

# Franklin High School



**Student Handbook  
2021-2022**

If you need to receive a copy of this handbook translated in your spoken language, [your language here], please contact the principal's office.

**"Si usted desea recibir una copia de este manual en español, por favor, contacte la oficina del principal."**

**Se você precisa de receber uma cópia deste manual em sua língua falada, os portugueses, contatam por favor o escritório do principal.**

如果您需要接受这本手册的拷贝在您的讲话的语言的，汉语，请与校长的办公室联系。

**Nếu bạn cần phải nhận được một bản sao của cuốn cẩm nang này trong ngôn ngữ nói của bạn, Việt Nam, dịch, xin vui lòng liên hệ với văn phòng của hiệu trưởng.**

यदि आप इस अपने बोली जाने वाली भाषा, हिंदी, में अनुवाद कृपया प्राचार्य के कार्यालय से संपर्क पुस्तिका की एक प्रति प्राप्त करने की आवश्यकता है.

**FRANKLIN HIGH SCHOOL**

<http://franklinps.net/fhs>

218 Oak Street, Franklin, MA 02038-1895

The High School is staffed from 7:15 a.m. to 4:00 p.m.

Main Number: (508) 613-1400

**HIGH SCHOOL DIRECTORY**

High School Receptionist: Ms. Lauren McKeown

**EXTENSIONS**

1405

**MAIN OFFICE**

Principal: Mr. Joshua Hanna

1410

Secretary to the Principal: Ms. Sandy Stanton

1410

Supervisor of Special Education: Ms. Catherine Klein

1408

Registrar: Ms. Ivy Patten

1424

Principal's Office Fax:

(508) 613-1510

**3<sup>rd</sup> FLOOR ADMINISTRATIVE OFFICE:**

Assistant Principal for Student Services: Ms. Maria Weber

1422

3rd floor Secretary: Ms. Jennifer Petrillo

1420

Adjustment Counselor: Mr. Rene Schneeweis

1423

3rd Floor Fax:

(508) 613-1513

**2<sup>nd</sup> FLOOR ADMINISTRATIVE OFFICE:**

Assistant Principal for Student Services: Ms. Jennifer Santosuosso

1417

2nd floor Secretary: Ms. Kathy Falvey

1415

Adjustment Counselor: Ms. Laurie Turenne

1418

2nd Floor Fax:

(508) 613-1512

**1st FLOOR ADMINISTRATIVE**

Assistant Principal for Student Services: Mr. Ryan Augusta

1465

Secretary: Ms. Sue Robidoux

1461

Adjustment Counselor: Ms. Kathleen Giles

1464

1st Floor Fax

(508) 613-1515

**SPECIAL EDUCATION OFFICE**

Team Chair: Ms. Christina Spinelli

1463

Secretary: Ms. Sue Robidoux

1461

Special Education Fax

(508) 613-1515

**GUIDANCE**

Director of Guidance: Ms. Heather McVay

1442

Guidance Secretary: Mrs. Julie Bellan

1441

Guidance Counselor: Mr. David Soulard

1449

Guidance Counselor: Ms. Abigail Leone-Murphy

1443

Guidance Counselor: Ms. Jodie Walsh

1448

Guidance Counselor: Ms. Patricia Gardner	1447
Guidance Counselor: Ms. Kate Ryder	1444
Guidance Counselor: Mr. Richard Guyette	1445
Guidance Counselor: Ms. Julianne Horner	1446
Guidance Office Fax:	(508) 613-1514

#### **ADDITIONAL SCHOOL PERSONNEL**

Nurse: Ms. Melissa Conroy	1470
School Psychologist: Ms. Chrishelle Leonard	1462
Athletic Director: Mr. Thomas Angelo	1502
Athletic Office Administrator: Ms. Sue Jacobson	1501
School Cafeteria Office: TBD	1475
Transportation: Ms. Denise Johnson	(508)-553-4915

**\*\*PARENTS ARE ASKED TO CALL THE HIGH SCHOOL ATTENDANCE LINE AT 508-613-1401 ON THE DAYS THEIR CHILDREN WILL BE ABSENT OR TARDY.**

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## I. INTRODUCTORY INFORMATION

### PRINCIPAL'S WELCOME

August 2021

Dear Students and Parents/Guardians:

I would like to take this opportunity to welcome you to the 2021-22 school year at Franklin High School! The purpose of this handbook is to provide students and families with information about the policies and procedures which govern academic and student life at the school. The policies and procedures set forth in this handbook are designed to promote a rigorous, safe and nurturing environment for students that enables the high school community to focus on the learning process. This handbook will support our mission of fostering the [FPS Portrait of a Graduate](#).

