

STOUGHTON HIGH SCHOOL
2023 - 2024



SCHOOL COMMITTEE MEMBERS

Katherine Weiss
Chair of the School Committee

Fabienne Francois-Morisset
Vice-Chair of the School Committee

Amando Barbosa
Lindsey Kreckler
Christine Shannon

SUPERINTENDENT OF SCHOOLS
Dr. Joseph Baeta, Ed.D.

ASSISTANT SUPERINTENDENT OF CURRICULUM AND TECHNOLOGY
Jonathan Ford

ASSISTANT SUPERINTENDENT OF FINANCE AND OPERATIONS
Heidi Perkins

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES AND HEALTH
Matthew Colantonio

PRINCIPAL
Juliette A. Miller

ASSISTANT PRINCIPALS
Hilary Filkins
Michael R. O'Neil

DEANS
David Hiltz, Grades 10 & 12
Rachelle Russo, Grades 9 & 11

The administration reserves the right to revise the SHS Student Handbook at any time, for any reason during the school year. The most current version of the SHS Student Handbook can be found on the SHS website.

STOUGHTON PUBLIC SCHOOLS MISSION STATEMENT

Our mission is to challenge individuals to reach their potential in an educational environment that promotes excellence.

The Stoughton Public School System environment honors excellence, celebrates its diversity, and challenges its members to realize their potential. We set high standards using innovative and inclusive programs that enable students of varying learning styles to achieve success. The partnership between the school system and the community, with our vision of excellence, continues to be a source of community pride.

Dear Stoughton High School Students and Families,

Welcome Back! We are excited for your return to school and if you are just joining us this year, we are glad you are here!

The high school administration, faculty, and staff have prepared for this school year prioritizing social, emotional, and academic wellbeing. We have built programmatic supports into and outside of the school day to individualize the school experience for all students. We will meet students where they are at, socially, emotionally, and academically, while walking beside them to guide them towards their own success and achievement.

The lessons learned over the past few school years have been many. One lesson, in particular is the importance of connection, the value of face-to-face interactions and the benefits of social activity. We have various clubs, activities, sports, and other extra-curricular offerings at Stoughton High School. I strongly recommend that you get involved in something outside of the school day that will forge and/or reform connections between you and the school community and you and your peers. Speak to a trusted adult in the building if you are not sure what kinds of opportunities we have here or want to get involved but are not sure how.

Please review this handbook completely. It will help guide you as you navigate this school year, alert you to the rules and regulations, and be useful for the day-to-day.

The 2023 - 2024 school year will ultimately be what YOU make of it. We will be here cheering you on.

Best,

Juliette Miller
Principal

TRANSLATION NOTIFICATION

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

[Arabic]

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

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

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

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

[Portuguese] As Escolas Públicas de Stoughton asseguram que, quando requeridos pelos pais, certos requerimentos específicos dos livros de regulamentos escolares estejam disponíveis na língua nativa dos pais ou responsáveis ou de qualquer aluno(a) cuja língua nativa não seja o inglês. Os pais ou responsáveis também poderão requerer, quando possível, que as informações e relatórios escolares sejam fornecidos na língua que os mesmos possam entender.

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

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

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

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SCHOOL CALENDAR

STOUGHTON PUBLIC SCHOOLS 2023 - 2024 CALENDAR

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Significant Dates
No School Days

AUGUST/SEPTEMBER 2023

Sep 4 - Labor Day
Sep 5 - School Opens for all Unit A Staff Pre-K-12
Sep 6 - First Day for all Students Grades 1-12
Sep 7 - First Day for Preschool and Kindergarten

OCTOBER 2023

Oct 9 - Columbus Day

NOVEMBER 2023

Nov 7 - Professional Dev. Day
Nov 10 - Veteran's Day-observed
Nov 22 - Early Release
Nov 23 & 24 - Thanksgiving Break

DECEMBER 2023

Dec 22 - Early Release
Dec 25 - Jan 1 Vacation

JANUARY 2024

Jan 1 - New Year's Day
Jan 15 - Martin Luther King, Jr. Day

FEBRUARY 2024

Feb 19 - 23 Vacation

APRIL 2024

Apr 15 - 19 Vacation

MAY 2024

May 27 - Memorial Day

JUNE 2024

Jun 6 - Graduation
Jun 14 - Last Day (180 student days)
Jun 19 - Juneteenth
Jun 24 - Last Day (5 Snow Days)

Early Release Dates

Sep 21, 2023 Mar 7, 2024
Oct 19, 2023 Apr 4, 2024
Dec 7, 2023 May 2, 2024
Jan 18, 2024 Jun 6, 2024

Last Day of school

Early Release Hours

Elementary 8:30 - 12:20 / SHS & OMS 7:35 - 11:32
Preschool 8:30 - 11:00 / No p.m. sessions

Office Hours

Regular Hours: 8:00 - 4:00
Summer and School Vacations: 8:00 - 3:00

As referenced in SC Policy JHE. The following days are exempt from testing and homework:

Yom Kippur - Sep 25, 2023
Good Friday - Mar 29, 2024

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Calendar dates and excused absences are guided by,
School Committee policy JHE - OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS

MARKING PERIODS

Term I

September 6, 2023 – November 13, 2023
End of First Progress Period - TBD

Term III

January 29, 2024 – April 5, 2024
End of Third Progress Period - TBD

Term IV – Seniors

April 6, 2024 – May 30, 2024
End of Fourth Progress Period (Seniors) - TBD

Term II

November 14, 2023 – January 26, 2024
End of Second Progress Report – TBD

Term IV

April 6, 2024 – June 14, 2024 (tentative)
End of Fourth Progress Report – TBD

Exams

Mid-year Exams January 18 – 25
Final Exams TBD

STOUGHTON PUBLIC SCHOOLS PHONE NUMBERS

Superintendent's Office	781-344-4000
Stoughton High School	781-344-7001
Dr. Robert G. O'Donnell Middle School	781-344-7002
Edwin A. Jones Early Childhood Center	781-344-7003
South Elementary School.....	781-344-7004
Richard Wilkins Elementary School.....	781-344-7005
Helen H. Hansen School	781-344-7006
Joseph R. Dawe School	781-344-7007
Joseph H. Gibbons School	781-344-7008

CRISIS AND EMERGENCY HOTLINE NUMBERS

Al Anon and Alateen	888-4ALANON
Civil Rights Coordinator	(781) 344 – 4000 x 51229
Child at Risk	800-792-5200
DARE Hotline	781-344-3482
Dept. of Social Services	508-894-3700
Health Care of Eastern Massachusetts	508-586-3800
Helpline	508-584-4357
Massachusetts Eating Disorders	617-558-1881
National Runaway Switchboard	800-621-4000
Samaritans	888-767-8336
Stoughton Fire Dept.....	911 or 781-344-3131
Stoughton Police Dept.	911 or 781-344-2424
Youth Commission	781-341-2252
Youth only AIDS Line	800-788-1234

STOUGHTON HIGH SCHOOL MISSION STATEMENT

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

We believe that, academically, students at SHS:

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

We further believe that students at SHS:

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

21st CENTURY LEARNING EXPECTATIONS

Academic

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

Civic/Social

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

ACADEMIC/STUDENT LIFE

ACADEMIC INFORMATION, POLICIES, AND PROCEDURES

CONTACT SEQUENCE FOR ACADEMIC ISSUES

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

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

ACADEMIC MARKING SYSTEM

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

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

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

In semester courses, the grading will be as follows:

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

Letter Grades Used To Indicate The Following:

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

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

An I (Incomplete) issued for a term grade must be resolved before the following term's Progress Report.

HONOR ROLL

Highest Honors - All A's in all subjects

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

CLASS RANK - GPA SCALE

(BASED ON MASSACHUSETTS STATE COLLEGE FORMULA)

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

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

REMEMBER:

1. The admissions offices at the Massachusetts State Universities and U. Mass system use only academic courses when re-calculating GPA for admissions purposes. Colleges in other states or private colleges may, or may not, count your other courses (for example, Art). You would need to check with each potential college choice for this information. The school counseling department advises you to do your best in all courses in order to present yourself as the best possible candidate.
2. Almost all of our courses count toward CLASS RANK. Some exceptions are "Independent Studies," Structured Learning, Unleveled courses (U), and Pass/Fail classes. Class Rank is a very important measure of your candidacy for many schools.

3. In order to qualify as valedictorian or salutatorian, a student must have attended Stoughton High School for all four years. In unusual circumstances, the Principal or his/her designee, with input from the school counseling department and faculty, shall determine whether or not students qualify for these honors.
4. Students that are home-schooled are not eligible to participate in Senior activities including graduation exercises.
5. Independent Study courses, courses taken outside of SHS, SHS Summer School courses, or any other high school summer school courses, will not count towards a student's class rank or GPA.

ADMISSION, WITHDRAWAL, AND RE-ADMITTANCE

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

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

ATTENDANCE

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

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

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

Documentation for the above absences should be provided to the school principal or designee within five (5) school days of the absence.

The full School Committee policy JE- ATTENDANCE POLICY, can be found here: <https://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/JE>

ATTENDANCE BUY-BACK

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

- Meet with the grade level Dean to discuss the procedure and receive the appropriate form.
- Complete the form and distribute to your teachers.
- Attend school for five consecutive days without incurring any tardies to school or any class, and no office referrals or teacher sessions and complete all assignments for the week.
- On the fifth day, teachers will verify with the high school office whether or not you have met the expectations in their class during the buyback week.
- If the student successfully fulfills the above guidelines, one day which has predetermined by the student and grade level Dean will be granted.
-

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

BUILDING SECURITY

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

The main entrance to SHS will open at 7:00 a.m. for students who do not ride the bus. All students must proceed directly to the cafeteria once they have entered the building. For security reasons, no student will be released from the cafeteria until 7:25 a.m. without a signed pass from a teacher. Students will not be allowed into the locker areas, locker rooms, band rooms, clinic, school counseling, etc., before 7:25 a.m. The main entrance will remain open until 7:35 a.m. At 7:35 a.m. all external doors will be locked. Any student entering the building after 7:35 a.m. must enter through the main entrance. Any student who opens the external doors to let someone into the building at any point during the school day will face disciplinary consequences.

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

BOOK AND/OR MATERIAL RETURNS

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

BUS EVACUATION

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

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

CLASS DUES

Class dues are collected every year. The money from dues helps defray the cost of class events including but not limited to junior semi, senior prom, and the senior class trip. Price of dues is determined by the class advisor after considering several factors. Typically, there are two dues drives held each school year, although students can pay dues at any time with their class advisor. Failure to pay dues will result in students not being allowed to participate in events such as dances, semi formals, proms and class trips.

