

SCITUATE HIGH SCHOOL

2011-2012 Student Handbook



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Assistant Superintendent, *Curriculum, Instruction and Staff
Development*.....

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Director of Special Education.....

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INTRODUCTION TO SCITUATE HIGH SCHOOL

Mission Statement

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.

Expectations for Student Learning

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
- Contributing to the community at large

School-Wide Rubrics

The process by which Scituate High School will assess both individual and school-wide progress in achieving the school's Mission and Expectations for Student Learning is based upon established school-wide rubrics. Teachers will base classroom assessment on both school-wide and course-specific rubrics.

Expectations for School Performance

Scituate High School will:

- 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.

School Committee

Michael Hayes, Chairperson
Brenda Bowen, Vice-Chairperson
Jamie Strobino, Clerk
Richard Hebert
William Johnston

Superintendent

Dr. Susan E. Martin

Assistant Superintendent, Curriculum, Instruction and Staff Development

Dr. James Kelleher

Director of Business/Finance

Paul G. Donlan

Director of Special Education

Judith Norton

High School Phone Number

Dial 781-545-8750, press 2

Telephone Extensions

Main office

- Principal's Secretary: x363

- Assistant Principal, John Mills, Grades 10 & 12: x361
- Assistant Principal, Elizabeth Grindle, Grades 9 & 11: x362
- Main Office Secretaries: x364 & x365

School Counseling Department

- James Cooney, Counselor: x371
- Marlene Hoffman, Counselor: x372
- Sharon Mohr, Counselor: x373
- Kim Mitchell, Counselor: x378

Department Chairpersons

- Ryan Lynch, English: x376
- Carolyn Wachta, Fine Arts/Music: x386
- Patricia Jacquart, Foreign Language/ESL: x395
- Tammy Rundle, School Counseling, Testing & Career Services: x370
- Steve Swett, History: x392
- Dr. John Ekstrom, Mathematics: x394
- Deb Dakin, Science/Technology Education: x377
- Deborah Sullivan, Special Educ./Evaluation Team Chair: x374
- Greg Ranieri, Phys. Ed., Health, Business, and FaCS: x401
- Rick Cash, Athletic Director: x344

ACADEMIC INFORMATION

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.

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 for a full year in duration. Students should be well aware that their commitment is for a full year, though exceptions will be made for 3½ 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 a two quarters of Health and Wellness each school year. The school reserves the right to withdraw any course due to insufficient enrollment.

Graduation Requirements

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.

The total credits earned must include the following:

ENGLISH	16 Credits (4 in each core course)
FOREIGN LANGUAGE	8 Credits (in a single language)
SOCIAL STUDIES	12 Credits (including 2 semesters of World History & 4 semesters of U.S. History)
MATHEMATICS	12 Credits (Algebra I, Algebra II, Geometry, or other courses at the discretion of dept. chair)
SCIENCE	12 Credits (including two lab sciences)
HEALTH/WELLNESS	8 Credits

- ELECTIVES 28 Credits, 8 of which must be any combination of:
- Family & Consumer Sciences
 - Business Education
 - Fine Arts
 - Technology Education

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 and must be pre-approved by a school counselor. Community service hours accrued before a student's freshman year or in service to a family member or relative will not be counted towards graduation. All community service hours must be completed and papers passed in by the end of first semester senior year.

The following pacing requirements are effective for the 2011-2012 school year:

- Members of the Class of 2012 must have 50 hours of community service complete and submitted to be eligible to attend the Senior Dinner Dance in the spring of 2012.
- Members of the Class of 2013 must have 35 hours of community service complete and submitted to be eligible to attend the Junior Prom in the spring of 2012.
- Members of the Class of 2014 must have 35 hours of community service complete and submitted to be eligible to attend the Junior Prom in the spring of 2013.
- Members of the Class of 2015 must have 35 hours of community service complete and submitted to be eligible to attend the Junior Prom in the spring of 2014.

Failure to complete community service may result in social probation (all school sponsored social events and ceremonies) including exclusion from graduation ceremonies.

COMPETENCY DETERMINATION: MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (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.

All students must attain a performance level of “Proficient” or “Advanced” on both the English/Language Arts and Mathematics sections of the MCAS.

or

Attain a performance level of “Needs Improvement” and successfully complete an Educational Proficiency Plan (EPP) in English/Language Arts and/or Mathematics sections.*

and

All students must attain a performance level of “Needs Improvement” or better on a high school science subject area assessment (Biology, Chemistry, Introductory Physics, or Technology/Engineering.)

*More information regarding these state requirements can be found at the Massachusetts Department of Elementary and Secondary Education website at www.doe.mass.edu or by contacting your school counselor.

Promotion

Eligibility for promotion requires a student’s earning a minimum number of credits each year.

- Promotion to grade 10 requires 24 credits
- Promotion to grade 11 requires 46 credits
- Promotion to grade 12 requires 68 credits

A student earning the requisite number of credits may be placed in the appropriate grade level homeroom at mid-year, with permission from the Principal.

Levels of Instruction

Scituate High School offers Advanced Placement, Honors, College Preparatory and Academic 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.

Scituate High School students may be placed in a higher level course than the one in which they are currently enrolled based upon the mutual recommendation of the teacher and department chairperson after consideration of the student's course average. Each course level is designed to challenge students and maximize the opportunity for success. The pace of instruction, however, cannot be lowered to accommodate students who are enrolled at an inappropriate level.

Marking System

A indicates excellence.

B indicates consistently good work.

C indicates average accomplishment. (The attainment of a C or better is strongly advised if a student wishes to continue with the next sequential course.)

D indicates poor performance.

F indicates a failing grade and credit will not be assigned.

P indicates a passing grade.

W indicates a student withdrew from a course with no grade.

W/F indicates a withdrawal with failure.

I indicates an incomplete grade.

An "I" is assigned when the work of a marking period is incomplete as a result of illness or some other approved reason. ***Incompletes are only granted with the permission of the Principal.*** Cases of extended or recurring absences shall be treated individually. The "I" is replaced with an "F" if the incomplete work is not made up within two weeks or ten school days after the conclusion of the marking period.

Grade Ranges

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.

<u>Advanced Placement</u>	<u>Honors</u>	<u>College Preparatory</u>
A = 5.0	A = 4.5	A = 4.0
A- = 4.67	A- = 4.17	A- = 3.67
B+ = 4.33	B+ = 3.83	B+ = 3.33
B = 4.0	B = 3.5	B = 3.0
B- = 3.67	B- = 3.17	B- = 2.67
C+ = 3.3	C+ = 2.83	C+ = 2.33
C = 3.0	C = 2.5	C = 2.0
C- = 2.67	C- = 2.17	C- = 1.67

Honor Roll

Honor Roll is based on quarterly grades. All courses with a letter grade are counted in computing the Honor Roll. However, if a student fails a Pass/Fail course, he/she is not eligible. "High Honors" is all A's. "Honor Roll" is all A's and B's. "Commended" is A's, B's and one C.

National Honor Society Membership Induction (Criteria as of June 1, 2010)

To qualify for induction into the National Honor Society a student must:

- 1) Exhibit a high academic record
 - GPA of at least 3.50 as published by the School Counseling Dept. **once** after the first semester of junior **and** senior year, **only courses completed are calculated.**
 - No semester average below a C-
 - A fulltime student for at least five semesters
- 2) Be a student of character. **Students must display the following throughout his/her high school career:**
 - No suspensions
 - Has not received disciplinary consequences for harassment, cheating, stealing, disrespect, insubordination, or chemical health violations
 - No outside school arrests
 - No incidents of unacceptable internet use (see page __)
 - Two letters of recommendation from a Teacher or Community Leader (at least one from a teacher)
 - Have an attendance record in good standing including tardiness and dismissals
 - Approval from Faculty Induction Committee

- 3) Be a Student Who Contributes to the School and Community
 - At least 35 hours of Community service as recorded by the School Counseling Dept. as of February 1st Junior Year
 - At least 50 hours of Community service as recorded by the School Counseling Dept. as of February 1st Senior Year
- 4) Be approved by the Principal or designee

To maintain membership the student must:

- 1) Attend National Honor Society Meetings
- 2) Contribute a minimum of six hours to NHS sponsored activities
 - Grade 6 Math Magic Program
 - NHS Peer Tutoring
 - NHS Gates Tutoring Program
 - Scituate Elementary School Remedial Programs
 - Grade 6 Math Team Coach
 - Grade 5/6 Foreign Language Program
 - Student Guides at Eighth Grade Parents Night or Parent Teacher Conferences
 - NHS Fund Raising Events
 - An approved (by moderators) activity
- 3) Maintain a high academic record
 - Maintain a GPA of at least 3.50
 - Have no Semester Average Below a C-
- 4) Maintain a "Student of Character" record

Home/Hospital Instruction

Tutoring in the home or in a hospital setting is available when the school receives written confirmation from the student's physician that the student must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year. The Department Elementary and Secondary Education has developed a form for physicians to complete when making requests for home or hospital instruction. (Department of Education Form 28R/3). This form can be found at <http://www.doe.mass.edu/sped/28mr/28r3.doc> or can be obtained from the School Counseling Department.

- Upon the school's receipt of such written confirmation from the student's physician, the Principal shall arrange for provision of educational services in the home or hospital.

- Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student.
- For students eligible for Special Education, the Principal shall coordinate such services with the Administrator of Special Education. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.”

Requesting a Student's Work

- Department chairpersons will be liaisons to tutors.
- The request for work will be made to the department chair on the designated form.
- The form will include: student's name, tutor's name, course, section number, teacher's name, and estimated number of weeks of tutoring needed.
- Requests should be placed in the appropriate department chair's mailbox.
- It may be necessary to drop certain courses from a student's schedule that require specialized equipment or learning situations.

Completed Assignments

- Assignments must be returned as each chapter or unit is completed.
- Completed work will be placed in the mailbox of the appropriate department chair, indicating student's name, course and teacher.
- Department chairs will not provide the tutor with additional chapters or units until the previous work is complete.
- Passing in an entire semester or year's work at one time is not acceptable.

Grading

- The teacher will be responsible for grading completed assignments. If the teacher is no longer a faculty member of Scituate High School, the department chair will assume the grading responsibility.
- Chapter and unit tests given by the tutor will be graded by the classroom teacher.
- Mid-year and final exams must be taken at Scituate High School under the supervision of a school counselor, department chair or building administrator.
- Department chairs will be responsible for communicating the student's grade to the school counselor.

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. Both the course grade and the Summer School remedial course grade are recorded on the student's transcript. If the student earns a passing grade in the summer school course, the course grade will be recorded as a "pass" on the student's transcript unless the course is taken for credit restoration. In that case the grade earned in the summer school course would be recorded on the transcript. No more than two summer courses per academic year can be taken for transcript credit, unless the Principal has granted permission.

Independent Study

Upper-class students, 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. Topics considered must be beyond the scope of those dealt with in courses offered by the department. Students must be enrolled in six scheduled classes, be meeting with success both academically and behaviorally, and have an acceptable attendance record.

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. This option is not generally recommended for students and will be reserved for those with exceptional circumstances.

Graduation Ceremony Participation

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.

Seniors are expected to adhere to rules of appropriate social conduct. 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, class barbecue, 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. Students must also settle all school accounts (lost textbooks, school library books, athletic equipment or materials etc.) by the last day of class for seniors.

Homework Philosophy and Guidelines

- 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, is the responsibility of the student or his/her parents to request homework assignments. A student who is absent from class and returns to school the next day is expected to obtain the homework assignments from the teachers whose classes met the previous day. The general policy for make-up work is one day per day of absence. Teachers have the discretion to be somewhat 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
- Parents should contact teachers directly to inquire about the completion of long-term and nightly assignments. Parents are encouraged to use Edline as a means of retrieving student information and to use email

and/or telephone to communicate regularly with teachers.

- It is recognized that long-term assignments increase a student's workload beyond the normal time recommendations and teachers make an effort to avoid concurrent long-term assignments or stagger due dates when possible.

Midyear and Final Assessments

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).

