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**Mashpee Middle/High School  
Parent/Student Handbook  
2016-2017**



**500 Old Barnstable Road  
Mashpee, MA 02649  
MMHS Main Office (508) 539-3600  
MMHS Fax Number (508) 539-3607  
Blue House (Grades 7-9) 508-539-3600 x1120  
White House (Grades 10-12) 508-539-3600 x1122  
Website: [www.mashpee.k12.ma.us](http://www.mashpee.k12.ma.us)**

*Mashpee—A Connected Community*

*All students, regardless of race, color, sex, gender identity, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and to the full range of co-curricular/enrichment/sports programs offered by the Mashpee Public Schools.*

Dear Mashpee Students and Families:

Welcome to the 2016-2017 school year! We anticipate that our students will be ready for challenging classes, exciting athletics and enriching extra-curricular activities that make up a complete high school experience. We are fortunate to have a dedicated staff, wonderful students, caring parents, a supportive community, and resources that contribute to a vibrant educational community.

Any school handbook is a living document. It is revisited yearly to adjust to current trends and laws, but always has as its core the safety and support of students and teachers within the school. This year's handbook is the result of the work of School Council comprised of students, parents, and teachers, as well as the Mashpee School Committee. It includes general, academic, and student conduct information, procedures, policies, and requirements in addition to references to extra and co-curricular activities.

Through collaboration, support and involvement, we strive to foster a school climate and culture conducive to learning and achievement. Our Core Values encourage personal integrity, academic excellence, independent learning, global awareness and multi-cultural understanding, community involvement, and the development of 21<sup>st</sup> Century Skills; because we know that with these all graduates will be college and career ready.

We expect all students to take advantage of their experiences at Mashpee Middle/High School and recognize that they play a vital role in their own success as well as that of the school. Common sense and research indicate that students who are invested in their school and education have a more fulfilling, rewarding experience, so we encourage everyone to become involved. If we accept our responsibilities and commit to the high standards expected of all of us through active involvement, we will make Mashpee High/Middle School a model educational community.

Please come by our offices to say hello or to voice any questions, concerns or ideas. Our doors are open and you are most welcome. We wish you the very best throughout the year!

Sincerely,

The Mashpee Middle/High School Administrative Team

**Mashpee Middle/High School  
Student Hours**

Full Day	7:30 a.m. - 2:00 p.m.
Half Day	7:30 a.m. - 10:50 a.m.

**For Delayed Opening, School Cancellation and Radio Stations**

One Hour Delay	8:30 a.m. - 2:00 p.m.
90 Minute Delay	9:00 a.m. - 2:00 p.m.
2 Hour Delay	9:30 a.m. - 2:00 p.m.

Radio WBZ 1030AM, WCIB 102FM , WPXY 98FM, WQRC 99.9FM  
TV Channels 4-CBS, 5-ABC, 7-NBC, and Fox 25

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### **School Administration**

Mark L. Balestracci, Principal x1100  
Megan Leonard, Executive Administrative Assistant x1255  
Janet Driscoll, Administrative Assistant x1110

Lindsay Kett, Director of College and Career Readiness and Guidance x1150  
Linda Catalina, Administrative Assistant x1132

Rewa J. Melby, Dean of Students (Grades 7-9) x1121  
Trish Ahearn, Administrative Assistant x1120

Kevin A. Turner, Dean of Students (Grades 10-12) x1125  
Karen Cofran, Administrative Assistant x1122

Matthew Triveri, Athletic Director x1703

### **Central Office Administration**

Patricia M. DeBoer, Interim Superintendent of Schools x4222  
Gail Hannan, Executive Administrative Assistant x4216

Paul Funk, Business Administrator x4218

Michele N. Brady, Director of Special Education x1505  
Linda Burke, Executive Administrative Assistant x1504

Gustav Stickley, Director of Food Services x4190

### **Mashpee School Committee**

Don Myers, Chairperson  
George Schmidt, Vice Chairperson  
Christopher Santos, Secretary  
Geoffrey Gorman, Member  
Scott McGee, Member

**Early Schedule**  
 Middle/High 7:30-2:00 (1/2 day 10:30 dismissal)  
 Quabbin 8:15-2:45 (1/2 day 11:30 dismissal)  
 Quabbin 8:30-2:30 (1/2 day 11:31 dismissal)

2014-2017 MASHPEE PUBLIC SCHOOLS CALENDAR Rev. 1/4/2016 (S.C. 1/4/14)

**Grades Pre-K through Grade 6**  
 Progress Reports issued (S.C. 3-4 only)  
 Term 1: 8/19/16  
 Term 2: 1/23/17  
 Term 3: 5/8/17  
 Term Ends  
 Term 1: 12/2/16  
 Term 2: 3/20/17  
 Term 3: 6/23/17  
 Report Cards issued:  
 Term 1: 12/14/16  
 Term 2: 3/27/17  
 Term 3: 6/23/17

31-Teacher professional day

3-Early release- all schools  
 10-Columbus Day- no school

1-Early release Quabbin &  
 Quabbin only (conferences)  
 26-30 Vacation-no school  
 5-Early release- all schools

6-Early release- all schools  
 20-24 Vacation- no school

3-Early release- all schools  
 17-21 Vacation- no school

5-Early release- all schools  
 20-Early release/tentative last  
 day of school for students (with  
 no snow days)  
 27-Tentative last day with 5  
 snow days  
 7/4-4<sup>th</sup> of July- offices closed

AUGUST '16						
S	M	T	W	Th	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 '16						
S	M	T	W	Th	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	

1-Teacher professional day  
 2-No school- closed  
 5-Labor Day- no school  
 6-School begins grades 1-12  
 7-School begins grades pre-K-K  
 15-Early release- all schools  
 16-No school-professional day

OCTOBER '16						
S	M	T	W	Th	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					

NOVEMBER '16						
S	M	T	W	Th	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			

8-No school-professional day  
 11-Veterans Day- no school  
 21-Early release Quabbin &  
 Quabbin only (conferences)  
 22-25 Vacation- No school

DECEMBER '16						
S	M	T	W	Th	F	S
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

JANUARY '17						
S	M	T	W	Th	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				

2-Vacation- no school  
 16-M.L. King, Jr. Day- no school

FEBRUARY '17						
S	M	T	W	Th	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				

MARCH '17						
S	M	T	W	Th	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	

16-Early release- all schools  
 17-No School - professional day

APRIL '17						
S	M	T	W	Th	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 '17						
S	M	T	W	Th	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			

1-Early release- all schools  
 29-Memorial Day- no school

JUNE '17						
S	M	T	W	Th	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	

JULY '17						
S	M	T	W	Th	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					

**Grades 7-12**  
 Progress Reports issued Q3 7-13  
 3<sup>rd</sup> term Q3 11 3<sup>rd</sup> term Q3 16  
 3<sup>rd</sup> term Q3 16 4<sup>th</sup> term Q3 19  
 Term Ends  
 1<sup>st</sup> term Nov 10/ 2<sup>nd</sup> term Jan 27  
 3<sup>rd</sup> term April 10/ 4<sup>th</sup> term Jun 30  
 Report Cards  
 1<sup>st</sup> term Nov 17/ 2<sup>nd</sup> term Feb 3  
 3<sup>rd</sup> term April 11/ 4<sup>th</sup> term Jun 30

## **General Information**

### **Mashpee Public Schools Vision**

Every student, every day, is safe, respected, and ensured to achieve academic excellence in a personalized learning environment that includes quality teaching, small class sizes and the use of technology

### **Mashpee Public Schools Mission Statement**

The Mashpee Public Schools ensures a comprehensive program of academic rigor, scope and depth to prepare all students to be college and career ready and to value service to others.

### **Mashpee Public Schools Non-Negotiables**

1. We value ALL students
2. Every decision we make is data-driven to improve student learning and achievement in a system of rigor and relevance
3. Our classroom instruction and interventions are informed by data-based problem solving
4. Our district academic and behavioral protocols are implemented with fidelity
5. Our professional learning and collaboration improve educator practice by focusing on curriculum and instruction that are implemented with fidelity
6. We establish and sustain partnerships to ensure that ALL students are college and career ready

## **MULTI-TIERED SYSTEM OF SUPPORTS**

The Mashpee School Committee has endorsed the use of a Multi-Tiered System of Supports (MTSS) which is an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate students (schools) at the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency.

The academic and non-academic core components of MTSS are:

- high-quality core curriculum and instruction implemented with fidelity
- research-based academic interventions and assessment practices
- research-based behavioral interventions and supports
- universal screening and progress-monitoring
- collaboration and communication between educators and parents

## **Mashpee Middle/High School Core Values, Beliefs and Learning Expectations**

### **MMHS Values:**

- Personal Integrity
- Academic Excellence
- Independent Learning
- Global Awareness and Multi-Cultural Understanding
- Community Involvement

### **MMHS Believes:**

- All students have the potential to achieve
- Each student has something uniquely individual to offer our school and community
- Every graduate is able to solve problems
- All students must be intellectually engaged every day in all disciplines
- All graduates will be college and career ready

### **MMHS Learning Expectations:**

#### **Academic:**

#### **The successful student will...**

1. Read actively and critically for a variety of purposes
2. Communicate effectively through a variety of means for a variety of purposes
3. Work independently as well as collaboratively
4. Solve problems effectively
5. Demonstrate content knowledge through a variety of means including digital and technological

#### **Civic:**

6. Demonstrate appropriate and effective community involvement, civic responsibility and leadership skills

#### **Social:**

7. Demonstrate personal and social responsibility, character, cultural understanding, work ethic and ethical behavior

## Mashpee Middle/High School Faculty/Staff

<u><b>Career and Technical Education Department</b></u>  Michael Looney (Dept. Chair) Kevin Blute Kristen Deschamps Lisa Holmes Amanda Hough Liesl Keller Fran Laporte Sal Nocella Andy Troyanos Deb Troyanos	<u><b>English Language Arts Department</b></u>  Brian Allen (Dept. Chair) Elizabeth Harple Brian Kehrl Caitlin Kelly Jennifer Murphy Diane Quayat Deborah Vaughn	<u><b>History and Social Sciences Department</b></u>  Brian Brodie (Dept. Chair) C. Rhett Cooper Sean Corey Meaghan McCauley Kristen Monteith Neil O'Donnell Celeste Reynolds Dana Smith
<u><b>Math Department</b></u>  Kerri Brodie (Dept. Chair) Shawn Chicoine Nicole Depferd Patricia Donovan Kate McAuley Amy Menard Chris Perkins Suzanne Pettengill	<u><b>Physical Education/Health Department</b></u>  Matthew Triveri (A.D.) Brian Corrigan Susan Glidden Patricia Morano Aphrodite Purdy Scott Zinser	<u><b>Science Department</b></u>  Tom Hoppensteadt (Dept. Chair) Gail Bajercius Douglas Crook Lon Dexter Daniel Leader Jessica Rebelo Mark Rosbach Stephanie Soares
<u><b>World Languages Department</b></u>  Tim Rumberger (Dept. Chair) Alice Cheng Kelly Fena Jill Hill Marla Manning Lindsay Shores	<u><b>Special Education Department</b></u>  Melissa Rizzitano (School Psychologist) Nancy Campbell Jackie Capute Melanie Desley David Ellison Annmarie Finn Theresa Kallipolites Patty Riley Mark Doucette	<u><b>Para-Professional Educators</b></u>  Sarah Alves Joanne Arnold Susan Bryant Grace Bulmer Christina Dalomba Donna Kaestner Courtney Briggs
<u><b>MMHS Counseling Department</b></u>  Lindsay Kett (Director) Deanne Almeida Patricia Farrell Julienne McCuish Dan Patenaude Linda Catalina (Ad. Asst) Maureen Goldsmith (Ad. Asst)	<u><b>School Nurse:</b></u>  Joyce O'Connor Ellen Waechter	<u><b>School Library:</b></u>



## **STUDENT RIGHTS**

- Every student has the right to run for office and vote in student elections.
- Freedom of speech, petition and assembly are guaranteed to all citizens; every student should be allowed to exercise those rights consistent with the legal decisions that apply to public school students.
- Every student has the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student. Various points of view related to topics or materials should be presented or introduced.
- Every student should be allowed to use school facilities for approved extracurricular activities with proper staff supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
- Every student has the right to be involved in curriculum development, and procedures shall be established to encourage suggestions regularly from students.
- Every student has the right to an education and to the equality of educational opportunity. Punishments that deprive a student of this right should be reasonable, consistent, and fair, and used only when the student violates school rules and acts irresponsibly in pursuing his/her education.
- At age 14 or upon parental request, every student has a right to review his/her student records. The school may release student's records only as provided by State and Federal statutes and regulations of the State Department of Education.
- Every student has the right to a fair hearing with the administration.
- Every student has the right to be free from corporal punishment and arbitrary, punitive use of grades.
- Every student has the right to participate in the full educational process or in a high school sponsored activity regardless of his/her race, religion, nationality, sex, sexual orientation, economic or social status. This right may be temporarily rescinded for students serving Out-of-School Suspensions (OSS) or permanently rescinded for students who have been expelled from Mashpee Public Schools.

## **REGISTRATION PROCEDURES**

Students new to Mashpee High School are to report to the Office of the Principal with their parents/guardians. They will then be referred to the Guidance Office for registration, counselor assignment, and formulation of a program of studies. Course registration for regular students is conducted during the spring.

## **STUDENT RESIDENCY/TRANSFERS**

All children of school age who reside in the Town of Mashpee will be entitled to attend the Mashpee Public Schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or

by specific action of the School Committee. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the school administration which is authorized to investigate and verify residency for purposes of school admissions.

Families leaving the community or school district should notify the school secretary at least three days before leaving in order to complete the necessary forms, including a release of any student records. At that time, the parent/guardian will receive a student transfer form that the new school will require before admitting his/her child. With the exception of school choice students as voted by the School Committee, a pupil must attend in the town in which he or she is a resident. Official documentation for legal guardianship is required when a student does not reside with a parent.

#### **WITHDRAWAL PROCEDURES**

A student and one parent/guardian must report to the Guidance Office as soon as possible to begin the withdrawal process and complete the necessary paperwork.

#### **HIGH SCHOOL GRADING POLICY**

Students and parents will be informed of the teacher's grading criteria during the first week of school via the teacher's class syllabus. Teachers will calculate grades according to published guidelines. At the end of each term, mid-year exams and final exams, grades will be issued to students according to school guidelines. In grades 9-12, all term, mid-year and final exam grades will range from a low of zero to a high of 100. Seniors (grade 12) who earn an overall grade of 90% or better in a respective course may be exempt from taking the final exam per teacher approval. Seniors who have in excess of 2 unexcused absences (3 or more) for the fourth marking period will NOT be exempt. Teachers have the final decision if the policy will be in place in their individual class.

Students who receive a grade of less than 50% in quarter one may request, within two weeks of report card distribution, an improvement plan. Upon successful completion of the plan, the teacher will change the quarter one grade to a 50%. Additional Improvement Plans may be established per administrative approval.

**Grades**

A+ = 97 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 – 69
A = 93 – 96	B = 83 – 86	C = 73 – 76	D = 63 – 66
A- = 90 – 92	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62

F = below 60		WP withdrew Passing	
I = incomplete		WF = withdrew failing	

#### **Credits/Units**

Students will not receive units for grades F, WP, WF or I. Grades WP and WF are determined by the administration.

#### **Honor Roll**

**Honors:** Students must not have a grade lower than a B- in any subject in order to qualify for Honors.

**High Honors:** Students must not have a grade lower than an A- in any subject in order to qualify for High Honors. Student conduct, in and out of the classroom, will be factored into Honor/High Honor status. Any student receiving a 4 in Conduct or Effort in any course will not be eligible for the honor roll during that marking term.  
**NOTE:** Term 2 and 4 honor rolls will not include mid-year and final exam grades.

#### **GRADE PROMOTION POLICY**

The following minimum requirements must be met to enable a student to qualify for entrance to the next grade.

8 <sup>th</sup> Grade	Successful completion of Math, Science, Social Studies, and English in Grade 7
As a Freshman (Grade 9)	Successful completion of Math, Science, Social Studies, and English in Grade 8
As a Sophomore (Grade 10)	6 units
As a Junior (Grade 11)	12 units
As a Senior (Grade 12)	18 units

A student who fails more than two (2) of the four (4) major courses (Math, Science, Social Studies and English) in a given school year, from grades nine through twelve (7-12), shall be retained at that grade level. A student who fails one (1) or two (2) of the four (4) major courses must take and pass the course(s) in summer school before being eligible to be promoted.