Our Core Values articulate the beliefs about students and learning that have been long-held in the minds of our students, staff, parents, and community. While the student handbook articulates the policies of the school, the Core Values guide our decisions and interactions within the school community. I encourage you to discuss these values with your family and find ways to support these as members of our school community.

### FRANKLIN HIGH SCHOOL CORE VALUES

<b>We are</b>	<b>Passionate</b>	<b>about learning.</b>
	<b>Active</b>	<b>in the school and community.</b>
	<b>Nurturing</b>	<b>of others and ourselves.</b>
	<b>Thoughtful and respectful</b>	<b>in our actions and ideas.</b>
	<b>High performing</b>	<b>so we can achieve our dreams.</b>
	<b>Engaged</b>	<b>in our education.</b>
	<b>Responsible</b>	<b>for our learning and decisions.</b>
	<b>Supportive</b>	<b>of one another.</b>

If you are new to Franklin High School, it is important that you read the entire handbook to ensure that you are familiar with the policies and procedures of the school. If you are returning to the school, you may wish to familiarize yourself with all policies and procedures, but focus on those policies which have changed from previous years. In order that this is easier for returning students, we have highlighted those policies which are new or have been revised.

I look forward to working with each of you over the course of the year and hope that Franklin High School is able to support you in your learning.

Sincerely,

Joshua Hanna, M.Ed.  
Principal



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## **Academic Expectations**

### **Collaborate**

- Shared Responsibility
- Individual Accountability
- Encouragement of Others
- Conflict Resolution
- Feedback

### **Communicate**

- Purpose & Audience
- Organization / Structure
- Language Conventions
- Evidence & Details
- Interpersonal
- Interpretive

### **Create & Innovate**

- Tools & Techniques
- Experimentation / Risk-taking
- Originality / Innovation
- Revision

### **Own Learning**

- Reflection
- Risk-Taking
- Goal Setting
- Initiative & Self Advocacy
- Time Management
- Perseverance

### **Practice Digital Literacy**

- Responsible Use
- Connection
- Analysis
- Research
- Creation

### **Think Critically & Solve Problems**

- Point of View Recognition
- Decision Making
- Judgement
- Reasoning
- Questioning
- Systems Thinking

Adopted: September 2016

### SCHOOL COMMITTEE

Dr. Anne Bergen, Chairperson  
Ms. Mary Jane Scofield  
Ms. Jennifer D'Angelo  
Mr. Timothy Keenan  
Atty. Judith Pond-Pfeffer  
Ms. Denise Spencer, Vice-Chairperson  
Ms. Elise Stokes

### CENTRAL ADMINISTRATION

Dr. Sara Ahern, Superintendent of Schools	508-553-4819
Mr. Lucas Giguere, Assistant Superintendent of Schools	508-553-4820
Dr. Linda Ashley, PreK-12 Director of ELA and Social Studies	508-553-4822
Dr. Tina Rogers, PreK-12 Director of STEM	508-553-4821
Ms. Paula Marano, Director of Student Services	508-553-4837

### Portrait of a Graduate



The Franklin Public Schools' *Portrait of a Graduate* represents the community's consensus of five essential skills each student practices and develops, individually and collaboratively through teamwork throughout all grades in Franklin Public Schools. Understanding that the development of these skills is a lifelong process, FPS looks to provide a foundation for graduates' future learning, growth, fulfillment, and success.

