

Sutton Memorial High School Student/Parent Handbook 2021-2022



Sutton Memorial High School Core Values & Beliefs

“In order to prepare our students for a dynamic and global society, the students, teachers, staff members, administrators, parents and community members of Sutton Memorial High School are committed to fostering respect, high expectations, academic achievement, and individual success for our students in a safe and supportive learning community.”

**383 Boston Road
Sutton, MA 01590
(508) 581-1640
(413) 300-5022 fax
www.SuttonSchools.net**

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Sutton School District

Superintendent of Schools
Principal
Assistant Principal
Athletic Director
Administrative Assistant
Business Manager

Mr. Theodore Friend
Mr. Ted McCarthy
Mr. Brian Liporto
Ms. Christina Tuomala
Ms. Terri Senecal
Ms. Nancy Konisky

Guidance

Ms. Lindsey Baiocchi
Ms. Erin Miller
Ms. Josilynn Reed

Administrative Assistant

Special Education Director

Ms. Andrea Alves Thomas

School Adjustment Counselors

Ms. Cat Brousseau
Mr. William Gillin
Ms. Nicole Leggeri

School Psychologist

Ms. Jill Karns

Nurse

Ms. Michelle Donovan
Ms. Donna Heslin

Department Chairs

English: Mr. Sergio Marcucci
History: Mr. Richard Levansavich
Mathematics: Ms. Christina Gamble
Science: Ms. Kathleen Fleming
World Language: Ms. Coleen Motyl-Szary
Music: Ms. Sue Dame
Special Education: Scott Parker
Visual Arts: Kathy Hehir

SCHOOL COMMITTEE

District Mission Statement

The Sutton Learning Community cultivates a positive, collaborative, engaging and safe environment that fosters academic excellence, social responsibility, personal growth and lifelong learning.

District Vision Pillars

Academic Excellence-To provide a comprehensive, interactive curriculum to prepare students for future life experiences.

Social Responsibility-To create an environment that inspires social awareness and encourages compassionate, ethical behavior.

Personal Growth-To promote a culture of healthy living, emotional and physical well-being, and personal responsibility.

Lifelong Learning-To embrace a passion for lifelong learning fostering critical and independent thinkers.

Mr. Bruce Edwards

Mr. Paul Brennan

Mr. Nate Jerome

Mr. Peter Tufts

Mr. Benjamin Gibbons

SCHOOL COUNCIL

A school council is a representative; school building-based committee composed of the principal, parents, teachers, community members, and, at the secondary level, students, and is required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C.

School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards.
2. Identifying the educational needs of students attending the school.
3. Reviewing the annual school building budget.
4. Formulating the school improvement plan.

Any parent who is interested in election to the school council should contact the principal. Meetings will take place once a month. The school council is composed of teachers and parents, and students. The students elected to the Student Advisory Council (SAC) will serve as members of the School Council.

Mr. Ted McCarthy
Ms. Christina Gamble
Ms. Erin Miller
Ms. Donna Mitchell
Mr. Matthew Perrin
Ms. Jen Tangen
Ms. Pamela Wright
Ms. Tina Fadden

Sutton Memorial High School Mission Statement

Core Values and Beliefs

“In order to prepare our students for a dynamic and global society, the students, teachers, staff members, administrators, parents and community members of Sutton Memorial High School are committed to fostering respect, high expectations, academic achievement, and individual success for our students in a safe and supportive learning community.”

Expectations for Student Learning

Effective Writing
Critical Thinking
Presenting Your Work
Collaboration & Participation
Community Contribution

If you need this, or any other document translated into a different language, please notify the building principal.

Sutton Memorial High School
383 Boston Road
Sutton, MA 01590

July 29, 2021

Dear Sutton High School Families,

I hope you are all healthy and well. After a school year like no other last year, we are all hopeful to return to a more typical school year in 2021-2022. Last year brought unprecedented challenges and barriers, yet our students and staff persevered to ultimately have a successful school year. This year, we will return to our typical schedule (7 Periods, Drop 1 each day, Advisory every day) and typical programming (one lunch period for everyone, Senior Flex, full Senior Internships, field trips, assemblies, etc.), while at the same time planning on some new community events to bring our community together after a year in which we spent so much time apart.

At the time of this letter - this is our plan. Certainly, if last year taught us anything it is that the COVID Crisis can shift and move in unexpected ways - requiring all of us to adjust to the new realities in real time. As of today, there are no plans for students to wear masks, have to socially distance, etc. We will continue to take common sense cleaning precautions and students who wish to can take extra precautions as they feel comfortable. Regardless of the situation, we are committed to providing a learning environment that is supportive, safe, and encourages our students to pursue their passions and interests.

The rules and guidelines in this handbook remain in place. They provide guidance on what we need to do in order to have a productive and functioning school. Some rules and policies may be adjusted this year to deal with the reality of the COVID Pandemic. We will work with students and families on an individual level as needed if and when that time comes. No matter what school looks like this year, we are committed to making sure that each student has the ability to learn and thrive.

Stay safe. Be kind. Have a great year.

Ted McCarthy
Principal
Sutton High School

GENERAL INFORMATION

School Hours

School is in session from 7:30 a.m.–2:00 p.m. Once students have arrived at school they are **not** to leave the school grounds **until they are dismissed**. At 7:25 students will go to their lockers for books and then proceed to their first period class. If there is any office business to conduct, it should be done before the 7:30 bell.

Cancellations

School cancellations for Sutton High School will be made on radio stations WTAG, WBZ, WSRB, and WHDH; television stations WBZ, channel 4 or WHDH channel 5 and cable channel 11. Parents who opt for electronic notification via telephone or email will be informed through the Alert Now program. During inclement weather it is possible that school opening might be delayed an hour or dismissal could occur early. On days when school is closed due to inclement weather or any other emergency, all local school events will be postponed. In the event of an early dismissal, due to weather or another cause, we encourage parents to have a plan in place that will allow students to inform parents of the early dismissal. Your child should know these emergency plans. **Please do not call the police station or 911 to inquire about no school notices.**

Early Dismissal

If a student needs to leave school early, a written explanation must be presented in advance to the office. This written explanation must be signed by the parent or guardian and contain the date, time of dismissal, and reason for the request of dismissal. This note must be brought to the office prior to the beginning of first period. Students will report to all classes up to their exact dismissal time and must report to the office to sign out. Students who are dismissed for non-medical issues or by the school nurse due to illness will not be permitted to attend any after-school activities, including athletics, with the exception of the Prom. Any extenuating circumstances to this regulation must have prior approval by the administration. Parents are asked to make every effort to schedule appointments after school hours.

18 Year Old Self-Dismissal

If a student who is eighteen years old wishes to sign themselves out of school, they must first submit a letter from their parents that gives them permission to do so. This letter may be submitted once, and must include the following language:

“I Mr./Ms. _____ give my son/daughter _____ permission to sign themselves out of school throughout the year. I understand that students who leave school for unexcused reasons may not return, and are ineligible to participate in after school activities, including sports.

I also understand that leaving school may have a detrimental effect on _____'s academic performance.

This letter must be dropped off by a parent to administration before a student is able to sign out of school.

Attendance

In accordance with the General Laws of the Commonwealth of Massachusetts (Chapter 76, Section 1) students are required to attend school during the number of days required by the Board of Education. Chapter 76, Section 2 describes the parental obligations with regard to attendance: *"Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars."* Regular attendance is necessary in order to achieve academic success. Time lost from class is extremely difficult to make up, particularly in terms of student-teacher interaction and uninterrupted exposure to the curriculum.

M.G.L. Chapter 76, Section 5, Place of Attendance; Discrimination

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. NO school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. 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 course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

Amended by St. 1971, c.622, c1; St. 1973, c.925, s.9A; St. 1933, c.282; St. 2004, c.352, s.33.

General Laws Relating to Students

Chapter 603- Equal Educational Opportunity

"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 course of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation."

The intent of this law is to guarantee all students an equal educational opportunity. Chapter 622 ensures that all school policies and practices (guidance, curriculum, extra-curricular activities, and facilities) are made with regard to an individual student's interest and ability and are not determined by their race, sex, color, religion, or national origin.

On June 24, 1975, the State Board of Education approved regulations of Chapter 622. These regulations address five areas of school policy: School admissions, admission to courses of study, guidance, course content, and extracurricular and athletic activities.

If you have any questions or concerns regarding Chapter 622 and how it affects your children, please do not hesitate to contact the building principal.

Attendance Policy

Attendance will be taken in every class and teachers will record each absence. It is the responsibility of the student to make up class work missed during any absence. The following procedure will be followed.

1. Parents/guardians will contact the school to report a student absence so that school officials know that the parent/guardian is aware of a student's absence from school.
2. Parents/guardians and students should keep pertinent documentation regarding student absences.
3. Students who exceed seven (7) absences in a semester course or fourteen (14) in a full-year course will lose credit for that course. Approval by the principal is necessary to participate in credit recovery.
4. Students who are absent from school will not be allowed to participate in any after school activity on the day of absence.
5. Students whose tardiness causes them to miss more than half (1/2) of a class will be considered absent from class for the purpose of the Attendance Policy.
6. A note from a doctor stating that a student was kept home due to illness **IS NOT** an excused absence. Students must be seen "in the office" by the doctor in order for the absence to be excused.

Students will not be penalized for being absent from school for religious reasons.

Reasonable accommodations to the above policy will be made for students who are absent due to a disability in accordance with Section 504 of the Rehabilitation Act of 1973.

Attendance Policy Appeal Process

Students who wish to appeal their loss of credit need to do the following:

1. The student, parent or guardian must write a letter requesting a review of the circumstances and the restoration of credit to the High School Attendance Committee. The letter must be received within ten (10) calendar days from the date of notification of the credit loss. Upon the receipt of the student's request for appeal, the High School Attendance Committee may require the student to submit third party documentation to substantiate reasons for absences.
2. The student, parent, or guardian may appeal the decision of the High School Attendance Committee by submitting a written request to the principal within three (3) school days

from the date of the letter from the High School Attendance Committee. The principal will review all materials submitted to the Attendance Committee as well as the committee's decision. The principal may also require a meeting with the student, parent or guardian. The principal will render a decision as soon as possible.

3. The principal will review all materials submitted to the Attendance Committee as well as the committee's decision. The principal may also require a meeting with the student, parent or guardian. The principal will render a decision as soon as possible.

Credit Recovery

Should a student lose credit in a class or classes as a result of a violation of the attendance policy, the student and parent may request to enroll in a "Credit Recovery" course to repair the loss of credit.