### **Mid-Term Progress Reports and Report Cards**

On the dates listed below, Progress Reports and Report Cards will be made available for viewing on PowerSchool at the conclusion of the school day on the following dates. Updated grades are always available on PowerSchool. (Please note that all progress reports and report cards, with the exception of term 4, are available for online viewing only). You may request a paper copy through the respective counseling office.

<b>TERM 1: Progress report - 10/07/2016</b>	<b>Term ends - 11/10/16</b>	<b>Report card - 11/17/2016</b>
<b>TERM 2: Progress report - 12/16/2016</b>	<b>Term ends - 1/27/2017</b>	<b>Report card - 2/3/2017</b>
<b>TERM 3: Progress report - 03/09/2017</b>	<b>Term ends - 4/10/2017</b>	<b>Report card - 4/14/2017</b>
<b>TERM 4: Progress report - 05/19/2017</b>	<b>Term ends - 6/20/2017</b>	<b>Report card - mailed home</b>

### **COURSE REQUIREMENTS**

The chart below lists the Mashpee High School course requirements. Students earn one (1) credit for each full year course successfully completed and 0.5 credit for each half-year course. Also listed are the entrance requirements or guidelines of 4-year private and state (MA) colleges.

The Massachusetts Board of Higher Education has established a list of courses needed to enter public four-year colleges or universities. College Prep or higher courses are needed to fulfill their minimum requirements for admissions. Massachusetts community colleges will accept students who do not have a full program of College Prep or higher courses.

Please note that many college or career plans require special course sequences that should be discussed with the students and their counselor.

	<b>Mashpee High School</b>	<b>4 Yr. Colleges</b>	<b>4 Yr. MA Colleges</b>
	<b>(Required)</b>	<b>(Recommended)</b>	<b>(Required)</b>
English	4	4	4
Math	4	3-4	3
Science	3	2-3	3 (2 labs)
Soc. Studies	3 (1 US History)	2 (1 US History)	2 (1 US History)
World Language	2 (preferably of the same lang)	2-4	2 (same lang.) (3 recommended)
Senior Project/School-to-Career	1		
Fine Arts	1	1 (Fine Arts or Applied Arts)	
Applied Arts	1	Applied Arts	1
Electives	3.5	3-6	2

Phys. Ed.	1	2 (P.E./Health)	
Health	.5		
Total	24	19.26	16 (Level 2 or Higher)*

A minimum weighted grade point average in college preparatory coursework at the end of the seventh semester is also required as follows:

State College G.P.A. = 3.0

UMASS G.P.A. = 3.0

Students with a weighted G.P.A. falling below 2.9 may still be eligible if their SAT/ACT scores equal or exceed a certain level.

Each course is described by a label that designates its level of difficulty.

College Prep – College Preparatory Work

Honors – Advanced level in subject area Honors

Advanced Placement – Advanced Placement courses

NW (non-weighted) – not figured into the weighted grade point average

### **CLASS RANK AND WEIGHTING OF CLASSES**

*This section is under review and subject to change.*

Class rank will be based on a weighted grade point average. This weighted average will be determined by the actual grade in the course plus points for levels of difficulty. For example, an Honor courses carries a greater weight than a College Preparatory courses.

Class rank will be used to determine the honors speakers for graduation (i.e. valedictorian). It is also reported to colleges and universities on the student transcript.

Un-weighted averages are strictly a numerical average. These are used to determine eligibility for the National Honor Society and Honor Roll.

### **GRADUATION REQUIREMENTS**

Students must meet the following requirements to graduate and to participate in the graduation ceremony.

- Earn 24 required credits and pass five (5) of their seven (7) courses.
- Successfully complete/pass Senior Project or School-to-Career programs.
- Complete all class work by the conclusion of final exams.
- Meet all financial obligations.
- Successfully complete the MCAS requirements.
- Students who meet the Department of Elementary and Secondary Education requirements for a certificate of attainment may participate in

the graduation ceremony providing all other Mashpee High School graduation standards have been met.

### **FINANCIAL OBLIGATIONS**

Any student who has any outstanding financial obligations to the school will not be permitted to participate in any athletic and/or any other co-curricular event until all obligations have been met. Administration has final approval and will review student obligations three times throughout the year; at the start of the school year, at the semester break, and again at the conclusion of the school year. No student will be allowed to participate in graduation ceremonies at Mashpee Middle/High School until all financial obligations are met from the time he/she entered until their tentative departure date.

### **SELECTION OF COURSES**

Student selection of courses is determined by career goals, course prerequisites and/or teacher recommendation. Students will meet with their guidance counselor to review course selections and parents/guardians will be asked to sign the course registration form. Courses with low enrollments may be dropped and students will be required to make alternate selections. **Students who, with administrative approval, decide to enroll in a course at a higher level than recommended may do so provided the students and parents/guardians sign a request/waiver form for this change. This waiver is for level change requests only. The school reserves the right to place students in appropriate courses.**

#### **Honors Level Courses**

Honors level courses provide a rigorous course of study and demand additional study time and work. In order for students to be eligible to take honors courses they must obtain an 85 or better in the previous college prep course for that subject. Students need to maintain at least an 80 average in the previous specific honors course in order to be considered for the next level honors course. Honors students may be required to do academic work over the summer in preparation for the start of the course in September.

Should space be available, a limited number of students who do not meet the prerequisite may be permitted to enter the course with student and parent contract as determined by administration.

#### **Advanced Placement Courses**

AP level courses provide a collegiate style of rigor and demand additional study time and work. In order for students to be eligible to take AP courses they must obtain an 85 or better in the previous honors course, 90 for College Prep, for that subject. AP students are required to do academic work over the summer in preparation for the start of the course in September.

Should space be available, a limited number of students who do not meet the prerequisite may be permitted to enter the course with student and parent contract as determined by administration. It is the expectation that all students enrolled in an AP course will take the AP exam. All expenses related to taking the exam must be paid for by the end of the first term. AP students will take a summative assessment prior to the actual AP exam which, included with a teacher directed project after the exam, these will count as the student's final exam grade for the class.

### **SCHEDULE CHANGES**

Schedule changes will only be allowed during specific time periods in the school year and with the recommendation of a teacher or guidance counselor and with permission from a parent/guardian. Schedule changes during specific time periods for any class require the approval of the Principal or designee if this change is to move within the same level of the course. Credit will not be given for a partially completed course. Course/schedule changes other than in specific time periods require that a schedule change form be completed and that a meeting with parent/guardian, student, teacher and guidance counselor has occurred. If the Principal or designee approves the change, then the student will have a meeting with the teacher of the class he/she is entering.

### **SUMMER SCHOOL REQUIREMENTS**

Students must obtain approval from the Principal and/or designee along with their guidance counselor in order to be allowed to take a summer school course. Without administrative approval students will not be eligible for summer school registration in any subject in which they have not passed at least one term and have not earned a minimum average of 50% for the year. Students may make up two (2) failed courses in an approved summer school or tutorial program. Tutorial students must pass a Mashpee High School final exam in the subject area(s). Students must achieve a C- or above in summer school courses to earn credit for the course(s).

### **ALTERNATIVES TO DAY SCHOOL**

Students whose records indicate chronic attendance or disciplinary problems shall be referred to the School Based Leadership Team for the exploration of possible alternative educational opportunities.

#### **Alternative Education Program**

The Alternative Education Program is a cooperative program designed to accommodate those students who have had limited success in traditional school settings. By establishing trust, enhancing the positive attributes in each student, and placing a true value on each student's involvement, the staff will attempt to influence positive behaviors in the students. Through this influence, the students should begin to experience academic and personal growth. Students, parents, teachers, counselors, and administrators will be invited to become involved in a term effort with the goal of re-entry to a mainstream setting.

Students are admitted by the School Administration per the recommendation of our support team comprised of counselors, the school nurse, and administrators. The instructor and administration interviews students, and their parents, and reviews the Alternative Education Program contract.

### **Dual Enrollment**

Students in Grades 11 and 12 with a GPA of 3.0 may be eligible to apply for dual enrollment credits at Cape Cod Community College or another recognized institution. Eligible students will be invited to submit a request through the Guidance Office to the Department of Elementary and Secondary Education. Eligible students may take college courses on the community college campus outside of the school day. Tuition is the responsibility of the student/family. Students must pay for textbooks and all additional fees. Students who maintain a C or better grade in the college course earn college credit. Students may only enroll in a college course that is offered at the high school with prior administrative approval.

### **ATTENDANCE POLICY**

All absences, including absences acknowledged by a parent/guardian's note, will count toward the allowed number of absences. Parent/guardian will provide a written note for their child upon their return to school. This note must include the dates of absence, a parent/guardian signature and a phone number for verification. Such a note acknowledges the parent/guardian understanding of the student's absence and does not, by itself, constitute an excused absence. The telephone number of the school is (508) 539-3600. The office extension to report the absence is ext. 1186.

PowerSchool will continue to support parents' access to student attendance records online and therefore eliminate the need for MMHS to mail written reminders of accumulated absences.

### **SCHOOL COMMITTEE STATEMENT REGARDING CONSISTENT ATTENDANCE**

The School Committee believes that school attendance is critical to student achievement. As a result, we strongly discourage the taking of family vacations when school is in session. We believe this to be detrimental to your child's progress. In situations where a vacation must be taken when school is in session, we ask that the school principal be notified. Our experience has shown that providing assignments to be done during a vacation is not productive. Such school work undermines the quality of the vacation, and is generally not a productive educational exercise. For this reason, we do not require teachers to design any out of school activities for students while on vacation. Students are held accountable to make up any school work missed when they return.

Students participating in extra-curricular activities must be in school all day unless documentation is acceptable by the administration.



### **Year-Long Courses**

Notification will be emailed to the parent/guardian of record by the Dean of Students when a student has reached eight (8) unexcused absences in a year-long course, shall remind the student's parent/guardian that credit will be lost when a student exceeds sixteen (16) unexcused absences. If the student exceeds sixteen (16) unexcused absences, the Dean of Students informs the student and his/her parent/guardian by letter that the student has lost course credit due to excessive absences. A copy of this letter will remain in the student's file.

### **Semester Courses**

Notification will be emailed to the parent/guardian of record by the Dean of Students when a student has reached four (4) unexcused absences in a semester-long course, shall remind the student's parent/guardian that credit will be lost when a student exceeds eight (8) unexcused absences. If the student exceeds eight (8) unexcused absences, the Dean of Students shall inform the student and the student's parent/guardian by letter that the student has lost course credit due to excessive absences. A copy of this letter will remain in the student's file. (This policy is under review and subject to change.)

### **Excused Absence - Documentation**

Students who are absent must submit supportive documentation from one of the following upon the day of return to school:

- Medical appointment documented by a verifiable physician's note; no post-dated notes, or photocopies will be accepted.
- An injury or illness or extended medical absence of five (5) or more days, documented by a physician's note:
- A legal appointment, court appearance, driver's test, etc., documented by an original letter from an appropriate official;
- Death of an immediate relative/family member, documented by a parent/guardian;
- Some other emergency documented by a parent/guardian deemed acceptable by the administration;
- Seniors and Juniors will be allowed up to three (3) approved absences for college visits. Students must provide written notification from the college/university. (Permission for additional visits is at the discretion of the respective Dean of Students and/or the building Principal.)
- Representation of Mashpee Middle/High School at school-sponsored educational, cultural, or athletic activities.
- All submitted documentation will be subject to review by administration. Failure to do either will result in an unexcused absence.

### **SCHOOL ATTENDANCE POLICY POST HOSPITALIZATION**

Before a student may return to school after an Inpatient hospitalization due to illness, injury, mental health issue, etc., the parent/guardian must present to the school nurse written authorization from the student's physician/health care provider, indicating that the student is medically able to return to school. This letter should

also include any medications, restrictions or limitations (i.e. physical education, recess, etc.) for school attendance. The student will not be admitted to school without this documentation a re-entry plan created with school representatives and the student/family.

### **HOME/HOSPITAL EDUCATIONAL SERVICES**

If a student has been out of school due to health issues for fourteen (14) days or more, or recurring home/hospital stays of less than fourteen (14) days with a cumulative total of fourteen (14) days, the physician must request tutoring and must complete DESE form 28R/3 and submit it to the building Principal or the designated appropriate person. The notice must include:

1. The date the student was admitted to the hospital or began confinement at home.
2. The medical reason(s).
3. The expected duration.
4. What medical needs should be considered in planning educational services?

If students are likely to be confined to home or hospital for more than sixty (60) school days and are special education identified, the Team must convene without undue delay to consider evaluation needs and amend the IEP or develop a new IEP suited to the student's unique needs. The school district should determine the number of instructional hours per day or week. School districts cannot preset the number of the instructional hours.

When planning and delivering home/hospital educational services, the school district should carefully consider all aspects of a student's educational program, including any current IEP services or Section 504 plans and instructional accommodations, as well as the student's general education services.

### **APPEAL PROCEDURES FOR LOSS OF CREDIT (Grades 9-12)**

When a student receives a notification that he/she has lost credit due to excessive absences, cuts and/or tardiness, he/she must use the following procedure to qualify for an appeal hearing. The appeal must be made within 10 school days after receiving notification from the school. Students in grades 9-12 can earn back class absences if they are academically passing the course at the time of the appeal. Appeal is made only after the student has gone over the permitted amount. One Office Detention will make up one class session and one Saturday School will make up two class sessions.

1. Initiate the Attendance Appeal Process by meeting with your respective guidance counselor to complete the review your attendance and to complete the Appeal Form, indicating dates being appealed and which courses have had credit rescinded.
2. Write a letter explaining why the administration should restore credit. The

- letter must be signed by a parent/guardian
3. Submit the appropriate documentation to respective Dean of Students (Attendance Appeal Form, Letter signed by parent/guardian and any other pertinent documentation you wish to be considered during the appeal hearing). All documentation must be submitted prior to the tenth school day after receiving the notification via certified mail from the school.
  4. The student must continue to attend class regularly and remain academically active during the appeals procedures.

The documentation of authorized absences, tardiness and cuts will be reviewed. The Dean's decision may be reviewed by the Principal if the parent/guardian requests in writing within five (5) days of notification.

If still unresolved, the appeals request may be directed to the Superintendent's office.

**Students must realize that once the potential for credit has been restored through the Appeals process, any further unexcused/unauthorized cuts, absences or tardiness for that class may cause the decision to be reversed without further appeal.**

## **TARDINESS POLICY**

### **Tardiness to School**

Students are permitted to enter classes only at the discretion of the administration. Students who are tardy to school must report directly to the Main Office to sign in and to present a note from their parent/guardian stating the reason for the tardiness (if applicable).

Tardy documentation consists of:

1. Medical appointment documented by physician's note;
2. An injury or illness documented by a physician's note;
3. A legal appointment, court appearance, driver's test, etc., documented by an appropriate official;
4. Death of an immediate relative/family member, documented by a parent;
5. Some other emergency documented by a parent/guardian deemed acceptable by the administration.

Without an original supportive document from the above list (no photocopies or faxes), the student will be marked tardy but he/she may turn in assignments due on the day of a tardy to satisfy a course requirement.

A student's third unexcused tardy in a given semester will result in the assignment of one (1) Office Detention. The fourth and subsequent unexcused tardy in a semester will be subject to additional disciplinary consequences per the Dean of Students.

**Class Tardiness (within a marking period)**

Students are tardy to class if they enter the classroom when the second bell rings. Anyone, who arrives more than ½ way through a class period, will receive a class absence.

The teacher may excuse certain tardiness to class. Upon entering the classroom, if the student presents a pass signed by a staff member and the time of that pass indicates that the student used a reasonable amount of time to get to that class, then the student's tardiness is "excused."

Each tardy may result in a teacher detention.

At the fourth tardy in a quarter the teacher will notify the parent/guardian, and each class tardy will result in an Office Detention.

At the fifth tardy to a particular class, each tardy in a quarter will result in an Office Detention.

The sixth tardy in a marking term will result in a Saturday School Office Detention or its equivalent. The administration will send home a letter informing the parent/guardian about these tardies and requiring a meeting with the parent/guardian, the student, and his/her teacher(s). The administration will discuss the nature of the tardiness and determine what can be done to stop the class tardiness.

At the seventh tardy, and every one thereafter in a marking period, a Saturday School Office Detention or its equivalent will be assigned.

**TRUANCY POLICY**

This will result in a zero in each class missed for that day and no make-up privileges. In addition, each day of truancy will result in a Saturday School.