CLASSROOM ATTENDANCE

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

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

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

CLASSROOM EXPECTATIONS

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

CRISIS

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

DANCES/PROMS

The following general rules apply to conduct at school dances:

1. All dances are open to students in good standing and some may include outside guests.
2. Only students in good standing are eligible to attend. This includes the eligibility requirement that students must be in school by 7:35 am on the day of the dance.
3. Students attending the junior semi-formal or senior prom may be dismissed no earlier than 12:41 on the day of the dance.
4. Outside guests are not allowed at all dances. If outside guests are allowed, students may bring a guest by completing an official guest form for the dance and providing a copy of a photo ID with the birthdate of the guest. The responsibility of informing the guest about the school rules rests with the member of the school. All guests must have approval from the high school office prior to attending the activity. All guests must be 20 years of age or under.
5. Junior Semi / Senior Prom applications to bring a guest, must be submitted two (2) weeks prior to the dance.
6. All attendees to the Senior Prom must take school provided transportation to and from the prom.
7. If a student leaves the venue, s/he will not be allowed to return.
8. Smoking (any tobacco products, e-cigarettes, vaping or illegal substance) at school dances is prohibited.
9. Possession, use, or being under the influence of alcohol and/or drugs or vapes is forbidden and violations will subject students to discipline under the discipline code and Education Reform Act of 1993.
10. All dance attendees may be subject to a Breathalyzer prior to admittance.
11. Any bag brought to a dance may be searched prior to admittance.
12. Officers of the sponsoring organizations are reminded that all bands or DJ's must be approved by the Principal. A contract will be signed after approval has been obtained.

DISMISSAL FROM SCHOOL

Dismissals will be granted only under the following situations:

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

DISMISSAL PROCEDURE

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

DISSECTION POLICY

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

EMERGENCY LOCKDOWN/SCHOOL EVACUATION

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

FILMING/VIDEO RECORDING

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

FIRE DRILLS

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

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

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

GIFTS TO SCHOOL PERSONNEL

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

GRADING POLICY

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

GRADUATION REQUIREMENTS

General information

All students must earn a minimum of 135 credits in order to graduate. Credits required for promotion to each grade are detailed below:

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

Credits needed for *	Class of 2024	Class of 2025	Class of 2026	Class of 2027
Promotion to Grade 10	27.5	27.5	27.5	32.5
Promotion to Grade 11	60	60	60	65
Promotion to Grade 12	90	90	90	95
Graduation	135	135	135	135

Minimum Graduation Requirements for Class of 2024:

Department	Credits	Years of Study
English	20	4*
Science	15	3*
Mathematics	20	4
Social Studies	17.5	3.5*
Physical Education/Health	7.5	4
Fine Arts	2.5	1 Course
Foreign Language	10	2 Courses same World Language
Information Technology	1.25	1 Course*
Financial Literacy	1.25	
Elective courses	40	
Credits for Graduation	135	

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

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

GUIDANCE FOR ADDRESSING OFFENSIVE CONTENT IN ACADEMIC DISCOURSE

As educators, we understand that our words and actions are among the most powerful tools we possess. Offensive words, phrases, images, or themes may appear within the material we study, and we believe in the importance of actively studying and learning from our past. That said, we acknowledge that history includes marginalization, dehumanization, hate, violence, enslavement, and degradation. As such, we encourage all members of our learning community to carefully consider the implications of choosing to read and/or view offensive material, visuals, and/or images. As educators, we must frame conversations in which these themes may appear in thoughtful and sensitive ways. We also understand, as educators, that we hold a specific power within the classroom, and that our words and actions hold a different impact to students. In an effort to recognize this dynamic, we aim to responsibly handle issues that are steeped in injustice.

We oppose the use of any prejudiced, hurtful, or offensive language directed at any member of our learning community. Our hope is to foster an inclusive environment built on compassion and empathy; if a theme from one of our teaching materials could be used to hurt people or add to their pain, we will recommend a deliberately sensitive approach. Furthermore, educators will work to establish agreed-upon/shared parameters for safe discourse and discussion within the classroom and to expand learning by addressing the full scope of such a theme's power prior to its appearance in a classroom. We are dedicated to creating a safe and rich learning environment for all members of our school community and committed to consistently grow as educators.

HEALTH CLINIC INFORMATION

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

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

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

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

Student Illness or Injury

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

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health (MADPH) guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

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

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

- Fever (100.0 F or higher) within the last 24 hours
- Other contagious symptoms such as vomiting; diarrhea; frequent productive cough; thick, nasal discharge; red, draining eyes
- Undiagnosed rash or skin eruptions

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

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

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

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

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

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

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

HEALTH POLICIES AND PROCEDURES

Immunizations

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

Inspection of Hair for Signs of Head Lice

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

Mantoux Testing

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

Medications

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

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

Physical Examinations

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

MANDATED SCREENINGS

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

Height and Weight Measurements

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

SBIRT

Each MA school district is required to utilize a verbal screening tool to screen pupils for substance use disorders. Screenings shall occur annually at 2 different grade levels as recommended. At SHS, tenth grade students will participate in the SBIRT (Screening, Brief Intervention, and Referral to Treatment) program. This is a confidential, interview-based screening conducted as a one-on-one session with the school nurse. Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances or is at risk for future substance use. If needed, the student will be referred to our school counseling department for further evaluation. Results of the screening will not be included in your student's school record, nor will results be shared with any staff other than the SBIRT Team. Additionally, screening is voluntary, and students may choose not to answer any or all of the screening questions. Please contact the school nurse if you have any questions about this screening. Notices will be sent to parents before screening begins with additional information.

Scoliosis Screening

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

Vision/Hearing Screening

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

HOMEWORK

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

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

Teachers will indicate to you both the due date and the expected date of return for graded schoolwork requiring in excess of a couple of days in turn-around time. Students who attend a field trip may be required to turn in assignments prior to leaving.

Please refer to the District's Homework Policy SC Policy: IKB for specific homework requirements.

IDENTIFICATION CARDS

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

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

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

IMPACT TESTING

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

LEARNING COMMONS

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

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

LOCKERS

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

LOST AND FOUND

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

LUNCH

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

Students may not have food delivered to the high school by a food delivery service (i.e. door dash, UberEATS, etc.) or from a restaurant. Food delivered to the high school by a food delivery service or from a restaurant will be turned away.

MAKE-UP WORK

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

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

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

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

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

NATIONAL HONOR SOCIETY

Policies and Selection of Membership

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

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

Section II - Candidates will be reviewed for membership at the beginning of the junior and senior years. To be eligible for election into the chapter, a candidate must have a minimum of a B+ average, defined as an average of 3.3 on a 4.3 scale, in accordance with Stoughton High School's class rank point system (see p.2 Class Rank) Starting with the Class of 2016, to be eligible for election in the chapter, a candidate must have a minimum of an A- average, defined as an average of 3.7 on a 4.3 scale, in accordance with Stoughton High School's class rank point system as printed in the Student Handbook.

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

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

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

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

Disciplining and Dismissal of Members

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

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

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

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

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

OFFICE YELLOW AND RED PASS PROGRAM

Students who are consistently asking for a pass to be out of class, who are excessively out of class, cut class frequently, or are referred through a discipline referral may be put on the Office Yellow and Red Pass Program. The program consists of two levels; a yellow pass or a red pass.

While on a Yellow Pass:

- Students are expected to follow all school rules, including but not limited to, respecting adults and students, refraining from using their cell phones or earbuds, removing their hat/hood while in the building, minimizing their time out of class while on a hall pass, and are not report tardy to class.

Yellow Pass Hallway Expectations:

- Respect of adults and students
- Be on time to class (no tardies)
- No use of cellphone or earbuds
- No hats and/or hoods
- Minimize time of out class; (5 minutes or less out of class with escort)
- Students are limited to two escorts per day
- No LMC access during structured learning or lunch
- Identify self when asked
- Use the bathroom closest to the classroom
- Students on a Yellow Pass are restricted to two hallway passes each day. Students pick up their two Yellow passes before school at the Welcome Desk. If a student needs to leave a class after they have used both Yellow Passes in a given day, they must be escorted to and from their destination.
- When on the Yellow Pass students are not able to use the LMC during structured learning or lunch. Students will be able to access the LMC after school hours as normal.
- Students may earn their way off the Yellow Pass by meeting all expectations and rules listed above over the course of 5 consecutive school days.
- Any hallway violation while on the Yellow Pass will result in moving to the Red Pass (see below).
- Repeat Offenders: If a student previously on Yellow Pass, is referred for the Yellow Pass again, the student will automatically be placed on Red Pass.

While on a Red Pass:

- Students are expected to follow all school rules, including but not limited to, respecting adults and students, refraining from using their cell phones or earbuds, removing their hat/hood while in the building, minimizing their time out of class while on a hall pass, and are not tardy to class.

Red Pass Hallway Expectations:

- Respect of adults and students
- Be on time to class (no tardies)
- No use of cellphone or earbuds
- No hats and/or hoods
- Minimize time of out class; (5 minutes or less out of class with escort)
- Students are limited to two escorts per day
- No LMC access during structured learning or lunch
- Identify self when asked
- Students on a Red Pass will be escorted to and from their destination, up to two times per day, when they must leave class. Students pick up their two Red Passes before school at the Welcome Desk. Hall Monitors take notice of students who require escorts beyond two per day. If a student is abusing the use of an escort, the Hall Monitor may write the student up as a violation of the Red Pass.
- Students on a Red Pass are not able to use the LMC during structured learning or lunch time. Students will be able to access the LMC after school hours as normal.
- Any hallway violation while on the Red Pass will result in Disciplinary Action.
- Students who successfully meet all expectations and rules listed above over 5 consecutive school days will be moved to a Yellow Pass. Students are then expected to follow the expectations outlined in the Yellow Pass.

PARKING

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

Parking permits and their numbered parking spots will be available to all students registered as Grade 12 first. A lottery for parking spaces will begin for seniors in August. Following the lottery, seniors will have one week to pay for their assigned spot. A lottery for all juniors will be held the week following the senior lottery. Following the lottery, juniors will have one week to pay for their assigned spot. Sports will then be sold on a first come first served basis for all other juniors/seniors throughout the school year up until there no spots left. If parking spaces remain available, permits purchased in the 4th term will be prorated to cost \$20.

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

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

PEER MEDIATION PROGRAM

The Peer Mediation Program offers students a positive approach to conflict. Any student who is having a dispute with another student or group of students is encouraged to use the services of peer mediation. The program provides a safe and private process for students to discuss their issues and reach a mutually acceptable resolution. Mediation is confidential and participation is voluntary. The mediators are neutral and do not decide the outcome. The types of disputes that typically come to mediation include (but are not limited to): rumors, arguments, verbal and physical altercations, and issues involving communication, trust, and respect. Anyone can refer a dispute to mediation: teachers, staff, administrators, school counselors, coaches, parents, police, and students. Peer mediation is a highly successful form of dispute resolution where students determine their own solutions to conflict.

ACCEPTANCE OF PAYMENTS

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

POSTERS

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

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

REPORTING SYSTEM

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

SALE OF ITEMS IN SCHOOL

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

SCHOOL CANCELLATION, DELAYED OPENINGS AND/OR EARLY DISMISSALS

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

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

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

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

A. NO SCHOOL

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

Television stations:

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

Electronic means of notification will be as follows:

- Our automated ALL CALL email and phone system
- Social Media via Twitter and Facebook pages

B. ONE-HOUR DELAYED OPENING

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

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

C. TWO-HOUR DELAYED OPENING

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

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

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

D. EARLY DISMISSAL

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

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

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

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

Your cooperation in these matters is greatly appreciated.

SCHOOL COUNSELING

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

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

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

SCHOOL COUNSELING INFORMED CONSENT

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

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

Services provided are confidential except under the following conditions:

- A. Communicating with school personnel on a "need to know" basis
- B. Threats of harm to self or others
- C. Suspected harm of a minor, dependent adult or elder
- D. Violation of the law
- E. Outside referral to counselor due to scope of practice
- F. Informing parents/guardians of student behavior that may put the student emotionally or physically at risk.