Credit Recovery courses:

- are only available at the discretion of the Attendance Committee.
- are six (6) hours in length for a full year course or three (3) hours for a half year course, and happen at a time and place designated by administration.
- can be cancelled if the student does not attend at the agreed upon times and dates.
- are only available as the district budget provides.

Students who enroll in a Credit Recovery course, complete the course, and then miss more than four (4) more additional hours in a class will be ineligible to earn credit in that course. Students who fall into this category may petition to take a Summer School course to recover the credit (if offered). All credit decisions are at the discretion of the principal.

Absences for reasons listed below may be considered excused with proper documentation:

Death in immediate family (parent/guardian document)
Funerals (parent/guardian document)
Religious holidays (parent/guardian document)
Professional appointments that could not be scheduled outside the regular school day
Serious illness or injury or chronic illness when confirmed in writing by a doctor
(Physician notes will not be accepted after 7 days)
Personal/Family emergencies (parent/guardian document)
Senior school trip (proper documentation required-4th quarter only)
College visits for juniors and seniors with documentation from visiting college

Absences for reasons listed below may be considered unexcused absences:

Family vacations
Lack of transportation
Illness-unless proper and conclusive documentation produced
Out of school suspensions
Work
Non-school sponsored trips *

* In recent years, there have been increases in conferences and/or events offered by outside organizations. Although many of these have value, the school neither sponsors nor assumes responsibility for these trips. We encourage parents to research them carefully for content and safety, and if appropriate, schedule them only during school vacations.

Seniors who have a history of chronic absenteeism in their junior and senior years will not be eligible for parking privileges, senior class trips or open campus privileges.

It is absolutely necessary that the whereabouts of every student be known during school hours. Therefore, all tardies, absences, and dismissals will be verified.

Additionally, absences will be verified through the automated Call Notification system.

Absenteeism and Vacations

Sutton High School warns parents/guardians from taking students out of school for vacations. The school calendar allows for significant time during the school year for vacations. Excessive absenteeism negatively impacts a student's learning, academic performance, and social development. In addition, absences limit a student's active exposure to both the curriculum and the SHS Learning Expectations.

This in turn impacts performance on all standardized testing, due to their direct relationship to the curriculum. The administration will encourage but will not guarantee written assignments during such absences.

Students who are absent from school are ineligible to participate in extracurricular activities (sports, band, drama, etc.).

Calling School for Absences

If a student is absent from school, the school will be calling to verify the student's absence. A parent can also call the school before 8:00 a.m. on the morning of the absence to inform the school. In the case of an excused absence upon returning to school, please send in the documentation for the excused absence. All other absences will be considered unexcused.

Homework and Absences

If a student is absent due to illness, he/she is encouraged to obtain missed homework which may be posted on teachers' web page. As a secondary resource, parents may call the guidance office secretary at ext. 1169 to request homework assignments. It is the child's responsibility to see their teacher within two (2) days of their return to get any make-up work. Each teacher will/can set his/her own policy on make-up work after an absence. Students who are absent for an unexcused reason should work with teachers to determine when make-up work can be provided. Students should access School Fusion whenever possible for this purpose.

Truancy

A student is considered to be truant from school when he/she is absent without parental consent. The Sutton Police Department may be notified when a student is truant. The Department of Elementary and Secondary Education (DESE) now mandates the reporting of trancies.

Tardiness

Students arriving to class after 7:30 a.m. are considered late and must report to the main office for a tardy pass. Students will not be admitted to their classes after 7:30 a.m. without a tardy pass from the office. Please note: School time is official time-not personal devices. Upon the fourth (4th) unexcused tardy in a quarter, a student will be given an office detention (1 hour). Detentions (2 hours) will also be issued for the fifth tardy. On the sixth tardy, students will be required to serve a Saturday detention (3 hours). Once a student is tardy seven times, parents will be required to come into school to meet with administration to solve the problem. Participation and attendance in class is vitally important. Teachers reserve the right to monitor and enforce the accountability of students in these areas.

Tardiness will result in suspension of parking privileges.

During school hours it is the responsibility of a student to get to class on time. Students have a reasonable amount of time to get from one class to another. If a teacher delays you and you are late for your next class, you should get an admission slip from the teacher who delayed you.

The following are considered unexcused tardies:

- Missing a bus
- Oversleeping
- Finishing homework
- Failure to find a parking space/car trouble
- Locker trouble in the morning

The following are considered excused tardies:

- Doctor/Dentist appointment with a physician's note
- Late bus
- Family emergency

Evacuation

The school shall practice several times annually the evacuation procedures that have been established. In the event of an evacuation, students should follow closely the directions of the teacher and respond quietly and quickly to the emergency at hand. An evacuation plan is posted in each room. In the event that a student is in the bathroom, hall, or some other place when the alarm is sounded for evacuation that student should immediately exit the building at the nearest safe exit and report to the lawn adjacent to the tennis courts. A staff member will direct

the student back to his class. When the alarm for evacuation sounds during an unassigned time (ie. Lunch, etc.) then students should report to the lawn adjacent to the tennis courts and will be directed to go to the last class they were previously in.

Lock Down

In the event that a danger exists within the school or that isolation of a potential emergency is required, teachers may be asked to lock down for an undetermined period of time. During a lock down students should remain calm. Students are not permitted to leave the classroom for ANY reason and should remain away from any windows or doors with windows. Teachers are not permitted to open a door for any reason once a lock down has been declared. If a student is outside the classroom or in the hallway when a lock down has been declared, they should report to the nearest classroom.

Stay in Place

In the event there is an emergency within the school; students are to remain in their classrooms until they are directed to pass to their next class.

Busing

The school bus is an extension of the school. Violation of any school rule on a school bus or at a bus stop shall be deemed a violation of school rules and subject to disciplinary action. Any student who violates school rules or jeopardizes bus safety will be in danger of forfeiting his/her privilege to ride the bus.

Student Parking

The following rules have been adopted to provide safety for students and their vehicles (as much as possible) while parked on the Sutton schools' campus:

Students driving to school agree to:

- 1. Obey all traffic and safety regulations as required under MGL chapter 90.
- 1. Tardiness will result in suspension of parking privileges.
- 1. Not go to their vehicle during the school day without a written pass.
- 1. Come to school on time.
- 1. Park only in the student-assigned areas.
- 1. Display the decal in the appropriate place.
- 1. Lock the vehicle when arriving at school in the morning.
- 1. Not park outside of any designated parking space such as the grass area or across parking spaces.
- 1. Operate a vehicle that is in safe and environmentally sound condition.
- 1. Understand that rules related to weapons, drugs, alcohol, fighting, and tobacco extend to and are in effect in student parking areas.

- ⌚ Do not leave school to return to your vehicle. You must report to the office and follow procedures if you need something in your car.
- ⌚ Please plan to make alternative arrangements
- ⌚ Failure to follow attendance rules may result in loss of privilege.

All students and parents should understand that the rules of conduct above are used to protect the safety of students and property. The ability to park on school grounds is a **privilege**, not a right extended to students and that any **violation of these rules will result in disciplinary action and may result in suspension or revocation of the student's parking privileges and/or towing the vehicle at the owner's expense.**

Each student driving a vehicle to school must sign the "Student Parking Contract" and return it to the office with the parking fee of \$100.00 in order to be eligible to park.

Violation of any of the above rules may result in the following consequences:

- ⌚ **Suspension and revocation of parking privileges.**
- ⌚ **Towing of illegally parked motor vehicles.**
- ⌚ **Complaint for trespass with a motor vehicle.**
- ⌚ **Revocation of parking pass without return of fee.**

Liability

Sutton High School, the Town of Sutton and the school administration accept no responsibility for any damage, theft, or any loss of property for any vehicle or contents of any vehicle parked on school grounds. The owner and the insurance carrier accept all responsibility and financial obligation related to damage, theft, vandalism or any loss incurred when parking on school grounds during the school day.

Lockers

Students are assigned a locker at the beginning of each school year. The school maintains control and ownership of lockers. Students are expected to keep their lockers locked throughout the day.

The school assumes no responsibility for valuables left in lockers. If a student has cash or an item of any significant value they should bring that item to the office to be secured in the school vault.

Student Messages

Due to limited staff, phone lines, business calls, and a structured learning environment, office staff cannot ensure that routine messages, (ie. call home, go home after school, etc.) will be relayed to students. **Please limit messages to emergencies only.**

Military Recruitment

Under the provisions of the “No Child Left Behind” Act, Sec. 9528(a), Armed Forces Recruiter Access to Students and Student Recruiting Information, and the “National Defense Authorization Act”, public high schools are required to provide names, addresses, and phone numbers to recruiters, unless parents specifically request that their child’s information not be disclosed. Parents must request in writing, on a yearly basis, that this information not be provided.

Visitor Badges

In order to maintain a safe and secure learning environment the high school is required to provide a badge to visitors in the building.

Security

Students and staff may enter the school building from several entrances in the morning. The building will be secured once the school day begins. Students leaving the building for any reason should take care to ensure that all doors are secured as they leave. Students and staff are encouraged to notify the office of any open door found during the school day.

All visitors can only enter the building by buzzing into the high school office and following the identification procedure with the high school office. Students and staff are prohibited from allowing visitors entry into the building.

ACADEMIC REQUIREMENTS

Guidance Services

The Guidance Department provides a variety of services relative to course selection, career exploration, testing for college, advanced placement, and MCAS, as well as personal counseling in matters relative to school and academic performance.

Students should make an appointment with their assigned counselor through the guidance secretary. The guidance department may be reached by dialing 508-581-1640, ext. 1169.

Parents of students who are out of school due to documented prolonged illness of two days or more may contact the guidance department to arrange make-up work.

Student Production Periods (SPP)

Purpose: As society and increasing academic demands place greater pressures of time and course load upon students, we, the faculty and administration of Sutton Memorial High School, recognize the need for quality, quiet, structured time for students to complete these academic demands. To this end, we have instituted a directed production period for students. The purpose of this daily Student Production Period is to enhance and enrich the student’s academic experience. This policy sets forth the expectations and guidelines for students and teachers assigned to such duty.

Expectations: During SPP students are expected to:

Come prepared to work on specific tasks.

Seniors may access the library for SPP, Juniors are expected to stay in their assigned SPP classroom.

Seniors who have any grade below a 70 in any marking term are also required to stay in their assigned classroom. If at the next marking period their grade is above a 70, they can return to the library.

If a student needs to use the library for a class assignment, the teacher will write a pass stating specifically what work should be completed.

Students who need to use the library solely for computer access are expected to sign out a laptop and return to their assigned class.

Talking, disruption, and disregard for the intended purpose of this period may result in detention, in-school suspension, or removal from the class.

