i>       | Y<br>e<br>s | N<br>o |

|   |             |        |
|---|-------------|--------|
| <ul style="list-style-type: none"> <li>• Nasal congestion or runny nose (not due to other known causes, such as allergies) <i>when in combination with other symptoms?</i></li> </ul>                 | Y<br>e<br>s | N<br>o |
| <ul style="list-style-type: none"> <li>• Has your child had close contact (6 feet or less) for 15 minutes or more with a person who has had a cough, fever, or other symptoms of COVID-19?</li> </ul> | Y<br>e<br>s | N<br>o |

63

|  |             |        |
|--|-------------|--------|
| <ul style="list-style-type: none"> <li>• Has your child traveled to any states or countries identified in the <a href="#">Massachusetts travel restriction</a> in the last 14 days?</li> </ul> | Y<br>e<br>s | N<br>o |
| <ul style="list-style-type: none"> <li>• Has your child been in contact with someone with a confirmed or presumed case of COVID-19?</li> </ul>   | Y<br>e<br>s | N<br>o |

***I attest that my child does not have any of the above symptoms presently.***

[Handwashing: Clean Hands Save Lives](#)

[Steps to Prevent Illness](#)

[Talking to Children about COVID-19 \(Coronavirus\): A Parent Resource](#)

If any of the following symptoms are present, students and staff are asked to stay home. Our Scituate school community's health relies, in part, on individual attention and responsibility. Many symptoms of COVID-19 are the same as the "flu" or a bad cold; please do not assume it is another condition. When in doubt, please stay home.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves prior to leaving home for school each day:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea

- ❑ Fatigue, when in combination with other symptoms
- ❑ Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

If students or staff have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school. Staff and students who have symptoms should also contact their health care provider for further instruction. MASS.gov has further information on testing sites.

## **HANDLING ILLNESS AT SCHOOL**

Screening for symptoms is expected to be performed at home, however staff members will refer students who may be symptomatic to the school health office. Temperature screenings have not been proven effective in screening, due to the potential for both false positives and false negatives. A symptom self-checker will be distributed to all families and employees to assist with daily checks that

64

can be independently conducted before entering the school building. For the safety of other students and staff members and to provide for social distancing and confidentiality, staff members must contact the health office prior to sending students for evaluation.

Students or staff who have or develop COVID-19 symptoms at school will be triaged by the school nurse and will be placed in the designated medical waiting room. In accordance with Commissioner Riley's *Initial Fall Reopening Guidance*, the medical waiting room is required to be a separate space from the health office and will be monitored by appropriate staff while students are waiting for dismissal. It is in the best interest of the sick student, other students and staff that dismissal occurs in a timely manner, ideally within 30 minutes. Providing current emergency contact information to school prior to re-entry is imperative. Masks for all students K-12 are required while symptomatic and in the medical waiting room.

School nurses and other providers will be required to wear appropriate PPE as directed by CDC and Massachusetts Department of Public Health guidance while caring for sick students or staff.

## **PROTOCOLS FOR RESPONDING TO COVID-19**

Scituate Public Schools will utilize the Department of Elementary and Secondary Education/Department of Public Health protocols for responding to COVID-19.

These responses were developed by DESE and the COVID-19 response command center [Medical Advisory Board](#).

If a student or staff member tests positive for COVID-19, the school nurse and Scituate Department of Public Health (DPH) must be notified immediately. DPH, supported by the school nurse, will conduct contact tracing and the school nurse will help facilitate appropriate communication home to impacted students/employees. If a household member of a student/staff member, the household should notify the school nurse if someone is testing for COVID-19 to initiate appropriate precautions.

**PLEASE NOTE:** This guidance is subject to change whenever the Massachusetts Department of Public Health and the Massachusetts Department of Elementary and

## Secondary Education information related to COVID-19.

### HANDWASHING

Hand hygiene and [Handwashing](#) is critical for all students and staff. Students and staff are required to exercise hand hygiene (handwashing and/ or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, after using the restroom and before dismissal.

### ARRIVAL PROCEDURES

- Students will exit buses and will proceed directly to their first period class.
  - Using proper directionals in all hallways and stairwells to maintain proper social distancing
- Students transported by car will walk in the main entrance to the high school. • All students will proceed directly to their first period class after entering the building.