Course Selection and Change Policy

At Scituate High School, a great deal of time and effort is provided to guide students in the selection of those courses which have the best fit with their academic needs, interests and goals. The selection process is designed to ensure that students, parents, teachers, and school counselors all contribute to curriculum decision-making by thoughtfully reviewing course options. There is no way to build a schedule that satisfies every student's wants. The school's primary objective is to provide quality teaching, a well-balanced curriculum, and an atmosphere of excellence which challenges students while allowing them to achieve success.

Naturally, situations arise in which course changes become necessary, and we will strive to accommodate each student as best we can. In the event a change is warranted, the following procedure applies:

Request for Course LEVEL Change

Course level recommendations are carefully made for every student by each subject area teacher in conjunction with the department chair. Students, in consultation with parents and teacher, must seek department chair approval before submitting the course level change request in writing to the counselor.

If a parent chooses to override the department chair's recommendation, the request shall be honored, but the student will be required to remain in the requested course for the entire quarter and will receive the earned grade.

Request for Course Change or Drop

The master schedule is carefully constructed to match the requests of the greatest number of students each year. Therefore, it is imperative that students give time, thought and ample consideration to their course selections. Students will not be permitted to drop a course they have elected without good reason, as determined by the counselor, teacher and the department chairperson. Dropping to change a teacher or to avoid academic rigor is unacceptable.

Any request for changes must be submitted in writing to the student's counselor within the first two weeks of the course and requires parental approval. Any request to drop a course after the first two weeks of a course will not be allowed without permission of the School Counseling Director and/or Principal. Any course dropped after the mid-point of the course has been reached will be assigned a W/F and will be averaged into the G.P.A. as a 0.00. (This does not apply to course LEVEL changes).

MA State College and University Admission Standards

MA State College and University Admission Standards Policy

The new admissions standards for Massachusetts State Colleges and the University emphasize a strong academic high school background so that students enter college ready to learn. These standards represent minimum requirements; meeting them does not guarantee admission, since a wide range of factors are considered in admissions decisions. It is important to note that admissions standards for the state's community colleges have not changed. Community colleges may admit any high school graduate.

The following information is current and correct based on the information available at the time this handbook went to print. If there is a discrepancy between a college's actual requirements and the information printed here, the college's actual requirement will rule. For specific admission requirements, students are advised to consult the catalog of the school or college they may wish to attend.

Freshmen Applicants

The new admissions standards for freshmen applicants have two parts:

- 16 required academic courses
- a minimum grade point average (GPA) earned in college preparatory courses completed at the time of application

Academic Course Requirements

Sixteen college preparatory courses distributed as follows are required.

(A "course" is equivalent to one full school year of study.)

English	4 courses
Mathematics	3 courses (Algebra I & II and Geometry or Trigonometry)
Science	3 courses (including 2 lab courses)
Social Sciences	2 courses (including 1 course in U.S. history)
Foreign Language	2 courses (in a single language)
Electives	2 courses (from the above subjects or from the Arts & Humanities or Computer Sciences)

Minimum Grade Point Average (GPA)

The GPA must be achieved based on all college preparatory courses completed at the time of application and should be weighted for accelerated (Honors, Advanced Placement, etc.) courses. The minimum GPA requirement for State College or University admission is a 3.0. Please see your school counselor for further clarification.

LIBERAL ARTS COLLEGES

English	4 units (1 unit = equivalent of 1 year)
College Prep Math	4 units
Lab Science	3 units
Social Studies	3 units
Foreign Language	3 units

ENGINEERING COLLEGES

English	4 units
Algebra	2 units
Plane Geometry	1 unit
Trigonometry	1 unit
Physics	1 unit
Chemistry	1 unit
Social Studies	1 unit
Foreign Language	3 units

NURSING SCHOOLS AND COLLEGES

English	4 units
College Prep Math	3 units
Chemistry	1 unit
Biology	1 unit
Another science or Statistics	1 unit
Foreign Language	3 units

BUSINESS COLLEGES – DEGREE PROGRAMS

English	4 units
College Prep Math	3 or 4 units (expected to take Calculus in college)
Science	1 unit
Social Studies	1 unit
Foreign Language	3 units

NON-DEGREE BUSINESS PROGRAMS

Generally it is possible for a student to be accepted into a career or non-degree business program without having taken the business curriculum, though most of these schools make provisions for students who have taken business courses in high school. Therefore, taking business courses at the high school level would be to the student's advantage.

TECHNICAL SCHOOLS

High school requirements for technical schools vary with the depth of the program desired. Some courses may require advanced math and/or science while others may only demand 2 years of college preparatory math and 1 year of science.

ART SCHOOLS

Admission to art school is generally based upon the student's portfolio. This portfolio should be started early in the student's high school career and should include works using a variety of media. Academic requirements for art schools vary widely, and students should consult school catalogs and an art teacher for assistance and advice.

CAREER AND SPECIALTY SCHOOLS

There are many approved career and specialty schools which prepare students for a variety of careers and occupations. Although there are no specific prerequisites for entry into these programs, a strong command of verbal and math skills, coupled with a well-rounded selection of courses, is always desirable.

WORLD OF WORK

Students seeking job opportunities directly after graduation should understand that employers look for the following skills: reading, writing and computation; willingness to learn; communication – listening and oral; creative thinking and

problem solving; ability to work within a team; motivation and potential leadership.

ARMED FORCES

Students who plan to enlist in the armed services are reminded that high school graduation is a requirement for entry and that all candidates must take the Armed Services Vocational Aptitude Test Battery (ASVAB). More information can be obtained from your counselor or local recruiter.

STUDENT SUPPORT SERVICES

School Counseling Department

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 students. Through counseling, advocacy, collaboration, leadership, and systemic change, counselors navigate students to become life-long learners, responsible community members, and achieve personal excellence. 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, and personal or social concerns. Upon enrolling at Scituate High School, each student is assigned to a counselor who will follow the student through graduation. Students and parents should feel free to consult with their counselors at any time during the school year.

Throughout the year, the counseling department conducts programs for parents to assist their students in the college selection and admission process, as well as the financial aid process. The department hosts college admissions representatives who meet with students in small groups throughout the fall, and provides opportunities to explore alternatives to college (tech schools, community college, military, gap years, etc.) The department coordinates *College & Career Readiness Day*, an early release day in October devoted to: 9th grade transition workshops, learning styles, making homework count; and team building exercises; the 10th and 11th grade administration of the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT); and college and career readiness workshops for 12th graders.

Students are also given the opportunity to take the ASVAB (Armed Services Vocational Aptitude Battery). Counselors consult and collaborate with the Academic Advisories to provide essential information; transitions for freshmen; study skills for students; post-secondary planning tools; social and emotional well-being, etc.

The school counseling department also provides informational services and materials for students and parents. Materials available include school and college catalogues; employment, vocational and occupational information; scholarship and financial aid booklets; armed services brochures; and reference information regarding College Board Testing (PSAT, SAT, SAT –Subject Tests, AP) and the American College Testing Program (ACT). The high school library also holds a myriad of guidance-related information that students can peruse at their leisure.

“The Counselor Connection”, the department newsletter, is published periodically for all grades, which provides students and parents with information essential to help in planning for their high school career and beyond. Naviance/Family Connection, the web-based college, career, and communication network links students and families with the resources and information necessary for academic and post-secondary planning. All students and parents/caretakers are given a Naviance/Family Connection account, and are encouraged to check it often. The Department website provides comprehensive information on all matters relating to academic and vocational success. Department forms, news and events, scholarship and award opportunities are regularly updated on the website and serves as an essential communication tool for families.

METCO

The Scituate Public Schools participates in the "program to eliminate racial isolation", commonly known as the METCO Program. This program buses students from Boston to Scituate for the purposes of providing quality, integrated educational experiences for both the Boston and Scituate residents. The program also seeks to foster a better understanding and greater cooperation between urban and suburban families. The METCO students enjoy all the privileges of Scituate residents. Scituate students whose families would like to act as "host families" to a METCO student should contact the METCO Coordinator at 781-545-8750, ext. 383.

Academic Advisory

The New England Association of Schools and Colleges 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, as well as a number of other topics.

Student Recognition

The goal of the Student Recognition Committee is to celebrate the diverse achievements of our student body through a variety of recognition programs and activities. The focus is in areas of academic improvement, character development, attendance, and positive role modeling for others. The Committee plans several events and functions throughout the school year and confers the following awards bi-annually: *the Chief Justice William Cushing Award* (academic improvement); *the Safe Harbor Award* (improving school culture), *the Lighthouse Keeper Award* (students who have demonstrated strong character, integrity, and responsibility within the school environment) and *the Scituate Lighthouse Attendance Award* (perfect attendance).

Instructional Support Team (IST)

The Instructional Support Team (IST) is a team of educators, with varied backgrounds, who have been trained in a proactive and systematic problem solving approach to address the needs of our students. The team is focused on creating, monitoring, and refining individualized interventions to students in the regular education setting. Response to Intervention (RTI) is a scientific, data-based method used in the classrooms to guide the selection, use, and evaluation of academic and behavioral interventions. This process is used by the IST team to assist struggling learners. Federal legislation (No Child Left Behind and the reauthorization if IDEA) requires that RTI practices be applied for instructional and behavioral intervention in classrooms. RTI requires school systems to implement a scientific and systematic service delivery system that: provides high-quality instruction and intervention matched to student need; monitors progress frequently to make decisions about changing instruction or goals; uses child driven data to make important educational decisions. More information regarding IST may be obtained from your school counselor.

Student Assistance Program (SAP)

The 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 and assistance within the school and, if needed, 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 are worried about someone. The students themselves can even go directly to the SAP team to ask for help.

Medical and/or Mental Health Resources

Alateen	781-843-5300
Dept. of Children and Families (DCF)	781-682-0800
Hull Teen and Women's Clinic	781-925-0671
MEDA (Mass. Eating Disorders)	617-558-1881
South Shore Crisis Team	617-774-6036
South Shore Hospital	781-340-8000
55 Fogg Rd., Weymouth, MA 02190	
South Shore Mental Health	617-774-6036
460 Quincy Ave., Quincy MA 02169	800-528-4890
Parent Stress Hotline	800-632-8188

Hotlines

Alcohol/Drug Hotline	800-327-5050
	617-445-1500
Samaritens (3-9P.M.)	617-247-8050
(After 9 pm calls go to the Adult Line)	800-252-8336
Alcoholics Anonymous (Walk-In)	617-426-9444
368 Congress St. Boston, MA 02210	
DOVE (Domestic Abuse/Violence)	617-471-1234
	617-471-1235
	617-471-5087
South Shore Women's Center	508-746-2666
Plymouth Rape Crisis Center	508-588-8255

MEDA (Mass. Eating Disorders)	617-558-1881
Dept. of Children and Families (DCF)	781-682-0800
Parent Stress Hotline	800-632-8188
Alateen	781-843-5300
Hull Teen and Women's Clinic	781-925-0671

SCHOOL FACILITIES

Locker Information

School lockers are the property of the school and are subject to search at any time for any reason. 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. Possession of contraband, drugs, and weapons is illegal and inconsistent with school policy.

All lockers will be secured with school-issued locks at the start of the school year. Any student who wishes to use a school locker must pay a \$5.00 deposit and will be provided with the combination to his/her assigned locker. A student who loses his/her lock, or otherwise fails to return it, will forfeit the \$5.00. Any lockers left unlocked during the course of the school year will be outfitted with new locks.

Only the combination lock provided by the school may be used on a school locker. Scituate High School warns students against keeping valuables or money in the locker. The school is not responsible for lost or stolen items. If you need to have valuables in school, you may bring them to the Main Office to be stored in the safe for the day.

Parking

As student parking is limited, the applications of seniors will be the first considered by the Assistant Principal. If spaces are available after senior spaces have been allotted, a lottery for juniors will be facilitated under the direction of the Assistant Principal. A current parking pass is necessary to legally park at

Scituate High School. Passes cost \$120 and applications are available in the Main Office.

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. Temporary parking passes are available from the Assistant Principal assigned to parking registration.

Parking for all student vehicles is in the parking area to the rear of the cafeteria and gymnasium only. No student vehicles may be parked in designated faculty/staff or visitor spaces. Vehicles parked in unauthorized areas may be towed at owner's expense. Students are not allowed in the parking area or in cars during the school day without permission. Students must sign out and in at the Main Office and carry a pass out to their cars.