Textbooks and Materials

Students are assigned class materials for which they are responsible. Students will be required to sign a form for each textbook or item assigned to him or her specifying the identification number and condition of that item. Students are to handle these items with the utmost care and respect. They are to know where their books and materials are, bring them to class as required by their teacher, and to use materials in the manner for which they are intended. Students will be held financially responsible for lost or damaged items. Replacement texts will be issued only after the student has paid for the lost or damaged text. Report cards will be held for those students who have not returned or paid for missing and damaged materials.

Curricular Exemptions

In accordance with the provisions of Massachusetts General Laws, Chapter 71, Section 32A, in the event the high school curriculum involves human sexual education or human sexuality issues, a parent or guardian may exempt his/her child from that portion of the curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption.

In such event, an alternative assignment will be substituted for sex education for such exempted child. To the extent practicable, program instruction materials for sex education shall be made reasonably accessible to parents and guardians for inspection and review.

SENIOR INFORMATION**Senior Year Requirements-Credits Earned**

In order to be considered a member of the senior class, a student must have earned a minimum of 18 credits by the start of their “4th” year at Sutton High School.

Students who have not earned 19 credits by the start of second semester senior year may be ineligible for senior events and graduation.

Senior Privilege (Open Campus)

Senior Privilege: The Senior Privilege allows a senior who meets the necessary criteria to leave school grounds during unassigned time.

When they are on school grounds, students may report to a designated area or work independently with a teacher.

The senior pass is an extension of freedom awarded to seniors who demonstrate by their good grades and citizenship that they are mature, responsible young adults who have earned the opportunity to exercise their good judgment in the use of their unassigned time.

Parent/guardian permission is required to obtain Senior Privilege.

The application form will be signed by the student indicating acceptance of the criteria and responsibilities entailed, by the parent indicating consent, and by administration indicating that the criteria have been met. Students are required to sign out of school on a form for this purpose, indicating the time they left and their destination.

The sign out log is located in the front guidance office. Students are required to sign in upon returning to campus.

Students are to be in their seats by the second bell of class.

At each five week grade marking period (Progress Reports/Report Cards), eligibility for Senior Privilege will be assessed. The criteria for maintaining Senior Privileges are:

1. No grade below a 70%
2. No significant discipline referrals
3. Attendance: No more than 3 unexcused absences in a quarter
4. Tardies: No more than 3 unexcused tardies in a quarter

Students who do not meet the criteria will be required to work in their assigned SPP room until the next grade reporting period (progress report/report card). If their grades are above a 70%, then they can “re-earn” their Senior Privilege.

Students have “3 strikes” for Senior Privilege.

1. 1st warning
2. 2nd is a loss of privilege
3. 3rd is loss of privilege

Upon your 4th tardy in a quarter your Senior Privilege may be lost for a period of time up to 5 weeks.

4 tardies in a quarter counts as 1 “strike” against Senior Privilege.

Senior Week Code of Conduct

Sutton Memorial High School has adopted a set of rules and policies for the students to follow in order to make each trip safe and enjoyable for everyone.

These rules and policies are set in order to achieve the greatest enjoyment for everyone on all field trips.

The school reserves the right to exclude from senior week activities any student who has been charged with a criminal offense (i.e. underage drinking, drug use, possession, etc.).

Any infractions or violations of the law while on a field trip shall be subject to school discipline.

For seniors, this may include removal from class day and graduation ceremonies.

No student on any field trip is permitted to leave the venue for any reason, unless medical attention is required. Then, said student will be escorted by a chaperone or school nurse.

Each student is responsible for his/her own personal items at all times during field trips.

All medication must be given to the school nurse. This includes Advil, Tylenol etc.

Any student who has been suspended out of school for any reason, or has accumulated three office referrals will not be permitted to participate.

Any student who is failing two or more classes with a cumulative grade of 64 or below at the end of quarter three or quarter four may be ineligible to attend senior week.

No refund will be given to any student who for any reason loses the ability to attend these activities as a result of disciplinary action.

We want to remind you that graduation is a time for all of us to recognize the achievements and successes of our seniors. During the last few weeks of school, parents and students must be cognizant of the fact that rowdy behavior, pranks, electronic pranks, or vandalism will not be tolerated. Students who participate in acts of destruction on school property, in any way, will be held personally responsible for all financial liabilities and will be referred to the Sutton Police Department for prosecution. **Students responsible for such activities may be barred from participating in graduation and all related activities.**

Students must be reminded that all school rules apply during senior week activities. Infractions during senior events will result in disciplinary consequences.

GRADUATION REQUIREMENTS

<u>Subject</u>	<u>Credits Required</u>
English	4 Credits
Mathematics	4 Credits
Science Including: Introduction to Physics (MCAS)	3 Credits
Social Studies Including: World History United States History I United States History II Civics	3 ½ Credits
Fine Arts	1 Credit
Physical Education	½ Credit
Health	½ Credit
Financial Wellness*	½ Credit
Senior Capstone Presentation*	Class of 2022
World Language (recommended)	

All students must have 26 credits for graduation plus successfully pass state testing requirements (MCAS).

1 Full Year Course = 1 Credit

* These requirements will begin with the Class of 2022

Physical Education Requirement

M.G.L Chapter 71, Section 3 states: “Physical Education shall be taught as a required subject in all grades for all students in the public schools for the purpose of promoting the physical well-being of such students.” In order to meet this requirement, all students will participate in a school organized, physical education event/activity that promotes health and wellness. In addition, students may meet the graduation requirement for Physical Education through:

- enrolling in a Physical Education course (identified in the Program of Studies).

- participating in a school-based athletic team for a complete season (verified by the coach).

Student who have a doctor's note may be excused from participation in the school based Physical Education activity.

Grades and Grading Policy

Students will be issued grades four times per school year, with a progress report sent home in the middle of each quarter for students in danger of failing. Each teacher determines his or her classroom policy regarding grades.

Passing Grade

Students receiving a grade of 65 or higher will have passed a course at Sutton Memorial High School.

Calculation of Grades

Each individual teacher shall have the authority to develop their own means of calculating grades within their class. This means of calculating the student's grade shall be reported to the student within five days of the beginning of the course. It shall be presented as part of the course expectations.

Final Grades

The final average grade received by students is the mean average of the four terms grades multiplied by .85 (85%) plus the mid-term & final exam which is worth 15% of the final grade. In the event that a final exam or project is not given or required, then the final grade will be the mean average of the four terms. For one semester course, final exams are worth 10%.

Honor Roll

Students whose grades are 90 or above will receive FIRST HONORS on the honor roll. Those students whose grades are 80 or above, and average no less than 85, will receive SECOND HONORS on the honor roll.

Weighted Averaging

For the purposes of calculating a student's GPA, some classes are weighted differently to reflect the challenging and rigorous level of learning taking place.

Advanced Placement (College Credit)	= numerical average x 1.1
Honors Courses	= numerical grade x 1.05
College Level/Concept Classes	= numerical grade

The school year is divided into four quarters.

Marking Period

T1-Progress Reports September-November
T1-Report Cards

T2-Progress Reports December-January
T2-Report Cards

T3-Progress Reports February-April
T3-Report Cards

T4-Progress Reports May-June
T4-Report Cards

Progress Reports

Parents and students will have 24 hour access to their grades online through the iParent and iStudent system. Teachers will update their grade books minimally every two weeks. Parents who would still like a paper copy of a progress report mid quarter should request one from guidance.

Report Cards

Report cards will be made available online to all students at the end of each marking quarter. The final report card will be mailed home within a week of the close of school.

Chapter 71, Section 34H- Non-Custodial Parental Notification

A non-custodial parent shall submit a written request for records to the school principal **annually**. Upon receipt of the request the school shall notify the custodial parent of the receipt of the request. The custodial parent will be notified that the information requested would be provided to the non-custodial parent, unless the custodial parent provides, to the principal of the school, documentation of any court order, which prohibits contact with the child or prohibits the distribution of information referred to in this section.

At any time the principal of a school is presented with an order of a probate and family court judge that prohibits the distribution of information pursuant to this section, the school shall immediately cease to provide said information and shall notify the requesting parent that the distribution of information shall cease.

Access of Third Parties

Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have

access to information in or from a student record without the specific, informed written consent of the eligible student or the parent.

When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party.

A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

M.G.L. Chapter 71, Section 32A Sex education; policy regarding notice to parents, exception

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 parental/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 school 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.

Summer School

Students, who fail (grade below a 65%) a major subject with a grade of 50% or higher, may attend summer school to earn credit for that course. Students who earn below a 50% in a course will not be allowed to take a summer school class. Students are not permitted to take the next sequence of courses if they have failed the prerequisites. Students must take summer school courses at an approved school. Written approval must be obtained from the guidance counselor or the principal. The guidance office will assist students in registering for appropriate courses. Students are limited to two summer school classes per year; any other failed courses must be repeated during the next academic year. A grade of 80 or above must be earned in summer school in order to receive credit. An additional course record with a “P” will be noted on transcripts with proper credit given.

HEALTH SERVICES

The school nurse helps the education process by improving and protecting the health of the student body. The health office focuses on the prevention of illness, student safety, early detection and correction of health problems and health education. Students that are injured or become ill in school should report to the health office to be assessed.

Parents are responsible for notifying the health office of any medical conditions that may affect a student’s health during the school day. It is extremely important that parents provide the most up to date contact information in the event of an emergency. Students should not call or text their parents for dismissal due to illness without presenting to the health office.

Medical Dismissal

Students who are or become ill or injured during the school day are required to report to the health office for evaluation and treatment. Should the need arise for a student to be dismissed for health reasons, the school nurse will arrange for such dismissal with parents through the health office. Students who are dismissed by the health office are not eligible to participate in any after school activities, including athletics.

Students may not call home from the office to request dismissal due to medical illness.

Medications

The Sutton Public Schools Medication Policy follows medication administration parameters set by the Massachusetts Department of Public Health and the Massachusetts Board of Registration of Nursing. We collaborate with our school physician regularly and the policy is available on the schools website.

- All medications, including inhalers and over-the-counter medications, require a licensed prescriber’s written order and written parental permission for medication to be administered in school.

- Students may occasionally receive certain over-the-counter medications, including acetaminophen and ibuprofen, from the school nurse with signed parental permission through protocols with our school physician.
- All medication orders expire at the end of the school year. The unused medication must be picked up by a parent or designated adult, any medications not picked up will be discarded. New medication orders are required each school year.
- All medication must be in a properly labeled pharmacy container.
- Students are not allowed to carry ANY medication on their person, with the exception of
- emergency medication. Students may carry and self-administer inhalers, insulin, and epinephrine ONLY with written permission form parent after consulting with the school nurse.