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

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

SEMESTER II SENIORS

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

STUDENT ACTIVITIES

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

A World of Difference	Math Team	Step Up to Excellence**
Art Club	National Art Honor Society*	Stoughton Leadership Institute
Best Buddies Club	National Business Honor Society*	Student Council
DECA	National Honor Society*	Theatre/Stage Crew/Tech Support
Dungeons & Dragons	Newspaper	Winter Guard Varsity
Fruition Scholars	Peer Leadership	Winter Guard Jr. Varsity
HOSA	Peer Mediation *	Winter Percussion Ensemble
Jazz Band*	Portuguese Club	Xclusive*
Jazz Voices*	Recycling Club	Yearbook
Knightly Readers and Writers	Spectrum	Marching Black Knights
Stoughcats (A Cappella)*		

*Requires an application and/or audition

** A separate organization from Stoughton High School. All mentors are not acting within the scope of a Stoughton Public School employee.

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

STUDENT DEBTS

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

STUDENTS IN GOOD STANDING

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

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

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

STUDENT PASSES

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

SUMMER SCHOOL POLICY

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

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

TELEPHONES

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

TEST SCHEDULE

Students must communicate, to their classroom teacher, prior to a test if they have three (3) or more tests in a given day. In order to foster a cooperative and collaborative relationship and in order to ensure a good testing environment for students, teachers should make every attempt to make an alternate testing day or make alternate arrangements for students in these situations.

THREATS TO STUDENT SAFETY

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

TRANSPORTATION GUIDELINES

The Stoughton Schools will transport students on a daily basis according to the policy and guidelines on the Stoughton Public Schools web site (www.stoughtonschools.org). Students are permitted to ride on school buses only if they possess passes which are properly marked for approved transportation. Bus passes must be shown to the Bus Driver both in the morning and afternoon. They are not transferable and only the student to whom they are assigned may use them on the specific bus shown on the card. Students are not permitted to ride a different bus to/from school.

If a bus pass is lost, report the matter to the Office of the Principal and a temporary pass will be issued. The cost of a replacement Pass is \$2.00. Violations of the rules or conduct outlined below may result in temporary or permanent suspension of bus riding privileges. No refunds will be issued for students suspended from bus services. Questions regarding transportation should be directed to the principal of your child's school.

Parents/guardians are responsible for students between the time they leave the residence and the time they enter the bus and again once the student leaves the bus.

Student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.

Secondary Student Bus Ridership Rules and Regulations

These rules and regulations are intended for students being transported to and from school, as well as on field trips and athletic/music events. Parents/guardians are responsible for their children up to their boarding the bus and once again when their children exit the bus. Student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus and at the bus stop.

Riders are expected to:

- Arrive at the bus stop 10 minutes before pick-up time.
- Wait on the sidewalk. If there are no sidewalks, stand well off the road.
- Wait until the approaching bus stops and the doors are opened before moving toward the bus.
- Cross in front of the bus at a distance of approximately 10 feet in order to be seen by the driver when crossing the street. Students must respond to the directions of the bus driver. Never cross behind the bus.
- Enter the bus in an orderly fashion. Do not attempt to enter the bus once it is in motion.
- Remain seated until the bus comes to a complete stop.
- Board and exit the bus only at their assigned stops.
- Ride only their assigned bus.
- Refrain from throwing snowballs while waiting or disembarking from the bus (snow is not taken onto the bus) and any other disruptive actions at the bus stop.
- Maintain good conduct.

Please refer to the code of conduct in the handbooks and the possible disciplinary actions that go along with them!

Courtesy is expected in any school situation towards all students and drivers. Drivers are to report any violations in writing to an administrator. Any verbal or physical assault of a driver will subject the offender to the provisions of the code of conduct up to and including expulsion.

The bus driver and/or supervisor are in full charge of the students while they are on the bus. He or she will have the right to assign students to specific seats within the bus.

Riders will not:

- Shout, scream, and/or use profane or abusive language.
- Throw anything while on the bus.
- Extend any part of his/her body or any object out of the bus.
- Eat or drink on the bus.
- Leave trash or rubbish on the bus.
- Have, use or be under the influence of alcohol and/or drugs.
- Use/possess tobacco in any form.
- Carry live objects or potentially dangerous articles on the bus.
- Throw any type of object at a school bus (Chapter 149, Section 104, General Laws of Massachusetts).
- Perform outwardly offensive and potentially dangerous acts such as fighting, lighting matches and/or lighters, spitting, bothering others, or any other behavior which distracts the driver and jeopardizes safety.
- Disrespect the bus driver. If you have a complaint let a teacher, the administration, and/or your parent know.
- Use radios, cell phones and/or other electronic devices while aboard buses. If so, these devices are subject to confiscation.
- Vandalize the bus or its contents.

Riders will:

- Cooperate with the bus driver (your safety depends on it).
- Follow the driver's instructions when loading and unloading.
- Follow the driver's instructions in cases of emergency.
- Be quiet and well behaved.
- Remain seated while the bus is in motion.
- Keep the center aisle clear of feet, books, and objects that may obstruct the walkway.
- Keep hands, feet and possession to yourself.
- Have a bus pass in their possession at all times and show it when requested.

Violations of the rules or conduct outlined above may result in temporary and/or permanent suspension of bus riding privileges. No refunds will be issued for students suspended from bus services.

Students are expected to obey these rules. The bus is part of the school environment. Any breach of conduct on the buses will be considered to be a "school offense" and can be dealt with in accordance with the "Discipline policy" as outlined in the Student Handbook.

TUTORING

(Due to chronic or reoccurring medical conditions)

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

Parent responsibilities include:

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

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

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

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

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

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

VISITORS

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

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

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

ATHLETICS

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

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

HANDBOOK OF ATHLETIC STANDARDS

Robin Ireland
Athletic Director
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232 Pearl Street, Stoughton, MA 02072
781-344-7001 x 1131 Fax: 781-344-7040

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

We all must remember though, that athletics are subordinate to the essential purpose for which schools exist and shall therefore be directed by educational considerations. Students attend Stoughton High School to strive for the highest level of educational accomplishment possible. Sports will never take precedent over this primary mission of the Stoughton School System.

Being a member of a Stoughton High School athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic team of Stoughton High School, you have inherited a wonderful tradition which you are challenged to uphold. Our tradition has been to win or lose with honor. We desire to win, but only with honor to our athletes, our schools and our community. Such a tradition is worthy of the best efforts of all concerned.

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

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

PRE-TRYOUT REQUIREMENTS:

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

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

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

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

- (a) In the event that the requirements are not met within the stipulated time, the student will be considered ineligible for athletics and other co-curricular activities.
- (b) Student-athletes not returning equipment may be assigned multiple detentions for insubordination.
- (c) Student-athletes not returning equipment may be denied participation in all co-curricular school functions including the prom and graduation ceremony.

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

- (a) If there is any question of whether the online registration has been completed or not, contact/visit the athletic office two (2) weeks prior to the start of the season for verification. This will help to avoid eligibility issues around tryout dates.
- (b) Please indicate only one sport in which you will be playing and fill the registration process out completely to successfully register. For technical support call FamilyID at 1-888-800-5583

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

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

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

- (a) A physical is valid for twelve (12) full months from the date performed. This date is determined as indicated on the document provided by the Doctor's Office.
- (b) If the physical expires after the first practice date of a season, the student is immediately deemed ineligible for that season. A new up-to-date physical would need to be provided prior to being granted eligible for participation.
- (c) It is the responsibility of the student and his/her family to be aware of the dates that personal physicals have been performed, and consider them in the context of this policy.
- (d) As the absence of a valid physical prevents athletic participation, the athletic department recommends the scheduling of yearly physicals with the student's medical provider takes place, and is during a time prior to the start of the desired season of participation
- (e) A physician's note stating the athlete is "OK" or "Fit" to play sports is not adequate or acceptable. It must be a complete physical exam.
- (f) Please turn a copy of your physical examination document into the High School Clinic.

Article 2. TRAINING REQUIREMENTS:

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

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

Section 2.02 CHEMICAL HEALTH: From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, be in the presence of, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Stoughton High School has the expectation that if a student

in violation of this rule and is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again and is subject to the MIAA penalties listed below.

MINIMUM PENALTIES:

- (a) First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs within. Or, in the case that the student is not a participant in that season's sport, the penalties are carried into the next season of participation. No exception is permitted for a student who becomes a participant in a treatment program. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. all fractional part of an event will be dropped when calculating the 25% of the season.
- (b) Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs within. Or, in the case that the student is not a participant in that season's sport, the penalties are carried into the next season of participation. All decimal part of an event will be truncated i.e. all fractional part of an event will be dropped when calculating the 60% of the season.
- (c) If the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout the penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If a student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. all fractional part of an event will be dropped when calculating the 40% of the season.
- (d) Penalties shall be cumulative each academic year, but serving the penalty could carry over from one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year: he would serve the penalty (ies) during the fall season of the next academic year).
- (e) If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence
- (f) Prior to any chemical health violation, a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco (MIAA Rule 62)

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

- (a) Must have no more than 1 (one) failing grade on most recent report card. Progress reports do not declare eligibility. If student has 2 or more failing grades they are not permitted to use the weight room or enter the athletic department after school hours.
- (b) No student should enter/use the facility without adult supervision (Coach/Teacher). If found to be in the facility without supervision student may not use facility for the remainder of that day and the next school day. 2nd Offense = 1 week, 3rd Offense = 1 month, 4th = remainder of school year. Rule 2.01(b) applies to Gymnasium after school hours as well.
- (c) Workouts must conclude by 4:30pm and students must leave campus no later than 5:00pm.
Lingering in/around the athletic department past 5pm will result in loss of use of the weight room the following day. If found in locker room/athletics area after hours 3 times = 1-month loss of privileges.
- (d) If a student does not finish a season in "good standing", or is declared academically ineligible the student will be denied access to the weight room until they are determined by the athletic director to be in "good standing".
- (e) Students using the weight room MUST store all valuable belongings in a locked locker within the locker room. The Athletic Department is not responsible for lost or stolen items.
- (f) Students are not permitted to re-enter the high school after 2:30pm, and must be off high school grounds no later than 5:00pm.

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

- (a) Students must change into proper work-out attire, and actively train during their time spent in the weight room. All students should have a shirt on when working out in the school facility. Water bottles should be personally supplied.
- (b) Students must pick up after themselves (water bottles, papers, pencils, clothing) & wipe down equipment after use with provided sanitary wipes before exiting the facility.
- (c) Students must re-rack all weights used to designated weight trees.
- (d) Under no circumstances is horseplay (wrestling, play fighting), or throwing non-exercise related equipment (e.g. Football) around the facility allowed.
- (e) Music – Students may request music to be played to weight room staff, but are not allowed to sync/connect personal devices to sound system.
- (f) Spotters are required for all lifts as a safety precaution. Do not lift without a spotter

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

- (a) Penalties: First Offense: Student athlete is suspended for 25% of the season.
- (b) Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of violation.
- (c) The regular season portion of the penalty for a violation toward the end of a season will carry over to the very next high school season in which the student is a participant.
- (d) Student-athletes on an interscholastic roster in a particular season may not leave that team in order to participate in another sport offered, within the same season, at which point the first contest has been played for the first team that the student-athlete was a member.