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.

Media Center

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 is generally open from 7:05 am – 3 pm, Monday – Friday. The atmosphere of the library is quiet, scholarly, and cooperative. It is not an area for social gatherings. There is to be no loud talking or communication from students at one table to students at another table.

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.

Mosquito Spraying

The Town of Scituate does spray school grounds for the control of mosquitoes on occasions. The school community will be notified of mosquito spraying via postings to the Scituate School District and SHS websites.

ACTIVITIES & EVENTS

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 of tobacco products is not allowed at any school-sponsored event whether on or off campus. Any student using tobacco 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 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 get

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. No loitering will be tolerated.
- Guests not enrolled at Scituate High School will be permitted to dances only 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.

ATHLETICS, CLUBS & OTHER ACTIVITIES

Activity Fee

- During the current school year, students who wish to join an extracurricular activity will be assessed \$200 as an activity fee. This fee allows students to participate/tryout in any after school activities that are offered by Scituate High School.
- Students who participate in an after-school activity must pay the activity fee. The money for the activity fee will be collected in late August from all athletes participating in a fall sport and during the first week of school for all other students who plan to participate in an after-school activity.
- Checks should be made out to Scituate High School. Any student in need of a waiver for the cost of the fee should meet with one of the high school administrators. Students who do not pay the activity fee will not be allowed to participate in any extra-curricular activity without a waiver.

Eligibility

School athletics and other activities have long been considered an integral part of the total school program. The value of co-curricular activities and their contributions to the students are well established. The following requirements for eligibility apply:

- In order for a student to participate in an activity, he/she must earn a grade of "C-" or better in at least 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.)

- A student who is ineligible may not participate in any part of an extracurricular activity or club; this includes meetings, practices, rehearsals, etc.
- In addition, students who are on disciplinary suspension may not participate in any activity or club until the last day of suspension has been served. This includes weekends.
- The administration reserves the right to restrict students, individually, or as a group, from participating in school sponsored activities including, but not limited to meetings, practices, games, performances, field trips, exchanges, outings, conferences, and special events based on records of attendance and behavioral issues.

Attendance Requirements

In order to participate in extra-curricular activities and other school-sponsored events (e.g. athletics practices or contests, club meetings, drama and music rehearsals/performances, field trips, rock concerts, etc.) students must meet the following requirements:

- Participants must attend school all day on the day of the activity.
- Participants must check in to school no later than 7:45 am.
- Participants must attend all scheduled classes.
- Serving assigned teacher or office detention takes precedence over any practice, game, rehearsal, performance, etc.
- Participants are excused for being late to practice/rehearsals/meetings if they have been receiving extra help from a teacher or are making up work. Each student should bring a note from the teacher to his/her coach or advisor.
- If a student is absent on Friday, s/he may not participate in weekend school activities.
- If a student is suspended from school for any reason, he/she will be ineligible to participate in any aspect of after school activities from the end of school on the day the suspension is given until the day he/she returns to school from suspension. This time period includes weekends.
- In addition, students are expected to be in school ON TIME the morning following a performance or school sponsored activity or forfeit the right to participation in the next scheduled event.

Extenuating circumstances are handled on a case by case basis, and must be brought to the attention of an administrator.

Standards for All Student Leaders

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, including captaincy of an athletic team.

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

Interscholastic Athletics

Fall

- Golf (boys)
- Cross Country (boys and girls) – Varsity
- Field Hockey – Varsity, Junior Varsity, Freshman
- Football – Varsity, Junior Varsity, Freshman
- Soccer (boys and girls) – Varsity, Junior Varsity, Freshman (girls only)
- Cheerleading (Varsity, Junior Varsity)

Winter

- Basketball (boys and girls) – Varsity, Junior Varsity, Freshman
- Ice Hockey – Varsity, Junior Varsity
- Track (boys and girls) – Varsity
- Wrestling – Varsity
- Cheerleading – Varsity

- Ski Team (coed) – Varsity
- Swim Team (coed) – Varsity

Spring

- Baseball – Varsity, Junior Varsity, freshman
- Lacrosse (boys and girls) – Varsity, Junior Varsity
- Softball – Varsity, Junior Varsity
- Tennis (boys and girls) – Varsity
- Track (boys and girls) – Varsity

Athletic-Specific Regulations

The following guidelines, as well as others listed in the Athletic Handbook available online at www.scituate.k12.ma.us/shs, have been established for all student-athletes. Please refer to the Athletic Handbook for more information regarding eligibility requirements, rules, expectations, and general guidelines for participation. Cheerleaders, as student-athletes, are expected to adhere to all athletic regulations.

Pre-Practice Eligibility Requirements

Failure to meet all of the following criteria by the first day of practice will preclude any student-athlete from participation in any practice or game:

- Payment of athletic fee
- Academic eligibility
- Submission of parental permission
- Submission of proof of physical examination
- Meeting MIAA academic, age, transfer, and consecutive semester eligibility criteria as well as regulations established by leagues in which we participate
- Settlement of all accounts of previously issued clothing and supplies which must be either returned or paid for

MIAA Eligibility Regulations

Please refer to the Scituate High School Athletic Handbook.

Conduct in School Building

- No spikes or cleats will be worn in the building.
- Players are not allowed in any part of the building except the gym, locker rooms or accompanying corridors during or after practices. Once the coach has cleared the locker room all players are expected to leave via the

doors by the gym. Any rough housing that occurs after practice between student-athletes will lead to disciplinary action.

Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

All athletes are governed by the Scituate High School and MIAA controlled substance rule. During the school year (beginning the 1st preseason practice in August) and ending on the last day of school, the use, possession, or sale/distribution of alcoholic beverages or controlled substances are forbidden by school policy, the MIAA, and state law. Students in the presence of others who are using, selling, distributing, or in open possession of these substances will be subject to disciplinary action up to and including the full application of this policy. This policy includes products such as “NA or near beer”.

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again. Consequences for violating the alcohol/controlled substance policy are listed below. The following are only the consequences related strictly to a student-athletes eligibility to participate in extracurricular activities.

Minimum Penalties:

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

*** However, the Principal reserves the right to evaluate this privilege on a case-by-case basis. Students must take the responsibility to set up an appointment with the Principal to discuss the issue.**

Second and subsequent violations:

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next

consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

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

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

In the event that a captain violates the MIAA Chemical Health/Alcohol/Drugs/Tobacco policy, his/her captaincy will be forfeited.

Clubs and Activities (subject to change)

ADL	Instrumental Music	SADD
Art Club	International Club	The Scituation
Best Buddies	Kickoff	STAND
Choral Music	Mentors	Student Advisory Council
Community Service Club	Latin Club	Student Council
Debate Team	Math Team	Scituation
Drama Club	Model U.N.	Video Club
Environmental Club	NHS/Peer Tutorial	Yearbook
Foreign Language Exchanges	Pride Alliance	
	Robotics Club	

Regulations for Non-Athletic Clubs & Activities

The regulations set forth in this section are specific to those students participating in after-school activities other than athletics. Athletes should refer to the aforementioned regulations for athletics and the Athletic Handbook for athletic-specific regulations.

Student Eligibility for Extracurricular Participation (including school sponsored events)/Chemical Health/Alcohol/Drugs/Tobacco

During the school year a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance.

Students in the presence of others who are using, selling, distributing, or in open possession of these substances may be subject to disciplinary action up to and including the full application of this policy. This policy includes products such as "NA or near beer".

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. If a student in violation of this rule is unable to participate in extra-curricular activities due to injury, illness or academic ineligibility, the penalty will not take effect until that student is able to participate again.

Penalties

- First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next 3 weeks of the activity.
- Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for next 7 weeks.
- Penalties shall be cumulative each academic year.
- Student leaders will forfeit leadership positions.

Student Council Elections

In the Fall, the incoming freshmen class will have elections for representatives. In the Spring, students from the freshmen, sophomore and junior classes will elect representatives to represent their classes for the following school year. Any student may become a part of Scituate High School's Student Council; it is not mandatory that you also be a part of Class Officers. The current members of the council will elect an Executive Board consisting of a President, Vice President, Treasurer, Secretary and three (3) Publicity Coordinators from the existing council in the Spring prior to the representative elections for the following school

year. Student Council members or officers wishing to be part of the Class Officers should follow the procedure outlined under **Class Officer Elections**.

Class Officer Elections

Students wishing to represent their class as President, Vice President, Secretary, Treasurer or Historian for the class of 2014 will run and be elected by their classmates in the Fall of 2010. The elections will be run by the class advisors or faculty designee.

In the Spring of 2011 students wishing to represent the sophomore, junior or senior class for the following school year will run for the positions of President, Vice President, Secretary, Treasurer or Historian in elections organized by the class advisors or faculty designee.

Class officers wishing to be part of the Student Council should follow the procedure outlined under **Student Council Elections**.

No student may be an officer of both Student Council and their respective class.

STUDENTS' RIGHTS AND PRIVILEGES

Equal Educational Opportunities

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, 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 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.

Search Policy

Lockers, lab tables, desks and other equipment and facilities are the property of the school and are subject to search at any time for any reason. When appropriate, the police and the use of trained animals may be used to conduct such a search. A student's person, personal belongings and automobile/bicycle/other form of transportation are subject to search when there is 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.

Disciplinary Suspension and Due Process

Students accused of an infraction have the right to due process. This means they have the right to respond to the charge and explain their actions and perceptions.

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 work missed class work while they are suspended.

Appeal of Disciplinary Action

Students may appeal disciplinary actions, grades or any situation in which the student feels he has been unjustly treated. M.G.L. s. 71 s. 37H and M.G.L. s. 37 H ½

describe the appeals processes for students disciplined under those laws. For all other situations, appeals should be pursued in the following manner:

1. to the teacher concerned
2. to the Department Chairperson (if appropriate)
3. to the Assistant Principal
4. to the Principal

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.

Senior Privileges

Students in the Class of 2012 will be afforded the following privileges for the 2011-2012 school year. Please keep in mind that each privilege carries with it a certain level of responsibility and the assumption that students will enjoy these privileges in a manner that is consistent with Scituate High School's expectations for student conduct. Senior privileges are offered at the discretion of the Principal. We ask that seniors remember that the actions of a few may result in the loss of privileges of many.

Parking Passes – All Class of 2012 parking applications will be considered before parking passes are awarded to other eligible students.

Senior Cafeteria – Seniors are not required to report to the main cafeteria during lunch and are given the option of enjoying lunch in the Multi-Purpose Room. While hot lunches will not be served in the senior cafeteria, students may purchase cold sandwiches, drinks and snacks there, or buy a hot lunch in the main cafeteria and bring it with them to the senior cafeteria.

Study Hall-Seniors are allowed to come in late on the day(s) when scheduled for a first block study hall or dismiss themselves last block when scheduled for a study hall during last block. Seniors must have a letter from parents granting permission and meet with the assistant principal at the beginning of the year. To enjoy this privilege, seniors must meet academic eligibility requirements and maintain a good attendance record.

Lunch Outdoors – During warmer weather, seniors may elect to eat on the picnic tables outside the main cafeteria.

Midyear & Final Examinations – Seniors who maintain at least a “B” average in a semester course during the first and second quarters **MAY** be exempt from the final examination at the discretion of their teacher(s). In addition, seniors who maintain at least a “B” average in a course during the third and fourth quarters **MAY** be exempt from the final examination in both semester and year-long courses at the discretion of their teacher(s).

Student Records Regulations

- 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 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 3rd 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:

(1) the 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

(2) the 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).

- 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 for review and/or procurement with your school counselor.

Student Address/Directory Information

The Scituate Public Schools may release directory information without the consent of the eligible student or parent, provided that the school gives public notice of the types of information it may release and allows eligible students and

parents a 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.

College & 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. All representatives will meet with students in the School Counseling Department office. Students and parents will be notified of recruiter visits via the monthly junior/senior college newsletter, the school counseling website, daily announcements, and a posting of scheduled visits outside the School Counseling Dept's offices. Junior and Senior students may obtain a pass to meet with recruiters in the School Counseling Department. Students must obtain approval from a classroom teacher before being permitted to meet with representatives.