Administering Medicines to Students

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student. Dietary supplements such as creatine or other such supplements are prohibited on campus.

Exceptions

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting. If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.

2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.

3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

Communication with the Health Office

Students should go to the health office with any injury or illness experienced during the school day and parents will be notified with any significant findings made by the school nurse. Parents/guardians are asked to report to the health office any injury that has occurred outside of school. This includes concussions, orthopedic injuries, medical conditions or any prolonged illness.

Mandated Screenings

Massachusetts Department of Public Health requires the following screenings: Postural, verbal screening for substance use, (SBIRT), height/weight, hearing and vision. If there is any reason a student should not participate during these screenings please send a written request to the health office. Letters will be sent home if follow-up is recommended.

Physical Exams

Massachusetts law requires physical examination on students within 1 year before entering into school or within 30 days after entry and at intervals of either 3 or 4 years thereafter. (105 CMR 200.100) Students in 10th grade must submit a current physical exam. In addition, MIAA requires that any student participating in an interscholastic sport must pass a physical examination prior to participation. The physical is valid for 13 months from the date of the exam.

Immunizations

Students must have up-to-date immunizations in order to enroll and remain in school. (105 CMR 220.000) Parents will be notified of immunizations that are due and the date when documentation must be received. Immunizations may only be waived if a student provides a written medical or religious exemption to the nurse or is homeless per the McKinney-Vento Act.

When a case of vaccine-preventable disease emerges, students with exemptions are subject to exclusion. (105 CMR 300)

Pregnant Students

Pregnant students will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school.

The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

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 delivery is encouraged; and that every opportunity to complete high school is provided.

LEGAL REF.: M.G.L. 71:84

CO-CURRICULAR ACTIVITIES

Student Government

Students at Sutton Memorial High School have many opportunities to be involved in the decision-making of the school. At this time the following student representatives represent students:

All Students-	Student Advisory Council Members Regional Student Council Member/Alternate Student Government Day Member/Alternate
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Each Class Elects-	Class President, Vice President, Secretary, Treasurer Four Student Council members
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Class officers have an obligation to serve their class through active participation in fundraisers, school events, and class meetings. Leadership is more than getting elected-you also must meet your responsibility to your class. Class officers who fail to meet these expectations may be removed from office.

All student government members as well as class officers will be removed from their position if found in violation of Level A infractions found on page 47.

National Honor Society

The Donald G. Schwab Chapter of the National Honor Society recognizes members of the junior and senior classes who have demonstrated the qualities of scholarship, good character, leadership ability, and service to both the school and the community.

The National Honor Society meets monthly throughout the year to plan and carry out special service projects, including tutoring, helping at Waters' Farm Days, and other school and community activities where volunteers are needed.

Selection into the National Honor Society is a privilege not a right. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new members.

Any major disciplinary infraction that occurs during the same school year as an application may be factored into the application process. Examples include, but are not limited to: academic dishonesty, chemical health violations, multiple referrals to administration for poor behavior, and other offenses that result in suspension.

Selection Process of the National Honor Society

1. In order to be eligible for consideration, candidates must have completed two marking terms in their sophomore, junior, or senior year and have a weighted cumulative grade point average of at least 90%. Any potential inductee must have attended Sutton High School for at least one semester.
2. Qualified candidates will be notified by e-mail and informed that for further consideration for selection to the chapter they may complete the Membership Request Form, outlining their accomplishments in the areas of Leadership, Character, and Service.
3. Because additional faculty input is beneficial, all faculty members are given the opportunity to comment on the character, leadership, and service of the candidates directly to the chapter advisor prior to the selection meeting. The chapter advisor will present this information to the Faculty Council at the selection meeting.
4. The five appointed members of the Faculty Council will make the actual selections.
5. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.
6. Following the candidate's notification of eligibility, it shall be the responsibility of the candidate to acquire, complete, and return the Membership Request Form to the chapter advisor within the time limit established by the chapter advisor.
7. After approval by the Faculty Council, a formal notification is sent to all selected candidates and their parents, informing them of their selection and the time and place of the induction ceremony. All candidates must attend the formal ceremony in order to become members of the National Honor Society.
8. Students may be removed from the National Honor Society if found in violation of infractions as stated in the table on page 37.
9. By-Laws for the Donald G. Schwab Chapter of the National Honor Society are found on the NHS School Fusion webpage.
10. Potential candidates who are not selected for membership may appeal the decision of the Faculty Council as outlined in the Constitution of the National Honor Society.
11. Members and their parents are required to sign a contract that outlines the expectations for membership.

Non-Selection

Potential candidates who are not selected for membership may appeal the decision of the Faculty Council as outlined in the Constitution of the National Honor Society.

Upon request, students who maintain the required grade point average may be reconsidered for membership in the fall of the subsequent school year. If selected, an informal induction ceremony will take place; the student will be considered a full-fledged chapter member and thus, will be responsible for all the duties and obligations of membership. However, he or she must be formally inducted at the next scheduled induction ceremony.

Clubs

Sutton Memorial High School strives to provide a well-rounded and active co-curricular program. These programs are designed to provide students the opportunity to explore and pursue their interests and talents. The following is a list of current co-curricular activities:

Yearbook	Jazz Concert and Pep Band
Ski Club	Future Educators of America
Gay/Straight Alliance	Newspaper
Drama Club	Student Council
Humanities Scholars Collaborative	Blackstone Valley Youth Leadership
Community Service Learning	Art Club
National Honor Society	Photography Club
Student Government	Math Team
Environmental	Connections

Students participating in any co-curricular activity must abide by the Sutton High School Behavioral Expectations and display a high level of respect, trustworthiness, responsibility and citizenship. Failure to abide by the Behavioral Expectations may result in the removal of a student from his/her position in any co-curricular activity. This includes but not limited to NHS, class officer, and yearbook (See consequences and definitions).

Students failing or with poor attendance may be exempt from field trips, class trips, and school sponsored activities. All school rules apply to school trips, class trips, and school sponsored activities.

ATHLETICS (see Athletic Handbook)

SHS Athletic teams include:

Soccer	Baseball
Football	Softball
Golf	Volleyball
Indoor Track	Cheerleading (fall and winter)
Cross Country	Field Hockey
Outdoor Track	Ice Hockey (Male)
Basketball	Ice Hockey (Female)
Tennis	Swimming
Lacrosse	E-Sports

The Sutton School Committee has approved the following fees for the 2020-2021 school year:

There is a maximum fee of \$300.00 per sport per student. A fee of \$150.00 is charged if a student is on their third sport. There is a cap of \$1,500.00 per family. The athletic fees must be paid before the first game/meet takes place.

- ❖ (Ice Hockey fee \$1,000.00)
- ❖ E-Sports Fee

Code of Ethics

The Athletic Department at Sutton High School has six essential goals.

- To provide an opportunity for maximum athletic development of players across the spectrum of ability.
- To foster a strong sense of community involvement and participation.
- To promote the social, intellectual, emotional, and physical development of our students.
- To develop an understanding of the value of competition and sportsmanship.
- To develop respect for rules and authority.
- Finally, the most important goal of any athletic program is to HAVE FUN!!!

Practice and Game Limitations

All high school students are bound by the rules of the Massachusetts Interscholastic Athletic Association (MIAA). Participants in individual sports should check with the athletic director regarding restrictions in their individual sport.

Attendance/Dismissal

In regards to tardiness, students arriving to school later than 8:30 a.m. without proper medical documentation will **NOT** be allowed to participate in after school athletics. If athletes are dismissed by the school nurse or their parents before the end of the day, they will need a medical note to participate in after school activities. We are aware that sometimes there are extenuating circumstances and each case will be dealt with on an individual basis.

*See tardy policy for consequences.

Academics

Once a student fails his/her second academic subject in any given quarter, he/she becomes ineligible to participate in any/all sports until the beginning of the subsequent marking period. Under no circumstances, will roster spots be held for players who are ineligible. Students will lose eligibility for fall sports if they fail a class/classes for the year and do not repair the failure in summer school.

Eligibility

The violation of any eligibility rule may result in forfeiture of a game. A mistake could jeopardize the record of the team as well as the individual. Consult with the athletic director if there are any doubts concerning eligibility.

Dress

During practices and training, athletes must wear apparel (enforced by coaches and staff) that meets the school dress code standards. Runners will wear school issued apparel while working out, on or off school property. All athletes must wear the required uniforms during competitions.

Physical

Students must have updated physicals on record with the Nurse's office in order to participate.

The following MIAA rules are of utmost importance to note:

- ◆ A student is not eligible to participate in sports if he/she turns nineteen years of age before September 1.
- ◆ A student must pass the equivalent of five classes the last marking period preceding the contest.
- ◆ Fall eligibility is dependent upon the student's passing the required number of classes from the preceding school year.
 - ◆ The academic eligibility of all students shall be considered as official and determined on the date when the report cards for that marking period have been issued to the parents of all students.
- ◆ A transfer student to a MIAA member school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student previously participated in at the varsity level. This rule applies during the one-year period immediately preceding his/her transfer except if the student returns to his/her former school on or before the eleventh school day from the date of the last attendance there.
- ◆ Varsity participation is defined as any appearance as a competitor, in a varsity interschool game, match, or meet, other than a scrimmage.
- ◆ For a transfer student to be eligible in a specific sport within the year of his/her transfer, the sending school principal, the athletic director, and the head varsity coach(es) of the sport(s) in which the student desires to participate must certify by signature that the student did not participate at the varsity level during the year prior to the actual transfer.
- ◆ **Rule 45 [Loyalty to the High School Team: Bona Fide Team Members]: A bona fide member of the school team is a student who is consistently present for and actively participates in all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Any student who violates this standard is ineligible for the next two contests or two weeks (whichever is greater) immediately upon confirmation of the violation.**

- ◆ **During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or controlled substance. Minimum penalties are defined by MIAA rules.**
- ◆ **In addition, if it is determined that a student “hosted” a party where underage drinking occurred, the host will receive a chemical health violation regardless if it can be proven that they consumed alcohol or not.**

Please reference the Athletic Handbook for athletic policies and procedures, including baseline testing and concussion policy.

Parent/Fan Code of Conduct

Our student-athletes compete in sports to challenge themselves physically, to have fun and for the love of the game. Through sports our students learn to be trustworthy, respectful, responsible, fair, caring, and cooperative. Through sports, students can achieve great things!

As a parent and as a fan I will agree to abide by the following rules and guidelines:

I will remember that this game is for the student athlete and I will make it a positive event.