Article 3. CONDUCT:

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

- (a) The High School Principal and/or the Athletic Director may waive the penalty of Section 3.01 before or after the excused absence, dismissal or tardiness takes place.
- (b) High School Principal and/or the Athletic Director may consider waiver of the penalty of Section 3.01 in situations that pre-approval has not been granted and/or requested.
- (c) It is, at all times, the student-athlete's responsibility to seek permission in absentee/participation situations.
- (d) The student-athlete bears responsibility for reporting his/her unexcused absence, tardiness or dismissal to the Head Coach. Upon violation of Section 3.01 the student-athlete will be ineligible for practice or game participation that day. The Head Coach will determine if this violation will affect the amount of playing time in games to follow.
- (e) If the violation of Section 3.01 happens on the day before the game, the Head Coach has the right to suspend the student athlete for the game the following day.

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

- (a) After the first unexcused absence or tardy, a Coach may suspend a student-athlete for up to one game per offense.
- (b) Upon the third unexcused absence the student may be suspended from the squad for the duration of the season.

(c) Participating on an athletic team requires a commitment and sacrifice from both student-athletes and their families. The decision to participate also directly influences the experience of the other student-athletes that make up a team. With that in mind, student-athletes and their families are strongly encouraged to review all vacation plans with participation decisions in mind. Practices and games missed may be considered unexcused absences.

(d) Practice participation is a vital part of the educational aspect of athletics. Practice is the tool that a coach uses to strive for excellence. Full attendance is required for participants. Upon making the participation decision, and all that comes with it, student-athletes and their families should recognize the following: just as homework is a requirement of academic pursuit, so too is practice to athletic pursuit. Parents may not dismiss the homework requirement without academic consequence. In that same light, parents may not dismiss the practice requirement without potential athletic consequence as: whether excused or unexcused, absence from a practice/game and/or practices/games may result in a change in the status of the student-athlete's role on an athletic team upon return.

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

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

(a) The student-athletes must serve any detentions and complete any make up work prior to participating in athletic practices or games. The student must provide a "teacher's pass" to their coach upon arrival at practice. At the coach's discretion completion of make-up work may be treated as an excused absence; however, detentions are considered as an unexcused absence.

(b) If a student marked to serve an extended session (detention) they are not allowed to attend any extracurricular activities that day and/or until the session has been served. This includes games and practices.

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

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

(b) Second offense the student will be ineligible for activities and will have a meeting with head coach, athletic director and a call home to the parent/guardian.

(c) Third offense could result in a suspension from playing in games from one to remainder of the season. At any time with valid reasoning, the Head Coach may recommend a player's permanent removal from the squad to the Principal and Athletic Director.

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

(a) All student athletes are expected to ride on the bus to and from various events. As a member of a team, students should look at bus rides as an opportunity to come together with fellow teammates.

(b) Poor behavior from a student-athlete on bus rides as determined by the head coach and or bus driver can result in a one to five (1-5) game suspension. However, the athletic department reserves the right to dismiss a student-athlete from the team, depending on the severity of the given issue/circumstance.

(c) A student who desires to ride with his/her parents after the contest must request prior permission from the coach/Athletic Director and provide a written request of allowance from the parent 24 hours in prior to the request. Email is an acceptable form of communication.

(d) A parent/guardian may provide permission to the student-athlete to go home with the parent/guardian by presenting themselves to the Head Coach – and indicating such.

(e) Participation on some teams may require that parents and/or students provide their own transportation to and from practices held in locations other than Stoughton High School.

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

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

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

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

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

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

(b) If a captain makes the decision to participate in any activity other than the sport they are captain of, and that decision results in lack of attendance in any way, it can result in the loss of his/her title for the remainder of the season.

(c) If a captain of a team suspended from a game, the team, or from school can lose his/her title for the remainder of the season, at the discretion of the Head Coach and Athletic Director.

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

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

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

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

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

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

Article 4. ATHLETIC AWARDS:

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

- (a) Student-athletes must be eligible to participate for the entire season (e.g. scholastically eligible, no athletic suspension, no chemical health code violations, cleared of equipment issued).
- (b) In baseball, basketball, field hockey, football, golf, ice hockey, lacrosse, soccer, softball and wrestling the athletes must participate in 50% of the matches, games, periods, innings, quarters, or halves to be eligible for a letter. Time calculations are based on coaches' post-game reports and determined by the coach and Athletic Director.
- (c) In track and field an athlete must meet outlined team standards based on given events.
- (d) In cheerleading an athlete must cheer at all scheduled games and attend all scheduled practices unless excused by the coach.
- (e) Goalies, pitchers, kickers, dedicated teammates and other specialists may be awarded letters at the discretion of the coach.
- (f) Jackets may be awarded to sophomore, juniors and seniors eligible to receive a letter that have participated for two years and received a letter in a previous year.
- (g) A four-year program participant in the same sport is eligible to receive an award in his/her senior year, if they have gone above and beyond typical expectations as determined by the Head Coach and/or Athletic Director.

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

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

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

Article 5. INSURANCE:

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

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

Article 6. PARENT-COACH COMMUNICATION GUIDE:

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

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

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

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

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

Section 6.04 RESOLVING CONVERNS (PROTOCOL FOR COMMUNICATION) - While your child is involved in interscholastic athletics, he or she will experience rewarding and inspiring moments. At other times things may not go the way you or your child wishes. Encourage your child to first speak to his or her coach directly regarding these situations. Dealing with issues is a vital part of the development that young people must go through to be successful later in life. If the student-athlete to coach conversation has not satisfied concerns, we would then encourage you to speak directly to the coach.

Section 6.05 EXPECTATIONS FOR PERSONS IN ATTENDANCE OF COMPETITION - Participation in an interscholastic contest is the culmination of hours of preparation through the course of a season. This preparation is at the direction of the head coach. The complete attention and focus of each team member is required in order to effectively implement this preparation on the athletic field or court. With this in mind, parents should completely refrain from direct communication with or influencing of student-athletes as they participate in an interscholastic contest unless there is an injury or safety issue.

- (a) Supporting the efforts of student-athletes by being a vocal fan is encouraged; attempting to influence game action by 'coaching' student-athletes is not.
- (b) If a person in attendance has been previously instructed to improve their behavior before, during or after competitions and does not, privileges to attend remaining games can be revoked. If the school's request is not followed a "stay away order" from Stoughton Public Schools in cooperation with the Stoughton Police Department could be implemented.

Section 6.06 PLAYING TIME - Accepting your child not playing as much as you would hope is difficult. Coaches are professionals and make decisions based on what they believe is best for the team and all of the student-athletes. Certain issues should be discussed with your child's coach [after the student-athlete to coach conversation has been exhausted]. Other issues should be left to the direction of the coach.

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

- (a) The psychological and physical treatment of your child.
- (b) Ways to help your child improve and develop.
- (c) Concerns about your child's behavior.

Section 6.08 INAPPROPRIATE CONCERNS FOR DISCUSSION WITH COACHES - Inappropriate concerns for discussion with coaches:

- (a) Playing time
- (b) Team strategy
- (c) Play calling
- (d) Other student-athletes
- (e) Activity Fees and payment of such

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

- (a) Call or email to set up an appointment with the coach.
- (b) If you cannot reach the coach, call the Athletic Director, who will set up a meeting with the coach for you.
- (c) Please, do not confront a coach before, after or during a practice or game. This interaction, at times that may be emotional for both the parent and the coach, does not promote objective analysis or resolution.

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

Section 6.11 BENEFITS OF ATHLETICS - Athletics support the academic mission. They are an integral part of a good educational program. Students who participate in athletic programs tend to develop good time management skills, self-discipline, self-confidence and the ability to handle competition. Experience in athletics teaches life skills through valuable lessons in teamwork, sportsmanship, winning and losing, and hard work. Participation in high school athletics is often a predictor of later success – at college, in a career and as a community member.

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

CONTACT INFORMATION

Section 7.01 IMPORTANT CONTACTS: The following are pertinent contacts to your student's athletic experience:

Principal:	Ms. Juliette Miller j_miller@stoughtonschools.org 781.344.7001 ex 1107	
Assistant Principal(s):	Mr. Michael O'Neil m_o'neil@stoughtonschools.org 781.344.7001 ex 4141	Ms. Hilary Filkins h_filkins@stoughtonschools.org 781.344.7001 ex 4141
Deans(s):	Ms. Rachelle Russo r_russo@stoughtonschools.org 781.344.7001 ex 4141	Mr. David Hiltz d_hiltz@stoughtonschools.org 781.344.7001 ex 4141
Athletic Director:	Mr. Robin Ireland r_ireland@stoughtonschools.org 781.344.7001 ex 1131	
School Nurse:	Mrs. Suzanne Barrett s_barrett@stoughtonschools.org 781.344.7001 ex 2131	
Athletic Trainer	TBD @stoughtonschools.org 781.344.7001 ex 1134	
Office Secretaries:	Mrs. Tamara Beder - 781.344.7001 ex 4109 Mrs. Michelle Carmichael – 781.344.7001 ex 1107 Ms. Shelby Bukhenik – 781.344.7001 ex 4141 Ms. Leah Knights – 781.344.7001 ex 4159	

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

Academically ineligible

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

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

Common to all clubs/groups is that you must be in school before the start of first period at 7:35am. If you are tardy to school or absent from any class, you will be ineligible to participate in your club meeting, etc. for that particular day. Club and group members that meet all year are allowed one tardy per term before they are deemed ineligible.

CODE OF STUDENT CONDUCT

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

Responsibility of Parents:

1. To become familiar with the Student and Parent Handbook and its policies
2. To discuss the contents of this handbook with their children
3. To work with school personnel to assist their children in developing self-discipline

4. To contact their child's teacher or building administrators should a concern arise
5. To help in the enforcement of any disciplinary procedure
6. To make appointments when a conference is needed

Purpose

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

Conduct Code - Category I

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

A. School-wide Expectations

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

Conduct Code - Category II

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

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

Conduct Code - Category III

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

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

Conduct Code - Category IV

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

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

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

GROUNDS FOR DISCIPLINE

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

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

Academic Integrity

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

Bomb Threats and False Alarms

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

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

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

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

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

Charged or Convicted with a Felony

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

Definition of Terms:

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

CONVICTED - found guilty by judge or jury

ADJUDICATED - a judge decides, as in a juvenile matter

ADMITTED GUILT - a pleading of guilty by a defendant

Cheating

Includes, but is not limited to the following:

- Communicating with another student during a test, quiz or any other form of evaluation
- Copying or allowing copying in any testing situation
- Copying or allowing copying of homework, class-work, projects or other material, unless specifically allowed by the teacher
- Using unauthorized notes or devices
- Attempting to cheat by submitting falsified information for grading purposes; obtaining a copy of information about an examination and/or giving information about such examination without the knowledge of the teacher; faking an illness to gain extra preparation time for tests, quizzes, or assignments; stealing copies of tests or quizzes; or illicitly accessing a teacher's answer keys or teacher's edition of the textbook.
- The use of Artificial Intelligence (AI) to produce or supplement student work is prohibited. Any use of Artificial Intelligence, unless specifically authorized by a teacher, will be considered cheating.

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

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

Chronic Offender

When a student has been involved in eight (8) incidents of extended office detention and/or suspension, or any combination thereof, a conference including the Assistant Principal, counselor, parent, and student will be held prior to the student's return to classes. The student would be considered a student not in good standing, which could last the remainder of the school year. (See students in good standing).