Parental Notification Relative to Human Sexuality Education

In accordance with Massachusetts Law Chapter 71, 32A, an Act Relative to Human Sexuality Education, the Scituate public schools provide this notification to parents of curriculum which primarily involves human sexuality or human sexuality issues. This notification allows parents or guardians to have the flexibility to exempt their children from any portion of said curriculum through written notification to the School Principal. No child so exempted shall be

penalized by reason of such exemption; other work will be assigned to comply with the time and learning requirement.

Program instruction materials for said curriculum should be reasonably accessible to parents or guardians for review through an appointment with the Health and Wellness Department Chairperson. Human sexuality curriculum begins at the sixth grade level and continues on through the twelfth grade level, and is one component of the Scituate Public Schools comprehensive health education program.

Special Education

The provisions of state and federal special education law (MGL 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 disability.

The purpose of special education is to help children who have disabilities make effective progress in school. In accordance with the provisions of the state and federal special education laws, after receiving parental permission, an evaluation is conducted to determine whether a child has a special need that requires special education and, if so, what form will that special education take. The following questions must be answered as part of that evaluation:

- Is there a disability?
- If so, is the student unable to make effective progress in the regular classroom because of the existence of that disability?
- If so, what special education services are required?

Those services are described in an Individual Education Plan (IEP) for that student. Additional information may be obtained from the Director of Special Education.

Behavioral Expectations - Special Education Students

All students are expected to meet the requirements for behavior as prescribed in this handbook. State and Federal Laws require that additional provisions be made for students who have been found by an evaluation team to have special needs

and whose program is described in an Individual Education Plan (IEP). State and federal special education laws prescribe additional requirements concerning the discipline of a student with special needs.

- When it is known that a student with special needs is likely to be excluded from his/her program for more than 10 cumulative days in a school year, the TEAM will convene to determine whether the student's misconduct that leads to the change in placement is a manifestation of the student's disability.
 - If the misconduct was a manifestation, the school will conduct a functional behavior assessment and implement a behavior intervention plan, provided the school did not already conduct the assessment before the behavior resulted in the discipline. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed unless the school and the parent agree otherwise.
 - If the Behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for special education, except that a student eligible for special education, who is removed from his/her current educational placement, is entitled to continue receiving educational services to enable the student to continue to participate in the general education curriculum, although in another setting, and to make progress toward meeting the goals set out in the student's IEP.
- In special circumstances, the school may move students to an interim alternative educational setting for not more than 45 days without regard to whether the behavior that led to the removal was a manifestation of the student's disability. These special circumstances are:
 - A student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency
 - A student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency
 - A student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

Additional information concerning special education 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 special education records may be obtained from the Director of Special Education.

Section 504 of the Rehabilitation Act of 1973

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. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which *substantially limits* one or more of such person's major life activities which include functions such as:

- Caring for one's self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Eating
- Sleeping
- Standing
- Lifting
- Reading
- Concentrating
- Thinking
- Communicating
- Working
- Bending
- Operation of major bodily function

2. Has record of such an impairment
3. Is regarded as having such an impairment

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

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

Behavioral Expectations – Section 504 Students

All students are expected to meet the requirements for behavior as prescribed in this handbook. Additional requirements concerning the discipline of a student on a section 504 Plan are as follows:

- When it is known that a student on a Section 504 Plan is likely to be excluded from his/her program for more than 10 cumulative days in a school year, the Section 504 Team will convene to determine whether the student's misconduct that leads to the change in placement is a manifestation of the student's disability.
 - If the conduct was a manifestation, the school will conduct a functional behavior assessment and implement a behavior intervention plan, provided the school did not already conduct the assessment before the behavior resulted in the discipline. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed unless the school and parent agree otherwise.
 - If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for Section 504.

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.

If there are questions, please feel free to contact the District Section 504 Coordinator.

Non-Discrimination Policy and Prohibition against Sexual Harassment

I. Introduction

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, 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.

Discrimination and harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, religion, age, disability, marital status, or sexual orientation. The Scituate Public Schools will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Discrimination and/or harassment of employees or students occurring in the schools or workplace are prohibited by law and will not be tolerated by the Scituate Public Schools. For purposes of this policy, "workplace" or "school" includes school-sponsored social events, trips, sports events, work related travel or similar events connected with school or employment. Further, any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated.

The Scituate Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the Scituate Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline.

II. Definition of Discrimination and Harassment

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal or physical, that is based on race, national origin, sex, sexual orientation, religious beliefs, 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 or results in a hostile

or 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 151B 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.
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

Under the definition stated above, direct or implied requests by a teacher, supervisor or any individual in a position of work or school authority for sexual favors in exchange for actual or promised job or school benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment, better grades, recommendations or other advantages constitutes sexual harassment.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that are inappropriate and that, if unwelcome, may constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. 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.

III. Reporting Complaints of Discrimination and 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.

IV. Complaint Investigation

When the Scituate Public Schools receives a complaint of discrimination or harassment, it will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation may include an interview with the person filing the complaint and also may include interviews with witnesses or other individuals who the Scituate Public Schools believes would be useful to the investigation. The Scituate Public Schools also will interview the person alleged to have committed the discrimination or harassment. When the Scituate Public Schools has concluded its investigation, the

Scituate Public Schools will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

These complaint investigation procedures cover complaints alleging discrimination or harassment based on race, color, national origin, sex, religion, age, sexual orientation and disability. The procedures are designed to promote the sensitive handling of employee and student issues, the thorough investigation of complaints, and to facilitate a prompt and expeditious internal review and a fair and equitable resolution of complaints alleging discrimination based on race, color, national origin, religion, sex, age, sexual orientation, or disability. An employee or student may select any of the routes identified above in Section III or identified below in Section IV.B to discuss a concern or file a complaint of discrimination or harassment. Employees and students are encouraged to attempt resolution within their school or administrative office and may seek advice from appropriate individuals within their school or administrative office or from the Assistant Superintendent without being required to file a formal complaint.

Please note that while these procedures relate to the Scituate Public Schools' policy of promoting a workplace and educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the Scituate Public Schools' authority to discipline or take remedial action for workplace and educational conduct which the Scituate Public Schools deems unacceptable.

A. General Policies

1. No reprisals or retaliation shall be invoked against any employee or any student for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures.
2. No reprisals or retaliation shall be invoked against any employee or any student who, in good faith, has testified, assisted or participated in any manner in any investigation, proceeding, or hearing of a complaint or for otherwise participating in any way in these complaint procedures.
3. Whenever possible, a conference should be scheduled during a time that does not conflict with regularly scheduled work and/or school programs.
4. The Scituate Public Schools will work with an individual who files a complaint of discrimination or harassment, including conducting an investigation and holding conferences, in order to fairly and expeditiously resolve the complaint.

B. Procedures

1. Informal Resolution of Discrimination and Harassment Concerns

Before initiating the formal procedure, the student or employee should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis.

- a. The student can raise the issue to his or her teacher, principal, assistant principal, or Assistant Superintendent.
- b. The employee can raise the issue to either his or her supervisor, or to the Assistant Superintendent.

The appropriate department or school administrators shall attempt, within his/her authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) working days of receiving the complaint.

Whichever option is chosen, attempts will be made to resolve the matter to the satisfaction of the employee or student who has made the complaint. If the employee or student is not satisfied with the resolution, or if the employee or student does not choose informal resolution, then the employee or student can begin the formal complaint process.

2. Formal Resolution of Discrimination and Harassment Concerns

Both employees and students may direct the complaint to the Assistant Superintendent for investigation. Employees and students are expected to direct the complaint no later than twenty (20) calendar days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However, employees and students should know that the Scituate Public Schools will investigate any complaint no matter when it is filed. The employee or student shall submit a written statement that will state the name of the individual and the location of the school/department where the alleged discriminatory practice occurred, the basis for the complaint and the corrective action the employee or student is seeking.

After filing the formal written complaint, the Assistant Superintendent shall promptly give written notification to the appropriate school/department identified in the complaint. This written notification shall be a copy of the complaint filed with the Assistant Superintendent.

The Assistant Superintendent will conduct the necessary investigation promptly after receiving the complaint. In the course of its investigation, the Assistant Superintendent shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include,

at a minimum, contacting the complainant and the person against whom the complaint was filed and/or the principal or appropriate authority involved.

If further documentation is needed, the Assistant Superintendent shall present to the appropriate authorities, written requests for additional information pertaining to the complaint. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available. The Assistant Superintendent, however, will make sure that the complaint is handled as quickly as is feasible and will strive to complete the investigation within thirty (30) working days. When more than thirty (30) working days is required for the investigation, the Assistant Superintendent shall inform the employee or student who filed the complaint that the investigation is still ongoing.

After completing the formal investigation of the complaint, the Assistant Superintendent shall request a meeting with the person against whom the complaint was filed and/or the principal or appropriate authority involved, to discuss the findings of the Assistant Superintendent and, at the same time, to give the person against whom the complaint was filed and/or the principal, supervisor or appropriate authority involved, an opportunity to respond to the findings, and to seek to resolve the complaint. When feasible and appropriate, the Assistant Superintendent will make every attempt to resolve the issue within the time parameters of this initial meeting; however, more than one meeting may be necessary. The Assistant Superintendent will strive to complete both the investigation and the resolution of the complaint within thirty (30) working days. When more than thirty (30) working days is required for the investigation and resolution process, the Assistant Superintendent shall inform the employee or student who filed the complaint and the individual against whom the complaint was filed and/or the principal or appropriate authority involved that additional time is needed for the resolution process.

If the Assistant Superintendent finds that there is reasonable cause for believing that a discriminatory or harassing practice has occurred, the Assistant Superintendent will refer the matter to the Superintendent of Schools for the Scituate Public Schools and/or his or her designee for appropriate action, up to and including termination for employees or expulsion for students.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by a Scituate Public Schools employee or student, the Scituate Public Schools will take action that is appropriate under the circumstances. Action may range

from counseling to termination of employment or discipline, up to and including expulsion.

VI. State and Federal Remedies

In addition to the above, employees who believe they have been subjected to discrimination and/or harassment, may file a formal complaint with the respective state agency and/or the EEOC. Using the Scituate Public School's complaint process does not prohibit you from filing a complaint with these agencies. Each agency has a specific time period for filing a claim. The United States Equal Employment Opportunity Commission (EEOC) allows at least 180 days (may be longer in some circumstances) to file a complaint, and the Massachusetts Commission Against Discrimination (MCAD) allows at least 300 days to file a complaint.

1. The U.S. Equal Employment Opportunity Commission (EEOC)

JFK Federal Building	1801 L Street, NW
Room 475	Washington, DC 20507
Boston, MA 02203	
(617) 565-3200	
TTY (617) 565-3204	

You can reach an EEOC field office by calling toll free:
(800) 669-4000, TDD (800) 800-3302

2. Massachusetts Commission Against Discrimination (MCAD)

Boston Office:	Springfield Office:
One Ashburton Place	436 Dwight Street
Room 601	Room 220
Boston, MA 02108	Springfield, MA 01103
(617) 994-6000	(413) 739-2145

3. Students may also file complaints with the Massachusetts Commission Against Discrimination at the addresses listed above, and with:

The United States Department of Education
Office for Civil Rights
J. W. McCormack Building, Room 701
Boston, MA 02109
(617) 223-9662.

Student-To-Student Harassment

Harassment of students by other students will not be tolerated in the Scituate Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

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

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

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

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

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

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

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

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion. Please refer to

the “Non-Discrimination Policy and Prohibition Against Sexual Harassment” statement in the previous section.

School Bullying Policy

At Scituate High School, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration. This handbook policy is published in conjunction with the Scituate Public Schools District Policy prohibiting bullying.

Definitions:

Bullying- Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying- Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate

others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

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

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

Authority of the School Administration

Bullying can occur in many places among and between students. Bullying which occurs away from school can nevertheless have a serious impact on a student's ability to engage in the educational process. Therefore, students are prohibited from engaging in any bullying conduct:

- on school grounds or any space adjacent to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use any school-based technology including but not limited to school computers or the school's internet connection;
- at a location, activity, function or program, that is not school related, or through student owned technology, including home computers and cell phones, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

In addition, students may not retaliate against any person who reports bullying, provides information during an investigation of bullying, or is witnesses or has reliable information about bullying.