I will be a positive role model for the students and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or other sporting event.

I will teach my student to play by the rules and to resolve conflicts without hostility or violence.

I will demand that my student treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.

I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting or using profane language or gestures. I will respect the coaches and will not question, discuss, or confront coaches at the game field or on the court. If I wish to speak with a coach, I will follow accepted protocol and seek this formal meeting through the Athletic Director.

I will not ridicule or make negative statements at the student, the team, or the coach for making a mistake or losing a competition.

I will not coach my child or other players during games and/or practices. I understand that I am the parent or fan and will leave the coaching to those who have been entrusted with the position.

I also agree that if I fail to follow the rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or the Athletic Director or administrators of the school.
- Written warning.
- Fan/Parental game suspension with written documentation of incident kept on file by the schools involved.
- Game forfeit through the official or coach.
- Fan/Parental season suspension.
- Moratorium on attendance of athletic contest for up to one year or more as determined appropriate by the Athletic Director and the school’s administration.
- Expulsion from the venue.

STUDENT BEHAVIOR

Personal Development

The mission of Sutton Memorial High School is to build responsible, effective, and self-disciplined citizens for a modern democratic society. Sutton Memorial High School is a learning community where students are encouraged to learn and develop the values and skills of a positive community member. Sutton Memorial High School provides an environment where students can exercise their own ideals and values in a respectful and risk-free manner. It is our goal to encourage all members of the learning community to embrace the rules and procedures of our community to sustain and foster mutual growth and continuous improvement both academically and personally.

We expect our students to develop the following values as members of the Sutton Memorial High School learning community:

- ◆ Self-discipline
- ◆ Respect for self
- ◆ Respect for others
- ◆ Respect for authority and the learning community rules
- ◆ Tolerance for other cultures, ideas, and values

Code of Conduct

Each member of the Sutton Memorial High School learning community shall adhere to the following code of conduct:

As a member of the Sutton Memorial High School Learning Community I will:

- ◆ Be responsible for my own actions and learning.
- ◆ Respect the rights of others, as I expect them to respect my rights.
- ◆ Advocate for myself in my behavior and in my learning.
- ◆ Understand that communities have rules for the peaceful and orderly operation of those communities and accept such rules as a member of this academic community.
- ◆ Be tolerant of the values and ideas of different people within our learning community.
- ◆ Not discriminate, denigrate, or otherwise violate the civil rights of any individual based upon their color, race, creed, gender, or perceived sexual orientation.
- ◆ Not disrupt, disturb, or interrupt the learning process in any fashion.

Sutton Memorial High School is committed to promoting technological literacy to all of its students. To this end we seek to provide the highest quality and up to date technology possible with our existing resources. We expect that members of the learning community will utilize technology in a responsible manner consistent with the Sutton Public School District's Empowered Digital Use Policy.

INTERNET PUBLICATION

I. Purpose

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

II. Supervision and Approval of Web Pages

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's website. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district website.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

III. Content Standards

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

IV. **Safety Precautions**

A. **In general**

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

B. **Student photographs**

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

C. **Student work**

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. **Staff photographs, identifying information and work**

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

STUDENT & PARENT CHROMEBOOK / DEVICE AGREEMENT

This Agreement represents an outline of Sutton Public Schools' Access to Digital Resources (IJND), Empowered Digital Use (IJNDB) and Student Responsible Use (IJNDB-R) policies. By signing this Agreement, students and parents/guardians agree to abide by Sutton Public Schools' Student Responsible Use Policy (IJNDB-R).

Student Responsibilities

- I have received and agree to abide by Sutton Public Schools' Student Responsible Use Policy (IJNDB-R) and abide by all local, state, and federal laws.
- I am submitting my consent for my son/daughter to access and use Google Apps Education Edition managed by Sutton Public Schools. Sutton Public Schools assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. COPPA is a regulation that requires parental consent for the online collection of information about users under 13 years of age.
- I agree that my use of SPS technology is for educational purposes only.
- I agree that use of SPS technology is a privilege. I am responsible for the proper care of my SPS issued device, as well as any other SPS technology equipment I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access.
- I agree not to use any other student or teacher's password to access the network and other school systems.

- I agree that I will never share personal information over the internet. In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher and/or SPS staff member.

- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.

- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by SPS Technology Department.

- I will not remove programs or files from my SPS issued device.

- I understand that all files stored on my SPS issued device will not be private. SPS personnel can review laptops and/or files at any time.

- I understand that it is my responsibility to store and backup my files. This can be done by using Google Drive.

- I will not attempt to repair my SPS issued device, nor will I attempt to clean it with anything other than a damp soft cloth.

- I will report any problems with my SPS issued device to the SPS Technology representative at my school.

- I will treat my SPS issued device with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.

- I will return my SPS issued device and all of its accessories upon my withdrawal from Sutton Public Schools or whenever requested by the SPS administration.

Repair and/or Replacement of Chromebook

I agree to pay for repairs or replacement of SPS issued Chromebook/laptop as follows:

Full replacement cost if device is lost / stolen / severely damaged:	\$ 250.00
Charger:	\$ 35.00
Screen:	\$ 60.00
Keyboard:	\$ 100.00
Trackpad:	\$ 30.00

NOTE: Charges will be based on individual circumstances and at the discretion of the Principal and/or Technology Director.

Student's Name (printed)

Student's Signature

Date

Parent's Name (printed)

Parent's Signature

Date

STUDENT RESPONSIBLE USE POLICY

I understand that the use of technology is a privilege for which I am responsible. When using any SPS Online and Digital Technologies (ODT), I will always be a good digital citizen. I acknowledge that I understand the following:

I am responsible for being prepared for learning.

- If issued a school computer, I will arrive at school each day with my computer, a fully charged computer battery, and my charger.
- I will report any breakage or technical issues to the Director of Technology when they occur and I will be provided a loaner if appropriate and available.
- While in class, I will free myself of personal distractions and only use technology when instructed by my teacher.

I am responsible for practicing positive Digital Citizenship.

- I will practice positive Digital Citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest and respectful in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I will not spam SPS email lists, which includes creating or forwarding chain letters or pyramid schemes of any type.
- I will not gamble using the SPS network.

- While on school premises, I will not knowingly and willfully use any devices or tools (cell phones, hotspots, VPNs) to bypass the SPS network in order to gain access to the internet.
- I will use SPS technology to access only approved educational content whether on school premises or off.
- If I find internet content with educational value that is blocked, I will follow the process to request access to those sites:
 - Ask a faculty member to submit the unblock request to Principal via email.
 - Next, the Principal must review the site and either approve or deny the request.
 - If the site is approved for unblocking, the Principal informs the Technology Department via email.
 - Technology Department will unblock the site and inform the requester via email once it's available.
- At the high school, I will only install software from Managed Software Center (MSC) unless otherwise approved. I will follow the process to request an application be added to MSC:
 - Submit a request to the Technology Department via email.
 - Next, Technology Department reviews the application request.
 - If the application is approved to be added to MSC, the Technology Department will add it and inform the requester via email once it's available.

I am responsible for keeping personal information private.

- I will not share personal information about myself or others, including but not limited to, student ID number, names, home addresses, telephone numbers, birthdates, or visuals such as pictures, videos, and drawings.
- I will use caution when corresponding with people known only over the internet.

- I will be aware of privacy settings on websites that I visit.
- I will be aware that it is my responsibility to check the data privacy agreement of any software tool or website that asks me to set up my own personal account before providing any personally identifiable information.
- I am aware the school district will take responsibility for verifying the data privacy agreement of any third party system in which the school district creates my student account.
- I will abide by all laws, this Responsible Use Policy, and all district data privacy and security policies.

I am responsible for my passwords and my actions when using school-issued accounts.

- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications including, but not limited to, email, social media posts, audio recordings, video conferencing, and artistic works.
- I am responsible for treating others with respect and dignity including, but not limited to, their work.

- I will not send and/or distribute hateful discriminatory, illicit, or harassing digital communications or any communication that constitutes a criminal offense.
- I understand that bullying, in any form including cyberbullying, is unacceptable.
- I will ensure that I am properly using and citing copyrighted software and materials.
- I will not download illegally obtained music, software, apps, and other works.
- I understand that all SPS trademarks, logos and symbols are for school district use only.

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand that I will not have access to my school email and data after graduation or after leaving the district.
 - NOTE: Students should think about this before applying to colleges and providing contact information.
 - NOTE: To download your data prior to leaving school, students may use Google Takeout.
- I understand it is my responsibility to save any data or files that I create. I understand I should not save or store personal data or files on any device.
- I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

There will be consequences for Irresponsible Use.

Misuse of SPS Online Digital Technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students including suspensions, expulsion, or criminal prosecution by government authorities. The district will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimidate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

SPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs or other obligations arising from use of the network or district accounts.

SPS will make a best effort to ensure student data and privacy are not tracked by outside agencies.

SPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access SPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school. A great resource to help parents manage technology use is Common Sense Media (<https://www.common sense media.org>).

EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology, including social media.
- Users shall give acknowledgement to others for their ideas and work.

- Users shall report inappropriate use of technology immediately.

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

POLICY ON SOCIAL MEDIA

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using social media or other electronic means
 - a. Teachers may not friend or follow current students on social media.
 - b. All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.
 - c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
 - d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
 - e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - f. Inappropriate contact via phone or electronic device is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology

6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee).

Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

Academic Integrity

The academic integrity of our students is a paramount concern. It is expected that students will exercise the highest standard of academic integrity and understand that any act of academic dishonesty will not be tolerated. Some examples of academically dishonest behaviors include:

- ◆ Cheating on tests, quizzes, or exams
- ◆ Plagiarism from any source (Plagiarism is copying someone else's work and claiming it as your own work)
- ◆ Fabrication of events or facts, and submitting it as factual
- ◆ Copying of homework, class work, or any other work from another student
- ◆ Submitting previously submitted work without substantial change or improvement.
- ◆ Submitting a previously submitted paper of another student, sibling, or friend.

Academic dishonesty also involves copying, plagiarizing, or stealing the ideas and works of another, or aiding or encouraging others to copy, plagiarize, borrow or steal the idea or works of another, with the intent to offer such work as their own.

Any student found guilty of cheating or plagiarism will automatically receive a zero for the assignment and will be referred to the administration for disciplinary action. **Repeated offenses may jeopardize academic credit being issued. Any violations of academic integrity involving students will also be reported to the administration and the National Honor Society advisor. Membership in the National Honor Society may be denied for any student who is found guilty of academic dishonesty in that same school year. For further disciplinary consequences, refer to page 47.**

Behavioral Expectations and Consequences

The following section represents the rules of conduct and the consequences for infractions committed in violation of these rules of conduct. The purpose of this section and these rules is to provide a learning environment that is conducive to learning and personal development. All communities have rules for efficient, orderly, and cooperative coexistence of their members.