65

### DISMISSAL

- Students will be dismissed in staggered format:
  - Bus dismissal at 2:36
  - Student Walker dismissal/Students Driving at 2:42
  - Parent rides dismissal at 2:45
- Students will leave the building promptly upon dismissal. Unless notified otherwise to serve detention by an administrator, students taking part in clubs or activities will have access to those clubs through a virtual platform.
- No students will be allowed to stay in the building after school hours in order to maintain proper time for our buildings to be cleaned properly.
- Teachers will not keep students after school for clubs or activities.
- Students will need to wait outside of the building for pick up.
- All students will exit the building by 2:46.

### DISMISSAL POLICY AND PROCEDURE

Every attempt should be made to schedule appointments after school hours. The dismissal policy is as follows:

- Parent/guardian must email or call the Main Office
- Time stamps for Sign Out log
- All students are required to sign out Digital Sign Outs at the Main Office before being dismissed and leave the building immediately thereafter. Any student who leaves the school building without signing out at the Main Office will face disciplinary consequences regardless of whether or not he/she did so with parental permission.
- If a student is returning to school, he/she must sign back in at the Main Office.

### CLASSROOMS

- Students desks are arranged in rows approximately 6 ft apart facing the front of the classroom
- All students will have assigned seats that they will sit in everyday.

- The classroom furniture arrangement cannot be altered for any reason.

## **DISCIPLINE PROCEDURES:**

- Students who cause considerable disruption will be sent home to participate in remote learning for as long as administration deems necessary.
- After school detention will continue with a limited number of students assigned each day.
- If a student refuses to abide by the safety regulations, or purposely puts the health and safety of other students or staff at risk...
  - Assistant principals will meet with the student and contact the parent.
  - Further issues could result in the student being assigned to remote learning for as long as administration deems necessary.

**66**

- Students who continuously refuse to abide by the safety regulations on the bus will not be permitted to ride the bus and will be required to find an alternate form of transportation to and from school.