Reporting Bullying

Students who are victims of bullying, who witness bullying activity, or who are retaliated against for reporting bullying, should report the incident to the principal. Students may also report to a teacher or school counselor, or other trusted adult in the building, who will in turn report the incident to the principal.

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

Consequences for Bullying and Retaliation

Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including but not limited to, one or more the following:

- verbal warning;
- written warning;
- reprimand;
- detention;
- short-term or long-term suspension; or
- expulsion from school as determined by the school administration and/or school committee, subject to applicable procedural requirements.

School administration will notify the Scituate Police Department if administration believes that criminal charges may be pursued against a perpetrator.

Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

Hazing and Initiation

Hazing and initiation of one student by another student or group will not be tolerated. Any form of hazing or initiation will result in a student being suspended for up to ten days. For more information on the laws regarding hazing and initiation, please refer to page 64.

Restraint of Students in Scituate Public Schools

The Scituate Public Schools complies with the Department of Education (DOE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below. For more detailed information, the Massachusetts regulations regarding restraint are found at 603 CMR 46.00 et. seq. and a copy can be found on the internet at

<http://www.doe.mass.edu/lawsregs/603cmr46.html> or can be requested from the Superintendent.

Methods and Conditions for Implementation

School staff may use physical restraint¹ only (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical² and mechanical restraints³ may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion⁴ is prohibited.

The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and Follow-Up

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the Principal or a designee. The Principal/designee must

¹ *Physical restraint is the use of bodily force to limit a student's freedom of movement and does not include touching or holding a student without the use of force for the purpose of directing the student, The Scituate Public Schools uses a variety of physical restraint methods, including but*

not limited to Children's Control Position, Team Control Position, and Transport Technique.

2 Chemical restraint is the administration of medication for the purpose of limiting the student's freedom of movement.

3 Mechanical restraint is the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body and does not include a protective or stabilizing device ordered by a physician.

4 Seclusion is defined as physically confining a student alone in a room or limited space without access to school staff and does not include the use of "time out" procedures during which a staff member remains accessible to the student.

maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The Principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of frequent dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

Complaints

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building Principal. In the event the

Principal is alleged to have engaged in improper restraint practices, the report should be made to:

Dr. James Kelleher, Assistant Superintendent
Scituate Public Schools
606 Chief Justice Cushing Highway Scituate, MA 02066 781-545-8759

Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will generally be completed and a written disposition made within twenty school days of receiving the complaint. If this time line is not met, the reason(s) for not meeting will be documented.

Employees should note that violation of this policy (i.e., the Regulations) can result in disciplinary action, subject to applicable procedural requirements. It is understood that in the event a resolution contemplated by the Scituate Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Dr. Susan Martin, Superintendent
Scituate Public Schools
606 Chief Justice Cushing Highway
Scituate, Massachusetts 02066
781-545-8759

Any additional information, including a copy of the aforementioned Regulations, can be obtained from the Superintendent of Schools who can be reached as stated above. A copy of these Regulations may also be obtained at <http://www.doe.mass.edu/lawsregs/603cmr46.html?section=all>.

Availability of Policies and Regulations

Rules and policies of the state, federal government and the Scituate Public Schools are available in the Main Office, and this handbook is distributed to all students. It is the responsibility of students and faculty to be aware of these policies and act accordingly. School regulations are subject to reevaluation annually.

POLICIES AND PROCEDURES

Bus Pass

The Scituate School Department has implemented a transportation fee for the 2011-2012 school year. The cost of the fee is \$240.00 per child with a family cap of \$460.00. Payment is due no later than June 4th; payment received after July 15th will be \$265 for an individual student and \$485 per family. Students who are eligible for free or reduced lunch, under the federal school lunch program, shall not be required to pay the fee. Additionally, payment of the transportation fee will not be required of any eligible student whose IEP calls for special arrangements for transportation.

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.

Contacting Students

Focus and continuity are necessary for good teaching and successful learning. Parents, coaches, and employers are therefore discouraged from contacting students during the school day by telephone or text. Instead, parents are encouraged to contact or leave messages for students at the Main Office, ext. 365. Messages from parents to students will be delivered during lunch, between class periods or at the end of the school day. General announcements to all students will only be made before and after school.

Corridor Passes

Students will be required to use a standard hall pass every period during the school day. No student should be in the physical education area unless he/she is scheduled for a physical education class. Students are not allowed in the gym before, during or after school, unless supervised by an adult member of the school community. Any student in the halls without a legitimate pass will be referred to the Assistant Principal. Students must present a legitimate pass when they arrive at their destination. Hall passes will not be given during the lunch block unless there is an emergency and the Main Office is notified.

Scituate High School has implemented the "Six Pass System" in all classes with the exception of study hall. Teachers are responsible for keeping a binder in each classroom containing the sign-out forms for the six pass system. Students are required to sign out and take a lanyard pass each time they leave the classroom. Students are allowed six passes from each class per term.

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 prearranged appointments in the School Counseling Dept. or ARC, 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 be a school bus or commercial transportation, 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.

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.

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.

Lockdowns/"Stay Put" Orders

The school will periodically conduct a lock down 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/"stay put" 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 "stay put" order may be subject to disciplinary consequences.

Drug Search

The high school will periodically conduct a search of the school, including lockers and desks, for drugs and contraband. Student possessions will be searched when there is reason to believe the student is violating or has violated the law or school rules. When appropriate, the police and the use of trained animals may be used to conduct such a search. Students found intentionally interfering with a search may be subject to disciplinary consequences.

Lost And Found

Lost and found items (books, clothes, bags) are placed on the shelves in the cafeteria. Additional items may be held in the Main Office.

Lunch

Lunch is served in Cafeteria. Beverages are available separately if you bring your own lunch. All students must consume lunch and beverages in the cafeteria. Students who need to eat in another section of school can do so only with medical permission or administrator approval.

Senior privileges may include eating in the multi-purpose room when available, as well as use of the outdoor area behind the main cafeteria during assigned lunches.

Nurse

The Health Office is located next to the Superintendent's Office on the first floor. The nurse's office is closed during last lunch. Students in need of assistance should report to the Main Office during this time. Whenever a student is ill, it is imperative that he/she report, to the Health Office for proper attention. 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.

The nurse will immediately summon a physician, family physician if possible, or an ambulance in case of serious emergency. Parents will also be contacted in the event of an emergency situation.

Health Office services include:

- Annual vision and hearing tests.

- 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, and, in her absence, may be given by the Principal. Acetaminophen/ibuprofen may be dispensed with written permission on file at the discretion of the school nurse and, in her absence, by the Principal. 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.

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

Religious Holy Days Policy: Testing, Social Events, Athletic Contests (Adopted: 5/9/01)

The Scituate School Committee adopted the following policy in order to accommodate the religious needs of our students who observe religious holy days during the school year:

- No student shall be penalized because she or he was absent from school for religious observance. Teachers will not give tests or quizzes, nor announce forthcoming tests or quizzes, nor have programs that would place absent students at a disadvantage on religious holy days covered under this policy. Tests or quizzes shall not be administered on the day following a religious holy day covered under this policy, unless the teacher has provided notice of such test or quiz at least four days prior to the religious holy day.
- A list of the religious holy days, covered under this policy shall include, but not be limited to Rosh Hashanah, Yom Kippur and Passover (which three holy days shall further be included on the school calendar each year), and shall be provided to each teacher at the start of the school year. Such list shall include the notation that the Jewish holy days begin at sundown on the day before the holy day.
- Scituate Public Schools shall consider religious holy days in the preparation of the annual school calendar, and these shall be listed on the calendar. Every effort will be made to avoid scheduling school-sponsored functions (e.g., "Back to School Nights," concerts, plays, school photos, and athletic contests) on religious holy days.

School Closing

In the event of a delay of opening or an emergency closing for snow, for example, whether in the morning prior to the opening of school, or during the day because of an emergency situation, the closing will be announced on the local television and radio channels. For information regarding "No School" announcements, call 545-8759. The school calendar may be subject to change based on emergency school closings. The School Committee, in accordance with state regulations, determines all dates.

School Insurance

Optional school insurance is available to all students. A packet describing the program is made available to all students during homeroom at the start of the school year. Additional packets are available in the Main Office.

School Property

All students are required to return all textbooks, library books and materials, and any other school property at the end of the school year. Students are required to reimburse the school for any lost or damaged school property. Students who fail to return school property or reimburse the school for lost or damaged property may be subject to disciplinary action and may be excluded from extracurricular events held at the end of the school year.

Valuables

The school is not responsible for lost or stolen articles. Money and other valuables should not be brought to school. Corridor lockers and Physical Education lockers should be locked with a school lock issued at the Main Office. Students must pay to replace lost locks. If students must bring valuables into school, they may bring them to the Main Office to be stored in the school safe for the day.

Visitors

All visitors, including parents, must report to the Main Office and will be required to carry a visitor's pass. School policy prohibits student visitors during the school day, however, requests due to special circumstances will be considered by the Administration on a case-by-case basis. Advance notice must be provided. Same-day requests will be denied. Transportation is not provided.

Working Certificate

In the Commonwealth of Massachusetts, every individual from fourteen to eighteen years of age who engages in work must have a working certificate. All individuals applying for a working certificate must present a birth certificate. Validated school records may be used for students of Scituate High School. A working certificate may be obtained in the Main Office.

STUDENT RESPONSIBILITIES

Attendance Policy Philosophy

Scituate High School believes that regular and punctual attendance is essential for success in school activities. While a student may make up the paperwork missed, he/she can rarely duplicate the learning experiences lost by a day's absence. Our

school system firmly believes that the development of desired habits of punctuality and satisfactory attendance is a shared responsibility of the school, the parents, and most importantly, the students.

Attendance/Loss of Credit Policy and Procedures

Scituate High School has adopted an attendance policy that encourages all students to attend a minimum of 90% of the sessions in each course each term to be eligible to receive credit for that course during a particular term. This means that 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. It is important to understand that behind every “no credit” grade, there is an actual letter grade (i.e., D, C-, B+, etc.) in that particular course. 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 department. It may be necessary for a student to enroll in extra courses to make up credits lost due to poor attendance.

The following absences will not be counted toward loss of credit:

- a long-term illness (four or more consecutive school days) or medical condition verified by a physician’s letter upon a student’s return to school
- short-term illness verified by a physician’s letter upon a student’s return to school
- disability related absences
- bereavement absences after the death of an immediate family member verified by a note from a parent/guardian upon a student’s return to school
- court appearances as verified by court documentation upon a student’s return to school
- school-sponsored events such as field trips, assemblies, etc., with prior approval from the Principal
- school-imposed absences for suspensions (OSS)
- religious holidays verified by a note from parent/guardian upon a student’s return to school
- foreign exchange trips, with prior approval from the Principal

- college visits (a maximum of two days per term in the junior and senior years) when accompanied by documentation from the college upon return to school
- extenuating circumstances as approved by the Principal

Steps to Follow When Absent

Students shall present a note documenting and/or excusing an absence from school. Please note that parental documentation/permission alone may not excuse an absence. Please refer to the previously identified list of absences that will not be counted toward loss of credit provided that proper documentation is supplied upon a student's return to school.

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. Make-up 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.

Appealing Loss of Credit

A written appeal by a parent 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.

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.

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

It is most important for students to establish and maintain good attendance in school. When a student is absent from class, he/she loses ground by missing out on the teacher's lesson and class discussions. Therefore, the high school administration strongly advises the parents to schedule their family vacations to coincide with the school vacations. In the event that this is not possible, the following procedures must be followed for the student's absence(s) to be excused:

- The parent/guardian must notify the administration, in writing, of the planned family vacation 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.
- 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 at least two weeks in advance.

Dismissal Policy and Procedures

Every attempt should be made to schedule appointments after school hours. A written request for dismissal from the parent/guardian must be brought into the Main Office on the morning of the dismissal. Dismissal notes may be verified by 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, estimated time of return, and a telephone numbers where a parent/guardian can be reached.
- All students are required to sign out in 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.
- 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 co-curricular activities or school-sponsored events that day, unless they have received permission from the high school Principal or designee.
- Dismissals during study hall are not allowed without the approval by an Assistant Principal. 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 homeroom by 7:18 am when the homeroom passing music stops.