**Early Dismissal Policy**

Students dismissed early for any school-sponsored event are obligated to make up any work missed during time of dismissal. Refer to "Make-up Work" section (p. 16, 17).

**DISMISSAL FROM MASHPEE HIGH SCHOOL**

No student under eighteen (18) years of age shall leave Mashpee High School during the school day without permission from the Principal or his/her designee and with a parent/guardian note. All students must sign out at the main office. A parent/guardian must come to the school and sign a student out in order for the individual to leave. The parent/guardian must present a photo ID. Dismissal notes must be delivered to the appropriate house secretary by 8:30 a.m. Notes may be verified

The administration at Mashpee High School does not encourage or condone the dismissal of students from school during the times that mid-term and final exams are given. Students who are dismissed from school are absent from other classes that meet during the day. Important information may be missed, as well as reviews for upcoming exams. The absences from each class will count towards the attendance policy and, if excessive absences occur, could result in loss of credit for a class.

Students eighteen (18) or older may choose to exercise their rights as an eighteen-year-old and sign their own absence, tardy and dismissal notes. In order to exercise this right, eighteen-year-old students must sign the eighteen-year-old regulation form and return it with the signed handbook and technology contract acknowledgement. If the eighteen-year-old regulations form is not on file, then the eighteen-year-old or older student will fall under the same dismissal, absentee and tardy requirements as the non-eighteen-year-old. Dismissal notes must be presented to the main office by 8:30am of the day of dismissal.

#### **Senior Seminar Early Release Privilege (ERP)**

At the start of the second semester this privilege pertains to students who have enough credits to be considered a senior and recommended in writing to the Dean of Students. The student must have a cumulative grade point average of a B- (79.5%) and an A (89.5%) currently in the senior seminar course. They must have no discipline infractions that would result in a Saturday School. The ERP only applies the senior seminar course when it falls on the last period of the day. The senior who is granted this privilege must first check in with their respective teacher and have parental approval on file in the Dean of Students' office.

#### **CUTTING OF CLASS**

Each class cut will be followed by appropriate administrative action, up to and including office detention and Saturday School; and will be counted as an unexcused class absence resulting in no credit for the class with no make-up privileges. The classroom teacher will notify parents/guardians with a telephone call or email.

The second class cut, will be followed by the appropriate administrative action up to and including multiple extended detentions or Saturday School; the Dean of Students will notify the parents/guardians.

The third class cut, will be followed by the appropriate administrative action up to and including multiple extended detentions, Saturday School or Out-of-School Suspension; and the Dean of Students will notify parent/guardian and the student will not be readmitted to that class until there is a meeting with the parent/guardian, student, and the Dean of Students.

The fourth class cut, will be followed by the appropriate administrative action up to and including multiple extended detentions, Saturday School, and Out-of-School

Suspension; the Dean of Students will notify the parent/guardian and the student will not be readmitted to that class until there is a meeting again with the parent/guardian, the student, and the Dean of Students. It may be deemed appropriate by the administration that further action; including legal action against the student and his/her parent/guardian is necessary.

## **DISCIPLINE PROCEDURES**

### **Introduction**

The academic success and the safety of students are contingent on students maintaining appropriate and responsible behavior. Learning to conform to expected standards of behavior is an important part of the educational process. While adherence to proper standards of conduct is important in the school setting, under the Fourteenth Amendment to the Constitution, students are guaranteed due process and fair treatment at school. Therefore, prior to a school administrator taking disciplinary action against a student, the school administrator shall provide the student with appropriate due process. When the disciplinary action consists of ten (10) days of suspension or a lesser penalty, this process consists of informing the student of the charges against him/her and giving the student an opportunity to respond. More formal procedures must be followed when the discipline proposed is greater than ten (10) days of suspension.

Students may have additional rights pursuant to laws governing the provision of educational services to students with disabilities.

These rules and regulations, which apply to all students attending Mashpee High School, may be supplemented by teachers' rules for individual classes. Therefore, in addition to disciplinary action imposed by the teacher for inappropriate behavior in class and/or the disciplinary action provided in Code of Conduct below, any student reported to be disruptive in class and/or in violation of the safety precautions established by the teacher may be removed from that class for a period of time designated by an administrator. If the student's behavior does not improve after returning to class, an administrator, following a conference with a parent/guardian, may permanently remove the student from the class.

Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to increase penalties in cases of second and third offenses.

In determining the severity of the penalty or suspension, the school administrator may consider all relevant factors, including, but not limited to the following:

- The student's previous disciplinary record.
- The severity of disruption of the educational process.

- The degree of danger to self, others and the school in general.
- The degree to which the student is willing to change his/her inappropriate behavior.

All Mashpee Middle/High School rules and regulations are subject to review through the Handbook Committee, Student Council and School Council and the School Committee. Students and teachers are encouraged to discuss the rationale and enforcement of our rules, which are intended to make the school a humane and rational institution.

The conduct of students who participate in athletics and extra-curricular activities is governed by the Extra-Curricular and Athletic Eligibility Rules.

#### **Extra-Curricular Eligibility**

All students participating in extra-curricular activities, including but not limited to class officers, must meet the following criteria during the last marking period preceding the activity.

- A passing grade in the equivalent of six major subjects must be achieved in the marking period preceding the activity. Any student failing one course must attend help sessions with the teacher of the course at least twice a week during the duration of the activity.
- To be eligible for the fall marking period, students are required to have passed, for the previous academic year, the equivalent of six full-year-courses.
- An incomplete grade may not be counted towards eligibility.
- Academic eligibility of all students shall be considered as official and determined only on the date when the report card has been issued to the parents of all students within a particular class.

#### **Field Trip Eligibility**

Students must meet the above criteria for Extra-Curricular eligibility. In addition students must meet attendance and tardy requirements. Excessive tardies, absences or in danger of losing credit disqualifies a student from field trips. Students must meet attendance and tardy requirements.

#### **Drug/Alcohol Policy**

All students participating in extra-curricular activities who are reported to the administration to have been involved with drugs/alcohol in school, at school-related activities or outside of school time, will be subject to the penalties listed below. A student shall not use, consume, possess, buy/sell, or give away any beverage containing alcohol including non-alcoholic or near beer; any tobacco product; marijuana; steroids; drug paraphernalia or any controlled substance.

If a student in violation of this rule is unable to participate in athletic/extra-curricular activities due to injury, academics, or otherwise, the penalty will not take

effect until that student is able to participate again.

The school reserves the right to administer alcohol detection through the use of safe devices. All students attending school or school related events or activities must comply with any requests by the administration to undergo such detection.

### **Alcohol Use by Students**

In view of the fact that the use of alcohol can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages can have on the maintenance of general order and discipline, the School Committee prohibits the use of, serving of, or consumption of any alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages prior to or during attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

The Mashpee Public Schools administration may administer an alcohol detection test to students and guests as a condition of admission or upon reasonable suspicion of alcohol use during the school day and at school-sponsored events which may include, but are not limited to, proms, dances, concerts, overnight activities, field trips, athletic events, etc. Any student who refuses to submit to a test will be suspended and his/her parents will be notified. Additionally, any student regardless of age, who possesses or uses drugs or alcohol at school, on school property, on school buses, or at a school-sponsored activity will be subject to disciplinary action.

LEGAL REF.: M.G. L. 272:40A

#### **Minimum Penalties**

**First Offense:** Upon confirmation by the Principal/designee, and after a due process hearing, the student will lose eligibility for twenty five percent (25%) of said activity to be determined by the advisor with approval of the administration.

**Second Offense:** Upon confirmation by the Principal/designee, and after a due process hearing, the student will lose eligibility for sixty percent (60%) of said activity to be determined by the advisor with approval of the administration.

**Third Offense:** Upon confirmation by the Principal/designee, and after a due process hearing, the student will lose eligibility for the remainder of his/her Mashpee High School career.

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

#### **Appeal**

Students and/or parents may appeal the above suspensions to:



- Principal
- Superintendent of Schools.

For the purpose of this contract, the term “verification” is defined as any of the following:

- Self-admitted involvement by the student;
- Witnessed student involvement by any Mashpee High School member;
- Parent admission of their student’s involvement in tobacco, drugs, or alcohol; and
- Verified by official police report(s) given to the school.

#### **Due Process**

Any reports will be confirmed and used in conformance with due process. If disciplinary action is taken, a student may have the case reviewed, but in any event, suspension begins immediately upon the student’s being notified by the advisor or any other school official.

In addition to any loss of athletic/extra-curricular eligibility, a student who is found on school premises or at a school-sponsored or school-related event, including any athletic event, in possession of a controlled substance as defined in Massachusetts General Laws, Chapter 94C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school by the Principal, in accordance with and subject to the procedure set forth in Massachusetts General Laws, Chapter 71, Section 37H.

Any student suspended either in or out of school cannot practice or participate in said activity for the duration of the suspension.

#### **CAPTAIN/CLASS/CLUB OFFICER**

Any captain/officer suspended Out of School (OSS) during the school year in which he/she is a captain/officer will forfeit their captain/officer position for a calendar year (365 days) from the date of the offense.

Any captain/officer who is assigned more than two In-School Suspensions (ISS) or Saturday School (or equivalent) during the school year in which he/she is a captain/officer will forfeit their captain/officer position for a calendar year (365 days) from the date of the offense.

Any student who violates the substance policy stated in the Handbook, First Offense, during his/her high school career, will be ineligible to be a captain/officer for one calendar year (365 days) from date of offense. A violation under Second Offense will render the student ineligible for any captain/officer position for the rest of their Mashpee High School career.

Any captain/officer who is charged and found guilty of a misdemeanor will forfeit their captain/officer position for a calendar year (365 days) from the date of the offense. He/she may hold that position until a verdict is reached.

Any captain/officer who is charged with a felony will immediately forfeit their officer position during the duration of their Mashpee High School career. If the captain/officer is found not guilty of all felony charges, the captain/officer position will be reinstated.

Any captain/officer, who is declared ineligible because of grades during the length of the activity, will forfeit their captain/officer position for that sport/activity only.

Any of the above forfeitures may be appealed to the coach/class/club advisor, then to the Principal, and finally to the Superintendent.

Because all members of the school community are subject to both the laws of the Commonwealth of Massachusetts and Town Ordinances, the school will report acts which may violate the law to the police, as appropriate. These acts include, but are not limited to: possession of controlled substances and weapons; use of alcohol and/or controlled substances; behavior which endangers themselves and others; theft; improper use of motor vehicles; vandalism; illegal parking, etc.

## **LEVELS OF DISCIPLINE**

### **Teacher Detention**

Each teacher should make a reasonable effort to correct inappropriate student behavior in class by having that student report to detention for that teacher. Failure to report to the Teacher Detention or to correct such behavior should be reported to the administration. Teacher Detention and/or Office Detention represent the primary and preferred consequence for violations of our Code of Conduct. Teacher detention is held after school from 2:05 to 2:30 p.m. on Monday, Tuesday, Wednesday, Thursday and Friday provided the student has been given twenty-four hours' notice in order to arrange for a ride home. Failure to serve a Teacher Detention may result in referral for an Office Detention. Failure to attend will result in an Office Detention, and the teacher's original detention must still be served.

### **Office Detention**

Assignments to Office Detention are made exclusively by the administration. Office Detention is held after school from 2:05 to 3:45 p.m. on Tuesday and Thursday when 3:45 p.m. late busses are available. School service or another alternative may be substituted for Office Detention, provided administration and student agree to conditions ahead of time. Failure to serve an Office Detention, for whatever reason, may result in an In-School Suspension/ Saturday School, unless the failure to serve is due to a student absence which has been explained in a note from the parent/guardian to the satisfaction of the administration. The original missed Office Detention must still be served. Cell phone use is prohibited in Office Detention.

### **Saturday School Office Detention (SSOD)**

The school administration may, from time to time, establish a Saturday School Office Detention program. In general, SSOD may be assigned by the administration

for certain offenses for the following reasons:

- (a) When Office Detentions fail to deter a student from continued misbehavior,
- (b) As an alternative to In-School Suspension, or
- (c) As an alternative to Out-of-School Suspension.

If a student fails to attend an assigned SSOD without good, verified cause that is satisfactory to the administration, the student will automatically receive two (2) days In-School Suspension or Out-of-School Suspension or, if agreed upon by both the parent/guardian and the administration, the student will be given one day ISS and/or OSS and serve the next SSOD. SSOD occurs from 8:00 a.m. to 12:00 p.m. on designated Saturdays.

### **In-School Suspension**

Certain violations of the Student Code of Conduct may result in the assignment of an In-School Suspension. The student will be required to report to the In-School Suspension room at 7:30 a.m. and remain there throughout the entire day, including lunchtime. Lunch will be brought to and eaten in the ISS room. School work will be done throughout the day, and the classroom teacher will grant credit for that work. No talking will be allowed in the ISS room, and only necessary use of the bathroom will be cause for the student to leave the ISS room before the end of the school day. If the student finishes his/her schoolwork before dismissal time, the ISS instructor will provide additional educational assignments until dismissal time. Failure to stay at task, to be quiet and/or to be respectful and self-restrained may be cause for the ISS instructor to request that the administration assign the student an Out-of-School Suspension and /or assign a Saturday School Office Detention. Students may not participate in extra-curricular activities until an assigned ISS is served (unless the administration approves).

### **Extended Detention**

Certain violations of the Student Code of Conduct may result in the assignment of an Extended Detention. Assignments to Extended Detention are made exclusively by the administration. Extended Detention is held after school from 2:15 to 4:30 p.m. Students must supply their own transportation. It is expected that school work will be done throughout the entire detention.

### **Anger Management**

Students deemed to have chronic anger related disciplinary problems may be referred to participate in an Anger Management Program at the discretion of the administrator.

### **Community Service**

In some cases the administration may deem it appropriate to apply restitution for an offense in the form of community service. This service may be served at school under the supervision of school personnel, or it may be served out of school with written verification by the parent.

**Out-of-School Suspension (OSS)**

Serious violations of the Code of Conduct may result in Out-of-School Suspension from school. Typically, an Out-of-School Suspension may be imposed when a student's behavior creates a threat to his/her own or others' health, safety, or for other serious violations of the Code of Conduct.

Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing alcohol, explosives, or other prohibited materials; making bomb threats or setting false alarms; or lewd or threatening behavior or language will result in suspension. This also includes verbal abuse of a staff member. In cases of repeated violations of other disciplinary rules, suspension may be imposed as a last resort after other attempts have proved ineffective.

When a student is suspended from school the student/parent/guardian will be notified in accordance with MGL 37H3/4. The student will be given written notice of the infraction and have an opportunity to meet with administration prior to any suspension taking place. Administration will make every attempt to engage that parent in a meeting with the student. In any instance where the student behavior causes a disruption to the school day the student will be removed from the building and disciplinary meeting will take place prior to the suspension going into affect.

If the suspension occurs during the school day, the parent/guardian may be required to transport the student home. Before being readmitted after an Out-of-School Suspension, the student may be required to report to the designated school official with a parent/guardian for a conference. During the entire time of an Out-of-School Suspension, the student may not be in school, on the school grounds, or at school functions without prior administrative approval.

Except as provided under Massachusetts General Laws, Chapter 71, Secs. 37H and 37H1/2:

1. The Dean of Students may suspend a student for no more than five (5) successive school days (up to ten (10) days in extreme cases; e.g. §37H and §37H1/2).
2. The Principal may suspend a student for not more than ten (10) successive school days;
3. The Superintendent may suspend a student for more than ten (10) successive school days;
4. The School Committee may permanently exclude/expel a student from the Mashpee Public Schools.

## **MAKE-UP WORK**

- The student, upon returning from an excused absence, will be granted the number of days absent plus one (1) to complete missed assignments. For an extended absence (more than three (3) school days), a longer make-up time may be granted by the administration. However, the maximum amount of make-up time for extended excused absence from school may not exceed two (2) calendar weeks without the Principal's approval. Note: It is expected that the student remain after school to be given make-up assignments.
- The teacher may grant the student an incomplete (I) grade until all make-up work is submitted. If the work is not completed within two (2) calendar weeks, the student will receive a failing grade for the assignments.
- If an "Incomplete" for one marking period is not made up within two (2) calendar weeks after the completion of that marking period, the "Incomplete" will be changed to an appropriate letter grade. Note: A teacher may extend the amount of time to make up an "Incomplete" beyond the two-week period, provided that an agreement is signed by the student, the teacher, an administrator, and a counselor or special needs liaison.
- Make-ups (formal evaluations), when possible, may contain activities similar to those taking place during the regular class and, whenever possible, should take place after regular school hours. If not possible, the student may complete an independent study contract at the teacher's discretion. The student, the teacher, an administrator, and a counselor or special needs liaison must sign this contract.
- Students attending school-sponsored events such as field trips, sporting events, musical concerts or other school-sponsored activities must make up all missed work (or make arrangements to make up work), the next school day.
- When a student has been suspended from school, the parent/student must make arrangements with the respective Guidance Counselor to obtain school/homework.