### **Confident and Self-Aware Individual**

- Develops and applies content knowledge, skills, and literacies (including financial and digital) within and across academic disciplines
- Accurately recognizes and manages one's emotions, thoughts, values, and behavior
- Accurately assesses and identifies one's strengths, interests, needs, and passions, as well as areas for growth
- Demonstrates resilience and perseverance; develops a growth mindset and asks for help
- Makes healthy, responsible decisions to achieve well-being

### **Empathetic and Productive Citizen**

- Demonstrates social-awareness through inclusivity and the consideration of various perspectives
- Applies ethical reasoning and acts with care and integrity
- Develops an understanding of civics and democratic principles; applies lessons from historical knowledge to contemporary situations
- Applies knowledge and skills to contribute to local, global, and environmental solutions with personal responsibility

### **Curious and Creative Thinker**

- Asks inquiry-driven questions and takes initiative to seek answers
- Analyzes, evaluates, and synthesizes relevant information from multiple perspectives, varied viewpoints and sources
- Employs self-reflection while being courageous, independent, and flexible in one's thinking. Expresses one's self creatively

### **Effective Communicator and Collaborator**

- Listens with an open mind and embraces a respectful, inclusive, and culturally aware approach
- Uses multiple communication strategies and literacy skills (oral, written, visual) to convey ideas including in a digital environment
- Selects appropriate mode of communication for the desired result (audience, purpose, intent, etc.)
- Contributes to teamwork and builds relationships, including conflict resolution and consensus building

### **Reflective and Innovative Problem-solver**

- Identifies and analyzes problems from multiple perspectives
- Designs, proposes, and iterates goal-oriented and forward-thinking solutions to apply to personal and real-world situations
- Apply technologies, as appropriate, as problem-solving tool

## **Theory of Action**

*If we nurture a safe, supportive, inclusive, and collaborative learning environment; provide children with an engaging and rigorous curriculum with exemplary instructional practices that support and challenge students to reach their full potential through personalized learning opportunities; and engage the community in effective*

*two-way communication in order to support student learning, **then** each Franklin student will develop the necessary social-emotional, academic, and career skills to be a productive citizen in an ever-changing world.*

## **Strategic Objectives:**

### **Social-Emotional Well-being of Students and Staff**

To help students develop connections to school, support positive behaviors and increase academic achievement, the Franklin Public Schools will enhance programs and practices, and promote the well-being of staff, in order to enable each student to acquire the knowledge, attitudes, and skills associated with the core competencies for social-emotional learning.

### **Engaging and Rigorous Curriculum**

To ensure that students are provided with rigorous learning opportunities that foster the development of the knowledge, skills, and dispositions they will need in their future college, career, and civic endeavors, the Franklin Public Schools will offer an engaging and rigorous curriculum that focuses on preparing students for a rapidly changing, technologically advanced, globally interdependent future.

### **High-Quality Instruction to Meet the Academic and SEL Needs of Each Learner**

To ensure that each student is supported and challenged to reach their full potential, the Franklin Public Schools will align curriculum, instructional practices, and varied assessment opportunities to personalize learning and meet individual needs.

### **Effective Two-Way Communication to Support Student Learning**

To ensure that all stakeholders are engaged with the school community in support of student achievement, the Franklin Public Schools will seek to enhance opportunities for two-way communication between and among all students, families, staff, administrators, and the community.

## **PARENT COMMUNICATION COUNCIL**

Franklin High School has an active Parent Communication Council (PCC), which meets five times per year from 7:00 to 8:30 p.m. Parents/Guardians are encouraged to become involved in the Parent Communication Council by attending as many meetings as possible. All parents/guardians are welcome. Check the website for specific dates.

This is a time to have any questions answered, to provide input, and to help make a positive impact on the school community. Some meetings are of an organizational nature, others may focus on a particular topic or issue of interest. We do not discuss individual student problems at these meetings. Members of the faculty are welcome to attend Parent Communication Council meetings if they wish to do so.

Please become involved in the Franklin High School community. Students do like and appreciate their parents/guardians and teachers being involved in school. Help us work together to continue to improve programs for our students.

## **SCHOOL COUNCIL**

School Councils for individual schools are formed in accordance with the Education Reform Act of 1993. The council members are comprised of the principal, a community representative, parents/guardians, and teachers. Terms are for two years and elections are usually in September of each year.

The council's responsibility is to advise the principal about school matters, review the budget and help to develop the school improvement plan. If any parent/guardian or community member is interested they should contact the building principal. Members' names will be published.