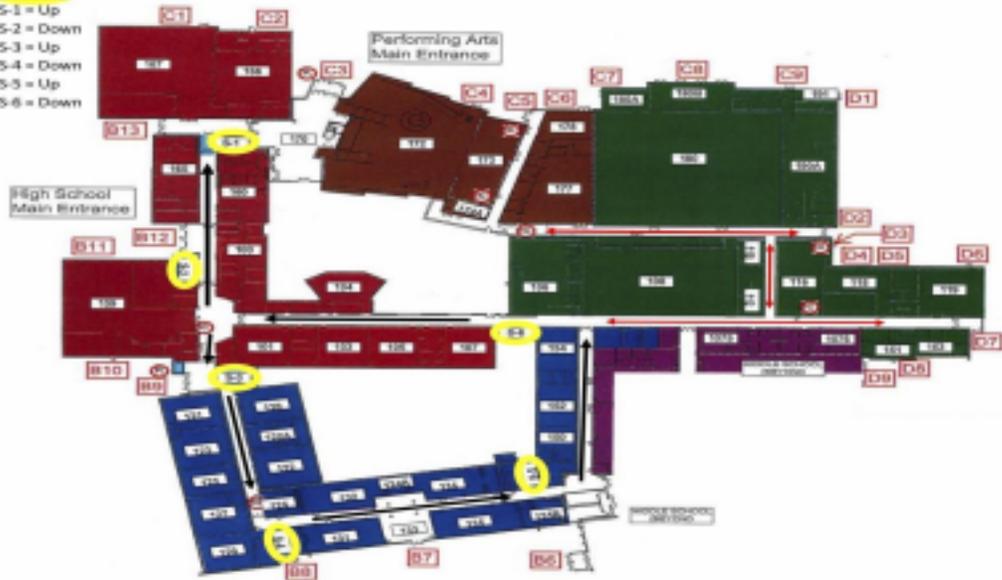
## **HALLWAYS AND STAIRWELLS**

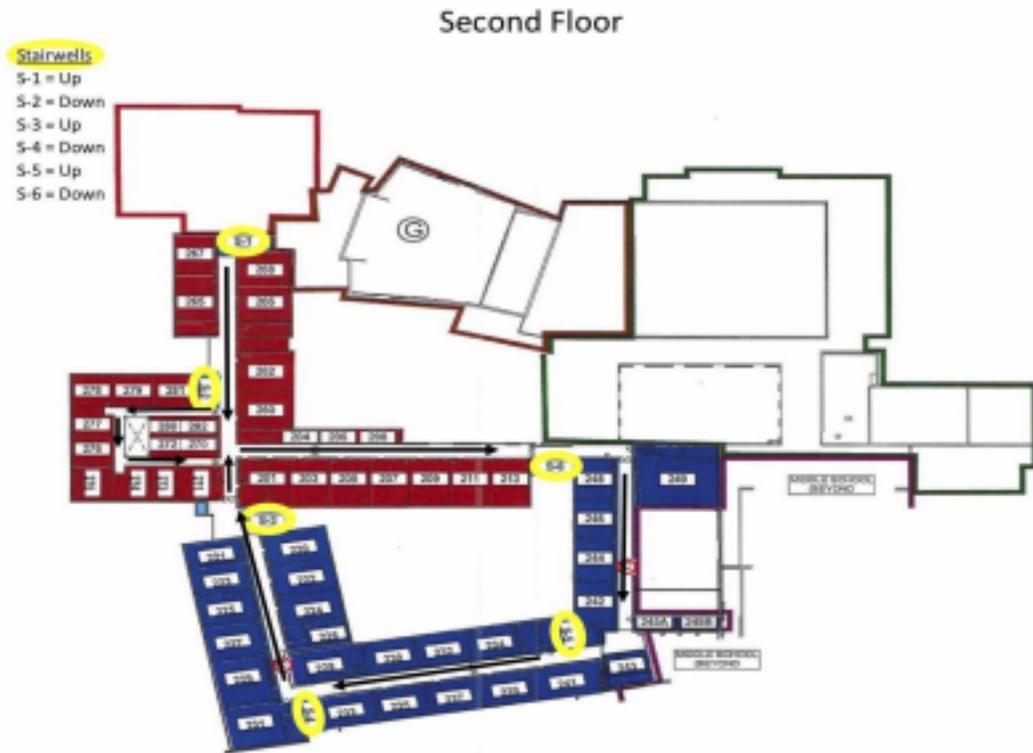
- Hallways will be marked as one way travel based on the charts below
- During travel time in the hallways there will be no eating or drinking or mask removal ● Students must maintain social distancing protocols when traveling in the hallways and wear masks at all times
- Staff will be in the hallways during travel time to ensure students are following proper protocol
- Refer to images below for hallway directional arrows and stairwell markings which will have signs to reinforce the new hybrid model protocol

First Floor

**Stairwells**

- S-1 = Up
- S-2 = Down
- S-3 = Up
- S-4 = Down
- S-5 = Up
- S-6 = Down





## HEALTH CLINIC/NURSE

Students will only be permitted to visit the health room when absolutely necessary.

- Teachers will check with the nurses by calling the health room prior to sending a student. ●
- Students waiting to use the health room will wait in the socially distanced chairs placed outside the health room. Students must wear masks while waiting to be seen.

## LOCKERS

- No lockers will be utilized at this time.

## LUNCH

- Students will eat in the cafeteria and the small gym with individual desks all 6 feet apart and socially distanced.
- Students buying lunch will pick up their pre packed lunches at the front table and go directly to their assigned seat.
- Students bringing lunch will go directly to their assigned seat.
- Student's will wear masks when entering the cafeteria/small gym area and will continue to wear masks except for when they are actually consuming their food. If they get up to clean their tray or leave the cafeteria they will be required to put their masks on.
- Students will be seated 6ft apart. Students are not permitted to move their chairs. ●
- Garbage cans will be placed throughout the cafeteria for students to empty their trash

## **MASK REQUIREMENTS**

- ALL students will be required to wear masks to the extent possible, minus eating. This means every student and staff member and any visitors to the building must have a mask on in order to allow entry.
- Masks covering the nose and mouth are required to be worn by students.
- Staff, visitors, and vendors are also required to wear masks while in Scituate Public School buildings.
- Exceptions for mask covering requirements are meals, mask breaks, medical conditions or other challenges.
- Mask breaks will occur throughout the day when students can be socially distanced 6 feet apart in designated areas.
- Masks should be provided by the students' families. Extra disposable masks will be made available by SPS for students who need them.
- Masks are required to be worn by everyone on the bus during transportation before and after school.
- There will be a District Protocol for students who refuse to wear a mask.