### **General Due Process Provisions**

While informal due process procedures will accompany any disciplinary decision, when a student is charged with an offense which may result in an In-School Suspension or Out-of-School Suspension, the following procedure will be followed:

- No student will be suspended from school by the Dean of Students or Principal without written notice and an opportunity for a hearing. The Principal or the Dean of Students will make every possible attempt to notify the parent/guardian of the student about the hearing. At this hearing, the student will be informed of the reason(s) for the suspension and will be given an opportunity to respond. In an emergency requiring the immediate removal of a student, the informal hearing will be held as soon after the suspension as possible.

- The Principal or Dean of Students will make every possible attempt to notify the parent/guardian of the student about the Out-of-School Suspension and the cause(s) leading to it. If the suspension is imposed during the school day, the parent/guardian may be required to transport the student home. A letter will confirm all suspensions as soon as possible
- If a student is subject to suspension for more than ten (10) days, or if required by statute, the student will receive written notice of the charges and of his/her right to a hearing, a right to representation at his/her own expense, the right to present witnesses and evidence on his/her behalf.
- Students are permitted to appeal a suspension decision to the Principal and Superintendent in that order. Due process rights are provided to all students during appeal, which would result in a student remaining in school during the appeal process unless the student is thought of to be a danger to him/herself or others as determined by the principal or designee. .

#### **Additional Penalties**

In addition to or in place of the penalties described above, the administration may, at its discretion, impose further or other conditions or consequences for misbehavior. These conditions/consequences may include, but are not limited to: restitution for any damages caused; counseling or drug/alcohol screening; restriction or loss of certain privileges; such as participation in social/co-curricular activities; confiscation of materials; and referral to law enforcement authorities.

#### **Administrative Provisions**

- Students must obtain school work/homework for the length of their suspension in order to receive academic credit. This may be done by contacting their guidance counselor. If this is not done, the teacher is under no obligation to extend work deadlines for any student or grant credit for late work. Students will be escorted to their lockers in order to obtain textbooks prior to leaving school.
- Penalties or suspensions will be served on those dates specified by the school Principal or his/her designee. Suspensions will be served on consecutive days. The only exception to this may be to allow students to take mid-term and final examinations or other required tests such as the MCAS. If a suspension ends on the day prior to a weekend or vacation, then the student is ineligible to participate in or attend any activities on the following day. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in or attend any activities throughout the entire period.
- Students who are suspended from school are not allowed to be in school or on school property at any time during the period of suspension or are not allowed to attend any school-sponsored activities without the permission of the Principal or his/her designee. A student serving a suspension which requires fulfillment of other conditions as a result of disciplinary action will be required to complete these obligations at the beginning of the school year.

### **CODE OF CONDUCT**

Students are expected to conduct themselves appropriately, treat each other and school staff members and others with respect and represent the high standards of the community. The following list of behaviors which will result in disciplinary consequences is not intended to provide a description of the conduct which is expected of students. The school administration reserves the right to impose consequences for conduct not listed below, which disrupts the educational community of the school. **Students who encourage others to commit an offense under this Code of Conduct may be treated as if they had committed the same offense.**

#### **Level 1 Offenses: General School Decorum**

**Level 1 Offenses are considered to be minor disruptions to the school community, which pose no serious threat to the safety of members of the school community, and which do not result in any injury.**

**Pursuant to school policy, and depending on the nature and effect of the offense, minor infractions may receive a reprimand in the first instance. Repeated offenses, or offenses which have a more disruptive effect on the school community, will result in imposition of office detention, In-School Suspension (or Saturday school suspension), or Out- of -School Suspensions totaling a maximum of three (3) days.**

**Level 1 Offenses include, but are not limited to, violations of the school rules which**

- **Require hall passes, abiding by school reporting and attendance procedures,**
- **Require attendance at teacher detentions and office detentions,**
- **Mandate that students remain in authorized areas of the building,**
- **Prohibit eating/drinking outside of the cafeteria except for unflavored water, following first period. No food/drink (except water) permitted in science labs and during physical education class.**
- **Prohibit rude and unsanitary behavior such as throwing food or other objects, or spitting.**
- **Prohibit blue tooth speakers in school during the academic day,**
- **Prohibit rude, vulgar or obscene language, including verbal abuse of a staff member.**
- **Prohibit wearing clothes or jewelry which pose a hazard to self or others or may be destructive of school property,**
- **Prohibit wearing clothes which are distractive to the educational process, including but not limited to see-through garments, halter tops, tube tops, muscle shirts or garments which expose underwear or are exceptionally revealing,**
- **Require appropriate and safe behavior on school buses or other transportation at all times,**
- **Prohibit unseemly displays of affection on school premises,**
- **Require appropriate behavior in school corridors,**
- **Prohibit the use of cell phones in all classrooms without teacher permission.**
- **Prohibit the copying of assignments. Any student caught copying another**

student's work will receive a zero for that assignment. Any student allowing his/her assignment to be copied may receive a zero for that assignment. A teacher who observes a student copying an assignment may inform other teachers about the incident.

### **Level 2 Offenses: Willful Disregard for School Rules or Disruptive Conduct**

**Level 2 Offenses include conduct which demonstrates a deliberate or repeated refusal to abide by school rules, conduct which presents a risk of danger to the student or others, or conduct which results in a disruption to the educational process which is more than minimal.**

**Level 2 Offenses may result in In-School or Out-of-School Suspension, not to exceed five (5) days.**

Level 2 Offenses include repeated commission of Level 1 offenses and include conduct which violates school rules which

- Require students to follow the directives of school personnel, particularly where failure to do so might put others at risk,
- Prohibit conduct which is intimidating, threatening, bullying or harassing in all forms,
- Prohibit use of abusive, obscene or objectionable language, particularly when directed to individuals in the school community,
- Prohibit the use of derogatory or inflammatory language, gestures or symbols directed to an individual or group based upon race, ethnicity, gender, sexual preference or disability,
- Require students to attend school unless properly excused,
- Mandate that students remain on school premises during school hours,
- Prohibit the use or possession of lewd, obscene or suggestive material in any form.
- Prohibit misrepresentation or deception whether verbal, written or electronic,
- Prohibit possession of a lighter or matches or other incendiary device,
- Prohibit wearing of clothing or other articles with pointed or edged studs, or other similar objects which may be dangerous or intimidating;
- Prohibit disregard for safety on school premises or in operating motor vehicles in school related activities,
- Prohibit fighting; fighting subject to a Level 2 discipline does not result in injury to the participants or others,
- Prohibit inciting aggression towards another individual and/or photographing, or videotaping such aggression whether or not the produce is published,
- Involve thefts under \$50.00.

### **Level 3 Offenses: Serious Disruptions to the School Community/Violations of State Law**

**Level 3 Offenses constitute a chronic unwillingness to abide by school rules, include conduct which poses a serious and/or significant disruption to the**



**school community, threatens individuals or the school community, and/or violates the law. A student charged with or convicted of a felony, as specified in M.G.L. c. 71 §37H1/2, is subject to Level 3 discipline.**

**Level 3 Offenses may result in In-School or Out-of-School Suspension, and/or recommendation for a long-term exclusion or expulsion from school. The Mashpee Police Department may be notified.**

**Level 3 offenses include violations of rules, and statutes, including M.G. L. c. 71, § 37H and § 37H1/2, which**

- **Prohibit assault (threats of physical harm) on students and staff,**
- **Prohibit the consuming, possession, buying/selling, or giving away any beverage containing alcohol, including non-alcoholic or near beer; any tobacco product; e-cigarettes: marijuana; steroids; drug paraphernalia or any controlled substance. Also prohibit weapons on school premises or at school activities.**
- **Prohibit harassing or “stalking” any individual in the school community; such conduct may be verbal and/or physical in nature,**
- **Prohibit hazing,**
- **Prohibit sexual harassment of any kind, including verbal harassment and physical harassment,**
- **Prohibit students from engaging in fights which cause injury requiring any medical treatment, or which require more than a verbal command to terminate;**
- **Prohibit intentional destruction or defacing the property of others, including school property,**
- **Prohibit smoking or possession or use of tobacco or e-cigarettes on school premises or at school events,**
- **Prohibit conduct constituting a “hate crime” under state law,**
- **Prohibit arson or vandalism to school property,**
- **Prohibit making or assisting in making a bomb threat, whether real or a hoax,**
- **Prohibit setting off or assisting to set off a false alarm; this offense is subject to reimbursement for charges related to the false alarm and referral for criminal prosecution,**
- **Prohibit theft in excess of \$50.00 per year in the aggregate,**
- **Prohibit gambling,**
- **Permit suspension/exclusion of a student who is charged with or convicted of a felony, where there is a determination that the student’s continued presence in school would have a substantial detrimental effect on the school community.**
- **Prohibits bullying in all forms.**

### **BICYCLE PRIVILEGES**

**All bicycles must be placed in the bicycle rack during the school day. Bicycles may not be left in the school entryway. All bicycles must be locked during the school day and may not be used during the school day. Bicycles may never be driven on the school’s lawn, track, or playing fields. At dismissal time, bicycle riders must wait for all school buses and cars to depart before leaving the school grounds. All rules for bicycle safety must be observed. This includes the use of helmets.**

## **DRESS CODE**

The Mashpee Public Schools expect students to maintain an appearance that is conducive to safety, good health, and appropriate conduct. Personal appearance should not violate reasonable standards for health, safety, and cleanliness. Clothing worn to school should reflect a positive self-image. Appearance that is disruptive to the educational process is not permitted. **The Dean of Students or designee will be the authority on dress code violations.**

1. Student dress which is distracting to the educational process is not permitted, including, but not limited to:
  - a. Low-cut tops/dresses, spaghetti-strap tops/dresses,
  - b. Exposed undergarments,
  - c. Short-shorts, and short skirts/dresses.
  - d. Exposed midsections, backs, cleavage, or deliberately bare shoulders.
2. Inappropriate language and images that are vulgar or profane (or which might be interpreted as such), or that advocate racial, ethnic or religious prejudice, gang affiliation, or the use of tobacco, drugs, or alcohol are not permitted.
3. Hats, hoods and other head coverings may not be worn in the building during the school day.
4. Bare feet are not permitted. Appropriate footwear should be worn with recess and physical education in mind.
5. Sunglasses may not be worn in school.
6. All pants must remain at the waist with or without the use of a belt.

From time to time, special days such as pajama day or spirit day will be held.

The administration reserves the right, if necessary, to add other items to this list especially any and all items which negatively affect the safety and security of our students and staff.

## **FUND-RAISING POLICY**

Fund-raising activities must be approved by the administration before the activity may begin. The advisor must be present during the activity and is responsible for following proper procedures in the handling of funds.

## **PUBLICATION POLICY**

Student publications such as a school newspaper or informational newsletters must be approved by the administration prior to copies being made. The approval for flyers, posters, etc. for all school and non-school-related activities must have administrative approval. Distribution of such items will be arranged with the advisor and/or the administrative office. All items must be approved and signed by the administration.

## **PUBLICITY POLICY**

The School Committee encourages the use of media to communicate with the

public. Community awareness of school programs and achievements are critical to ensure community support for the schools.

To balance the desire to share information about the schools with parents' rights to privacy, the School Committee sets these guidelines.

1. Any event to which the public is invited, such a performance or athletic contest, is considered a public event. There is no restriction on the publication and/or posting of images taken at public events.
2. Local media may be invited to attend special events at the schools. Photographs produced during these events may be posted in print or on the media's website.
3. The district occasionally publishes students' names, photographs, or achievements on the school website and in school publications. We may also release information to local media. In some instances, and with school approval, students may be interviewed and photographed by local media.
4. No student contact information will be published at any time without specific parental or guardian consent, to be obtained by the media. This includes address, phone number, and email address.
5. In the event of a school emergency, media will not be permitted on school grounds and will not be permitted to interview students on school grounds.
6. Parent permission sign-off for the publicity policy will be included in student handbooks at the start of each school year. If a choice is not made, permission will be assumed.

### **ROLLER BLADES AND SKATEBOARDS**

A student may bring roller blades or skateboards to school with written permission from a parent/guardian. Roller blades and skateboards must be kept in the student's locker during the school day. However, due to ever increasing traffic on school grounds, roller blading and skateboarding are not allowed on school property until after 4:30 p.m.

### **SUBSTITUTE TEACHERS**

It is expected that students will cooperate fully with substitute teachers, whose job it is to assist in the absence of the regular teacher. Assignments given to the substitute have been prepared by the regular teacher and will be given to him/her for grading and credit. Any student who in any way attempts to take advantage of a substitute teacher or interfere with the productivity of the class will be disciplined. The penalty for student misbehavior involving a substitute teacher will be doubled.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

State and federal law provide additional procedural protections for some students who are suspended from school for more than ten days in a school year. Students who are entitled to additional procedural protections are:

- Students with disabilities as defined under state and federal special education laws (34CFR 300.530)
- Students who have not yet been determined to be eligible for special education services, but who are in the process of identification for eligibility (34CFR 300.534)
- Students who are protected under Section 504 of the Rehabilitation Act

These students are entitled to a “manifestation determination” meeting, where parents/guardians and school personnel determine whether the conduct which might result in suspension is conduct which:

- is caused by and directly related to the student’s disability, or
- is caused by a failure to implement the student’s IEP.

Alternate services must be provided to all special education students after ten days of suspension.

### **ADDITIONAL STANDARDS OF CONDUCT**

#### **Academic Integrity**

Our school promotes an environment where honesty is valued. Students who cheat compromise that environment. Furthermore, to provide the best possible education for each student, it is important that any student’s work reflects his/her best effort. **Cheating will not be tolerated.** Any student caught cheating or plagiarizing will receive a zero for that assignment and parents/guardians will be notified. Plagiarism is defined as: “to use and pass off as one’s own (the ideas or writings of another), to appropriate for use as one’s own passages or ideas from (another), or to plagiarize the ideas or words of another.”

Offenses will result in no credit for an assignment, as well as notification to the guidance office, the administration and the parent/guardian. A student may also be subject to suspension or expulsion for plagiarism or cheating.

### **MOTOR VEHICLE PRIVILEGES**

Disregard for the safety of passengers or pedestrians when driving on, to, or from school or school-related functions will result in Level 2 or Level 3 discipline. Also, all students must be in compliance with the new Graduated Licensing Law. Students in violation of this regulation or students who are operating vehicles in an unsafe manner will, at a minimum, forfeit their on campus driving privileges for thirty (30) consecutive days for a first time offense and will lose on-campus driving privileges for one calendar year for a second offense. Parking on school grounds entitles a designee of the Principal to search a vehicle if there is reasonable suspicion a school policy has been violated. The student’s car may be towed at the student’s expense if it is parked inappropriately on campus.

### **STUDENT DRIVING AND PARKING PRIVILEGES**

A licensed student requesting to operate a motorized vehicle for transportation to

and from school may be issued a parking permit subject to the following rules and regulations. The Principal will authorize a student parking permit for good reason, upon written request from the parent/guardian. **A student's driving on school grounds is a privilege, not a right, and one which creates an increased responsibility upon that student driver and his/her passengers;** the privilege may be restricted, suspended or revoked if driving, parking and attendance rules are violated. Parking on school grounds entitles a designee of the Principal or his/her designee to search a vehicle if there is reasonable suspicion a school policy has been violated. The student's car may be towed at his/her expense if it is parked inappropriately on campus.