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. Please note that all tardy students 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: Saturday School Detention

It must be emphasized that 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 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.

STUDENT ACCOUNTABILITY

Scituate High Philosophy of Discipline

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 purpose of this Discipline Code is to maintain this atmosphere by promoting self-discipline and an ability to behave appropriately and responsibly in school. School personnel are committed to ensure compliance with this code in a fair, consistent, and judicious manner.

Respect in Our School Community

Respect is fundamental to a positive school climate. The atmosphere at Scituate High School should be characterized by conduct in which individuals respect themselves, staff and property. Mutual respect should be shown between students and staff. Pride in one's self and the school community should be displayed by respecting the physical site and educational materials.

Respect includes such behaviors as following the 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. Because we seek to prepare students for a world in which respectful behavior is of high value, we seek to create a positive environment where teachers come prepared to teach and students come ready to learn.

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

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.

Definition of Terms

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 hats, no electronic devices, no talking, no sleeping, and no food or drink except bottled water.

OFFICE DETENTION - Students assigned detention are expected to stay after school for 45 minutes. Detention time will be doubled 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 hats, 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.

SUSPENSION OUT-OF-SCHOOL - Students who are suspended for ten days or fewer will be informed by an administrator of the charges against them, and provided an opportunity to respond. If a student is suspended, she/he may not appear on school grounds for any purpose during the school day or participate in or attend any extra-curricular activities during the period of suspension. His/her parents will be notified. If a student appeals a suspension, a hearing with the Principal will be held as quickly as possible.

EXPULSION – Expulsion is provided for under Massachusetts law in one of three ways:

- Mass. Gen. Laws ch.71 sect. 37H provides for expulsion for controlled substances, weapons and assaults on school staff (M.G.L. c. 71 s. 37H is discussed at length later in this handbook.)
- Mass. Gen. Laws ch. 71, 37H ½ provides that students can be expelled upon being convicted of a felony or upon a adjudication or admission in court of guilt with respect to such a felony or felony delinquency; and
- M.G.L. c.76 s.17 states that a school committee can not permanently exclude a student from the public schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard.

Consequences for Infractions

SHS students have traditionally had the privilege of making many decisions. With this privilege goes the responsibility for behaving thoughtfully, as well as for understanding school rules and the possible consequences for violating them. The consequences for infractions of school rules include the following range of responses:

- Teacher Detention
- Office Detention
- Saturday Detention
- Work Service (with expressed student/parent approval)
- Revocation of driving and or parking privileges
- Exclusion from athletic events and extra-curricular activities
- Suspension
- Expulsion
- Other, as appropriate

Under ordinary circumstances, consequences are progressive in nature. That is, second offenses are generally treated more harshly than first offenses. If a student continually violates a school rule, the administration may take more serious

action than is specifically prescribed in this Code. Students have a right to expect that disciplinary decisions will be treated with discretion.

The Discipline Code is not meant to describe all possible areas of misbehavior. If students behave in a way that is inappropriate or irresponsible, they will receive a penalty that is in keeping with their actions. Even if not specifically cited here, behavior which is disruptive to the school or malicious towards others will result in disciplinary consequences.

Disciplinary Suspension and Due Process

Students accused of an infraction have the right to due process. This means they have the right to respond to the charge and explain their actions and perceptions.

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 work missed while they are suspended.

Appeal of Disciplinary Action

Students may appeal disciplinary actions, grades or any situation in which the student feels he has been unjustly treated. M.G.L. s. 71 s. 37H and M.G.L. s. 37 H ½ describe the appeals processes for students disciplined under those laws. For all other situations, appeals should be pursued in the following manner:

1. to the teacher concerned
2. to the Department Chairperson (if appropriate)
3. to the Assistant Principal
4. to the Principal

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.

Suspension of More than Ten Days and Expulsion Procedure

If the conduct of a student warrants a suspension of more than 10 days or expulsion from the school, a fair hearing for the student and his/her parent will be held prior to the student being permanently excluded for the alleged misconduct.

Procedural rights for a student facing expulsion include:

- Written notice of the charges
- The right to be represented by an attorney or advocate (at the student's expense)
- Adequate time to prepare for the hearing
- Reasonably prompt, written decision including specific grounds for the decision

An expelled student can appeal an expulsion decision pursuant to the procedures set forth by law.

Offenses to the Discipline Code

The Disciplinary Code is not meant to describe all possible areas of behavior. If students behave in a way that is inappropriate or irresponsible, they will receive a consequence that is commensurate to their actions. Even if not specifically cited here, behavior that is disruptive to the school or malicious towards others will result in disciplinary consequences.

I. ACADEMIC BEHAVIOR

Cheating

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, Blackberry, 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):

1. Illicitly sharing or learning of specific questions on an exercise before it is given.
2. Illicitly sharing or obtaining information during an exercise (this includes homework), accessing information from a disk, etc.
3. 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.

4. Stealing quizzes or tests.
5. Gaining access to student grades and altering them in any way.

Consequences Regarding Cheating (cumulative from class to class and year to year)

First Offense

- A. The teacher will notify the Assistant Principal who will keep a record of the event.
- B. The student will receive a failing grade on the exercise.
- C. The parents will be notified.
- D. The student will be put on probation from elected or appointed positions for the remainder of the school year.
- E. The student will be required to attend Saturday detention.

Second Offense (in addition to the above)

- A. 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 one full letter grade.)
- B. The student will be ineligible for awards for the duration of the school year.
- C. A conference with the student, teachers, parents and Assistant Principal will be held.
- D. The student will be removed from any elected or appointed positions for the remainder of the school year.
- E. The student will be required to attend Saturday detention.

Third Offense (In addition to the above)

- A. The student will fail the course for the semester.
- B. The offense may be noted on the student's temporary record and such behavior may be reported to colleges and employers upon request.
- C. 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.
- D. The Principal will meet with the student and parents to explain the consequences of additional offenses.

II. SOCIAL BEHAVIOR

Appropriate Behavior at School and School Activities

Students are expected to behave appropriately at the bus stop, on school buses, at sporting events (home and away) and at any school activities. The penalties for misconduct are the same as during school hours. In addition, misbehavior at a school-sponsored activity may result in privileges being revoked.

Students and parents should be aware that breathalyzer tests may be administered at any dance, extra-curricular activity, or athletic event. Additionally, students and parents should be aware that breathalyzer tests may be administered at school for any student reasonably suspected of being intoxicated. 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.

Inappropriate Classroom and Corridor Behavior

Students are expected to refrain from inappropriate behavior such as yelling, disrupting a class, knocking on a door or window, littering, throwing objects, playing music, pitching coins, writing on desks, etc. Language and behavior in hallways, open spaces, and classrooms should be civil and respectful. **Food and beverages can only be consumed in the cafeteria. Only water in manufacturer's clear recyclable/disposable bottle is permitted outside of the cafeteria. Beverages such as Gatorade, Powerade, Vitamin Water, juice, coffee, etc. or beverages in travel mugs, Nalgene or sport bottles, etc. are not permitted outside of cafeteria during school hours.**

Cafeteria Behavior

Students are expected to behave appropriately in the cafeteria and to clean the table after eating. If students behave inappropriately, they risk consequences ranging from clean up detail to temporary exclusion from the cafeteria and, in serious situations, suspension from school. Students are expected to report directly to the cafeteria when dismissed for lunch. If you have special circumstances regarding lunch, you must check with the lunch room administrator. Passes from the cafeteria will be issued to students for use of facilities on the first floor only. Students are not permitted to eat in the halls under any circumstances. When passing to the cafeteria, many classes are in session. Please be courteous and respectful to those students that are in class.

Card Playing, Gambling, Fireworks, Littering and Snowball Throwing

These activities are not allowed and the consequences for infractions will be determined by the administration and may range from detention to recommendation for expulsion.

Driving Recklessly

Students are expected to observe rules of sensible, safe driving on school grounds. If they are reported for driving recklessly, they risk losing their parking privilege for at least one month. In addition, offenses may be reported to the local police department.

Communication Devices *(including cellular phones, Blackberrys, iPod touch, and any other communication device)*

Students are not allowed to use communication devices during the school day except when previous arrangements have been made with school staff for students to use such device(s) for educational purposes. Students should turn their phones off at the start of school and put them out of sight for the entirety of the school day. If utilized during school hours, they will be taken by staff, and sent to the Assistant Principal who will assign the following consequences:

1st offense: Warning – device returned to student after the 1:51 pm release bell

2nd offense: 1 detention – device returned to parent after detention has been served

3rd offense: 2 detentions – device returned to parent after second detention has been served

Subsequent offenses: disciplinary consequences will be assigned as appropriate by Assistant Principal

Parents are reminded to use the high school Main Office if they need to reach a student during the school day. Rules regarding the use of a cell phone apply even to a student using one to communicate with a parent.

A student is allowed to use his/her cell phone in the Main Office during school with a teacher's permission.

If a cell phone/electronic device is discovered in use during a test/quiz/homework assignment the student will receive a failing grade for the assignment as well as the consequences above.

Musical Devices *(including iPods, MP3 players, and any other electronic device being used to play music, view visual data, etc.)*

Students are not allowed to use electronic musical devices (as described above) other than those necessary for the educational process during the school day. Students should turn their phones off at the start of school and put them out of sight for the entirety of the school day. If utilized during school hours, a device will be taken by staff, and sent to the Assistant Principal who will assign the following consequences:

1st offense: Warning – device returned to student after the 1:51 pm release bell

2nd offense: 1 detention – device returned to parent after detention has been served

3rd offense: 2 detentions – device returned to parent after second detention has been served

Subsequent offenses: disciplinary consequences will be assigned as appropriate by Assistant Principal

Headphones visibly worn by students for unapproved, non-educational purposes will be confiscated and treated as a violation of this rule.

If an electronic musical device is discovered in use, without permission, during a test/quiz/homework assignment, the student will receive a failing grade for the assignment as well as the consequences above.

Because of the independent nature of the work usually conducted during study periods in classrooms, the library, and computer labs, students are permitted to wear headphones to listen to music during assigned study periods at the supervising teacher's discretion.

Presence in Unauthorized Areas

Students may not stay in unsupervised areas within the high school without a teacher's explicit permission. These areas include but are not limited to computer rooms, gymnasiums, the auditorium, the foods lab, boiler room, roof, basement and Coby Cutler Fitness Center.

Students should not be present in any area of the high school that is being utilized by other departments outside the high school. Examples of these departments are but are not limited to Recreation, Special Education, Early Childhood

(exception the hallway), Business Office, Food Services, Superintendent and Assistant Superintendent.

Violations of these rules will result in an appropriate penalty as determined by the Assistant Principal.

Dress

Clothing that disrupts the learning process or that violates reasonable standards of health, safety, and cleanliness is not acceptable. This may include:

- Shoes or clothing that damage school property
- Bare midriffs, strapless, backless, see-through garments, tank tops, tops with “spaghetti straps”, halter tops, low cut blouses, tube tops and muscle shirts, short skirts or shorts (above mid-thigh) are not permitted.
- Visible undergarments
- Obscene, profane language or pictures on clothing and/or jewelry
- Pierced body parts: Teachers, at their own discretion, can ask students to remove body jewelry that is considered unsafe in any particular class or during any class activity
- Clothing that references alcohol, drugs, sex or other inappropriate messages in an academic setting is not permitted.

Students violating the SHS dress code will be asked to change or cover up. Refusal will result in being sent home for the remainder of the school day.

Hats, Hoods & Other Headgear

Hats, bandanas, sweatshirt hoods and other headgear are prohibited. These items may not be worn or otherwise visible during school hours and should be left at home or in a locked locker. (Exceptions include religious and/or health related headgear.) The consequences for wearing headgear of any kind are as follows:

- First Offense: Office Detention
- Second Offense: Office Detention
- Third Offense: Saturday Detention

Headgear will be held at the Main Office until detention has been served by the student.

Leaving School Grounds

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 the building immediately and are not to be in the corridors during class time. Students are expected to exit from the Main Office. Students who leave school grounds (from the time they arrive) without written, parental permission and the approval of the administration will be referred to the Assistant Principal.