While the rules contained here represent general school wide rules, students should be aware that teachers have the authority to establish reasonable rules of conduct within their own classrooms.

These rules may be more restrictive than the rules contained here and apply to their classrooms. Violating teacher classroom rules are subject to a teacher's discipline. Repeated violations in that classroom may result in an office referral.

Infractions

Level	Infractions	Range of Consequences
A	Possession of firearm, knife, or dangerous weapon* Possession of controlled substance* Possession of alcohol Felony conviction* Harassment/bullying/hazing Sexual Harassment Civil rights violation* Assault of a student Assault of staff member* Bomb threat* Aggravated threats Threat to a staff member, (verbal or other) False fire alarm* Chronic disruption of classroom/school* School related felony complaint** Stealing Fighting Destruction/defacement of school property Smoking/possession of nicotine products Possession of incendiary devices (lighters, matches, bombs* etc.) Repetition of level B/C behaviors	* Expulsion Exclusion Criminal prosecution** Habitual school offender Suspension Complaint (police) Social Suspension *-subject to expulsion hearing
B	Threats Cheating, plagiarism, academic dishonesty Forgery Insubordination Hate Speech Violation of Acceptable Use Policy Violation of parking regulations Foul language/gestures Leaving school grounds w/o permission Consistent disruption of classroom/school Repeated violation of Code of Conduct Excessive Tardiness	Education Program Suspension (max 5 days) In-School Suspension Suspension of privilege Loss of computer privileges Social Suspension Referral (social service, police) Office detention(s)
C	Possession of prohibited items Skipping teacher detention Disrupting classroom/school Disrespectful behavior toward a staff member Password violation of Acceptable Use Policy Cutting a class or school Excessive tardiness** Violation of Code of Conduct Violating teacher/classroom rules Food or drink outside of cafeteria Violation of dress code Academic Dishonesty	Community service Written warning Verbal warning Office referral/detention Teacher detention In-school suspension Out-of-school suspension

Note: Referrals for the same infraction may result in consequences moving to the next level at the discretion of the administration.

The chart above represents the majority of infractions encountered, the level of violation, and the range of consequences that apply to that level of infraction.

The administration reserves the right to make any and all judgments with regard to behavior as expressed in the code of conduct and, accordingly, establish such consequences within the context of these guidelines.

Electronic Devices

Students are allowed to use electronic devices during passing time, break, before and after school, and in the cafeteria during lunch. This does not include time when a student is on a pass out of the class, as this is academic time. All communications done during school will be treated as if they were spoken orally. During lunch, students are not allowed to attempt to communicate with other students who are in class. **Electronic devices are allowed in class at the discretion of the teacher.**

Students found using electronic devices during non-authorized times will have their device taken by school staff and turned over to the administration. For a first offense, the device will be returned to the student at the end of the school day. For a second offense, parents will be notified and will be required to pick up the device in the High School's Main Office. Subsequent offenses will result in parent notification/pick up as well as disciplinary consequences as determined by the administration. Refusal to turn over the electronic device to a staff member is considered insubordination and will result in consequences outlined in the Code of Conduct.

The use of lasers, laser pens, laser pointers, or devices which project intensive light upon surfaces is not allowed on school grounds or in school buildings.

Dress Code

While self-expression and individuality are encouraged and respected at Sutton Memorial High School, student dress and appearance shall not be disruptive or offensive to the educational process. *The purpose of a dress code is to foster a safe learning environment for all students and faculty. It is intended that everyone is comfortable in this space regardless of different experiences and opinions. By doing so, learning can be the primary focus.* Any dress or adornment that creates a safety or health concern is prohibited.

All apparel must follow the following guidelines:

Hats may be worn in common areas (halls, café, and library). Hats can be worn in the classroom **at teacher discretion.**

Shirts-Shirts, tops, dresses, etc., shall cover midriffs, lower back and chest shall not be see through unless worn with a tank top underneath for sanitary purposes. Shirts that have writing, graphics, or symbols that promote violence, alcohol, drugs, sexual behavior or are so offensive or vulgar as to cause disruption or disorder to the educational environment are prohibited.

Pants-All pants, shorts, skirts, dresses, or similar apparel shall cover all undergarments or parts of the body generally covered by undergarments, for sanitary purposes. Additionally, undergarments should not be exposed by revealing holes or rips.

The administration shall be the final judge of appropriate dress and what constitutes unsanitary or unsafe attire that is disruptive to the learning environment.

Conduct on School Buses

In view of the fact that riding a bus is an extension of the classroom, students are required to follow the same rules that apply during school hours. Violation of these regulations and safety rules may result in a student being taken off the bus either temporarily or permanently. The bus driver has the responsibility to maintain the orderly behavior of students on school buses.

The bus driver will use the following steps to report any student who does not comply with the Bus Regulations and Safety Rules:

- ◆ Make positive identification of the student.
- ◇ Make a personal report to the administration of the student before the bus leaves the school premises or the next time the bus returns to the school. If the driver determines that the infraction of the rules warrants immediate disciplinary action, he may return the bus to the school and report the incident to the administration.
- ◆ The school administration will investigate the problem which will result in contacting the parents about the matter and/or removing the student(s) from the bus. Additional consequences may result from the bus company. Depending on the severity and frequency of a student's misconduct on the bus, he/she may be suspended from riding the bus.
- ◆ The Sutton School Department reserves the right to discipline students for any school bus violation.
- ◆ If any behavior results in physical damage to the bus, the student and/or parents are responsible for either repair or the expense incurred in repairing the damage.
- ◆ High school students are not allowed to ride the elementary bus.

Range of Consequences:

First offense:	Loss of bus privilege for up to two weeks.
Subsequent offense(s):	Loss of bus privilege for up to the remainder of the school year. May also result in administrative discipline or police involvement.
Note:	There is no refund of bus fee if privileges are lost.

Consequences and Definitions

Teacher Detention

Teachers are to issue teacher detentions for level C infractions. A teacher detention shall be an after school session which shall begin at 2:05 and shall be for a duration determined by the teacher. [A twenty-four hour notice will be given to students to arrange for teacher detentions.] Failure to meet this obligation on the part of the student shall result in two (2) office detentions.

Office Referral

An office referral is a request from a faculty or staff member for the administration to take a disciplinary matter under advisement. The administration takes all such claims seriously and shall investigate each. An office referral becomes part of the student's disciplinary record, but does not constitute a disciplinary action in and of itself.

Any senior who receives three or more referrals during their senior year may be removed from the senior class trip.

Warnings

Warnings may be either verbal or written. Written warnings will be sent home to parents and an acknowledgement required. Both verbal and written warnings shall be recorded, but not deemed a disciplinary action.

Community Service Option

Community service is provided in disciplinary circumstances that are minor in nature. Community service involves a student providing some service to the learning community in lieu of more formal discipline.

Detention

A detention is an after-school session held from 2:05-3:00. Students are expected to provide adequate independent work to occupy such time. Teachers and administration provide supervision for such detentions. Students will be provided 24 hours notice of a detention to provide for transportation, which is the student's responsibility. Once scheduled, a detention cannot be rescheduled without a compelling reason provided by a parent of the student involved. The responsibility of notifying parents of detentions is the responsibility of the student. Students who skip an office detention are automatically assigned an in-school suspension for the next school day without notice.

In-School Suspension

In-school suspension is the isolation of a student from the general school population from 7:30 a.m. until 2:00 p.m. The student is provided work from his/her teachers and is supervised by the

teaching staff on a period-by-period basis. A student who refuses to serve an in-school suspension shall be immediately suspended outside of school, upon his/her return, the student will be required to serve his/her original consequence. A parent or guardian will be notified immediately to come to the school to pick up their child.

Out of School Suspension

An out-of-school suspension excludes a student from school for a full day or days. Suspensions, generally, consist of up to ten days depending upon the severity of the infraction. During the period of the suspension the student will be provided with schoolwork to be completed upon return to school. If a student is suspended out of school for more than two days parents may call the guidance office (1169) to request assignments and homework. It is the responsibility of the student to schedule quizzes and tests within two days of their return. All work must be made up within two weeks of a student's return. During the period of suspension the student shall also incur a social suspension.

Social Suspension

A social suspension restricts students to classroom attendance only. Students serving a social suspension are excluded from participating in all school events, activities, and athletics for the period of the suspension.

This shall include all assemblies, field trips, sports, student activities, dances, and ceremonies.

Any student who is suspended from school is also suspended socially for the term of such suspension. Failure to adhere to such social suspension may result in extended or permanent social suspension and/or suspension from school.

School Sponsored Trips

All school rules and disciplinary procedures will apply to all school sponsored trips (field trips/overnight).

Exclusion

Exclusion is a prolonged suspension of a student, based upon a due process hearing. A student who is excluded shall have the right to reapply for admission upon completing those conditions established by the principal or superintendent of schools. This consequence is in lieu of an expulsion.

Expulsion

Expulsion is the permanent removal of a student from school. A student may be recommended for expulsion for violation and under the provisions of M.G.L. c. 71 sec. 37H1/2 and as permitted under the provisions of this student handbook.

Massachusetts General Laws, Chapter 71, Section 37H

“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, upon the school grounds, or on school buses by an individual, including school personnel.”

Massachusetts General Laws, Chapter 71, Section 37H1/2

Expulsion Hearing Suspension

Students who are found to have violated the following rules shall be suspended for ten days, pending a hearing for possible exclusion or expulsion.

- ◆ Possession of firearm, knives, or dangerous weapon. (c.269 s.10)
- ◆ Possession of controlled substances
- ◆ Assault and battery on a staff member
- ◆ Bomb threat
- ◆ False fire alarm
- ◆ Felony conviction
- ◆ Felony complaint
- ◆ Possession of incendiary device
- ◆ Civil Rights violation

Insubordination

Insubordination shall be deemed as defiance by a student of any reasonable and lawful request by a teacher or staff member.

Aggravated Threat

An aggravated threat is one that is based upon a relationship, pattern of behavior, or some other overt act being taken toward carrying out such a threat.

Minimum Consequences for Certain Infractions

The following infractions shall have the indicated minimum consequence:

Cutting Class

The first offense will receive a one hour detention. The second offense will receive one day of internal suspension.

Cutting School

A student shall receive an in-school suspension for every day of truancy.