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

Class Disruption

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

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

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

Clothing/Dress Code

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

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

The administration is authorized to:

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

The full School Committee policy JICA - STUDENT DRESS CODE, can be found here: <https://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/JICA>

Disruption of the Educational Process

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

Drugs/Weapons/Assault on School Personnel

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

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

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

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

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

Electronic Devices

All parents/guardians and students will be provided with a Cell Phone Contract each school year to be signed. The contract will include the following information. These cell phone contracts will remain on file in the Main Office. The use of smart devices is prohibited without permission in all classes. Smart devices will remain in caddies within classrooms and will not be allowed to leave the classroom until class has ended. If a student leaves the classroom (bathroom, water, nurse, etc.), their smart device will remain in the caddie and will be prohibited for use during their time of leave.

Appropriate smart device use may include the following:	Inappropriate smart device use during class/school hours may include:
Translation Schedule Access Naviance/College Applications Checking Grades Before/After School During Lunch Photos/Filming for Coursework (i.e. yearbook, photography) Medical (i.e. monitoring blood sugar)	Facetime Phone Calls Social Media/Social Interaction TikTok Texting Gaming Cheating Plagiarism
*For personal emergencies (medical, family, etc.), the high school office, clinic, and school counseling office can be reached at any time.	

Consequences will be assigned as follows:

- 1st offense: Verbal warning and will be documented by teacher and/or staff member.
- 2nd offense: Teacher will take the smart device and store it in a protected space at the front of the classroom and this will be documented by the teacher and/or staff member.
- 3rd offense: The office will be notified and a staff member will report to the location to remove the smart device. A parent/guardian will be notified to pick up the smart device and a discipline referral will be submitted by the notifying staff member.

Any offenses hereafter will result in smart devices being turned in each morning to the office to be stored in the school safe for the entire school day. Students will receive their smart devices at the end of the school day. The school day runs from 7:35 am - 2:12 pm.

IMPORTANT:

Refusal to hand over a smart device is insubordination and will automatically result in the student being referred and brought to the office.

If a student is found in the hallway during class time with their smart device, all SHS staff members and faculty may ask for the smart device to be handed over to the office.

Fighting/Battery

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

Hall Passes

Class time is valuable learning time. Every effort should be made by students to take care of non-essential business outside of class time. When it is necessary for a student to leave class, they must request a hall pass from their teacher. Students should take care of their business and return to class expediently. Students should not be out of class on a hall pass

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

Harassment

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

The full School Committee policy ACAB - SEXUAL HARASSMENT, can be found here: <https://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/ACAB>

Hazing

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

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

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

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

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

The full School Committee policy JICFA - PROHIBITION OF HAZING, can be found here:

<https://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/ACABhttps://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/JICFA>

Illegal Use of Technology

Includes, but is not limited to, the following:

Illegal use or accessing of computers, software, telecommunications and related technologies. Involvement in willful acts that cause physical, financial, emotional, or other harm. Disruption of information technology in any manner. Illegally copying of videotapes or broadcasting material. The use of Artificial Intelligence (AI) to produce or supplement student work is prohibited. Any use of Artificial Intelligence, unless specifically authorized by a teacher, will be considered cheating.

Consequences:

First Offense

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

Second and subsequent offenses

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

Language/Behavior

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

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

Lunch

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

First offense: One-hour extended session

Second offense: Two-hour extended session

Third offense and subsequent offenses: In School Suspension

Students may not have food delivered to the high school by a food delivery service (i.e. door dash, UberEATS, etc.) or from a restaurant. Food delivered to the high school by a food delivery service or from a restaurant will be turned away.

Plagiarism

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

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

Plagiarism includes:

- Copying verbatim words, passages, sentences, parts of a sentence, expressions, or ideas directly from another source without giving proper credit.
- Paraphrasing written ideas from a source and rewriting in one's own words without attributing to the author.
- Adapting an idea from another source without giving proper credit.
- Downloading material from the Internet or any other source without citing that source in full.
- Purchasing material from the Internet or any other source and claiming them as one's own.
- Lying and Forgery include, but are not limited to: willfully telling an untruth or falsehood, any form of deceit, attempted deception or fraud; lying to administrators, faculty members, and other staff member, falsifying any school documents, signing any signature that is not one's own; or altering or falsifying notes and passes.
- The use of Artificial Intelligence (AI) is considered "copying or imitating the language and ideas of another and claiming them as one's own". Any use of Artificial Intelligence, unless specifically authorized by a teacher, will be considered plagiarism.

Refusal to Allow a Search

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

Respect for Authority

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

Sexting

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

Skateboards and Sports Equipment

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

Tardiness

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

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

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

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

Students who report to school late 5 or more days will be disciplined by the Dean of Discipline and attendance with extended sessions and or Student Detention Room or Saturday School and will be considered a student NOT in good standing for the term.

Tobacco Use/Vaping

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

Consequences for:

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

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

Use of Tobacco Products:

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

Truancy

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

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

Under the Influence

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

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

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

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

Vandalism, Theft and Other Unacceptable Behaviors

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

DEGREE OF DISCIPLINE

The degree of discipline, i.e. sessions, social exclusion, loss of parking privileges, suspension or expulsion, rests in the discretion of the administration of the Stoughton Public Schools and the Stoughton School Committee as authorized by law. In imposing discipline, the decision maker will consider any information which he/she feels is relevant. Such information may include some of the following; prior disciplinary record, academic progress, seriousness of incident, mitigating or exacerbating circumstances surrounding the incident.

The following levels of discipline may be used:

Teacher Sessions

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

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

Students will be provided 24-hour notice prior to having to serve a teacher session

Alternatives Which May Be Used In Lieu of Suspension:

Extended Sessions

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

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

Early Thursday Extended Sessions

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

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

Peer Mediation

Students who are having a conflict with another student or students may be recommended for Peer Mediation. Peer Mediation is a peaceful resolution to conflict, in which students learn strategies for dealing with conflict and have the opportunity to discuss their concerns with the other party in a safe and controlled environment. In order for Peer Mediation to take place all participants must agree to participate. Peer mediation is not an option for conflicts which arise due to Bullying or Sexual Harassment/Assault.

Saturday School

The Saturday School Program may be used in place of out-of-school suspension or as an alternative disciplinary action at the discretion of the administration. Some behaviors warrant a Saturday School on their first offense. Other behaviors will receive a Saturday School after three or four offenses. Students who fail to report to Saturday School or are asked to leave while serving Saturday School, will receive a two day out-of-school suspension.

Student Detention Room (SDR)

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

Social Exclusion

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

In-School Suspension (ISS)

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

Out of School Suspension and Expulsion:

Out-Of-School Suspension

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

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

Expulsion

The most severe form of discipline, an expulsion is a permanent exclusion from school.

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

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

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

Procedure for Expulsion

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

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

Short-Term Suspension

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

Long-Term Suspension

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

Emergency Removal

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

DISCIPLINARY DUE PROCESS

Short Term Disciplinary Sanctions

Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) or less consecutive school days, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present the student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. The principal or designee will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or designee may take matter under advisement. If the decision after the hearing results in a short-term suspension, there is no appeal to the Superintendent. The decision of the principal or designee is final.

Long Term Disciplinary Sanctions

Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. In advance of the hearing, the student shall have the opportunity to review their record and the documents upon which may be used in making a determination to suspend or not. The student has the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense. The student has the right to produce witnesses on their behalf and cross-examine witnesses presented by the school district. The student may make a statement on their behalf, but may not be compelled to do so. The parent/guardian and student have the right to request that the hearing be audio recorded and to receive a copy of the recording upon request. If a decision is made to suspend or expel the student after the meeting, the principal or a designee shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or designee will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or designee may take the matter under advisement.

A student who has been suspended from school for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than five (5) calendar days following the effective date of the suspension; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to seven (7) calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within three (3) school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to seven (7) calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within five (5) calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension. The suspension will remain in effect unless and until the superintendent decides to reverse the determination on appeal. The Stoughton Public Schools Offices are located at 31 Pierce St., Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. In the case of a long-term suspension, a student may not attend regular schooling during this suspension; however, the student will have the opportunity to make academic progress through one of the educational options available through the Educational Service Plan. M.G.L. c. 71 §37H^{3/4}

Emergency Removal

When a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or substantially disrupts the order of the school, and in the principal's or assistant principal's judgment, there is no alternative available to alleviate the danger or disruption, a student may be emergency removed for a period of up to two (2) school days at which time a suspension hearing will be setup to discuss the incident and allow the student to present an explanation and to dispute the charges. The principal/assistant principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation. At the time of the two-day emergency removal, the student will be given oral and written notice of the offense with which he/she is charged and an opportunity for a hearing with the principal or assistant principals. The notice of hearing will be provided orally and in writing to both the student and the parent in English and the primary language of the home. There will be a minimum of two (2) attempts made and documented to contact the parent/guardian to attend the suspension hearing prior to holding the suspension hearing without the parent/guardian, unless an extension of time for the hearing is otherwise agreed to by the principal/assistant principal, student and parent/guardian. The hearing is designed to discuss the potential consequences for the disciplinary offense. At the hearing, the student and parent/guardian will have the opportunity to dispute the charges and to present the student's explanation of the alleged incident. It is strongly encouraged that the parent/guardian attend and/or participate in the hearing. The parent/guardian and student have the right to interpreter services at the hearing if needed to participate. The principal or designee will inform the parent/guardian and student orally and in writing of a decision on whether to suspend after the hearing has concluded. The decision may be made immediately at the conclusion of the hearing or the principal or designee may take the matter under advisement.

If the decision after the hearing results in a short-term suspension, there is no appeal to the Superintendent. The decision of the principal or designee is final.

If the decision after the hearing results in a long-term suspension, a suspension of more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year, the student shall have the right to appeal the suspension to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than five (5) calendar days following the effective date of the suspension; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to seven (7) calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within three (3) school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to seven (7) calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within five (5) calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension. The suspension will remain in effect unless and until the superintendent decides to reverse the determination on appeal. The Stoughton Public Schools Offices are located at 31 Pierce St., Stoughton, MA 02072. The student will have the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. In the case of a long-term suspension, a student may not attend regular schooling during this suspension; however, the student will have the opportunity to make academic progress through one of the educational options available through the Educational Service Plan. M.G.L. c. 71 §37H^{3/4}

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

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

EDUCATION SERVICES AND ACADEMIC PROGRESS

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

M.G.L. c. 71 §37H, §37H1/2, §37H3/4

DISCIPLINE AND STUDENTS WITH DISABILITIES

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

School personnel may exclude a student with a disability from school for a disciplinary violation for not more than 10 consecutive days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than ten days in the same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement) equivalent to discipline imposed on students without disabilities for the same offense. After a child with a disability has been removed from his or her placement for ten school days in the same year, during any subsequent days of removal, the child must continue to receive services that enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and the child must receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

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

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

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

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

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

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

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

A student not yet eligible for Special Education may be protected under IDEA 2004 regulations if the district can be deemed to have had knowledge that the student had a disability. The district must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred:

1. The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
2. The parent of the child requested an evaluation of the child pursuant to Sec. Sec. 300.300 through 300.311; or
3. The teacher of the child, or other personnel of the district, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.

The district would not be deemed to have knowledge if:

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

If the district does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under 34 CFR 300.530, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of 34 CFR 300.530 through 300.536 and IDEA 2004 section 612(a)(1)(A).

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

DISTRICT POLICIES AND LEGAL NOTICES

For policies, please go to the School Committee Policy section of the SPS website located at: <http://www.stoughtonschools.org> Below, please find select policies that are necessary to be included in this handbook.