### **Application Process**

If a student wants to drive to school and park his/her vehicle on school property, the following procedure must occur prior to the student's driving onto school property for the purpose of attending school or school functions:

- The student must report to the Dean of Students office so school personnel may photocopy the student's driver's license and current registration of the vehicle the student will drive to school. Photocopies will be kept on file in the Dean of Student's office.
- The student must neatly, completely, and accurately fill out a Personal Vehicle Transportation (PVT) form, available at the main office.
- The cost of the parking is \$50 per year. Students who are on Honor Roll at the time of their application will receive a 50% discount (\$25). Students who are not on Honor Roll at the time of application who make Honor Roll for the first quarter and remain on it for two consecutive terms will have half of their parking fee refunded.
- The completed PVT form must be returned to the Dean of Students office and will be kept on file with copies of the driver's license and vehicle registration.
- The student will then be assigned a designated area to park his/her vehicle and issued a parking permit sticker. The cost of the parking is \$50.00 for the year. This can be paid in two installments (\$25.00 for the first semester and \$25.00 for the second semester).
- The parking sticker must be displayed in the rear window (driver's side) of the vehicle which has been registered.
- Permits will only be issued for the exact number of parking spaces available to students.
- Special consideration may be made available for students with extenuating circumstances.

### **Student Driving and Parking Rules**

The student must have completed all steps within the application process.

The student must park the vehicle in the space assigned.

Any vehicle parked on school property without a visible, valid parking permit sticker and a current State inspection sticker may be towed away and stored at owner's expense.

Students may lose their parking privileges for the following reasons:

- Any student who leaves the building without permission or commits a level 2 or 3 offense.
- Any student who receives two (2) or more Fs in any term.
- Any student with thirteen (13) or more absences whose credit has not been restored.
- Excessive unexcused tardiness to school.

Parking in unauthorized areas such as, but not limited to, the visitor's area, teacher and staff parking area, and the loading zone, and failure to park within painted lines will be cause for restriction, suspension, or revocation of driving privileges.

The driver is responsible for maintaining control of his/her vehicle at all times. Driving onto, on, or across a non-blacktop area, such as landscaping, fields, lawn, track, or other school property, will be cause for restriction, suspension, or revocation of on-campus driving privileges, and may result in restitution for damages and/or criminal prosecution.

Improper, irresponsible or unsafe driving on school grounds or at school functions will be cause for restriction, suspension or revocation of on-campus driving privileges and may be subject to fine(s) and/or prosecution.

It is the student's responsibility to secure his/her vehicle. Neither the school nor the Mashpee School District and/or its employees will be held responsible for items stolen from unlocked or locked vehicles.

The driver will make every effort to arrive no more than fifteen (15) minutes before the start of school and to leave within fifteen (15) minutes after the end of school or that student's obligations within school (extra help from teachers; teacher or office detention; attendance as a participant or spectator in clubs, athletic events, concerts, dances, and other school-sponsored events, etc.)

In the event that the driver is suspended from school, his/her on-campus driving privileges are suspended during the time of that suspension. In the event that the driver is expelled from the school, the on-campus driving privileges are revoked.

Neither the driver nor his/her passengers are allowed to loiter within, around, or near the vehicle during the school day and at school functions. The driver and his passengers must exit the vehicle within one (1) minute after it has parked and/or the time that the driver or his/her passengers have reentered the vehicle.

Once the vehicle has entered school property, it must be parked in a timely fashion. Cruising the parking lot or school roads will not be tolerated, nor will driving back and forth onto and off school property.

It is the driver's responsibility to make sure that he/she and his/her passengers take

all needed items for the school day so there is no need to return to the vehicle during the school day or during a school function.

It is the driver's responsibility to ensure that neither he/she nor his/her passengers use the vehicle to transport and/or house any stolen or illegal substance, device, equipment, or weapon onto school grounds via the vehicle. Any violation of this rule will result in immediate revocation of driving privileges. Student vehicles are subject to search by school Administrators during the school day and at all school events.

It is the driver's responsibility to ensure that neither he/she nor his/her passengers use the vehicle to transport and/or house tobacco products. Any student driver caught using/possessing tobacco:

- in a student vehicle on school grounds or
- going to or from a school event

will result in immediate revocation of that students on campus driving privileges.

Recurrent tardiness to school, homeroom, and/or first period class on the part of a student driver will be cause for restriction, suspension, or revocation of that student's driving privileges.

Unpaid parking fees will be treated the same as any other unmet financial obligation to the school such as missing books, locks, etc.

#### **Safe Driving**

All students entering or leaving the campus in their automobiles are required to drive in a slow, safe manner (10 mph or less).

Students who drive or are passengers (Attn: New Massachusetts Driving Laws Regulations) in an automobile on school grounds are under school regulations and jurisdictions thereof. First warning about unsafe driving issued from the office will result in the suspension of the student's parking permit for thirty (30) consecutive days and the parent/guardian will be notified; the second warning will result in the suspension of the parking permit for the remainder of the school year. Incidents of reckless driving will be referred immediately to the appropriate law enforcement agencies.

#### **Safety Belt Recommendations**

All operators and passengers of motor vehicles are required to properly fasten safety belts when driving on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained in an infant or child seat is subject to state law.

#### **SMOKING AND CHEWING TOBACCO**

Students are not permitted to smoke tobacco, e-cigarettes, vapor pens or chew tobacco. The Education Reform Act of 1993, Sub-section 37H expressly prohibits the use of any tobacco products within school buildings, school facilities, school grounds and school buses by any individual, including school personnel.

### **ADDITIONAL PROCEDURES RELATING TO DRUG/ALCOHOL USE**

**If a student voluntarily confides an alcohol and/or any other drug problem to school personnel then the school personnel will refer the issue to the Guidance Department to decide appropriate action.**

**If school personnel have reasonable cause to suspect that a student is using alcohol and/or any other drug then:**

- The student will be removed from the classroom.
- The Nurse will assess the student.
- A call will be made to notify parent/guardian.
- The student will be subject to discipline under the Code of Conduct.
- The Principal, student, parent/guardian and counselor will agree on a treatment plan within ten (10) days.
- Notification to the School Resource Officer will be at the Principal's discretion.

**If a student is or admits to being under the influence of alcohol and/or any other drug but no contraband is found then:**

- The student will be removed from the classroom.
- A call will be made immediately to notify parent/guardian.
- The student will be subject to discipline as provided in the Code of Conduct.
- The Principal, student, parent/guardian and counselor will agree on a treatment plan within ten (10) days.
- The School Resource Officer may be notified.

**If a student is in possession of alcohol and/or any other drug then:**

- A call will be made to notify parent/guardian.
- The student will be subject to discipline as provided in the Code of Conduct.
- The Principal, student, parent/guardian and counselor will agree on a treatment plan within ten (10) days.
- The Police Department will be notified.
- The contraband will be turned over to the Police Department.
- The Police Department may take criminal action.

**If a student is selling or distributing alcohol and/or any other drug, including prescription drugs or any other mind-altering substance then:**

- In addition to the above, the student will be removed from premises by the Police Department.
- All evidence will be turned over to the Police Department.



## **SEARCHES**

School Committee policy affirms the right of school administrators to inspect student's person, backpacks, purses, lockers, classroom, student vehicles, parking lot and all others areas within the Mashpee Public Schools. The school administration will comply with the standards applicable to school searches that permit that there be reasonable basis for search of a student's private possessions or person. Such searches must also be reasonable in scope.

School Committee policy also requires that the Principal or designee be present if it is necessary for police to question a student on school premises and the student's parents/guardians are not available.

School Committee policy also governs the use of canines to conduct drug searches on school premises or at school events.

Searches of students, their hand-carried belongings, lockers or desks shall be conducted only by the building Principal or his/her designee and are to be based upon a reasonable suspicion that a substance or object is present which is potentially harmful to that student or to others.

A reasonable suspicion may be the result of:

1. personal observation
2. report from another student
3. report from a parent/guardian
4. report from an Officer of the Law
5. report from a teacher

The building Principal or designee shall decide the reliability of information supplied by another student, parent/guardian, or an Officer of the Law. Teachers are to report to administration all information pertaining to the presence of substance or objects which are not conducive to the health and well-being of students.

Teachers or Police Officials who are in possession of information which raises a suspicion, reasonable or not, are not authorized to search students on school grounds or at school sponsored events. The Principal will designate an administrative designee who will act in his behalf during his/her absence from the school.

Note: The right of inspections of students' lockers is inherent in the authority granted administrators. This authority may be exercised as needed in the interest of safeguarding children and school property.

The police will be requested to investigate any unsolved crimes which have occurred in school or on the school grounds. It should be remembered that the school is an educational institution and not an investigative agency. The following procedures will be followed in the event a crime occurs in school.

- a. A request will be made to the police department to have a police officer make an investigation.
- b. Prior to any interrogation or arrest, parents of suspected students will be

- notified.
- c. The Principal will be present during any interrogation or search of a locker or desk by a police officer.
  - d. Should an arrest result, parents will be informed that the police are taking the student into custody.

### **STUDENT LOCKERS**

School lockers are the property of the School District and are provided for the convenience of the students. Students are responsible for maintaining their locker. Any broken or damaged lockers must be reported to the main office as soon as possible. Lockers must be locked at all times. The school is not responsible for lost or stolen personal items. There is a \$5 fee for all missing locks not returned.

### **HARASSMENT**

Harassment is defined as unwelcome, harmful behavior towards another person because the behavior is degrading, annoying, bothersome, or physically and/or emotionally injurious.

Anyone who feels he/she is a target of harassment should immediately bring the matter to the attention of a staff member.

The Mashpee Public Schools are committed to providing equal education and employment opportunities for all students, employees and applicants, parents and members of the school community, including those people who are contracted to perform work for the Mashpee Schools, without unlawful regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. The members of the school community include the School Committee, a, faculty, staff, students, and volunteers working in the schools, while they work and study subject to school administrators and their designees. The Mashpee Public Schools are also committed to maintaining a school and work environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. The Mashpee Public Schools expect all students, employees and other members of the school community to conduct themselves in an appropriate and professional manner with respect and concern for their colleagues and students. Harassment on the basis of color, national origin, religion, age, gender, sexual orientation or disability in any form will not be tolerated.

Harassment is a violation of an individual's rights to personal dignity. It may exist whenever inappropriate conduct relating to or involved with one or more of an individual's characteristics or qualities exists. Harassment may include, but is not limited to: verbal and/or written remarks, symbols, caricatures, physical contact, impediment of movement, gestures, and innuendo. The important point is that a target of harassment feels uncomfortable, intimidated, or physically or emotionally hurt as a result of someone else's behavior, regardless of intent.

Sexual harassment is a special type of harassment. It consists of unwelcome

physical and verbal or other overt sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when such conduct unreasonably interferes with school or work performance or creates an intimidating, hostile, or offensive educational or work environment. Sexual harassment is a violation of an individual's right to privacy and personal dignity. It may exist whenever inappropriate conduct relating to or involved with sex offends or shocks someone and the offense taken is reasonable under all the circumstances. Sexual harassment may include, but is not limited to:

- a. Continuing to express sexual interest after being informed that the interest is unwelcome.
- b. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communication of a suggestive or derogatory nature involving or because of sex.
- c. Leering or voyeurism.
- d. Displaying lewd or sexually explicit photographs or other materials.

Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts G.L.C. 119 Section 51A. Mashpee Public Schools shall comply with Massachusetts law in reporting suspected cases of child abuse. Any attempt by an employee or a student to retaliate against a person who makes or provides information regarding a claim of harassment is also strictly prohibited. Specific procedures for the reporting and investigation of incidents of any form of harassment shall be followed at the individual school level. Any violation of this policy should be documented in writing and brought to the attention of a building administrator and the Superintendent of Schools. An investigation will be conducted in a timely fashion, followed by whatever disciplinary action is deemed appropriate in accordance with established procedures in the Faculty and student handbooks. The severity of disciplinary action will be based upon the circumstance of the infraction. Any employee, student or member of the school community found to be guilty of harassment shall be subject to sanctions including, but not limited to: warning, evaluation of the harasser, suspension or expulsion, and possible police/court involvement, or termination of employment, subject to applicable procedural requirements.

### **BUS TRANSPORTATION**

The School District develops bus stops and routes in coordination with the bus contractors. All students are to get on and off at their own designated bus stop.

If a student is to ride another bus, walk home or travel to a friend's house, or be picked up by a parent/guardian or friend, he/she must bring in a note indicating so and submit it to the Main Office. **Verbal permission will not be accepted** unless an emergency exists.

Students are not allowed to change buses except on a permanent basis. Video monitors without sound may be used on buses.

#### **Student Conduct on a Bus**

It is expected that students having the privilege to ride a school bus to and from

school will cooperate completely with the bus driver to ensure the safety of all passengers, the driver, pedestrians, and other drivers and their passengers. Furthermore, bus drivers must follow a prescribed route in a timed schedule. Student misbehavior causing danger or unnecessary delay will not be tolerated.

Any student reported for misbehavior on a school bus, going to or from a school bus, or at a school bus stop will receive appropriate consequences.

- It is essential that each pupil cooperate with the driver for the safety of all concerned.
- Students will stand back from the roadway while awaiting arrival of the bus. They will refrain from throwing objects or acting disorderly at a bus stop.
- Students will be picked up and discharged at regularly scheduled stops only.
- Students will enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.
- There is no smoking on any school bus at any time for any reason!
- There will be no littering, defacing or destruction of the interior/exterior on any school bus.
- Pupils will keep their arms and legs inside the bus.
- All articles such as book bags, athletic equipment, musical instruments, etc., must be kept out of the aisles.
- There will be no disorderly conduct on the bus.
- **THE EMERGENCY DOOR IS TO BE USED FOR EMERGENCIES ONLY!** Students will not touch any safety equipment on the bus at any time.

#### **Procedures for Bus Drivers and Parents/Guardians**

In case of any misconduct on a bus, the incident will be reported on the proper form to the school. The school administration will report the incident in writing to the parent/guardian concerned, with a copy of the disciplinary action to be returned to the driver within three (3) school days.

In case of a second offense, the Principal or Superintendent will suspend the student's transportation privileges with written notice to the parent/guardian. Parent/guardians and/or students will be notified at least twenty-four (24) hours prior the bus suspension. Generally, bus suspension will not exceed two (2) school days. Parents/guardians will be held responsible for any defacing or damaging of the bus.

After a third offense, a conference will be held with the parent/guardian, student, Principal/Superintendent and Driver/Contractor. Bus suspension will not exceed five (5) school days.

After a fourth offense, a conference between the parent/guardian and the Superintendent will be held. Bus suspension will not exceed ten (10) days.

After a fifth offense, the student's bus privileges will be denied and the responsibility for transportation will then rest on the parent/guardian.

Again, the above disciplinary measures are meant as a guide to students, parents/guardians and school administrators. The School administration may impose a longer suspension if the nature of the student's misconduct warrants a more significant penalty.

### **CORRIDOR BEHAVIOR**

Students must use reasonable caution and common sense when passing from class to class. Running is not allowed in the building, since it could cause injury in the event of a collision with another student. In addition students should:

- Use the most direct route in order to avoid being late to class.
- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through the corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
- Leave the building within 15 minutes after dismissal unless under the supervision of a teacher. Immature behavior such as; yelling, hooting, whistling and extremely loud talking will not be tolerated at Mashpee Middle/High School.
- Interlocking of arms by students, which prevents other students from a free, unabated walk down a corridor, is also not permitted.

Students should recognize that behavior reflects upon themselves and their family.

### **STUDENT SERVICES**

#### **Use of Technology**

We are pleased to offer students of the Mashpee Public Schools access to the district computer network resources, electronic mail and the Internet. Parents please read and review its contents with your son/daughter. Any questions or concerns on any aspect of the computer network should be referred to Network Administrator. [smoroney@mashpee.k12.ma.us](mailto:smoroney@mashpee.k12.ma.us) You may view the full Acceptable Use Policy on the School Web Site at [www.mashpee.k12.ma.us](http://www.mashpee.k12.ma.us) under the Parents Corner link.

#### **General Network Use**

The network is provided for students to conduct research, complete assignments, and communicate with teachers. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. **Access is a privilege - not a right.** As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that network use

will be private.

#### **Internet / World Wide Web / E-Mail Access**

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Mashpee Public Schools support and respect each family's right to decide whether or not to apply for access.

#### **Publishing to the World Wide Web**

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on the school's web site. Such publishing requires parent/guardian permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on the school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s).

#### **NETWORK/INTERNET USER AGREEMENT**

The prohibited activities for which a student may lose his/her technology privilege are not limited to the list below:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Giving personal information, such as complete name, phone number, address or identifying photo, without permission from teacher and parent or guardian.
4. Harassing, insulting or attacking others.
5. Damaging or modifying computers, computer systems or computer networks.
6. Violating copyright laws.
7. Using others' passwords.
8. Trespassing in others' folders, work or files.
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes, financial gain, or fraud.
11. Accessing Social Networking sites for non-school related content.