Chemical Health

School officials have the right to ask students to submit to a breathalyzer if they suspect a student is under the influence. Refusal to submit to a breathalyzer will be treated as a positive test and students will be subject to discipline.

A student who is found to be under the influence or in possession of drugs/alcohol during school or at any school event will be suspended for **five** school days (may be a combination of in and out school suspension days). Students may also face expulsion hearing under Mass Gen Law Chapter 37 H ½. Please note: possession of drug paraphernalia including pipes, 'Vape Pens' and other smoking devices are expressly prohibited – and will be subject to the same rules as other drug related offenses.

Any prohibited items confiscated during an investigation will be turned over to the Sutton Police Department. Parents may retrieve these items from the police following the last day of school.

Honesty & Cooperation

As educators, we understand that teenagers can make mistakes. We believe that it is an important life skill to reinforce that when you make a mistake, you should be honest and “own it”. Students who cooperate and demonstrate honesty during an investigation may have their consequences reduced.

Assault & Battery and Fighting

Students who assault and battery any person or any students engaged in or promoting or participating in a fight shall receive an automatic three day minimum out of school suspension.

Possession of Tobacco on Campus

A student found to be using/possession of nicotine products on campus may be suspended (internal or external) for up to five days.

Vaping

The use of e-cigarettes or “vaping” devices is prohibited on campus (see previous section). Students who are found with vaping devices of any kind will be suspended for three (3) days for nicotine-based offenses. In addition, students will be required to enroll in a three (3) hour after school course that will outline the dangers of vaping, tobacco addiction, and drug use. Students who repeat this offense will be suspended for six (6) days, and will be required to complete a second course after school. Students who repeat this offense a third time will be suspended for ten (10) days.

Alcohol, Tobacco, and Drug Use by Students Prohibited

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

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and shall be subject to disciplinary action.

This policy shall be posted on the district’s website and notice shall be provided to all students and parents of this policy in accordance with state law.

Teaching about Alcohol, Tobacco, and Drugs

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, nicotine, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee’s belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

To prevent, delay, and/or reduce alcohol, nicotine, and drug use among children and youth.

To increase students’ understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.

To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, nicotine, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

Reporting Discipline Infractions on College Applications

Incidents that result in five (5) consecutive days suspension (internal, external or a combination) will be reported on college applications if asked. Infractions that typically result in a 5 day suspension but are not exclusive to the following.

- Chemical Health
- Theft
- Fighting
- Bullying
- Drug Paraphernalia

Massachusetts General Laws, Chapter 71, Section 2A

“It shall be unlawful for any student, enrolled in either primary or secondary public schools in the commonwealth, to use tobacco products of any type on school grounds during normal school hours.”

Chapter 269: Section 17. Crime of Hazing: Definition: Penalty

Whoever is a principle 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. Duty 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. Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

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 group, team, or organization.

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 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 with regard to the organizers and participants of hazing) has been set forth with appropriate emphasis in the student handbook or similar means of communicating the 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.

Bullying

An Act Relative to Bullying in Schools' SB2404 has been enacted at Sutton High School.

Bullying is prohibited:

- ◆ on school grounds;
- ◆ on property immediately adjacent to school grounds;
- ◆ at school-sponsored or school-related activities;
- ◆ at functions or programs whether on or off school grounds;
- ◆ at school bus stops;
- ◆ on school buses or other vehicles owned, leased, or used by the school district; or,
- ◆ through the use of technology or an electronic device owned, leased, or used by the Sutton Public Schools.
- ◆ Bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Sutton School District if the act or acts in question:
- ◆ create a hostile environment at school for the target;
- ◆ infringe on the rights of the target at school; and/or materially and substantially disrupt the education process or the orderly operation of a school.

General Law SB2404 an act relative to bullying in schools (new law date May 3, 2010)

The Sutton Public School District expects that all members of the school community will treat each other in a civil manner and with respect for differences. The District is committed to providing all students with a safe learning environment that is free from bullying and cyber bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

“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 him/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.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a, wire, radio, electromagnetic, photo-electronic, or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person; or
- (ii) the knowing impersonation of another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) inclusive, of the definition of bullying.

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

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and/or cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Prevention and Intervention Plan

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

Reporting

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

Each school shall have a means for anonymous reporting by students of incidents of bullying.

No formal disciplinary action shall be taken solely on the basis of an anonymous report.

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

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

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

Investigation Procedures

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

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

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

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

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult the superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

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

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

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

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

The school principal or designee shall pay special attention to determine if the alleged target's race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics is a cause of the alleged bullying. These groups may be more vulnerable to bullying and therefore it should be determined if their classification was a cause of the alleged bullying.

Retaliation

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

Target Assistance

The Sutton Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary. This includes students who have been targeted due to their race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Chapter 76, Section 17: Hearing Prerequisite to Exclusion

With respect to offenses that do not fall within the provisions of Massachusetts General Laws, Chapter 71, Section 37H 1/2, a student shall not be permanently excluded without first having an opportunity for a hearing before the school committee.

603 CMR 46.00: Physical Restraint **46.01: Authority, Scope, Purpose, and Construction**

(1)Authority. 603 CMR 46.00 is promulgated by the Board of Education pursuant to M.G.L. c. 69, 1B, and c. 71, 37G.

(2) Scope. 603 CMR 46.00 governs the use of physical restraint on students in publicly funded elementary and secondary education programs, including all Massachusetts public school districts,

charter schools, collaborative education programs and special education schools approved under 603 CMR 28.09, except as provided in 603 CMR 18.05 (5) (h). Educational programs in facilities operated by the Department of Youth Services shall comply with the restraint requirements of 102 CMR 3.00.

(3) Purpose: The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

(4) Construction. Nothing in 603 CMR 46.00 shall be construed to limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services. Noting in 603 CMR 46.00 precludes any teacher, employee, or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Chapter 107- Corporal Punishment

Corporal punishment is prohibited in public schools in Massachusetts. No employee may engage in this practice. This means that anybody who works in your school may not slap, hit, spank, or physically punish you in any way. (Chapter 71;37G of the General Laws, 1972)

LISTED BELOW ARE THE GENERAL LAWS OF MASSACHUSETTS THAT APPLY TO EXPULSION

Chapter 71, s 37H: Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students

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

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a 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 the school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises, or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of 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.

(e) 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 the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. Added by St.1972, c.467; amended by St.1973, c.430, s.5; St.1987, c.283; 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.

In expulsions, due process must involve

- 1.Notification – the administrator tells the student that he/she is going to be suspended and explains why.
- 2.Evidence – the administrator cites who saw him/her commit the violation.
- 3.Hearing – the administrator will hold a show-cause hearing with the student.

PARENTS MUST BE INVOLVED AT THIS LEVEL. STUDENTS MAY ALSO HAVE LEGAL REPRESENTATION AT THIS TIME.

- 4.The administrator then makes the decision.
- 5.An expulsion may be appealed by submitting a request for an appeal in writing. This request for a hearing must be sent to the building principal, superintendent of schools, and the chairperson of the school committee. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his/her request for an appeal. The student has the right to counsel at a hearing before the superintendent.

**Chapter 71, Section 37H1/2- 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:

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the

student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of 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 calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parents or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternative educational program for the student.

The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of this 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 calendar days following the effective date of the expulsion.

The superintendent shall hold a hearing with the student and the student's parents or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternative educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing.

Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

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

**Chapter 71, Section 37H3/4- Felony Complaint or Conviction of Student;
Suspension; Expulsion; Right to Appeal**

- A principal may not impose an out-of-school suspension as a consequence for a disciplinary offense without first providing the student and the parent:
 - oral and written notice; and
 - the opportunity to be heard.
- For all suspensions, the notice must include:
 - Identification of the alleged disciplinary violation;
 - Basis for the charge;
 - Length of the potential suspension;
 - Opportunity for the student to be heard and the parent to participate;
 - Right of the student to have translation services if needed
 - Date, time and location of the hearing.
 - If the student is potentially subject to long-term exclusion, the notice must also include:
 - Notice of opportunity to review records; right to be represented by counsel; right to produce witnesses and to present an explanation of the incident; right to cross-examine witnesses presented by the district; and the right to request that the hearing be audio recorded by the Principal. Proposed Regulation, 603 C.M.R. §53.08(3).
- Notice may be by email.

Section 37H3/4. (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, headmaster, 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 headmaster 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 headmaster, 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 headmaster, 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 headmaster, 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

headmaster, 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 headmaster 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.

Chapter 272, Section 40- Disturbance of School or Public Meeting

Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted

of a violation of this section, again violates the provisions of this section shall be punished by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended.

Discipline/Special Education

Questions and concerns can be addressed by contacting the Special Education Office at (508)581-1615.

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws known as 603 CMR 28.00 requires that additional discipline provisions be made for students who have been found by an evaluation to have special needs, and/or a handicapping condition, and whose program is described in an Individualized Educational Plan (IEP).

The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
2. The principal (or designee) will notify the special education office of the suspendable offense of a special needs students and a record will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate more than ten days in a school year, procedures as delineated in Section 34 CFR300.519-300.528 will take place. A review of the student's IEP will be held to determine the appropriateness of the student's placement or program. A determination will be made as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a) a modified program will be designed for the student; or,
 - b) an amendment will be written to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations
4. No later than ten (10) days after taking disciplinary action involving suspension or placement in an Inter-Alternative Educational Setting (IAES), if the offense involved weapons, drugs, or hearing officer removals, the TEAM will meet to develop a functional behavioral assessment plan to address the behavior.
5. If the TEAM determines that the student's conduct was not related to the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but must continue to provide appropriate educational services to those students with IEPs.
6. If a student with a disability possesses or uses illegal drugs, solicits the sale of a controlled substance, or possesses or uses illegal drugs, solicits the sale of a controlled substance, or possesses a "weapon" on school grounds or at a school function, the school may place the student in an interim alternative educational setting (IAES) for up to forty-five calendar days regardless of whether the conduct is a manifestation of a disability.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

Chapter 766- Comprehensive Special Education Act

Chapter 766 is a special education law that guarantees that every Massachusetts student with special needs ages three to twenty-one has the right to a free and appropriate education through their local school system. Every effort is made to provide successful instructional opportunities for all learners. Students with special needs are integrated into the regular school system whenever possible. However, when a student's needs cannot be met within a school system, the student may be placed in another public or private day or residential facility at public expense.