III. ILLEGAL BEHAVIOR

If a student commits an act which violates a state or federal law, the school may report the offense to the appropriate legal authorities. In criminal cases, the school is required to make such report. Scituate High School has a memorandum of understanding with the local police departments, which states the following as mandated reportable incidents:

- possession, use, or distribution of alcohol by a student
- distribution of an inhalant or any controlled substance
- any incident in which any individual is reasonably believed to be selling or distributing drugs or alcohol
- any incident involving intentional assault or negligent behavior that results in personal injury
- possession of a dangerous weapon, as defined by 18 U.S.C. 930(g) or in the school handbook
- any incident involving domestic abuse, dating violence or a violation of M.G.L. c. 209A restraining order
- any incident involving an actual or suspected hate crime or violation of civil rights
- any incident resulting in significant damage to municipal or private property
- any bomb threat, fire, threatened or attempted fire setting
- threatened or attempted use of an explosive device or hoax
- any creation or possession of a “hit list” of individuals targeted for violence or death
- any incident of “hazing,” involving a threatened or actual risk of physical or emotional harm to a student
- any sexual assault, rape or incident of gender-based harassment

Mandatory Reportable Incidents will be immediately reported to the Police Departments if such incidents:

- occurred on school property or within 1,000 foot radius of school property
- occurred at a school-sponsored function
- occurred in a school owned or contracted bus or other vehicle

- involve a student of Scituate High School

Controlled Substances, Dangerous Weapons, and Assaults on Educational Personnel – M.G.L. chapter 71 section 37H

Expulsion Provisions

- a. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a knife or a gun; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or the school district by the Principal.
- b. Any student, who assaults a Principal, assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

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

After said hearing, a Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

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

When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Felony Complaints and Felony Convictions – M.G.L. c. 71 s. 37H ½

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or headmaster if the Principal or headmaster determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parents or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or headmaster of a school in which the student is enrolled may expel said student if such Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternate education program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

Theft

As it is an affront to our core values, theft will be dealt with extremely seriously, to the fullest extent allowable under this Discipline Code. Theft includes anything stolen from vehicles parked on school property. Thefts may be reported to the local police.

In cases in which such theft takes place outside the boundaries of the Scituate High School campus, the school administration reserves the right to issue consequences as though they had occurred on campus if, and only if, the school administrator(s) deems that the theft in question was connected to school and/or the conduct results in the issuance of a criminal complaint charging a student with a felony and/or upon the issuance of a felony delinquency complaint, pursuant to M.G.L. ch. 71. 37 H½. Such consequences will be independent from any criminal charges brought against the student(s).

Consequences for theft include: a period of suspension, payment of restitution, and may include loss of in-school free time. Subsequent offenses may result in exclusion from the SHS community.

PREVENTING THEFT IS THE BEST DEFENSE AGAINST IT

Thefts hurt the whole community. Preventing theft and reporting it is everyone's responsibility. Currently, many of the thefts at SHS occur in the locker rooms. In order to ensure that possessions are safe on school property, the following is recommended:

- Do not bring unnecessary cash or valuables to school.
- Either lock up your belongings, or carry them with you.
- Ask coaches to lock up valuables, for extra protection, if necessary.
- Make every effort to look out for one another. If you witness a theft, report it.
- Faculty, coaches and staff members are concerned about theft, and will continue to supervise areas as well as possible.
- Theft report forms are available in the Main Office.

Arson and Pulling Fire Alarms

Pulling fire alarms and arson are violations of state laws. If students set a fire or pull an alarm, the school will file a court complaint against them in addition to imposing a suspension of up to ten days. If a second offense is committed, the school administration will recommend that the student be expelled from school.

SHS Substance Abuse Prevention Policy and Disciplinary Consequences

I. PHILOSOPHY

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 or over-the-counter drugs which are misused; steroids; and products misused for the purpose of mind altering effects (e.g., aerosols, 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.

II. ABUSE PREVENTION POLICY

All Scituate High 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 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 ALL students 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.

This policy does not to extend beyond common sense to innocent attendance and law-abiding participation at an event such as a religious service or a wedding/wedding reception.

Any student whose behavior becomes subject to the SHS Substance Abuse Prevention Policy may expect any of the following:

- 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.

III. Disciplinary Consequences

- 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.

A. ALCOHOL (use, possession, sale, intended sale or distribution or knowingly or willfully being in the presence of)

1st Offense

- Notification of parents
- Mandatory parental conference
- Five to ten days 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 period of 18 school weeks.
- Loss of parking privileges without reimbursement for 18 school weeks.
- 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.)

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 must perform 25 hours of school-related service (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

B. 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 expulsion hearing (See Educational Reform Law)
- Mandatory attendance and positive participation in six (6) after school counseling sessions with School Adjustment Counselor
- 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
- 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. 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.

C. TOBACCO

No student may be in possession/use of a tobacco product on school property or within 300 yards of school property within the Town of Scituate. Students who are seen in possession of any form of tobacco will be subject to consequences outlined in this section. Chronic offenders will be suspended.

Smoking is prohibited at all times, within all facilities, on the school bus, and anywhere on the grounds of Scituate High School. Students found to be using (or suspected of using) or in possession of tobacco, regardless of form, will receive an immediate referral to the Assistant Principal. All tobacco and related items will be confiscated. Pursuant to MGL c. 71 s. 37H, the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses is prohibited by any individual, including school personnel.

Any Offense:

- A town issued citation imposing a fine of \$100.00. This fine is payable to the Town of Scituate. If a staff member has a suspicion that a student has

been smoking, that student will be required to meet with an administrator. No school employee or visitor shall use tobacco products on school property within the Town of Scituate.

Fighting

Fighting, or any form of violence, is expressly forbidden at Scituate High School. If students are involved in a fight, they will be immediately removed from school, and will be suspended for a minimum of five days, and may be suspended indefinitely pending an expulsion hearing. The punishment given will depend on the circumstances surrounding the fight. In general, each party involved in a fight will be treated equally, because of the difficulty of determining whether one student is more responsible than another. In cases where fights take place off campus, the administration reserves the right to issue consequences as though the infraction had occurred in school if it is deemed that the fight was clearly connected to school, or could pose a threat to the safety or welfare of students while in school.

Hazing and Initiation

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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

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

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

Chapter 269: Section 18. Failure to report hazing

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.

Chapter 269: Section 19. Copy of Sections 17 to 19; issuance to students and student groups, teams and organizations; report

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

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

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

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and

eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Vandalism

If students vandalize school or personal property anywhere on the school campus, they will face disciplinary consequences and will be expected to pay for the damage. Writing on walls or other surfaces and defacing property are considered acts of vandalism. In cases in which such vandalism takes place outside the boundaries of the SHS campus, the school administration reserves the right to punish such instances as though they had occurred on campus if, and only if the administration deems that the vandalism in question was connected to school. Such consequences will be independent from any criminal charges brought against the student(s).

Scituate Public Schools' Internet Acceptable Use Policy

The purpose of the Scituate Public Schools computer network is to advance and promote educational opportunities, innovation and educational excellence, and to provide users access to a world wide array of educational resources. Access to the resources of the network will improve learning and teaching through research, access to information, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

The Internet

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. The Scituate Public School system offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Scituate Public Schools. The Scituate Public Schools expects that students and staff will use this access in a manner consistent with this purpose. While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Scituate Public Schools make no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Scituate Internet service assume full responsibility

for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. For safety purposes, Scituate Public Schools employs both a filter and firewall. Scituate Public Schools maintains compliance with CIPA - Children's Internet Protection Act.

User Access

Internet access is provided through the Scituate Public Schools network system. All users will have access to the Internet. The use of the Internet and Scituate network is a privilege, not a right, thus all users must submit a signed Acceptable Use Policy to gain access to the Internet and network.

Grades K-12: Students in Grades K-12 will gain access to the Internet once the student and student's parent or guardian have submitted a signed Acceptable Use Policy.

Scituate Public School Staff and visitors will gain access to the Internet once they have submitted a signed Acceptable Use Policy.

All student use of the Internet will be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student's use at every moment. Each student is expected to take individual responsibility for his or her appropriate use of the Internet.

Individual users shall at all times be responsible for the proper use of accounts issued in their names. Users may not share their account with anyone or leave the account open or unattended. Passwords are confidential. All passwords should be protected by the user and not shared or displayed.

Users are responsible for making back-up copies of the documents that are critical to their use and for regularly deleting e-mail as to conserve file space. Users are also responsible for immediately notifying the technology department of any possible security problems or of damage to the computer to which they are assigned.

The Scituate Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by user.

Internet Access

Inappropriate conduct on the Scituate Public Schools Internet will be subject to disciplinary action in conformity with the Scituate Public School Policy on Student Conduct and Discipline (which is available online), and the disciplinary policies of

individual schools. School officials may cancel user access to the network. Further, any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Scituate Public Schools network.

Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Although Scituate Public Schools employs both a filter and firewall, screening the Internet for such inappropriate uses is still difficult. Therefore, users should never reveal their full name, address or telephone number, nor should they arrange a meeting with a person who was met on-line. Users should promptly inform their school administrator of any on-line communication that is threatening, harassing, or otherwise inappropriate. Users are encouraged to read the following two brochures regarding Internet safety published by the Massachusetts Attorney General's Office has prepared. The brochures are entitled *The Internet, Your Child and You: What Every Parent Should Know* and *Internet Safety: Advice from Kids Who Have Faced Danger Online*. They are available online at www.ago.state.ma.us.

Administrators' Access to User Files

Scituate Public Schools is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection. Network storage areas (including user files) will be treated like school lockers may be subject to inspection. Internet (email) messages are public communication and are not private. All communications including text and images may be subject to applicable law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications (email, attachments, and files) to maintain integrity system-wide and ensure that users are using the system in a responsible manner. Users should not assume that uses of the Scituate Public Schools network are private. All users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Unacceptable Uses of the Scituate Public Schools Network

The following are unacceptable uses of the Scituate Public Schools network:

- Posting private or personal information about another person.
- Attempting to access system files, security files or another person's files.
- Accessing or transmitting obscene or pornographic material.
- Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people.)

- Engaging in sexual harassment. The Scituate Public Schools Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
- Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; that facilitate gambling. The system/network may not be used for illegal purposes, in support of illegal activities or for any activity prohibited by district policy.
- Communications. Users are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. No abusive, profane or offensive language should be used to communicate on the Scituate Public Schools Network or on the Internet. Plagiarism. "Plagiarism" means taking material created by others and presenting it as if it were one's own words. The Scituate Public School's policy on "plagiarism" (which is published in school handbooks) is applicable to Internet conduct.
- Infringing copyrights. One copy of copyrighted material may be downloaded for a user's personal use. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner and systems administrator.
- Inappropriate materials. Access of material that has been deemed inappropriate for educational use is prohibited. Should users encounter such material by accident, they should disengage.
- Participating in **private or commercial** activities that are not directly related to educational purposes of the Scituate Public Schools.
- No user shall engage in communication that represents personal views as those of the Scituate Public Schools or that could be misinterpreted as such.

Behaviors and Consequences

Appropriate Codes of Conduct and Disciplinary Measures are outlined in school handbooks and the Scituate Public School's Policy Manual.

- Tampering with computer security systems and/or applications and/or documents and/or equipment will be considered vandalism, destruction, and defacement of school property (see school handbook). Please be advised, it is a federal offense (felony) to break into any security systems. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.
- Vandalism will result in cancellation of privileges, disciplinary action and restitution for costs associated with hardware, software, and system restoration.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, software or the network. This includes, but is not limited to, the uploading or creating of computer viruses.

- In the event that there is a claim that a **user** has violated any of the Acceptable Use Policy, she/he will be provided with written notice of the suspected violation and given an opportunity to be heard by his/her school administrator.

Notifications

Any student, teacher, staff member or volunteer must notify the systems administrator or assistant systems administrator if they have identified a possible security problem. Do not go looking for security problems, as this may be construed as an illegal attempt to gain access to inappropriate areas. Further, they should report encounters with inappropriate material to their school administrator immediately.

Cyber Bullying and Electronic Harassment

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable and may be treated as traditional forms of harassment.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (the director of technology, dean of students or the director of the upper school). All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation or expulsion from the school.