## **MASK BREAKS**

Periodically throughout the day mask breaks will be arranged and will occur outdoors. Students will have a designated area to safely secure their masks during their mask break. Staff, students, and other people present in the school building or in district offices may temporarily remove their face covering or face shield in the following situations:

- During scheduled mask breaks held outdoors as much as possible
- Students participating in mask breaks should maintain 6 feet of distance while doing so to the extent feasible

## **MASK PROTOCOL**

Masks are to be worn at all times unless otherwise directed by faculty or staff. In the event that a student removes their mask or does not wear their mask without permission, we will follow our philosophy of restorative justice practices and supporting positive behavior.

The SHS process will be as follows:

- Teacher gives verbal redirection in class
- Teacher conferences with student in hallway and reviews the expectation and how refusing to comply causes harm to members of the community
- School Counselor conferences with student
- Administrator conferences with student
  - Parent called and given option to have their child learn remotely in lieu of suspension

## **NO RECORDING POLICY**

In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference remote lesson. In fact, it is a violation of the law to record without the consent of

every participant. As such, our staff has been instructed to inform students at the start of each video conference that teachers and students are not permitted to record these sessions. Likewise, students and parents/guardians are not allowed to record any school related virtual lesson or activity. **Link:** [Massachusetts Recording Law](#)

**RESTROOMS**

Students will not be permitted to use the restroom while traveling between periods to eliminate students congregating in restrooms.

- Students may use the restroom as needed during class.
- No more than three students are permitted in the bathrooms at one time. If three individuals are in the bathroom, students must wait outside while wearing their mask and maintain physical distance.
- Bathroom use is not the time to take a mask break, as this is a shared space.
- Students must wash hands thoroughly, and use hand sanitizer.

**TRANSPORTATION**

Buses and vans will transport students normally and will arrive between 7:45am-8:00am daily.

- Students will be required to wear masks while on the bus and van.
- Bus and van drivers will wear a face shield while in the presence of students.
- Buses and vans will be cleaned and sanitized daily.
- Parents are encouraged to transport their students to school or allow them to walk. ● Parents choosing to transport their students should drop students off at the main entrance of the high school **no earlier than 7:45am.**
- Students being picked up in the car line will be dismissed from the main doors.

**WATER BOTTLES & WATER BREAKS**

Students are encouraged to bring a water bottle to school every day. Water fountains are unavailable as a safety precaution, but three water bottle filling stations are available: cafeteria, artwing, and gymnasium hallway. Students will be given the opportunity to take a water break during class in the hallway upon request.

**CONNECT 10**

Connect 10 is designed for all students to participate and check in whether they are in a Cohort working from home or a Remote student working from home.

- Attendance will be taken for every class during Connect 10.
- Students are expected to follow their schedules and Connect 10 with their class during the first ten minutes of class.
- During this time teachers will take attendance, provide objectives for the lesson and may ask students to extend their Connect 10 to watch a demonstration/lesson during the class.

|                 |           |           |         |                                  |                                  |
|-----------------|-----------|-----------|---------|----------------------------------|----------------------------------|
|                 |           |           |         |                                  |                                  |
| <b>Cohort A</b> | In-Person | In-Person | H Block | Connect 10<br>For every<br>class | Connect 10<br>For every<br>class |

|                 |                                  |                                  |         |           |           |
|-----------------|----------------------------------|----------------------------------|---------|-----------|-----------|
| <b>Cohort B</b> | Connect 10<br>For every<br>class | Connect 10<br>For every<br>class | H Block | In-Person | In-Person |
|-----------------|----------------------------------|----------------------------------|---------|-----------|-----------|

70

|                                |                                  |                                  |         |                                  |                                  |
|--------------------------------|----------------------------------|----------------------------------|---------|----------------------------------|----------------------------------|
| <b>Cohort<br/>C<br/>Remote</b> | Connect 10<br>For every<br>class | Connect 10<br>For every<br>class | H Block | Connect 10<br>For every<br>class | Connect 10<br>For every<br>class |
|--------------------------------|----------------------------------|----------------------------------|---------|----------------------------------|----------------------------------|

**TEACHER OFFICE HOURS ON REMOTE WEDNESDAYS**

Teachers will hold office hours from 8:15 - 11:00am every Wednesday. This time should be utilized by all students needing extra help, support and additional feedback outside the classroom and regularly scheduled Connect 10.

**H BLOCK ADVISORY ON REMOTE WEDNESDAYS**

Every Remote Wednesday will have a built in H Block scheduled from 11:05 - 11:35.