A special need is a handicapping condition that interferes with making adequate progress in a regular classroom setting, e.g. physical handicap, learning disability, or emotional problems. Once a student with special needs is identified, an evaluation process begins which looks at how the student learns best, and then an educational plan is designed to meet the student's needs. Program planning is a collaborative effort among parents, teachers, specialists, and other persons whom the parents and/or specialists wish to involve. The planning can result in an individualized education plan (IEP). While most students on individualized education plans receive service within the regular classroom, others receive services from various specialists outside the classroom.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Overview

Section 504 of the Rehabilitation "Act of 1973" is a major federal legislation that impacts entities that receive federal funding, including local school districts. It is a civil rights law that is designed to protect disabled individuals from unlawful discrimination on the basis of their disability. The law states:

No otherwise qualified individual with a disability in the United States, as defined in Section 705(20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...

Under Section 504, a person is disabled if that person:

- (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- (2) has a record of such an impairment, or
- (3) is regarded as having such an impairment.

Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. An impairment need only substantially limit one major life activity to be considered a disability under Section 504.

A qualified handicapped individual means:

- (1) With respect to employment, a handicapped person who, with or without reasonable accommodation, can perform the essential functions of the job in question.
- (2) With respect to public preschool, elementary, secondary, or adult educational programs a handicapped person is (a) of an age during which non-handicapped persons are provided such services, or (b) of any age during which it is mandatory under state law to provide such services to handicapped persons, or (c) to which a state is required to provide a free appropriate public education under the Individuals With Disabilities Education Act (IDEA).

Chapter 766 in Massachusetts General Laws and the Individuals With Disabilities Education Act (IDEA), also deal with disabled students. To be eligible under these special education laws, a disability must be shown to cause the student to be performing unsatisfactorily in school. Under Section 504, no relationship to school performance is needed. All that is needed is an identified disability that substantially limits a major life activity in order for the individual to be protected under Section 504.

Students with disabilities who do not qualify under Chapter 766 or IDEA may qualify for accommodations under Section 504. If a student is thought to have a disability under Section 504, he or she will be evaluated to determine what, if any, reasonable accommodations are necessary to enable that student to access the educational opportunities available to non-disabled students. If accommodations will be extended, a plan will be developed documenting the

presence of a disability that substantially limits a major life function and a statement of the accommodations that will be made.

Following is the policy of Sutton Public Schools with respect to Section 504, which incorporates the school district's grievance procedures.

POLICIES AND PROCEDURES

Statement of Intent

It is the policy of Sutton Public Schools to comply with all the relevant and applicable provisions of Section 504. The Sutton Public Schools will not discriminate against its faculty, students, or parents on the basis of a person's disability. The Sutton Public Schools also will make reasonable accommodations, wherever necessary, to afford opportunities for disabled individuals that are equal to those available to non-disabled individuals.

The Sutton Public Schools' policy of nondiscrimination applies to all personnel and employment practices (see ADA policies and practices) and all public preschool, elementary, and secondary programs and activities.

Access to Programs and Services

The Sutton Public Schools will periodically review its own policies, procedures, and practices with respect to location, identification, evaluation, programming and placement of students with disabilities, and with respect to its employment practices.

To ensure access to programs and services Sutton will:

- Undertake to identify and locate all disabled persons residing in the district who are not receiving a free and appropriate public education,
- Notify disabled persons and their parents of Sutton's obligation under Section 504,
- Provide special education and related services, and/or reasonable accommodations designed to provide a free appropriate education to disabled persons as equally as to nondisabled persons,
- Offer educational plans and related services without cost to the disabled person or his/her parent or guardian, except for those needs that are imposed on nondisabled persons or their parent or guardian.
- Ensure that adequate transportation to and from a program outside of the school district is provided at no greater cost than would be incurred by the person or his or her parents or guardian if the person were in a program in the district,
- Provide, where necessary, placements in public or private residential facilities including nonmedical care and room and board at no cost to the disabled person or his or her parents or guardian,
- Ensure that no qualified disabled person is excluded from public elementary or secondary education,
- Educate each disabled person to the maximum extent appropriate with persons who are not disabled. Where alternative settings are necessary to provide equally effective benefits, the proximity of the alternative setting will be taken into account,
- Arrange for nonacademic and extracurricular services so that disabled persons are afforded access that is equal to access provided to non-disabled persons,
- Ensure that any facility identified as being for disabled persons is comparable to the facilities, services and activities in the Sutton Public Schools
- Conduct evaluation of any person, who because of a disability, needs or is believed to need reasonable accommodations, prior to initial placement or any substantial change in placement,
- Use tests and other evaluation material validated for the purpose for which they are used and administered by trained personnel in conformance with instructions by their producer,
- Use tests and other material tailored to access specific areas of educational need and not merely to provide a single general intelligence quotient,
- Ensure that students with impaired sensory, manual, or speaking skills are administered tests that accurately reflect the student's aptitude or achievement level,
- Make placement decisions based on information from a variety of sources and by persons knowledgeable about the child,
- Establish procedures to ensure that information from all sources is carefully considered and documented and that the student who is provided special education and related services is re-evaluated periodically,

- Provide disabled persons an opportunity equal to that of non-disabled persons to participate in any preschool or adult education program or activity offered by Sutton Public Schools, and provide reasonable accommodations, if necessary, to make such opportunity available, and
- Notify the student's parent/guardian with respect to proposed actions and the determinations of the school district regarding the identification, eligibility, evaluation, or educational placement of a person who is referred for evaluation under Section 504.

Administration and Implementation

The Special Education Director is directly responsible for Section 504 for the Sutton Public Schools and has the complete support of management in the implementation of this program.

Any person having inquiries concerning the Sutton Public Schools compliance with Section 504 is directed to contact: The Superintendent of Sutton Public Schools.

Section 504 Grievance Procedures

There will be two modes of resolution for grievances under this policy. A grievance may be settled through mediation (Informal Procedure) or through a hearing (Formal Procedure). All matters concerning the complaint shall remain confidential to the extent practicable. At any point in this process, employees or students may elect to be represented by counsel or union advocates where applicable.

Retaliation due to the lodging of grievances is illegal and shall not be tolerated. Any individual who retaliates against any person because he/she has filed a complaint under this policy, or testified, assisted, or participated in an investigation, proceeding or hearing related to such a complaint will be subject to disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or denial of an educational opportunity or assistance.

Informal Procedure

A student parent/guardian or employee who believes he/she has been discriminated against shall report such grievance to The Superintendent, who is the investigating officer under this procedure. The investigating officer shall look at the totality of the circumstances and the context in which the alleged incident(s) occurred. The investigating officer shall confer with any party reasonably believed to have relevant information in order to obtain a clear understanding of the facts. The investigating officer shall then attempt to resolve the complaint through mediation.

If the complainant agrees to pursue mediation, a date mutually acceptable shall be set up within ten (10) working days of receipt of the grievance. If the mediation results in a mutually acceptable agreement, copies of the agreement shall be forwarded to the grievant, reviewed, signed, and implemented.

If the mediation does not result in a mutually acceptable agreement, or if the parties do not agree to mediation, the grievance shall be handled under the Formal Procedure.

Formal Procedure

The superintendent may be the hearing officer under this procedure or may appoint another individual to preside. Under this procedure, the complainant shall submit to the superintendent a clear and concise written description of the alleged act(s) or discrimination and any remedy sought. The complainant must sign the grievance. If the complainant is unable to provide a written grievance, he or she may schedule an appointment with the superintendent, or her designee, at which the superintendent or designee will record time the complaint in writing. The superintendent or designee will convene an investigation, and a hearing will be scheduled to take place within

fourteen (14) days of the receipt of the formal grievance. The complainant will be given an impartial and fair hearing. The proceeding, although formal, is not a court proceeding and the superintendent or her designee will not be bound by the procedures and rules of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, an advocate at his/her own expense may accompany the complainant. The superintendent, or designee, shall act as the presiding officer of the hearing and may have counsel present for the purpose of assisting in the orderly conduct of the hearing. The presiding officer shall:

- a. Define issues of contention,
- b. Provide a summary to the complainant, at least two (2) days before the hearing, of the facts elicited through the investigation into the grievance,
- c. Be fair and impartial, ensuring the rights of all parties involved, and present relevant evidence,
- d. Allow the complainant to present a brief opening statement,
- e. Receive in an orderly way and consider all relevant evidence that reasonable people customarily rely upon in the conduct of serious business,
- f. Allow each party to make a concluding statement to the hearing officer, and
- g. Render a fair and impartial decision, with supporting reasons stated therein, no later than ten (10) working days after the conclusion of the hearing or, when written arguments are permitted, ten (10) working days after their submission.

If the hearing results in a finding that discrimination has occurred, the school district shall take steps to prevent reoccurrence of any discrimination and to correct any discriminatory effects on the complainant and others, where appropriate.

If, upon receipt of the hearing officer's decision, the complainant remains dissatisfied, further appeal may be taken.

General Grievance Procedure

A parent who is dissatisfied with an action or decision of the school principal may submit a written request to the Superintendent of Schools for review of the issue. Except in extenuating circumstances, the parent shall submit the request within 30 days of the action or decision of the principal. The superintendent or designee shall review the issue and provide the parent with a timely written decision within 15 days of the request, unless extenuating circumstances require a delay.

A parent who is dissatisfied with an action or decision of the superintendent may submit a written request to the school committee for review of the issue. The school committee shall review the decision within 30 days of the request unless extenuating circumstances require a delay.

A parent who is dissatisfied with the school committee decision may submit a written request for review to the Commissioner, within 15 days of the date of such decision. The written request shall specify the basis on which the parent alleges the school or school district has not met the requirements of M.G.L. c. 71, 32A and shall include a copy of the final local decision and any other relevant correspondence. The parent shall send a copy of the written request to the superintendent of schools. Based on his review of the materials submitted by the parent, the Commissioner shall determine the process to be followed in resolving the dispute under M.G.L. c. 71, 32A and shall notify the parties within ten days of the receipt of request. The Commissioner may propose alternative dispute resolution, including mediation, and may appoint a fact-finder or seek the assistance of experts as he deems appropriate to assist in informal resolution of the matter. If the matter is not otherwise resolved, the Commissioner shall designate a hearing officer who will conduct an adjudicatory hearing in accordance with 801 CMR 1.00, the Standard Adjudicatory Rules of Practice and Procedure. The Commissioner or his designee shall issue a written decision to the parties within 30 days of the conclusion of his review of the matter, unless extenuating circumstances require a delay. The decision of the Commissioner or his designee shall be the final agency decision.

ADDITIONAL CONTACT INFORMATION

McKinney-Vento Homeless Act
Ms. Anne Corron
383 Boston Road
Sutton, MA 01590
508-581-1630

ELL and SDFSCA
Joe Boudreau
Sutton Public Schools
409 Boston Road
Sutton, MA 01590
508-581-1600