ACCEPTABLE USE POLICY

SC Policy: LJNDA

The Stoughton Public School Computer Network (the "SPSNet") is established for the educational and professional use of students, faculty, and staff ("Users"). This technology and Acceptable Use Policy (the "Policy") is intended to govern users with respect to SPSNet and the Internet. In addition to this Policy, the Stoughton Public School District ("the

District”) regulates access to and use of the SPSNet by principles consistent with the educational mission of the district, and the rules and expectations published elsewhere (i.e., Student, Parent, or Faculty Handbook). Users are expected to conduct themselves on the SPSNet in an appropriate fashion. Users who violate this Policy will have their SPSNet privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. The District may also report offenders to applicable law enforcement agencies.

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

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

Scope and Authority

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

Privileges

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

No Expectation of Privacy

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

Security

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

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

Inappropriate Access

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

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

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

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

Prohibited Access

Users may not access:

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

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

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

Google Apps for Education Acceptable Use

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

Privacy

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

Limited Personal Use

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

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

Access Restriction

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

Hardware

The District computers are managed in order to allow for Users to use the systems only for educational purposes. Under no circumstances is a User to attempt to modify the existing hardware configuration of a District computer, either by opening the case or changing hardware settings. Users are responsible for reporting any damage discovered on District computers to the appropriate District employee immediately.

Under NO circumstances are Users allowed to connect their own personal computers, laptop or notebook computers or any other electronic device to any of the District's computers or to an internal network, without the expressed written consent of the Director of Educational Technology or his/her designee.

Plagiarism

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

User Responsibility

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

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

Summary of Prohibited Conduct

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

- Download any files, especially music and videos, from the Internet, unless the material is free for commercial use and royalty free.
- Use any form of "instant or private messaging" software.
- Install any applications or software onto District computers.
- Disable or modify any running tasks or services.
- Transfer and/or store music files from any personal devices to District systems.
- Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on District computers, including Internet-based games.
- Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- Use remote accessing software or hardware to take control of any network attached device or workstation.
- Remove License Decals or Inventory Control Tags attached to the systems.
- Disrupt systems used by other individuals by connecting to other District networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
- Infringe on or violate copyrights and licenses, or the legal rights of the software producers and network providers.
- Use of another person's user account and any access of credentials.
- Attempt to log onto the network as a system administrator.
- The deliberate infecting of a computer with a "virus", attempts at "hacking" computers using any method,

Consequences

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

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

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

Improper Use – Bullying

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

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

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

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

Cyberbullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyberbullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

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

Social Networking Sites

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

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

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

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

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

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

SC Policy: JICH

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages upon arrival, or during, any school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REF.: M.G.L. 71:2a; 71:96; 71:97, 272:40A

CROSS REF.: IHAMB, Teaching About Alcohol, Tobacco and Drugs
GBEC, Drug Free Workplace Policy
GBED, Tobacco use on School Property by Staff Members Prohibited
ADC, Tobacco Products on School Premises Prohibited

Vote to Adopt: May 26, 2020

ANTI-DISCRIMINATION NOTICE OF NON-DISCRIMINATION

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

The Civil Rights Coordinator for Title IX of the Education Amendments of 1972, and Chapter 622 of the Acts of 1971 can be reached at 31 Pierce Street, Stoughton, MA 02072.

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

NON-DISCRIMINATION POLICIES NONDISCRIMINATION

SC Policy: AC

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public-school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

EQUAL EDUCATIONAL OPPORTUNITIES

SC Policy: JB

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the 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, gender identity, religion, national origin, homeless status, sexual orientation, pregnancy or pregnancy related conditions, 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 which prohibits discrimination in public school admissions and programs. The law reads as follows:

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

NONDISCRIMINATION ON THE BASIS OF DISABILITY

SC Policy: ACE

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

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

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

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

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

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

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

BULLYING PREVENTION AND INTERVENTION

SC Policy: JICFB

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature.

Cyber-bullying shall also include the creation of electronic medium in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.
-

Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

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

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook. The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR [26:00](#)

M.G.L. [71:37O](#); [265:43](#), [43A](#); [268:13B](#); [269:14A](#)

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

HARASSMENT

SC Policy: ACAB

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Stoughton Public Schools. This policy covers conduct that occurs on school property, on school buses, or otherwise during a school program or activity, including conduct occurring at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred. Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, 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 pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, 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 as 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.

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

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment may include, but is not limited to:

- Written, verbal, or physical threats or abuse (including via texting, blogging, or other social media or technological methods); and
- Demeaning jokes, stories, or activities directed at the student.

Whether certain conduct constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will designate a Title IX Coordinator and building based civil rights representatives, who may include principals or their designee, to ensure effective implementation of State and Federal Civil Rights Laws. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes: (i) unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; and (ii) sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature; (iii) conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct; and (iv) sexual assault as defined by the federal Clery Act or sexual violence defined by the federal Office of Civil Rights (OCR) as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Following are some examples of conduct, which may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Because the District takes allegations of harassment, including sexual harassment, seriously, the District will respond promptly to complaints of, and following an investigation where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose corrective action, including disciplinary action where appropriate.

Please note that while this policy sets forth the District's goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which the District deems unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

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

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed.

DUE PROCESS PROTECTIONS

It is the District's policy to provide due process to all parties when a harassment complaint is made. Due process protections include the following:

1. A presumption of innocence applies to the accused throughout the grievance process, with the burden of proof on the District;
2. The decision maker will be a different individual from the Title IX Coordinator or investigator;
3. The preponderance of the evidence standard applies;
4. Written notice of allegations and an equal opportunity to review the evidence;
5. Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
6. Equal opportunity for parties to appeal, where schools offer appeals;

7. Upon filing a formal complaint, the school must give written notice to the parties containing sufficient details to permit a party to prepare for an initial interview and proceed with a factual investigation. The parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying the preponderance of the evidence standard; and
8. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

The District may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. In a matter of sexual harassment, the Title IX Coordinator shall be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients.

The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed. Records requirements include documenting supportive measures offered and implemented for the complainant, as well as alternative forms of dispute resolution to include mediation or restorative justice.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Stoughton Public School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

The Stoughton Public School District's Title IX Coordinator is:

Jonathan Ford
Deputy Superintendent / Title IX Coordinator
31 Pierce Street
Stoughton, MA 02072
(781) 344 – 4000 x 51229
j_ford@stoughtonschools.org

HOMework SC Policy: IKB

The Stoughton Public Schools are committed to the education of the “whole child” and recognize that students are active in many areas of daily life such as extra-curricular offerings, athletics, artistic and cultural endeavors, and participation in family routines and events. These pursuits help to develop students with strong social-emotional skills and will further instill a love of learning about topics of personal interest. Homework practices that are implemented in classrooms should both recognize the value of homework and maintain a developmentally appropriate balance between homework and other life activities.

Homework should be used only as a learning tool, may not be used for punishment, and students must not lose privileges, including recess, for not completing homework.

Purpose:

Effective homework is purposeful and supports or extends learning. It may be categorized in one or more of the following ways:

- Preparation ensures that all students have the same entry point for new learning. This may involve previewing material and building background knowledge.
- Practice supports new learning and provides students opportunities to gain confidence with skills and concepts taught in class.
- Checking for Understanding allows students to showcase their knowledge and informs next steps for instruction.
- Study Skills and Independence help students to learn responsibility and time management. As students develop their ability to persevere at a developmentally appropriate level of independence, some intellectual struggle is to be expected.
- Extension and Enrichment allow students an avenue for engaging in problem-solving and higher-level thinking skills and give students the opportunity to transfer skills and concepts to new situations, such as investigating real-world problems.

Roles:

Students

- It is expected that all assigned homework will be attempted with an honest effort for completion and submitted on time.
- Take accountability for work missed when absent from class.
- Be sure to understand the assignment prior to leaving class/school in order to meet the homework completion date.
- Ask for help if needed or if required by the assignment.
- Use available resources appropriately including teachers, peers, families, and other materials.
- Strive to find a balance between daily life and homework responsibilities.
- Communicate with the teacher directly or through email if there is an issue regarding the completion of homework, including if homework is taking longer than expected as outlined below.

Teachers

- State student responsibilities relating to homework time commitments and instructions for accessing missed work in course expectations/syllabus.
- Communicate the daily homework assignments and expectations with students.
- Indicate the purpose of each homework assignment.
- Assign developmentally appropriate and varied assignments that align to learning expectations in class.
- Keep students accountable for completion and provide meaningful feedback.
- Plan out the homework assignments for students to avoid overload and make assignment dates accessible to students.
- Notify families if a pattern of incomplete student assignments becomes evident.
- Elementary teachers will utilize the adaptive practice programs as defined and provided by the District's curriculum office. Each K-5 grade level team should submit a homework plan to their principal for approval at the beginning of each school year outlining their planned use of adaptive practice programs.

Families

- Help develop effective routines as well as budgeting time for homework, studying, and long-term projects in order for students to meet homework completion dates.
- Ensure the assignment is worked on independently by the student, helping only if needed or if required by the assignment.
- Encourage and/or help students to advocate for themselves when there are questions or to make up homework.
- Ensure a balance of activities including time for homework.

Administrators

- Review the established homework policy and guidelines with the teaching staff.
- Ensure that teaching staff is adhering to the homework guidelines.
- Communicate the policy and guidelines to families and the school community.
- Support teaching staff with parent communication pertaining to the homework guidelines. Average Homework Times (if homework is assigned):

While homework is not required, some assignments and some students may require more or less than the amount of time indicated below. Study time for assessments or long-term project work will be balanced with daily work.

1-2	Reading: 15 minutes Math practice: 10 minutes
3-4	Reading: 20 minutes Math practice: 10 minutes
5	Reading: 20 minutes Math practice: 10 minutes
6-8	Total: 10 minutes per course per night
9-12	Total: 10 minutes per course per night
Honors	Total: 20 minutes per course per night
AP	Total: 30 minutes per course per night

Notes:

- Advanced Placement (AP) classes may require additional time. When selecting these courses, families and students should be mindful that self-discipline, judgment, and the ability to manage time effectively will be necessary for success. AP courses may have summer homework to be completed prior to the school year.
- Homework cannot be assigned over the weekends and during the Thanksgiving break and vacations weeks. Vacations may also be an opportunity for students to complete missing work and catch up on assignments or studying. It should be noted that homework free vacations are not reading free vacations. Reading is always a worthwhile pursuit and is strongly encouraged as a daily habit for all students.
- Homework cannot be assigned during MCAS testing for those testing.
- Learning is a year-round process. However, families and students need the summer vacation time for other opportunities and therefore summer reading and other assignments are not required except for AP level courses. Summer reading lists will be published for all grades, as a recommendation.
- Please refer to the Student Handbook for policies about missed homework due to absence.

Adopted: March 22, 2022

INFORMATION FOR HOMELESS FAMILIES AND STUDENTS

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

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

Additional assistance is available from the Stoughton Public Schools Deputy Superintendent, who acts as the District’s Homeless Liaison, at (781) 344 – 4000 x 51229.