12. Use of Email, Chat rooms or Instant Messaging for non-school related content

13. Creation of Staff or Student websites or blogs without consent

Violations may result in a loss of access as well as other disciplinary and/or legal action.

**Students may not use any computer at Mashpee High School unless they have signed and returned the Student Handbook Acknowledgement form. The full policy may be viewed at [www.mashpee.k12.ma.us](http://www.mashpee.k12.ma.us) under the Parents Corner link. Students who fail to follow this policy risk losing computer privileges and disciplinary action.**

### **USE OF THE LIBRARY**

To help us have a successful library program, please follow the guidelines below:

- The library will be open Monday 7:20-2:30 (until 2:00 on Mondays when faculty meet), Tuesday through Thursday 7:20-3:40 and Friday 7:20-2:00. Computers are shut down 10 minutes before closing. Late bus passes are available.
- During the school day, no student may enter the library unless they have a signed pass from a teacher that is dated and timed. Students must show their pass at the front desk and sign the library attendance sheet.
- Students may not receive library passes from substitute teachers.
- Books, except reference books, may be checked out for two (2) weeks. Magazines may be checked out for one (1) week.
- Reference books, materials and books on reserve by one's teacher(s) will not be checked out. They are to be used in the media center.
- The computerized (card) catalog is available to students for locating books and other materials. The library staff will be available to help students find references.
- Students are required to return all materials on time. Students who have overdue materials will not be able to circulate any additional library materials until their debts are cleared. Students who owe library materials at the end of the school year will lose library privileges the following September.
- Library books and materials which are loaned to students are the property of the Mashpee School District. Students are required to keep books in good condition. A student who loses or damages an item beyond usability will have to pay the replacement cost of the item.
- Any student who has signed a computer contract will be able to use the library computers. Students who use an assigned computer will follow the contract rules and demonstrate an academic purpose for using the computer.
- The library staff may request students to leave backpacks or large purses at the front of the library.
- Food and beverages are not permitted in the library or library computer lab.

### **Health Services Immunization/Physical Exam Exclusion Policy**

When a student does not meet full immunization/physical exam requirements according to the Massachusetts Department of Public Health and Massachusetts General Laws, Chapter 76, Sec. 15, the following steps will be taken:

- Written notification of missing immunizations will be sent to the parent/guardian with an exclusion date of within three (3) weeks.
- If after three (3) weeks, the student is non-compliant, the parent/guardian will be called to discern the reason for non-compliance.
- Only if a documented appointment with an MD has been made will the student be allowed to attend school.
- The student will be excluded from school three (3) weeks from notification, if no updated immunization record or documented MD appointment is made.

### **Health Requirements**

**Emergency Phone Numbers** – Parents/guardians are required to provide the school with a home telephone number, or an alternate phone number in case of emergency.

**Immunization** – Proof of all Massachusetts Public School students is required for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella, Hepatitis B and Varicella (Chapter 76, Section 15). **Lead Poisoning** – Children must present documented evidence of lead poisoning screening prior to entrance into kindergarten (105 CHR 460).

**Physical Examinations** – Current physical examinations required for students in grades K, 4, 7 and 10. It is required that a private physician or health care facility do this examination. Forms will be available.

**Screening Programs** – Vision and hearing screening is requested for all students in grade 11. Postural screening is required for students in grade 9. Heights and weights are done in grade 10. Screening, Brief intervention and Referral for Treatment (SBIRT). One grade per year is selected for this screening.

**Inspections** – All grades 9-12 students will be inspected, as necessary, for pediculosis. If this condition is found, the student will be excluded until all lice and nits are removed. Students must be examined by the School Nurse for clearance to return to school.

**Medications** – All medications are to be administered by the School Nurse. All prescription medications must be kept in the Nurse's office. Tylenol/Acetaminophen, Advil/Ibuprofen, cough drops, and Maalox/Tums are available from the Nurse provided the permission slip is signed by the parent/guardian and on file in the Nurse's office.

### **Physical Examinations for Sports, including Cheerleading**

All students must have a physical examination before participation in any practice or interscholastic event. One physical per calendar year is sufficient for a student



participating in multiple seasons, unless a student leaves a team for a physical reason.

### **Student Pregnancy Policy**

The Mashpee Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities. Pregnant students are permitted to remain in the regular classes and participate in extra-curricular activities with non-pregnant students throughout their pregnancy and after giving birth are permitted to return to the same academic and extracurricular program as before the leave. It is recommended, but not required, that students seek advice/approval from a physician prior to engaging in athletics and/or physical education.

Mashpee Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

## **GUIDANCE DEPARTMENT**

### **Selection of Courses**

A complete list of available courses can be found in the current Program of Studies. Student selection of courses is determined by career goals, course prerequisites and/or teacher recommendation. Students will meet with their guidance counselors to review their selections.

Parents/Guardians will also be asked to sign the course selection worksheet. The ultimate factor that will determine whether a course is offered is the number of students enrolled in the course. Courses with low enrollments may be dropped and students will be required to make alternate selections.

### **Counseling Services**

Students are required to make an appointment with their counselor. Counseling services include: student registration, course selection, mapping out graduation requirements, college selection, career planning, scholarship information, program of studies information, extended counseling services, etc.

### **College Application Procedure**

All seniors are responsible for completing and submitting their college applications directly to each institution according to the designated deadlines.

Requests for official transcript(s) and/or recommendation(s) must be made in writing to the Guidance Office at least **ten (10)** working days prior to a college deadline.

The Guidance Office will only release official transcripts and recommendations to a

college Admissions Office.

### **Scholarships and Awards**

Many awards for achievement in various areas of school life are made to Mashpee High School students each year. These awards are announced at a special awards night program before graduation. A list of local scholarships and their requirements is made available to students in the Guidance Office.

### **Work Permits**

Work permits may be obtained from the Guidance Office. A student will need to know the name, address and phone number of the company where he/she intends to work.

### **PARENT COMMUNICATION WITH CHILD DURING SCHOOL DAY**

The time a child spends in class is valuable and irreplaceable. Accordingly, classroom interruptions must be kept at an absolute minimum. Another and more serious form of interruption to learning occurs when a parent/guardian or other relative calls or comes to school and gives a student emotionally upsetting news. The child, who undoubtedly becomes upset, may, in turn, tell the bad news to friends or relatives. As more and more students become upset, the school has an unexpected emergency situation with which it must deal. Such an incident is counterproductive to the work of students and staff in the Mashpee High School community. If the parent/guardian must contact the child during the school day, it should be because there is an emergency. However, if the emergency brings emotionally upsetting news to the child, the parent/guardian should do one of the following:

(a) postpone telling the child until he/she has arrived home, at which time the parent/guardian can offer emotional support to the child, or

(b) sign the child out of school and tell the child about the situation after they have left the school. If the news is likely to upset other students, the parent should tell the administration and/or a guidance counselor about the issue. The conversation should be held in private (by phone or in person) so that the school may be able to prepare for situations that may be disruptive and assist distressed students.

Parent/guardian cooperation in this matter is critical and will be greatly appreciated.

### **SCHOOL LUNCHES AND BREAKFASTS**

Grades 7-12	\$2.85
Reduced Lunch	\$.40
Breakfast	\$1.50
Reduced Breakfast	\$.30
Milk	\$.50

**\*\* Free and reduced lunch applications are supplied and available to all students. Please call (508) 539-1550 Ext. 4190.**

## **EXTRA-CURRICULAR PROGRAMS**

### **Sports Offerings**

Fall sports include cheerleading, cross-country, field hockey, football, golf, soccer.  
Winter sports include basketball, cheerleading, hockey, winter track, and gymnastics  
Spring sports include baseball, lacrosse, softball, track, tennis.

### **Club/Activities**

Student activities may include art, bands (Jazz, Marching, Pit Band), Biology Club, Blue Falcon Theatre Company, choruses (A Capella, Concert Choir), Color Guard, Environmental Club, Future Business Leaders of America, Human Rights Club, Interact Club, Key Club, *Mashpee Ledger*, Mashpee Legacy, Society of Motion Picture Television Engineers (SMPTE), Spanish Club, Student Council and weight training.

### **National Art Honor Society**

National Art Honor Society NAHS is designed specifically for high school students in grades 10-12 for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. The NAHS strives to aid members in working toward the attainment of the highest standards in art areas, and to bring art education to the attention of the school and community.

### **National Honor Society**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students at Mashpee High School.

Membership in the Mashpee High School – Ronald R. Bock Chapter is an honor bestowed upon the student. All candidates (students in grades 10 through 12) must have a minimum un-weighted cumulative scholastic average of 90% at the end of the second term of their year of application. Selection for membership is by a five-member Faculty Council and is based on outstanding scholarship, character, leadership, and service.

### **National Junior Society**

Membership in the Mashpee Middle School, students must have a cumulative scholastic average of 88% at the end of the third term of their year of application. Selection for membership is by a five-member Faculty Council and is based on outstanding scholarship, character, leadership, and service.

### **Eligibility for Participation in School Activities**

Only students in good standing are eligible to participate in interscholastic athletics or any school-sponsored activity. To be eligible to participate in interscholastic sports and school-sponsored activities a student may not fail more than one (1) full-time course in the marking period preceding the season in which that activity takes place. A student's ineligibility to participate in interscholastic athletics and school-sponsored activities because of low grades renders that student ineligible until such time at which a new marking period report card is issued indicating that the student is failing no more than one (1) full-time course in the marking period. It must be noted that the rules above are in addition to any eligibility rules of each particular activity and any MIAA rules for interscholastic sports. When a student receives one (1) failing grade in a full-time course he/she will attend help sessions twice per week in that course. Failure to attend two (2) help sessions in a given week will deem the student inactive for any school-related activities until the help sessions are made up.

To be eligible for fall sports/activities, a student in grades 9 through 12 must have passed six

(6) full-time courses including the 4<sup>th</sup> quarter of the previous year. A student who failed the 4<sup>th</sup> quarter, but passed for the year will be placed on probation for the first five (5) weeks of the fall term. If the student receives an unfavorable fall mid-quarter report, he/she is ineligible to participate in interscholastic competitions until the next report card.

MIAA rules apply to sports and activities. (See the MIAA Handbook).

### **Summary of Athletic Concussion Policy**

The purpose of the concussion policy is to provide information and standardized procedures regarding students who incur head injuries while involved in extracurricular athletic activities as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit. A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma.

#### **Signs and Symptoms:**

- Confusion
- Altered coordination
- Personality change
- Forgets events prior to or after injury
- Loss of consciousness (any duration)
- Headache
- Fatigue
- Nausea or vomiting
- Vision or hearing changes
- Problems concentrating
- Trouble with sleeping/excess sleep
- Dizziness
- Inappropriate emotions

#### **Management and Referral Guidelines:**

1. When an athlete loses consciousness for any reason, the athletic trainer will call Emergency Medical Services; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABC's and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately.

**Worsening signs and symptoms requiring immediate physician referral include:**

- A. Deterioration in neurological function
- B. Decreasing level of consciousness
- C. Decrease or irregularity of respiration, pulse, or blood pressure
- D. Unequal, dilated, or unreactive pupils
- E. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- F. Seizure activity

- G. Vomiting/worsening headache
  - H. Motor or sensory changes
  - I. Athlete is still symptomatic at the end of game
3. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
- A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
  - B. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
  - C. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it to the certified athletic trainer before starting with the return to play protocol.

### **Gradual Return to Play Protocol:**

**All student athletes, including cheerleaders, will undergo ImPact testing at the beginning of their sport season.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid.

Following a concussion, student athletes will retake the ImPact Test. The ImPact Test is an online tool that helps manage concussions and determine recovery from injury. It is **mandatory** for all athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law.

- A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department.

Following a concussion the student athlete will take a **post-injury ImPact test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON THE FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.**

- B. If, after the first post-injury ImPact test the athlete is not back to his/her baseline, the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
- C. After the student clears a functional/physical test administered by the athletic trainer, the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed health care professional to be medically cleared for participation in the extracurricular activity.
- D. **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**
- E. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All forms are available from the AD and athletic trainer.

### **Parent/Guardian Responsibilities:**

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form.

3. Complete training provided by the school on concussions and return certificate of completion to the athletic department.
4. Watch for changes in your child does have a concussion or that your child's concussion may be worsening. Report to a physician signs and symptoms listed, including changes in mental and physical function and difficulty sleeping.
5. Require your child to follow concussion protocol.
6. Enforce restrictions on rest, electronics and screen time.
7. Observe and monitor your child for any physical or emotional changes.
8. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

#### **Student and Student Athlete Responsibilities:**

1. Complete Baseline ImPact Test prior to participation in athletics.
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/or school nurse.
5. Follow recovery plan.
6. Don't carry books or backpacks that are too heavy.
7. Tell your teachers if you are having difficulty with your class work.
8. Return to sports only when cleared by physician and the athletic trainer.
9. Follow Gradual Return to Play Guidelines.
10. Return medical clearance form to athletic trainer prior to return to play.
11. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

#### **Concussion Education:**

On a yearly basis, all coaches must complete the online course called "Concussions In Sports: What You Need to Know." Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion.

#### **Participation at School-Related Activities**

Students who arrive after 8:00 a.m. or leave school early will not be allowed to participate in or attend any school activities on that day unless documentation is presented and approved by the administration. Any student excused by the School Nurse must have a doctor's note to participate in or attend school-related activities on the day of the dismissal by the School Nurse.

Examples of instances that would be acceptable for the administration to waive the rule are: a note indicating an appointment during the time in question from the dentist, doctor or medical facility; from court or department of motor vehicles driver test center; from the police or other legal authorities deemed appropriate by the administration.

Some examples of school-related activities held outside the school day are as follows: sporting events, dances, concerts, plays, club meetings, banquets.

A student is automatically excluded from all school-related activities if that student has been suspended or expelled from school, and may not attend such activities until the student has been reinstated to school and has been given permission by the administration to attend such functions. A student who is suspended from school is excluded from extra-curricular activities such as sporting events, dances, plays, award presentations, banquets, field trips, etc., from the time that the administration has determined that an out-of-school suspension is

necessary and warranted. A decision to suspend a student for the following school day would make that student ineligible to attend any extra-curricular activities on the day of the decision. (Example: on Friday, the administration informs the student he/she is to be suspended for three days the following Monday, Tuesday, and Wednesday. That student could not attend any extracurricular activities from Friday after school until Thursday morning.)

#### **Interscholastic Athletics Cut Policy**

It is the policy of the Athletic Department of Mashpee High School to encourage students to participate in athletics at all levels: interscholastically, within intramurals, and in one's personal time. Accordingly, the cutting of an interested athlete from scholastic sports teams will not occur unless it is necessitated by one of the following constraints:

- In the case of the uniformed teams, the number of athletes trying out for a team exceeds the number of the uniforms available. The prospective athlete's ability to play is, in the opinion of the coach, at a level far below the level of any other member of the team to the point that such play could endanger the player and other players.
- The availability of school transportation falls below the number of athletes trying out for a team. However, a travel squad may be determined at the discretion of the coach.
- The prospective athlete has not had a current physical examination (one that covers the span of the sport's season) that clears the student to play that particular sport.
  - It is strongly recommended that prospective athletes consult their physician to schedule a physical examination during the summer and before August 21<sup>st</sup>.
  - It is required that prospective athletes present to their physician a Medical Clearance to Participate in Sports form.
- The prospective athlete has not submitted to the coach a completed
  - Release of All Claims form.
  - Medical Clearance to Participate in Sports form, signed by a physician.

(Both forms are available at the Athletic Director's office).

#### **Federal, State, District and School Regulations/Policies**

##### **Civil Rights and Prohibition of Harassment, Bullying, Discrimination, and Hate Crimes**

The Mashpee School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, disability, or homelessness. The district also prohibits bullying or harassment of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, disability, or homelessness.

Violators will be subject to appropriate disciplinary and/or corrective action to correct and end the conduct, prevent its reoccurrence, and protect the complainant and other similarly-situated individuals from harassment, discrimination, hate crimes, retaliation, and bullying in the future.

School-based complaints may be brought to the principal or the Equity Coordinator (EC). A report or complaint involving the EC should be filed with the superintendent; and a report or complaint involving the superintendent should be filed with the school committee. Any member of the school community who believes that he or she has been subjected to discrimination or sexual harassment is urged to report any incident of discrimination or harassment to the building

principal or supervisor or the EC within thirty business days of the alleged incident. Upon a reported incident, the incident report/complaint form will be provided.