OFFENSES TO THE SCITUATE HIGH SCHOOL DISCIPLINE CODE

NOTE:

Office det. = Office detention

OSS = Out of School Suspension

Saturday det. = Saturday detention

The following list of infractions and related consequences are in no way meant to include every punishable offense to the Scituate High School Discipline Code. The consequences for infractions are at the discretion of the administrator, and in determining appropriate consequences, the administrator may consider mitigating and aggravating circumstances. Punishable offenses and related consequences include, but are not limited to, the following:

<u>INFRACTION</u>	<u>RANGE OF CONSEQUENCES</u>
Assault	1 st Offense: OSS 5-10 days 2 nd Offense: OSS 10 days 3 rd Offense: OSS 10 days – Expulsion hearing
Attempt to purchase drugs	1 st Offense: OSS 3 days 2 nd Offense: OSS 5 days 3 rd Offense: OSS 10 days
Card playing, gambling, etc.	1 st Offense: Conference w/Administrator 2 nd Offense: Office Det. 2-5 days 3 rd Offense: OSS 1-3 days
Cheating or plagiarism	1 st Offense: Saturday detention 2 nd Offense: Saturday detention

(see page 54 for description of additional consequences)	3 rd Offense: 10 hours service to school
Class cuts	1 st Offense: Office det. 4 days – Saturday det. 2 nd Offense: OSS 1-3 days 3 rd Offense: OSS 2-4 days
Damaging school property	1 st Offense: Office det. 4 days – Saturday det. 2 nd Offense: OSS 1-3 days 3 rd Offense: OSS 2-4 days
Disrespect towards a staff member	1 st Offense: Office det. 4 days – Saturday det. 2 nd Offense: OSS 1-3 days 3 rd Offense: OSS 2-4 days
Disrespectful action or speech	1 st Offense: Conference w/ Administrator-OSS 2 nd Offense: OSS 1-3 days 3 rd Offense: OSS 2-4 days
Disruptive actions	1 st Offense: Office det. 4 days – OSS 2 nd Offense: Office det. 2-5 days 3 rd Offense: OSS 1-3 days
Drinks or food outside of cafeteria	1 st Offense: Conference w/ administrator 2 nd Offense: Office det. 1-4 days 3 rd Offense: Office det. 2-5 days
Electronic communication or musical devices	1 st Offense: Conference w/ administrator--& confiscated phone released to student after school hours 2 nd Offense: Office det.1 days & confiscated phone released only to parent after det. served 3 rd Offense: Office det.2 days & confiscated phone released only to parent after dets. served
Encouraging or arranging a fight	1 st Offense: Office det. 4 days – OSS 2 nd Offense: OSS 3-5 days 3 rd Offense: OSS 5-10 days
Encouraging/ participating in food fight	1 st Offense: Office det. 4 days – Saturday det. 2 nd Offense: OSS 1-3 days 3 rd Offense: OSS 2-4 days

Failure to Comply with Reasonable Request	1 st Offense: Conference w/ administrator 2 nd Offense: Office det. 1-4 days 3 rd Offense: Office det. 2-5 days
Failure to identify oneself or give proper name	1 st Offense: Conference w/ administrator 2 nd Offense: Office det. 1-4 days 3 rd Offense: Office det. 2-5 days
Failure to report to the office	1 st Offense: Office det. 2-4 days 2 nd Offense: OSS 1-3 days 3 rd Offense: OSS 2-4 days
Failure to serve Office Detention	1 st Offense: Saturday det. 2 nd Offense: Saturday det. – OSS 1 day 3 rd Offense: OSS 1-3 days
Failure to serve teacher detention	1 st Offense: Office det. 2-4 days 2 nd Offense: Saturday det. – OSS 1 day 3 rd Offense: Saturday det. – OSS 3 days
Fighting	1 st Offense: OSS3-10 days 2 nd Offense: OSS7-10 days 3 rd Offense: OSS 10 days – Expulsion hearing
Forgery	1 st Offense: Office det. 2-4 days 2 nd Offense: Saturday det. – OSS 1 day 3 rd Offense: Saturday det. – OSS 3 days
Harassment (incl. cyber-bullying/harassment)	1 st Offense: OSS 2-5 days 2 nd Offense: OSS 2-5 days 3 rd Offense: OSS 10 days – Expulsion hearing
Hazing	1 st Offense: OSS2-5 days 2 nd Offense: OSS2-5 days 3 rd Offense: OSS10 days – Expulsion hearing
In hall during class without a pass	1 st Offense: Conference w/ administrator 2 nd Offense: Office det. 1-4 days 3 rd Offense: Office det. 2-5 days
In presence of controlled substance	1 st Offense: OSS2-5 days 2 nd Offense: OSS2-5 days 3 rd Offense: OSS10 days – Expulsion hearing
Inappropriate bus	1 st Offense: Conference w/administrator – loss of bus privileges

behavior	2 nd Offense: det. 1-4 days – loss of bus privileges 3 rd Offense: Saturday det. – loss of bus privileges
Inappropriate physical behavior	1 st Offense: Office det. 2-4 days 2 nd Offense: Saturday det. – OSS 1 day 3 rd Offense: Saturday det. – OSS 3 days
Inappropriate physical contact	1 st Offense: Office det. 2-4 days 2 nd Offense: Saturday det. – OSS 1 day 3 rd Offense: Saturday det. – OSS 3 days
Inappropriate use of computers	1 st Offense: Office det. 2-4 days 2 nd Offense: Saturday det. – OSS 1 day 3 rd Offense: Saturday det. – OSS 3 days
Initiating a false fire alarm	1 st Offense: OSS3-10 days 2 nd Offense: OSS7-10 days 3 rd Offense: OSS 10 days – Expulsion hearing
Insubordination	1 st Offense: Office det. 2-4 days 2 nd Offense: Saturday det. – OSS 1 day 3 rd Offense: Saturday det. – OSS 3 days
Leaving class without permission	1 st Offense: Conference w/administrator – Office det. 2 nd Offense: Office det. 2-5 days 3 rd Offense: OSS 1-3 days
Leaving school grounds	1 st Offense: OSS 1 day 2 nd Offense: OSS 2-4 day 3 rd Offense: OSS 3-5 days
Loitering in halls	1 st Offense: Office det. 1-4 days 2 nd Offense: Office det. 1-4 days 3 rd Offense: Office det. 2-5 days
Making a bomb threat	1 st Offense: OSS 5 days – Expulsion hearing 2 nd Offense: OSS10 days – Expulsion hearing 3 rd Offense: Expulsion hearing
Outside of building w/o permission	1 st Offense: OSS 1 day 2 nd Offense: OSS 2-4 days 3 rd Offense: OSS 3-5 days
Possession of a	1 st Offense: Expulsion Hearing

weapon	
Possession of alcohol <i>(see pages 26-27, 31-32, & 70 for additional discussion of consequences)</i>	1 st Offense: OSS 5-10 days 2 nd Offense: OSS 10 days – Expulsion hearing 3 rd Offense: Expulsion hearing
Possession of controlled substance <i>(see pages 26-27, 31-32, 38 & 70-72 for additional discussion of consequences)</i>	Any Offense: OSS 5-10 days -- Expulsion Hearing
Possession of drug paraphernalia	Any Offense: OSS 5-10 days -- Expulsion Hearing
Possession of hazardous materials	1 st Offense: OSS1-5 days 2 nd Offense: OSS 3 days – Expulsion Hearing 3 rd Offense: OSS 10 days – Expulsion Hearing
Possession of tobacco on school grounds	1 st Offense: Office det. 4 days 2 nd Offense: Saturday det. 3 rd Offense: OSS 3-5 days
Presence in an unauthorized area	1 st Offense: OSS1-3 days 2 nd Offense: OSS 3-5 days 3 rd Offense: OSS 5 – Expulsion hearing
Safety Hazard	1 st Offense: Conference w/ administrator 2 nd Offense: Office det. 1 day – OSS 3 days 3 rd Offense: Office det. 3 days – OSS 3 days
Smoking on school property	1 st Offense: \$100 fine 2 nd Offense: \$125 fine 3 rd Offense: \$150 fine
Tardy to class	1 st Offense: Teacher det. 2 nd Offense: Office det. 1-3 days 3 rd Offense: Office det. 3 days – Saturday det.
Tardy to School/Homeroom	3 rd day of tardiness: Warning – Office det. 5 th day of tardiness: Office det. – Saturday det. 8 th day of tardiness: Saturday det. – Suspension 11 th day of tardiness: Saturday det. – Suspension

	Student will then be assigned a Saturday det. upon every 3 rd tardy to det./homeroom
Theft	1 st Offense: OSS 2 -5 days 2 nd Offense: OSS 3-5 days 3 rd Offense: OSS 5-10 days
Threats of violence	1 st Offense: OSS 5 days – Expulsion hearing 2 nd Offense: OSS10 days – Expulsion hearing 3 rd Offense: Expulsion hearing
Truancy	1 st Offense: Work detail 6 hrs – 2 Saturday dets. 2 nd Offense: 2 Saturday dets. – OSS 3 days 3 rd Offense: OSS 3 – 10 days
Unacceptable Social Behavior	1 st Offense: Conference w/ administrator – Office det. 5 days 2 nd Offense: Office det. 3 days – OSS 3 days 3 rd Offense: Office det. 5 days – OSS 5 days
Under the influence of alcohol (see pages 26-27, 31-32, & 70 for additional discussion of consequences)	1 st Offense: OSS 5 – 10 days 2 nd Offense: OSS 10 days – Expulsion hearing 3 rd Offense: Expulsion hearing
Use of a controlled substance	Any Offense: OSS 5-10 days – Expulsion Hearing
Vandalism	1 st Offense: OSS 2-5 days 2 nd Offense: OSS 5 days – Expulsion hearing 3 rd Offense: OSS 10 days – Expulsion hearing

Authorization to Photograph/Video/Publish/Broadcast

Student Name _____ **YOG** _____

I **DO NOT** authorize the Scituate Public Schools to photograph/video the above named student and to publish/broadcast the resulting image on the Scituate Public Schools' website or in brochures, newsletters, newspapers, and other public news formats for the general purpose of student recognition and the promotion of the Scituate Public Schools.

I also **DO NOT** authorize the Scituate Public Schools to publish/broadcast school work, awards, or accomplishments of the above named student on the Scituate Public Schools' website in brochures, newsletters, newspapers, and other public news formats for the general purpose of student recognition and the promotion of the Scituate Public Schools.

I hereby release the Scituate Public Schools, its past and present School Committee members, Superintendents, officers, employees, representatives, and agents from any and all claims, causes of action, suits or damages, including but not limited to, claims of defamation, invasion of privacy, breach of confidentiality, and claims under any federal or state statute or regulation arising out of the School District's photograph or publication/broadcast of the above named student's image or scholastic summary pursuant to this authorization.

Parent/Legal Guardian Signature

Date

THE SCITUATE HIGH SCHOOL
2011-2012 HANDBOOK
Handbook Signature/Agreement Page
For Students and Parents/Legal Guardians of Students

I, _____, have received a copy of the Scituate High School 2011-2012 SHS Student Handbook. I have read the handbook and understand its contents and that I am bound by the provisions in the handbook.

Date: ___/___/___ Homeroom: _____ YOG _____

Student Signature: _____

I have received a **reviewed my student's** copy of the handbook.

Parent/Legal Guardian Signature: _____

**Scituate Public Schools Acceptable Use Policy
Signature/Agreement Page**

*For Students and Parents/Legal Guardian of Students
This user agreement must be renewed each academic year.*

User's Name: _____

I have read the Scituate Public Schools' Acceptable Use Policy and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment, and criminal prosecution.

Signature of User: _____

Parent/Legal Guardian Sponsor's Name: _____

I have read the Scituate Public Schools' Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. In consideration for the privilege of using the School's system/network, and in consideration for having access to the public networks, I hereby release the School, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the Scituate Public Schools' Acceptable Use Policy and Administrative Procedures.

I give permission for my child to participate in the School's system/network.

I do not give permission for my child to participate in the School's system/network.

Signature of Parent/Legal Guardian: _____

.....
This spaced Reserved for System Administrator.

Assigned Username: _____

Assigned Password: _____