The full School Committee policy JFABD - HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES, can be found here:

<https://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/JFABD>

MASSACHUSETTS GENERAL LAWS CHAPTER 269 CRIMES AGAINST PUBLIC PEACE

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

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

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

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

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

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

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

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

MODEL NOTIFICATION OF RIGHTS UNDER FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

PARENT NOTIFICATION RE: HUMAN SEXUALITY EDUCATION SC POLICY: IHAMA

In accordance with law, the School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

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

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

LEGAL REFS: M.G.L. [71:32A](#)

PHYSICAL RESTRAINT OF STUDENTS

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

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

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

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

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

The Superintendent will develop procedures identifying:

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

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

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

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

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

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

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

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

Physical Restraint and Behavior Support Procedures

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. Physical restraint shall only be used when needed to protect a student and/or a member of the Stoughton school community from assault or imminent, serious, physical harm. Furthermore, any such physical restraint shall be administered so as to prevent or minimize any harm to the student.

Physical restraint shall not be used as a means of discipline or punishment; if the student cannot be safely restrained due to medical contraindications which have been documented by a licensed physician and provided to the District; as a response to property destruction, disruption, refusal to comply with rules or staff directives, or verbal threats when those actions do not constitute a threat of assault or imminent, serious, physical harm. Physical restraint shall not be used as a standard response for any individual student. Physical restraint is an emergency procedure of last resort.

Restraint will not be used as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

This policy shall be reviewed annually and provided to Stoughton Public Schools staff and made available to the Parents of enrolled students. Nothing in this policy precludes any teacher, employee, or agent of the Stoughton Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

I. Methods for Preventing Student Violence and Self-Injurious Behavior

Prevention/De-Escalation Techniques include using positive steps taken before a behavioral crisis occurs. Examples of these techniques are as follows:

1. Interrupting – is the first thing to do when trying to break a chain of behaviors, distracting the individual to another topic or something in the environment.
2. Ignoring – is used during the early stages of negative behavior in which the behavior is not visibly responded to, in order to avoid inadvertently reinforcing it. It does not mean that early danger signs are truly ignored and does not mean that dangerous behaviors are ever ignored.
3. Redirecting – is used to manage a potentially dangerous behavior by deflecting or redirecting the behavior, and then reinforcing a more appropriate behavior by rewarding the individual for displaying the more appropriate behavior.

Prevention also involves assuring staff has training; appropriate staffing; policies/procedures in place including behavioral support plans; appropriate programming; ability to recognize individual's strengths, weaknesses and triggers.

II. Alternatives to Physical Restraint and Methods of Physical Restraint

1. Alternatives to Physical Restraint

Physical restraint shall not be used unless the following, less intrusive behavior interventions and supports have been unsuccessful or deemed inappropriate by school staff:

- a. Positive behavioral interventions
- b. Verbal redirection
- c. Verbal directive to cease behavior
- d. Opportunity for a break
- e. De-escalation techniques
- f. Loss of earned tokens/rewards/privileges
- g. Opportunity for Time Out – a behavioral support strategy [developed pursuant to 603 CMR 46.04(1)] in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed. Any time outs over thirty (30) minutes must obtain principal approval.
- h. Physical Prompts and Assists – used when the upset person is moving forward but with little resistance. Staff has hands on the individual, but individual is not displaying assaultive behavior or significantly resisting. Intention of this assist is to move the individual from one place to another and to release him/her upon arrival at desired location. Physical assists must be brief in nature.
- i. Physical Escort – a temporary touch or holding, without the use of force, of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is agitated or upset to walk to a safe location. Physical Escorts must be brief in nature.

2. Methods of Physical Restraint

Physical restraint shall only be administered by trained personnel, using only the amount of force necessary to protect the student or other member(s) of the school community from assault or imminent, serious, physical harm. The staff member(s) administering physical restraint shall use the safest method available and appropriate to the situation. Staff shall continuously monitor the physical status of the student during restraint, and the student shall be immediately released from the physical restraint if the student expresses or demonstrates significant physical distress.

All physical restraints must terminate as soon as the student is no longer an immediate danger, or if the student indicates that he/she cannot breathe, or if the student is observed to be in severe distress. If any physical restraint approaches twenty (20) minutes, staff will obtain the approval of the building Principal to continue the restraint based upon the student's continued agitation.

The District authorized the use of the following restraints:

- a. Passive Protective Holds – are used by one or two staff to facilitate a short-term emergency physical intervention. The individual is potentially causing harm to self/others or is engaged in major property destruction that could potentially lead to harm to self or others.
- b. Transports – are used to move an upset individual from one area to another area. This is used when the individual is not cooperating and may be aggressive/assaultive. Individual must have their feet on the floor. Purpose of a transport is to move the individual from danger to safety, not from danger to destination.
- c. Immobilization Holds – prevent the individual from moving freely and involve immobilizing head, arms and legs.

All physical restraints shall be administered in compliance with 603 CMR 46.00.

III. Prohibited Forms of Restraint

Any form of physical restraint used in a manner inconsistent with State regulations [603 CMR 46.00] is prohibited in the Stoughton Public Schools. The following forms of restraint are expressly prohibited:

1. Mechanical Restraint – the use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.
2. Medication Restraint – the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a physician and authorized by the parent for administration in the school setting is not medication restraint.
3. Seclusion Restraint – the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out [as defined in 603 CMR 46.02].

Prone restraint, as defined in 603 CMR 46.02, shall only be permitted under the following, limited circumstances:

1. The student has a documented history of serious self-injury and/or injuries to other students or staff.
2. All other forms of physical restraint have failed to ensure the safety of the student and/or the safety of others.
3. There are no medical contraindications documented by a licensed physician.
4. There are no psychological or behavioral contraindications documented by a licensed mental health professional.

5. The student's Parent has provided voluntary, informed, written consent to the use of prone restraint; consent shall mean agreement by a parent who has been fully informed of all information relevant to the activity for which agreement is sought, that the parent understands that the agreement is voluntary and may be revoked at any time. The agreement describes the activity and lists the records (if any) which will be released and to whom.
6. The building Principal, or designee, has provided written approval.

Stoughton Public Schools will not use prone restraint unless the above circumstances have been documented in advance.

IV. Staff Training, Physical Restraint Reporting, and Follow-Up Process

1. Staff Training

All staff/faculty will receive training regarding the District's physical restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment. Required training for all staff will include review of the following:

- a. Stoughton Public Schools Physical Restraint and Behavior Support Policy.
- b. School building-level physical restraint procedures, including the use of time-out as a behavior support strategy.
- c. The role of the student, family, and staff in preventing physical restraint.
- d. Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors and alternatives to restraint.
- e. When in an emergency, the types of permitted physical restraints and related safety consideration, including information regarding the increased risk of injury to a student when any restraint is used.
- f. Identification of Stoughton Public Schools' staff who have received in-depth training.

At the beginning of the school year, each building Principal will identify those designated staff who will participate in in-depth training and who will then be authorized to serve school-wide resources to assist in ensuring proper administration of physical restraint. Designated staff members shall participate in in-depth training in the use of physical restraint, with at least one refresher training annually. In-depth training will include:

- a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint.
- b. A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations to determine whether the use of restraint is warranted.
- c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress, and obtaining medical assistance.
- d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints.
- e. Demonstration by participants of proficiency in administering physical restraint; and
- f. Instruction regarding the impact of physical restraint on the student and family, including but not limited to psychological, physiological, and social-emotional effects.

2. Physical Restraint Reporting

A. Report to building Principal:

1. Staff shall verbally inform the Principal of any physical restraint as soon as possible and by written report within one (1) school day.
2. The Principal or designee shall maintain an ongoing record of all reported instances of physical restraint.

B. Report to Parent(s) of Physically Restrained Student:

1. The Principal or designee shall make reasonable efforts to verbally inform the student's Parent of the physical restraint within twenty-four (24) hours.
2. The Principal or designee shall provide the Parent a written report of the physical restraint within three (3) school days. This written report may be provided via email, if the Parent has provided the District with an email address.
3. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.
4. The Parent and/or student may also pursue the Grievance Procedure

C. Report to Department of Elementary and Secondary Education (DESE):

1. Whenever a physical restraint results in injury to the student or any school community member, the District shall send a copy of the written report to DESE within three (3) school days.
2. A copy of the ongoing physical restraint log from the past thirty (30) days will also be provided to DESE.
3. Stoughton Public Schools shall also report physical restraint data annually to DESE, as directed by DESE.

D. Report to Law Enforcement and Other State Agencies:

1. Nothing in this policy prevents any individual from reporting a crime to the appropriate authorities;
2. Nothing in this policy prevents any individual from exercising their responsibilities as a mandated reporter [under M.G.L. c. 119, §51A].

E. Contents of Written Reports:

The written report of any physical restraint shall include:

1. Name of the student; name(s) and job title(s) of staff who administered the physical restraint, and observers, if any; the date, time restraint began, and the time that restraint ended; the name of the Principal or designee who was verbally informed following the restraint, and who approved continuation of the restraint beyond twenty (20) minutes, if applicable.
2. A description of the activity in which the restrained student and other students and staff in the vicinity were engaged immediately preceding the use of the physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
3. A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, and any medical care provided.
4. Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.
5. Information regarding opportunities for the student's Parent(s) to discuss the administration of the restraint and any consequences with school officials.

3. Follow-Up Procedures

After a student is released from a physical restraint, staff shall implement follow-up procedures, including:

- a. Reviewing the incident with the student to address the behavior that precipitated the physical restraint.

- b. Reviewing the incident with the staff member(s) who administered the physical restraint to ensure proper restraint procedures were followed; and
- c. Consideration of whether any follow-up is appropriate for students who witnessed the physical restraint, if any.

The principal of the program shall conduct a weekly review of restraint data in order to identify students who have been restrained multiple times during the week. If such students are identified, the principal shall convene one or more review teams as the principal deems appropriate to assess each student's progress and needs. The assessment shall include at least the following:

- a. review and discussion of the written reports [developed in accordance with 603 CMR 46.06] and any comments provided by the student and parent about such reports and the use of the restraints.
- b. an analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved.
- c. consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions, as appropriate, with the goal of reducing or eliminating the use of restraint in the future, an agreement on a written plan of action by the program.

If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

V. Procedure for the Use of Time-Out

Principals shall develop a procedure for the use of time-outs that include the process by which staff will obtain the Principal's approval for any time-out lasting longer than thirty (30) minutes. Such approval shall be based on the student's continuing agitation.

VI. Methods for Engaging Parents

Stoughton Public Schools will conduct an annual workshop, open to the entire school community, concerning restraint prevention and the use of restraint solely as an emergency procedure. This workshop may be coordinated with the special education parent advisory council, the parent-teacher organization, and other relevant community groups.

Any parent with concerns about the use of physical restraint at any school within Stoughton Public Schools may request a meeting with the building Principal or the Superintendent to discuss such concerns. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may also make use of the Grievance Procedure.

VII. Grievance Procedures

This grievance procedure is established to ensure procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:

1. The complaint must be submitted in writing or on audiotape to the Administrator of Special Education.
2. The Administrator of Special Education will meet with the complainant within ten (10) school days of receipt of the complaint.
3. A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the Administrator of Special Education and the Department of Elementary and Secondary Education.
4. A written report will be developed by the Administrator of Special Education and provided to the complainant.

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

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

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

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

Please direct inquiries about this procedure to
Amy Saraiva
Out-of-District Administrator for Special Education
Telephone 781.344.4000

RELEASE OF NAMES TO MILITARY RECRUITERS

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

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

RESIDENCY SC Policy: JFAA

To attend the Stoughton Public Schools, a student must reside in the Town of Stoughton.