On the basis of the principal's or EC's perception of the situation he or she may:

1. Attempt to resolve the matter informally through conciliation,
2. Report the incident and transfer the record to the superintendent or his/her designee and so notify the parties by certified mail.
3. Report the matter to the local police if criminal activity is potentially involved and seek the advice of legal counsel if necessary.

### **Bullying Prevention and Intervention Plan Summary**

The purpose of Mashpee's Bullying Prevention and Intervention Plan is to meet the district's goal of continuous improvement of student learning through the effective prevention and intervention related to bullying, cyber-bullying, and retaliation.

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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

### **Reporting Bullying**

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.



When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Mashpee is committed to providing ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The complete Bullying Intervention and Prevention Plan for Mashpee is available at [www.Mashpee.k12.ma.us](http://www.Mashpee.k12.ma.us).

## **Bullying Prevention and Intervention Plan Summary**

### **Definitions**

*Aggressor* is a student or member of the school staff who engages in bullying, cyberbullying, or retaliation.

*Bullying* is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

*Cyberbullying* is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

*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.

*Target* is a student against whom bullying, cyberbullying, or retaliation is directed.

### **Summary of Regulations Pertaining to Student Records**

603 CMR 23.00 insures parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records.

(1) If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(2) If a student is 18 years of age or older, he/she alone shall exercise these rights. The parent may continue to exercise the rights until expressly limited by such student.

**“Parent”** includes a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student.

**The student record** shall consist of the transcript and the temporary record, including any materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified.

### **Summary of Regulations Pertaining to Student Records—continued**

**The transcript** shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

**The temporary record** shall consist of all the information in the student record which is not contained in the transcript.

### **Destruction of Student Records**

The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The temporary record of any student enrolled on or after 2006 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system.

### **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, 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.

The eligible student or the parent shall have the right upon request to meet with qualified school personnel and to have any of the contents of the student record interpreted.

### **Access to Student Records**

A school may release the following directory information: a student's name, major field of study, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, 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 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.

A school may release student records upon receipt of a court order or lawfully issued subpoena, upon receipt of a request from the Department of Children & Families, a probation officer, a justice of any court, or the Department of Youth Services.

A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency.

### **REGULATIONS/POLICIES—continued**

#### **Access to Student Records—continued**

Non-custodial parents may have access to the student record in accordance with the following provisions.

A non-custodial parent is eligible to obtain access to the student record unless:

1. 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
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

Upon receipt of the request the school must immediately notify the custodial parent.

#### **Procedures for Identifying and Screening ELL Students**

1. School principal, guidance counselors, parents, and/or teachers notify the ELL Director of any student who they feel may require ELL services.
2. A certified ELL teacher using the Bilingual Verbal Ability Test (BVAT) instrument to determine if services are warranted will screen each recommended student. The ELL tester will make a recommendation for support service duration per day/week.
3. Once need and amount of recommended services are established for a student the ELL tutoring will commence.
4. Scheduling and setting for services will be developed with input from the appropriate school personnel and will be appropriate to age and grade level of the student under review.

5. Parents will be notified of the following:
  - Their child has been recommended for ELL services (with an accompanying “permission to screen” letter)
  - Their child did or did not qualify for services.
6. When feasible, all attempts to contact the parent will be in the primary language.

### **Retention Policy**

1. All cases regarding possible retention of a student in grades 3-6 will be referred to the Child Study Team. The ultimate decision will rest with the Principal after consultation with the team.
2. Referral for retention may be made by classroom teachers, school administrators or parents/guardians. A child considered for retention must be reviewed by the Child Study Team, which includes the child’s regular classroom teacher and any specialists working with the child. The Child Study Team would then decide if further referral shall be made.

## **REGULATIONS/POLICIES—continued**

### **Retention Policy—continued**

3. The following conditions may warrant consideration for retention:
  - a) Failure of two or more terms in any two academic subjects.
  - b) Absence from any class in excess of 30 days.
  - c) Retention will be considered only after all other possibilities have been exhausted, including special support and remediation efforts.
4. The Superintendent of Schools shall approve a second retention assigned any students.
5. Parents/guardians must be contacted as soon as it is determined that school retention is a possibility. Furthermore, under the Regulations of M.G.L. Chapter 71B, paragraph 315.1, the Principal or his designee, of the school attended by such child shall determine whether a referral should be made and shall, promptly and in writing, notify the parents/guardians under which condition(s) a referral is being made and the Principal’s right to make such a referral. Under no circumstances should the initial contact relative to a school retention or referral be made by the classroom teacher.

### **Individuals with Disabilities Education Act (IDEA)**

The Individuals with Disabilities Education Act (IDEA) is a United States federal law whose purpose is to guarantee equal education opportunity for all school-age children requiring special education.

The law provides for the referral to an Evaluation Team of any student who is unable to progress effectively in a general education program. In addition to parents/guardians, the Team can be comprised of a nurse, school counselor, school adjustment counselor, psychologist, special and regular education teachers, occupational therapist, physical therapist, and speech therapist. Administrators may also be members of the Team.

The Team convenes to review the evaluation of the student in order to determine eligibility for services and to develop an educational plan which is responsive to the child's individual special needs.

#### **Americans with Disabilities Act of 1990**

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address and telephone number of the employee(s) designate pursuant to this paragraph." (34 CFR 35.107(a))

#### **Mass. General Laws Ch. 76, S5 (Chapter 622)**

This state law provides that "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, disability, or homelessness."

#### **Title I of the Elementary and Secondary Education Act of 1965**

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services because they receive special education services. Also, school districts must ensure that Title I funds are not being misused (e.g., referring an ESL student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class.)

### **REGULATIONS/POLICIES—continued**

#### **Equal Education Opportunity Act—622**

Chapter 622 applies to equal education opportunities for all students of public schools. Every course taught must present fairly the culture, history, and contributions of people from different races, nationalities, sexes, religions and colors. The content and objectives of all courses, the book used, and the materials and teaching methods used should show people from all backgrounds in a variety of positive roles. All academic courses, as well as vocational courses, are open to all students regardless of sex. (Examples: shop, drafting, family consumer sciences, cosmetology.)

In addition, the academic course and physical educational classes must also meet these standards. This means that gym classes will have to be integrated, except for bodily contact sports. Schools must provide equal practice schedules, locker rooms, travel and publicity. If enough girls express interest in any contact sports like basketball, then a women's team must be provided. Schools must insure that physical education classes and activities, which are separate, are comparable for members of each sex.

Occupational information shall include representatives of both sexes and of minority group members in a broad variety of occupational roles. Schools shall not permit materials to be used

to recruit students for employment, including training, that contain a preference for individuals of a particular race, color, sex, national origin or religion.

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications, including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC S1203 (f))

### **School Notice of Non-Discrimination**

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, disability, or homelessness.”

The District is required by Title VI of the Civil Rights Act of 1964, 34 C.F.R Part 100; Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106; and Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. Part 104 and their implementing regulations not to discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, disability, homelessness and age. These requirements extend to employment opportunities provided by the District. Massachusetts State Law, Chapter 622 of the Acts of 1971 provides similar protections and extends them to differences of a religious nature.

Inquiries concerning the application of the non-discrimination policies may be referred to the Principal or the appropriate school or personnel director, who is designated within the school system as the coordinators for compliance with Title IX, Section 504, and Title VI, and may also be referred to State and Federal officials.

### **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. This requirement not to discriminate extends to employment by the school department. Title IX requires that schools adopt and publish a policy against sex discrimination and have a grievance procedure through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment (M.G.L. Ch. 151B, S3A).

## **REGULATIONS/POLICIES—continued**

### **Title IX of the Education Amendments of 1972—continued**

Inquiries regarding compliance with Title IX regarding activities relating to insuring non-discrimination in the admission and treatment of students, curriculum and course offerings, student policies, services and activities relating to insure non-discrimination in employment policies and practices may be

directed to: Superintendent of Schools, 150-A Old Barnstable Road, Mashpee, MA 02649 (508) 539-1500.

## **Grievance Procedure under Title IX and Chapter 622**

Any school employee, parent/guardian, student or interested party may file a grievance if that person feels discriminated against, denied a benefit, or excluded from participation in any educational program or activity, because of sex, gender identity, sexual orientation, disability, homelessness, race, color, religion, or national origin.

### **SECTION 1. Definitions**

- (a) "Days" means working days, for grievances filed by employees; and school attendance days, for grievances filed by students.
- (b) "School Department" means the Mashpee School Department.
- (c) "Employee" means a person who is on a permanent basis, as opposed to a temporary basis, on the payroll of the School Department.
- (d) A "grievance" is a complaint alleging action by the School Department in violation of Title IX or the implementing regulations.
- (e) "Responsible Official" means the employee designated by the School Department to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the implementing regulations.
- (f) "Student" means a person enrolled in one of the schools operated by the School Department.
- (g) "Superintendent" means the Superintendent of Schools or his/her designee.

### **SECTION 2. Procedure**

All grievances brought by students or employees shall be handled in the following manner:

#### *Step One – Informal*

Within twenty (20) days of the time that the grievant knew, or reasonably should have known, of the grievance (or within twenty (20) days of the publication of this grievance procedure), whichever is later; the grievant shall present the grievance orally to the building principal (if the grievant is a student) or to the immediate supervisor (if the grievant is an employee). Within five (5) days after presentation of the grievance, the principal or immediate supervisor shall orally answer the grievance.

#### *Step Two – The "Responsible Official"*

- (a) Within five (5) days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant and submitted to the "responsible official" on the form provided as part of this procedure.
- (b) The grievance shall:
  - 1. name the employee or student involved
  - 2. state the facts giving rise to the grievance
  - 3. identify the specific provisions of Title IX or the implementing regulations alleged to be violated, and
  - 4. indicate the specific relief requested

- (c) Within five (5) days after receiving the written grievance, the “responsible official” shall give his/her answer in writing to the grievant.

## **REGULATIONS/POLICIES—continued**

### **Title IX of the Education Amendments of 1972—continued Grievance Procedure under Title IX and Chapter 622**

#### ***Step Three – The Superintendent***

- (a) If the grievance is not resolved in Step Two, the grievant may, within five(5) days of receipt of the “responsible official’s” answer, appeal to the Superintendent by filing the grievance and “responsible official’s answer, along with any written response of the grievant to the answer of the “responsible official” with the Office of the Superintendent which shall receipt therefore.
- (b) The Superintendent shall hear the grievance within ten (10) days after receipt of any written grievance properly filed within the Superintendent’s Office and shall render his decision in writing within (10) days after such hearing.
- (c) The grievant shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issue raised by the grievance and may be represented by counsel at the hearing of a grievance by the Superintendent.
- (d) The grievant shall be furnished a copy of the decision of the Superintendent
- (e) The decision of the Superintendent shall be final within the school corporation.

#### **SECTION 3. Failure to Observe Time Limits**

In the event the grievance fails to exhaust its remedies under grievance procedures provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the School Department’s last answer thereto. In the event the School Department fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the School Department.

#### **SECTION 4. Effect of Settlement**

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority for the disposition or any other grievance. Any grievance initiated under this procedure shall be brought by and for the student or employee alleging action in violation of Title IX and the implementing regulations by the School Department, affecting the student or employee initiating the grievance.

N.B. GRIEVANCE FORMS RELATING TO THIS PROCEDURE ARE AVAILABLE AT THE SUPERINTENDENT’S OFFICE.



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

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

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

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

## **Chapter 269: Section 18. Failure to report hazing**

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

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

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

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

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

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

#### **Chapter 753 – Health Education**

Schools are required to offer health education, which includes consumer health, ecology, community health, body structure and function, safety, nutrition, fitness and body dynamics, dental health, and emotional development.

Health education will also require training in the administration of first aid, including cardiopulmonary resuscitation. The Department of Elementary and Secondary Education shall pay for the cost of any such instruction in cardiopulmonary resuscitation. However, a school committee may by majority vote decide that instruction shall not be offered. (Chapter 17 I, 1974, amended 1978)

#### **Chapter 1009 – Student Advisory Councils**

Chapter 1009 says that two students from each public high school must be elected yearly to represent their student body on the Regional Student Advisory Council (RSAC). Eleven regional councils elect delegates to the state Student Advisory Council (SAC), which elects a chairperson who sits as a full voting member of the state Board of Education. Thus, students have direct representation on the highest educational policy-making body in the Commonwealth. As SAC members, students not only advise the Board of Education, but also work extensively on local school issues such as improving school governance, curriculum, guidance and counseling, teacher concerns. Training and support come from the Department of Elementary and Secondary Education professionals. The students operate autonomously and select their objectives and approaches toward educational improvement on both state and local levels.

Any student who is interested in running for the Student Advisory Council should contact the school principal. Elections are to be held every year in local schools during March. (Chapter 15 IE of the General Laws, 1971).

#### **Chapter 467 – Rules and Regulations**

Chapter 95 established student advisory committees to local school committees. The committee consists of five students elected by the entire student body of the high schools in each city, town, and regional school district. Every school committee is required to meet at least once every other month, during the months school is in session with the student advisory committee. The chairman of the Student Advisory Council serves as student representative to the School Committee.

This law encourages student involvement in decision-making on the local level. (Chapter 71,

### **Chapter 71 – Innovative Curriculum**

Chapter 71, Section 13 of the laws of the Commonwealth of Massachusetts stipulates in every public high school having not less than one hundred and fifty pupils, any course not included in the regular curriculum shall be taught if the parents or guardians of not less than thirty pupils or of a number of pupils equivalent to five percent of the pupil enrollment in the high school, whichever is less, request in writing the teaching thereof, provided said request is made and said enrollment is completed before the preceding August first and provided a qualified teacher is available to teach said course. The teaching of any course as provided by the section may be discontinued if the enrollment of pupils falls below fifteen. Such courses as may be taught under this section shall be given the same academic credit necessary for a high school diploma as is given to similar courses taught in said public high school, provided that the school committee shall make a determination as to the credit equivalency of such courses prior to its being offered. Amended by st. 1972, c 215, 1, st. 1973 c. 111; st. 1975, c. 305; st 1979, c. 259.

### **Chapter 71, Section 37H, Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students**

The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- Any student who assaults a principal, housemaster, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- Any student who is charged with a violation of either paragraph (a) or (b) shall be

notified in writing of an opportunity for a hearing; provided, however, that student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

- After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph 9(a) or (b).
- Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Added

by St. 1972, c. 467; St. 1973, c. 430, s. 5; St. 1987, c. 285; St. 1989, c. 603; St. 1992, c. 133, s. 430; St. 1993, c. 71, s. 36; St. 1993, c. 380, s. 1; St. 1994, c. 51.

**Chapter 71, Section 37H 1/2, Felony Complaint or Conviction of Student;  
Suspension; Expulsion: Right to Appeal**

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy six:

- Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or Dean of Students of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or Dean of Students if said principal or Dean of Students determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.
- The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or Dean of Students, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
- Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or Dean of Students of a school in which the student is enrolled may expel said student if such principal or Dean of Students determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for

such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the Superintendent.

The student shall notify the superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or Dean of Students, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to the student. Added by St.1993, c.380, and s.2.

#### **Chapter 71. Section 37H 3/4**

Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H1/2.[ Text of section added by 2012, 222, Sec. 3 effective July 1, 2014. See 2012, 222, Sec. 12.]

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, Dean of Students, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or Dean of Students of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or Dean of Students, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or Dean of Students, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or Dean of Students, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or Dean of Students, 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 10 school days for a single infraction or for more than 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 Dean of Students or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion 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 5 calendar days following the effective date of the suspension or expulsion; 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 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 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 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 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

## **Massachusetts Child Abuse and Neglect Reporting Statute**

### **Chapter 119, Section 51A**

Any physician, medical intern, hospital personnel engaged in the examination, care of treatment of persons, medical examiner, dentist, nurse, chiropractor, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker, probation officer, social worker, foster parent or policeman, who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon him including sexual abuse, or from neglect including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge or his said agent shall

then become responsible to make the report in the manner required by this section. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars.

Said report shall contain:

The name and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, (including any evidence of prior injuries, abuse, maltreatment or neglect); the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or person making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefor; and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has REASONABLE CAUSE to believe that a child is suffering or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such a report shall be liable in any civil or criminal action by reason of such report if it was made in good faith.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by section twenty or twenty B of chapter two hundred and thirty-three, by court decision or by profession code relating to the exclusion of confidential communications and the competency of witnesses, may not be invoked in any civil action arising out of a report made pursuant to this section.