All students are required to attend H Block and attendance will be taken. During this time students will have connections with their peers and receive information from administrators, school counselors and participate in Social Emotional team building activities.

**SENIOR PRIVILEGES**

Seniors with a first period or last period Study hall may come in late or leave early with parental permission. If a student is habitually late/tardy the Senior privilege may be revoked.

**HYBRID MODEL DAY SCHEDULE**

# Scituate High School Hybrid Schedule 20-21

|                    | DAY 1                          | DAY 2                          | Wednesday                | DAY 3                          | DAY 4                          | DAY 5                          | DAY 6                          | DAY 7                          |
|--------------------|--------------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>1</b>           | <b>A</b>                       | <b>B</b>                       | <b>8:15 - 11:00</b>      | <b>C</b>                       | <b>D</b>                       | <b>A</b>                       | <b>C</b>                       | <b>B</b>                       |
|                    | 8:15 - 9:17<br>1:02 duration   | 8:15 - 9:17<br>1:02 duration   | Teacher Office Hours     | 8:15 - 9:17<br>1:02 duration   |
|                    | 10 min. transition             | 10 min. transition             |                          | 10 min. transition             |
| <b>2</b>           | <b>B</b>                       | <b>C</b>                       |                          | <b>D</b>                       | <b>A</b>                       | <b>B</b>                       | <b>D</b>                       | <b>A</b>                       |
|                    | 9:27 - 10:29<br>1:02 duration  | 9:27 - 10:29<br>1:02 duration  |                          | 9:27 - 10:29<br>1:02 duration  |
|                    | 10 min. transition             | 10 min. transition             |                          | 10 min. transition             |
| <b>3</b>           | <b>C</b>                       | <b>D</b>                       | <b>11:05 - 11:35</b>     | <b>A</b>                       | <b>B</b>                       | <b>C</b>                       | <b>E</b>                       | <b>D</b>                       |
|                    | 10:39 - 11:41<br>1:02 duration | 10:39 - 11:41<br>1:02 duration | H Block                  | 10:39 - 11:41<br>1:02 duration |
|                    | 10 min. transition             | 10 min. transition             |                          | 10 min. transition             |
| <b>4</b>           | <b>E</b>                       | <b>F</b>                       |                          | <b>11:40 - 12:10</b>           | <b>G</b>                       | <b>E</b>                       | <b>G</b>                       | <b>F</b>                       |
| <b>LUNCH BLOCK</b> | 11:51 - 1:24<br>1:33 duration  | 11:51 - 1:24<br>1:33 duration  | Lunch                    | 11:51 - 1:24<br>1:33 duration  |
|                    | 10 min. transition             | 10 min. transition             |                          | 10 min. transition             |
| <b>5</b>           | <b>F</b>                       | <b>G</b>                       |                          | <b>12:15 - 2:46</b>            | <b>E</b>                       | <b>F</b>                       | <b>F</b>                       | <b>G</b>                       |
|                    | 1:34 - 2:36<br>1:02 duration   | 1:34 - 2:36<br>1:02 duration   | Teacher Collaboration PD | 1:34 - 2:36<br>1:02 duration   |
|                    | 10 min. bus dismiss            | 10 min. bus dismiss            |                          | 10 min. bus dismiss            |
| <b>DROP</b>        | <b>D&amp;G</b>                 | <b>A&amp;E</b>                 |                          |                                | <b>B&amp;F</b>                 | <b>C&amp;G</b>                 | <b>D&amp;E</b>                 | <b>A&amp;B</b>                 |

|              |                  |               |                  |               |                  |               |
|--------------|------------------|---------------|------------------|---------------|------------------|---------------|
| <b>LUNCH</b> | <b>1ST LUNCH</b> | 11:51 - 12:16 | <b>CLASS</b>     | 11:51 - 12:22 | <b>CLASS</b>     | 11:51 - 12:53 |
|              | <b>PASSING</b>   | 12:16 - 12:22 | <b>PASSING</b>   | 12:22 - 12:25 | <b>PASSING</b>   | 12:53 - 12:59 |
|              | <b>CLASS</b>     | 12:22 - 1:24  | <b>2ND LUNCH</b> | 12:25 - 12:50 | <b>3RD LUNCH</b> | 12:59 - 1:24  |
|              |                  |               | <b>PASSING</b>   | 12:50 - 12:53 |                  |               |
|              |                  |               | <b>CLASS</b>     | 12:53 - 1:24  |                  |               |