It is the policy of the Stoughton Public Schools that proof of residence must be established by the student and/or his/her parent/guardian in accordance with the following criteria:
Proof of Residency/Occupancy/Identity: All applicants for enrollment must submit **at least one document each from Column A, B, and C** and any other documents that may be requested, including, but not limited to those from Column A, B, or C (noted below). Documents must be original and cannot be a photocopy.

Column A Evidence of Occupancy	Column B* Evidence of Occupancy	Column C Evidence of Occupancy
<ol style="list-style-type: none"> Record of recent mortgage payment A lease and record of recent rental payment Property tax bill Section 8 agreement Notarized residency affidavit 	<p>Recent bill dated within the past 45 days showing name and Stoughton address:</p> <ol style="list-style-type: none"> Utility bill (Gas, oil, electric, etc.) Home telephone (not cell) Internet / Cable bill Current excise (vehicle) tax bill Current vehicle registration Auto or Health Insurance Statement 	<ol style="list-style-type: none"> Valid Driver's License Valid Passport Valid Photo ID Card

**A parent, guardian, or student who is unable to produce the required documents should contact the Central Registration Office, a School Residency Officer will do a residency check prior to admission and may make additional visits to the residence to confirm the student is sleeping at the home.*

- New students whose families are purchasing an existing primary residence within the Stoughton School District may enroll in the District at the beginning of the school year if they have a signed and accepted Purchase and Sale Agreement, a signed statement from bank officer that a mortgage has been approved, and a scheduled closing date no later than Oct. 1 of that year.
- Current Stoughton Public Schools students whose families move out of town after April 1 may complete that school year in the District.
- Families must notify the Central Registration Office in writing in advance of any address changes in their residency.
- It is important to note that simply owning property within the Town of Stoughton does not establish residency for a child and allow them to attend the Stoughton Public Schools.
-

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

1. Court documentation of guardianship; or
2. A notarized Caregiver Authorization Affidavit documenting that the student is maintaining permanent residency with the person(s) indicated at the given address.
- 3.

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

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

When families already living in Stoughton find that their individual circumstances will create a violation of this policy, the Central Registration Office shall have the authority to investigate and evaluate their specific circumstances, and based upon their discretion, may provide a reasonable short-term accommodation.

The community is encouraged to report violation of this policy to a Building Principal, a Central Office Administrator, the Administrator of Special Education, the Athletic Director, and/or the Central Registration Office. Each of these individuals will be responsible for reporting the alleged violation to the Superintendent.

On an annual basis, The Central Registration Office shall verify the residency of up to 20% of the families with children attending the Stoughton Public Schools. Residency verification will require parents/guardians to provide the same documentation necessary to establish residency and sign an updated Residency Statement. The Central Registration Office will establish a process/procedure to minimize the possibility of parents/guardians with children in multiple schools being required to undergo residency verification on successive years.

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

This residency policy does not apply to homeless students, students in foster care, or refugee school -aged students who are required to be enrolled immediately.

SCHOOL ADMISSIONS

SC Policy: JF

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the District but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present an original birth certificate or equivalent proof of age such as a religious, hospital, or physician's certificate showing date of birth; an adoption record; or previously verified school records, and proof of vaccination and immunizations as required by the state and/or the School Committee. The residency policy requirements must also be met.

Adopted: March 22, 2022

SIGNAGE

SC Policy: KHBA

The Stoughton Public Schools ("SPS") shall not permit any individual or group, without the authorization of a SPS administrator as set forth herein, to place any sign, banner, flag, advertisement, promotional/marketing material, or other such items anywhere on SPS buildings, grounds, transportation vehicles, or other property.

SPS administrators are permitted to authorize the placement of such items on SPS premises, on the following conditions:

1. Items must relate to or be in the furtherance of the District's educational goals, programs, activities, or events; and
2. Items are subject to review under 603 CMR 26.00: Access To Equal Educational Opportunity

Any such items must be approved in advance by the building principal, the Superintendent of Schools, or the School Committee, as appropriate under the circumstances and in accordance with this policy.

Cross Reference:

Policy KHB - ADVERTISING IN THE SCHOOLS

Adopted: 22FEB23

STUDENT DRESS CODE

SC Policy: JICA

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

Personal dress and appearance which is vulgar or plainly offensive or which disrupts or substantially interferes with the educational process or with another student's ability to receive an education is prohibited. To maintain a safe environment, items that get in the way of being able to immediately identify students may not be worn in the building during the school day including sunglasses, hats or other head coverings (except for religious or medical purposes).

Students, faculty, or parent groups may recommend appropriate dress for school or special occasions. However, students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Adopted: September 03, 2020

STUDENT ORGANIZATIONS

SC Policy: JJA

Student Organizations

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum or to the mission of the high school. The Principal is responsible for determining that the purpose of a student organization is in compliance with and supports the school and/or district's mission and vision. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

Student Organizations are designed to provide opportunity for students to continue to grow and develop outside of the classroom. As such, the student participants in an organization should drive the work of the organization. Student participants will develop goals and activities for the organization under the guidance of an Advisor. The Advisor should be prepared to assist students in guiding the organization into a meaningful sense of direction and to supervise all meetings and activities.

Stoughton Public Schools faculty and staff will be given priority for the position of Advisor of high school organizations. In the absence of a SPS employee applicant for advisor positions, outside adult community members will be considered upon application.

LEGAL REF.: 603 CMR [26.00](#)

STUDENT RECORDS

SC POLICY: JRA, JRA-R

All information kept by a school or school district on a student in a way that the student may be individually identified is considered the student's record. The record is divided into two parts: the transcript and the temporary record.

1. The transcript will include only the minimum information necessary to reflect the student's educational progress. This information will include name, address, course titles, grades, credits, and grade level completed. A transcript will be kept by the school district for at least sixty years after a student leaves the system.
2. The temporary record will contain the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record will be destroyed within five years after the student leaves the school system.

Log of Access

A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

1. authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
2. administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
3. school nurses who inspect the student health record.

Access of Eligible Students and Parents

The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

1. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

2. Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
3. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
4. The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel

Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties

Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

1. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
2. Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
3. A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.
4. Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
5. A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.
6. Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.
7. Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
8. School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. A non-custodial parent is eligible to obtain access to the student record unless:
 - A. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - B. the parent has been denied visitation, or
 - C. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - D. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
2. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
3. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
4. Upon receipt of the request the school must immediately notify the custodial parent by certified and first-class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
5. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
6. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Amending the Student Record

The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.

The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

1. If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.
2. The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

STUDENT TRAVEL SC POLICY: JJH

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school district and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

VIDEO SURVEILLANCE POLICY (Summary) SC POLICY: ECAF

In pursuit of security, safety, and accountability, the School Committee authorizes the use of security cameras in school district buildings and on its property, including buses, to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.

Please see School Committee policy ECAF-SECURITY CAMERAS IN SCHOOLS here: <https://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/ECAF>

WELLNESS POLICY (Summary) SC POLICY: ADF

It is the policy of the Stoughton Public Schools to promote actions that create a healthy and safe environment for all students, faculty, staff and citizens. It is our goal to develop and protect our students' physical, emotional, and social well-being through a coordinated school health and wellness program based on the premise that improved health optimizes student performance potential. This includes providing a healthy environment, school nurse services, nutritious school meals, health and physical education, and opportunities for physical activity. It is the intent of this policy to enable students and staff to become independent and self-directed learners by taking the initiative to meet their own health, physical, and nutritional needs as developmentally appropriate.

All students in grades PreK-12 should have opportunities, support, and encouragement to be physically active on a regular basis. Foods and beverages sold or served at school will meet the nutritional recommendations of the U. S. Dietary Guidelines for Americans and MGL 105CMR225.000, Nutrition Standards for Competitive Foods and Beverages in Public Schools.

Furthermore, it is our expectation that specific actions and decisions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the district's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children in assuming more individual responsibility for healthy decisions, and maintaining their safety as they grow, it is the policy of the School Committee that the guidelines reflect student development as children advance from the primary grades through secondary school.

Please see School Committee policy ECAF-SECURITY CAMERAS IN SCHOOLS here:

<https://z2policy.ctspublish.com/masc/browse/stoughtonset/stoughton/ADF>

Abbreviated Reference to the Legislation and Specific Criteria of Civil Rights Laws and District Coordinator Information

Law	Coordinator
Title VI of the Civil Rights Act of 1964 - prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.	Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 51229
Title IX of the Education Amendments of 1972 - prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.	Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 51229
Title I of the Americans with Disabilities Act of 1990 - prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.	Mr. Jonathan D. Ford Deputy Superintendent 232 Pearl Street (781) 344 – 4000 x 51229

Title II of the Americans with Disabilities Act of 1990 - prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.	Mr. Edward Clarke Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321
Section 504 of the Rehabilitation Act of 1993 - prohibits discrimination, exclusion from participation, and denial of benefits based on disability.	Ms. Meg Kennedy Director of School Counseling 232 Pearl Street (781) 344 – 4000 x 1207
Massachusetts General Laws, Ch. 76, S. 5 - prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.	Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 51229
Title I of the Elementary and Secondary Education Act of 1965 - designed to help disadvantaged children meet challenging content and student performance standards.	Mr. Jonathan D. Ford Deputy Superintendent 137 Walnut Street (781) 344 – 4000 x 51229
603 CMR 46.00 - governs the use of physical restraint on students in publicly funded schools	Mr. Edward Clarke Special Education Director 137 Walnut Street (781) 344 – 4000 x 7321

STOUGHTON PUBLIC SCHOOLS

CIVIL RIGHTS REPRESENTATIVES

District Civil Rights Coordinator

Mr. Jonathan Ford, Deputy Superintendent

Stoughton High School

Ms. Juliette Miller, Principal

Mr. Michael O'Neil, Assistant Principal

O'Donnell Middle School

Ms. Katrina Crowley, Principal

Dawe Elementary School

Mr. Robert Cancellieri, Principal

Gibbons Elementary School

Mr. David Guglia, Principal

Mrs. Meghan Hayes, School Counselor

Hansen Elementary School

Mrs. Christine Feeney, Principal

Mrs. Jacqui Harrison, Adjustment Counselor

South Elementary School

Mr. Jake Dore, Principal

Mrs. Meghan Drumm, Speech Therapist

Wilkins Elementary School

Mrs. Kathleen Monahan, Principal

Ms. Katharine Pearl, School Counselor

Jones Early Childhood Center

Ms. Lynda Feeney, Principal

2023-2024 BELL SCHEDULE

	Days A, D, E, H				A	B	C	D	E	F	G	H	Days B, C, F, G	
	7:35 - 8:18	1		4	1	3	2	4	1	3	2	4	7:35 - 9:04	
	8:21 - 9:04	2		3	2			3	2			3		
	9:08 - 9:51	3		2	3			2	3			2		
	9:55 - 10:38	4		1	1			1	4	1	4	1	9:08 - 10:38	
	10:42 - 11:24	5		8	5			8	5			8		
11:28 - 12:41	11:28 - 11:51	6		7	6	5	8	7	6	5	8	7	10:42 - 11:24	
	11:53 - 12:16												11:28 - 11:51	
	12:18 - 12:41												11:53 - 12:16	
	12:45 - 1:27	7		6	7	7	6	6	7	7	6	6	12:18 - 12:41	
	1:30 - 2:12	8		5	8			5	8			5	12:45 - 2:12	