#### **Section 504 of the Rehabilitation Act**

Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of

## **REGULATIONS/POLICIES—continued**

### **Section 504 of the Rehabilitation Act —continued**

federal funds. Included in the U.S. Department of Education regulations for Section 504 is the requirement that handicapped students be provided with a free appropriate public education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the United States.

All individuals who are disabled under the Individuals with Disabilities Education Act (IDEA) are also considered to be handicapped and therefore protected, under Section 504. However, all individuals who have been determined to be handicapped under Section 504 may not be disabled under IDEA. These children require a response from the regular education staff and curriculum. With respect to most handicapped students, many aspects of the Section 504 regulation concerning FAPE parallel the requirements of the Individuals with Disabilities Education Act (formerly the Education of the handicapped Act) and state law. In those areas, by fulfilling responsibilities under the IDEA and state law, a district is also meeting the standards of the Section 504 regulations.

However, in some other respects the requirements of the laws are different. There are some students who are not eligible for IDEA services but who nevertheless are deemed handicapped under Section 504, and to whom a district may therefore have responsibilities. For the purpose of clarification in this paper, the term “handicapped” refers to students who are protected under the regulations of Section 504 only; the term “disabled” is reserved for students who are eligible for services under IDEA.

The IDEA defines as eligible only students who have certain specified types of disabilities and who, because of one of those conditions, need special education (specially designed instruction). Section 504, on the other hand, protects all handicapped students, defined as those having any physical or mental impairment that substantially limits one or more major life activities (including learning). Section 504 covers all students who meet this definition, even if they do not fall within the IDEA enumerated categories and even if they do not need to be in a special education program.

If a district has reason to believe that, because of a handicap as defined under Section 504, a student needs either special accommodations or related services in the regular setting in order to participate in the school program, the district must evaluate the student; if the student is determined to be handicapped under Section 504, the district must develop and implement a plan for the delivery of all needed services. Again, these steps must be taken even though the student is not covered by the IDEA special education provisions and procedures.

What is required for the Section 504 evaluation and placement process is determined by the type of handicap believed to be present, and the type of services the student may need. The evaluation must be sufficient to accurately and completely assess the nature and extent of the handicap, and the recommended services. Evaluations more limited than a full special education evaluation may be adequate in some circumstances.



The determination of what services are needed must be made by a group of persons knowledgeable about the student. The group should review the nature of the handicap, how it affects the student's education, whether specialized services are needed, and if so what those services are. The decisions about Section 504 eligibility and services must be documented in the student's file and reviewed periodically.

It should also be noted that, under Section 504, the parent or guardian must be provided with notice of actions affecting the identification, evaluation, or placement of the student and are entitled to an impartial hearing if they disagree with district decisions in these areas. For handicaps covered only by Section 504 and not the IDEA, a Section 504 hearing will have to be made available.

In summary it is important to keep in mind that some students who have physical or mental conditions that limit their ability to access and participate in the education program are entitled to rights (protection) under Section 504 even though they may not fall into IDEA categories and may not be covered by the law.

### **REGULATIONS/POLICIES—continued**

#### **Section 504 of the Rehabilitation Act—continued**

It is also important to realize that Section 504 is not an aspect of "special education". Rather, it is a responsibility of the comprehensive general public education system. As such, building administrators and superintendents of schools are responsible for its implementation within districts. Special education administrators are participants but are not ultimately the responsible LEA administrators.

#### **Sex Education—Parental Notification**

Chapter 71, Section 32A of the laws of the Commonwealth of Massachusetts stipulates that every city, town, regional school district or vocational school district implementing or maintaining curriculum which primarily involves human sexual education or human sexuality issues shall adopt a policy ensuring parent/guardian notification. Such policy shall afford parents or guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal.

No child so exempted shall be penalized by reason of such exemption.

Said policy shall be in writing, formally adopted by the school committee as a school district policy and distributed by September first nineteen hundred and ninety-seven and each year thereafter to each principal in the district. A copy of each district's policy must be sent to the Department of Education after adoption.

To the extent practicable, program instruction materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators and others for inspection and review.

The Department of Education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section. Added by St. 1996, c.291.

### **Non-violent Crisis Intervention**

The use of de-escalation/physical restraint as a behavior management technique will be utilized only with extreme caution in emergency situations, after other less intrusive alternatives have either failed or have been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, Mashpee Public Schools has enacted a physical restraint policy in accordance with Massachusetts Department of Elementary and Secondary Education (DESE) guidelines.

M.G.L. Ch. 71, Sec. 37G; 603 CMR 46.00—There are regulatory requirements regarding the use of any physical restraint on Mashpee students. Physical restraint is only used when needed to protect a student and/or a member of the school community from imminent, serious, physical harm. The Mashpee Public Schools implements restraint procedures consistent with the DESE regulations. Mashpee staff members are trained on the use of restraints, and the district maintains records of any restraint lasting over five minutes or where injury to the staff or student occurs. Questions regarding the Mashpee physical restraint policies and procedures may be directed to the building principal. Mashpee student safety is a district priority.

### **Searches**

School Committee policy affirms the right of school administrators to inspect student lockers, which are the property of the school district. The school administration will comply with the standards applicable to school searches that permit that there be reasonable basis for search of a student's private possessions or person. Such searches must also be reasonable in scope.

School Committee policy also requires that the Principal or designee be present if it is necessary for police to question a student on school premises and the student's parents/guardians are not available.

School Committee policy also governs the use of canines to conduct drug searches on school premises or at school events.

Searches of students, their hand-carried belongings, lockers or desks shall be conducted only by the building Principal or his/her designee and are to be based upon a reasonable suspicion that a substance or object is present which is potentially harmful to that student or to others.

A reasonable suspicion may be the result of:

1. personal observation
2. report from another student
3. report from a parent/guardian
4. report from an Office of the Law
5. report from a teacher

The building Principal or designee shall decide the reliability of information supplied by another student, parent/guardian, or an Officer of the Law. Teachers are to report to the Principal all information pertaining to the presence of substance or objects which are not conducive to the health and well-being of students.

Teachers or Police Officials who are in possession of information which raises a suspicion, reasonable or not, are not authorized to search students.

The Principal will designate an administrative subordinate who will act in his behalf during his/her absence from the school. If possible, the decision to search will be postponed until the return of the Principal.

Searches of property made in the absence of the Principal will be authorized by the Superintendent of Schools or his/her designee. There will be no searching of persons by individuals other than the Principal or the Superintendent.

Note: The right of inspections of students' lockers is inherent in the authority granted administrators. This authority may be exercised as needed in the interest of safeguarding children and school property.

The police will be requested to investigate any unsolved crimes which have occurred in school or on the school grounds. It should be remembered that the school is an educational institution and not an investigative agency. The following procedures will be followed in the event a crime occurs in school.

- a. A request will be made to the police department to have a police officer make an investigation.
- b. Prior to any interrogation or arrest, parents of suspected students will be notified.
- c. The Principal will be present during any interrogation or search of a locker or desk by a police officer.
- d. Should an arrest result, parents will be informed that the police are taking the student into custody.

### **Observation of Student Program**

#### **Guidelines**

The Mashpee Public Schools provides "timely access" within a reasonable period of time to a student's program for purposes of observation by a parent, parent-designated evaluator, or educational consultant upon request. The extent of observations shall be determined on an individual basis in an effort to permit access to a program that is sufficient in duration and extent to accomplish the purpose of the visit.

The observation law states that districts may not condition or restrict program observations except when necessary to protect 1) the safety of the children in the program during the observation, 2) the integrity of the program during the observation; and 3) children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program. Mashpee Public Schools will consider the need for these conditions or restrictions on an individual basis and principals or their designees will discuss them with the program observer in planning the school visit.

### **REGULATIONS/POLICIES—continued**

#### **Observation of Student Program—continued**

As such, Principals, or their designees, may exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or the program being observed.

We expect that these cases will be limited and mutually agreeable observation schedules will occur.

#### **Further Stipulations**

1. If the parent's designee reviews the student's records, as well as observes the program, the parent's designee must have received written consent from the parent.
2. Any personally identifiable information regarding other students in the classroom shall not be included in the observation notes and shall be treated in accordance with the confidentiality laws and regulations, including the School Record Regulations.
3. Observation Schedules will be determined prior to the observation in accordance with the schedule established between parties.
4. Videotaping, audiotaping, and photography are prohibited.
5. A School Department staff member will accompany the Observer. S/he will be designated by the Director of Special Education and/or the School Principal. Scheduling of the observation shall include enough advance notice to ensure that the observation protects the safety of the program, the integrity of the program, and the confidentiality of participating students.
6. In some cases, there may be situations where confidential rights of other students will require us to alter the observation setting.
7. Prior to the observation, an "Agreement for Observation of Student/Program" form and a "Confidentiality Agreement" must be completed.

### **SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SEPAC)**

#### **GOALS AND PURPOSE**

1. To provide representation of all parents/guardians of children eligible to be enrolled in the Special Education Program.
2. To serve as an advocate for all children with special needs.
3. To provide a medium for parents/guardians, professionals, and citizens to exchange information, ideas, and experiences.
4. To recruit volunteer services from parents/guardians and community resources to meet identified needs.
5. To provide input into planning programs for special needs children.
6. To foster a positive attitude toward the Special Education Programs within the community and the individual school district.
7. To inform and educate the public about Special Needs plans and programs.
8. To petition for or against legislation pertaining to children with special needs.
9. To promote the coordination of existing services for children with special needs among local, state and federal agencies.

#### **MEMBERSHIP**

1. Any parent/guardian whose child is involved in the Special Education Program.
2. Any interested persons who subscribe to GOALS AND PURPOSES above.

#### **MEETINGS**

1. Meetings will be held once a month or at least four (4) times during the school year.
2. All officers will be required to attend all meetings.
3. Decisions of the membership will be made by consensus.

4. Voting shall be by ballot.

**MASHPEE PUBLIC SCHOOLS**  
**WELLNESS POLICY**

Submitted by: Members of the Health Advisory Council

*Approved by School Committee on December 6, 2006*

*Rev. S.C. 6/20/2007; Rev. S.C. 6/4/2008*

*Rev. S.C. 6/3/2009*

**Wellness Policy Rationale**

- Approximately 13% of school-age children are obese, and 15% are overweight. (2001 Surgeon General's Report).
- Between 56-85% of school-age children consume soda everyday. (J Am Diet Assoc.2003)
- 51% of school-age children consume less than one serving of fruits and vegetables a day. (J Am Diet Assoc. 2003)
- 84% of school-age children consume too much fat. (J Am Diet Assoc. 2003)
- Among children of varying ages, 8 to 45% (depending on geographic region) of newly diagnosed cases of childhood diabetes are Type 2, non-insulin dependent associated with obesity. (American Academy of Pediatrics, 2000)
- Most high school students take only one year of physical education between grades 9 and 12 and less than a third of high school students attend physical education classes daily (NASPE 2001). One out of four children do not attend any school education classes (CDC 1999-2000)

The research listed above presents an alarming reality for today's schools, communities, and families. The Mashpee Public School District acknowledges the vital need to provide a school environment that models health promotion and takes action to combat these rising health risks in children.

**Wellness Mission Statement**

The Mashpee Public School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Demonstrating commitment to the full development of our students and staff, the Mashpee School District endorses the following Wellness Policy developed by its Health Advisory Committee. This policy shall define the goals and means to further our students' understanding of the important role that good nutritional choices and physical activity will have on their lives. Central to this policy statement is the belief that success will be achieved from the combined efforts and encouragement of school staff and parents. We recognize wellness as a critical component to ensure a student's academic performance.

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

### **Nutrition Education Goals**

- The primary goal of nutrition education is to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well-being.

### **Nutrition Education Goals—continued**

- Nutrition education will be encouraged to be integrated across core content and specialized areas as appropriate.
- Professional development activities for nutrition education will be made available to staff.
- The school cafeteria serves as a learning opportunity to allow students to apply critical thinking skills taught in the classroom; for example providing choices.
- Nutrition education will include instruction related to awareness of media literacy as it relates to food advertising and its effects on health.
- Nutrition education will involve sharing information with families and the broader community, PTO, and School Councils to positively impact students and the health of the community.

School district will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

- Students will be encouraged to start each day with a healthy breakfast.
- Parents will provide healthy snacks for their children. Baked goods such as cakes, cookies, brownies, and cupcakes are not considered healthy choices for celebrations in the classroom. Some of the suggestions of healthy snacks could be: fruit cups, vegetables and dip, 100% fruit popsicles, yogurt, and pretzels.
- Foods will not be used as a reward or punishment.
- A silent lunch period is prohibited.

Staff members who are responsible for nutrition education shall be adequately prepared and will regularly participate in professional development activities to effectively deliver the nutrition

education program as planned. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.

School staff members are encouraged to model healthy eating habits whenever in the presence of students.

### **Physical Activity Goals**

The primary goal of physical activity is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthy lifestyle.

- Physical activity should be integrated across curricula.
- A daily recess period will be provided for grades K-6, which cannot be withheld as a consequence of behavior. Recess will be scheduled before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
- Each school will provide a physical and social environment that encourages safe and enjoyable activities for all students, not limited by athletic ability.
- Information will be provided to families to help them incorporate physical activity into their children's lives.

### **Nutrition Guidelines**

It is the policy of the Mashpee Public Schools that meals offered under the National School Lunch and School Breakfast Programs are consistent with the Healthy, Hunger-free Kids Act of 2010. Guidelines for reimbursable meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the law.

### **Nutrition Guidelines—continued**

In addition to the School Breakfast programs competitive foods and beverages sold or provided to students 30 minutes before the beginning of the school day until 30 minutes after the school day ends must comply with the Massachusetts School Nutrition Standards for Competitive Foods and Beverages Act (52:125) signed into law in Massachusetts on July 30, 2010. Foods and beverages offered to students in vending machines must comply with the standards at all times.

A student's lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Schools must establish standards to address all foods and beverages sold or served to students, including those available outside of school meal programs. Schools must ensure that reimbursable school meals meet the program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 220. All foods made available on school property will comply with the current USDA Dietary Guidelines for Americans where applicable.

- Food providers will offer a wide variety of age-appropriate healthy food and beverage selections. Every effort will be made to offer a minimal amount of processed foods. Fresh products will be encouraged to be used as much as possible.
- The consumption of unflavored bottled water by students throughout the school/classroom will be permitted during the school day, except where water could be deemed a hazard to equipment or an activity.
- Promotional activities in schools are encouraged to be connected to activities that promote physical activity, academic achievement or positive youth development and are in compliance with Mashpee Public Schools policy.
- In the interest of wellness for all students and staff, food available at parties, celebrations, or meetings will be healthy choices. Baked goods such as cakes, cookies, brownies, and cupcakes will not be considered healthy choices.
- Soda, sugary drinks, and unhealthy snacks will not be offered for sale to students in any school building, whether for themselves or any other person.
- Nutrition education is incorporated during classroom snack times, not just during meals. Foods and beverages sold at fundraisers should include healthy choices and provide age-appropriate selections for all schools.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.
- Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.

### **Eating Environment**

The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.

- Lunch periods are scheduled as near the middle of the school day as possible.
- Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.
- Dining areas are attractive and have enough space for seating all students.
- Bottled water will be available for students at meals for an additional cost.
- Children should be encouraged to clean hands prior to consuming food.

### **Child Nutrition Operations**



The child nutrition program will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generations will not take precedence over the nutritional needs of the students.

The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

The school will strive to increase participation in the available federal child nutrition programs (e.g. school lunch, school breakfast, after-school snack and foodservice programs).

Employ a food service director, who is properly qualified, certified and /or credentialed according to current professional standards, to administer the school food service program and satisfy reporting requirements.

All food service personnel shall have adequate pre-service training in food service operations.

### **Other School-Based Activities**

Policies established under this category create a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active.

- After school wellness-oriented programs will encourage physical activity and healthy habit formation.
- Local wellness policy goals will be considered in planning school-based activities (such as school events, field trips, dances, assemblies).
- Support for the health of all students is demonstrated by hosting health screenings, helping to enroll eligible children in Medicaid, and other state children's health insurance programs.
- The Mashpee School District's wellness committee will be comprised of families, teachers, administrators, and students to plan, implement and improve nutrition and physical activities in the school environment.
- The opportunity for fitness activities and nutritional education workshops will be offered to the staff.

### **Monitoring and Evaluation**

School Committee will ensure compliance with the Mashpee Public Schools' Wellness Policy. In each school, the Principal or designee will ensure compliance with the Mashpee Public Schools' Wellness Policy and will report on the school's compliance to the Superintendent or designee.

School food service staff at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Food Director. In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.

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