## **SCHOOL COUNSELING PROGRAM**

School counselors address the academic and developmental needs of all students, not just those at risk, by collaborating with students, parents/guardians, school staff and the community. The school counselor's role is a helping role. Counseling, consultation, prevention-oriented education, program management, career and post-graduate exploration, case management, and crisis intervention are all designed to help students function more effectively, develop their potential and become responsible and productive citizens. School counselors are Guidance Counselors, School Adjustment Counselors, and School Psychologists.

School counseling is provided for students to support skill-building in the area of social-emotional needs for the purpose of promoting access to the curriculum. School counselors support students in career and post-graduate educational decision making. Counselors are available to consult with teams to provide consultation around the social-emotional needs of students. They are able to meet with students, individually or in groups, to discuss difficult situations, strategize solutions and set goals for skill development. School counselors are available to provide counseling and social pragmatic/social skill services to students who access their curriculum with the support of special education services or who may otherwise benefit from this service.

School counselors will work together to create SMART (Specific, Measureable, Action-oriented, Rigorous, Timed & Tracked) goals to inform practice that supports student achievement. Counselors will work under the national counseling professions' Code of Ethics (ASCA, ACA, NCBB). They respect the privacy of information, avoid dual relationships, and always consider action in terms of the rights, integrity, and welfare of students. School counselors need to be available to respond to referrals, requests for conferences, and crises. They must follow legal mandates for making reports to the Department of Children and Families (DCF) and ethical mandates for follow-up and aftercare. School counselors operate under FERPA (*see Joint Guidance of the Application of FERPA and HIPAA, November 2008*) and are obligated to inform the school-based educational team and administration, as well as parents/guardians of any situations that are of concern or may present a disruption to the learning environment. While counselors are obligated to maintain confidentiality, information should be shared with school staff and parents/guardians who have a legitimate, recognized, educational need to have the information. Counselors will handle information about students in an ethical manner. School counselors join all faculty at the school as Mandated Reporters. (*see G.L. c. 119, §51A*) A disciplinary role must be avoided as it places them in a conflict of roles and violates their code of ethics. It is crucial that school counselors and administrators support one another and are seen as supporting social-emotional learning.

School-based counseling is not therapy and should not be a substitute for therapeutic interventions for long term needs. School counselors are able to communicate with families and provide information about community resources. School counselors follow curricula to work with students in individual, small group and classroom settings. The school counselors are committed to respecting individual uniqueness and to assist in the maximum development of human potential. The school counselor is an integral part of the school's total educational program.



## **SCHOOL COUNSELING GUIDELINES**

### ***Confidentiality Guidelines***

Your confidentiality as a student is important to us! Confidentiality within a school setting has certain limits.

In our school counseling office, what is said here stays here with the following exceptions:

1. **Harm to Self or Others**

This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. Anything that puts your health or safety, or someone else's health and safety, at-risk needs to be reported.

2. **Abuse or Neglect**

If you talk with a School Adjustment counselor about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, we are required to report it to the Department of Children and Families (DCF).

3. **Court and other Legal Proceedings**

By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as required in a legal setting, but we must cooperate with the police, DCF and the courts.

4. **Other Issues deemed related to school struggles**

The building principal is responsible for ensuring a safe and disruption-free learning environment. Anything shared in counseling that gives the impression that the environment may be compromised may be reported to the principal. In accordance with Federal Child Find obligations the district is required to explore any issues that might indicate an existence of an educational disability. Relying on professional judgment, issues surrounding an academic or social challenge that impacts your ability to be successful at school may be disclosed to necessary school personnel.

If there is a need to reveal information, we will try to let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

## **GUIDANCE DEPARTMENT**

Guidance services are provided for each student in order to communicate the opportunities available for intellectual as well as personal growth. Guidance counselors will assist students to develop a meaningful high school program, to explore interests and abilities, and to develop educational and career plans. Students are encouraged to utilize the services provided by their counselor.

Services by the Guidance Department are available in the following areas:

- **Information:** Group orientations, conferences, reference material about careers, colleges, and job training opportunities.
- **Placement:** Counselors assist students to make the transition from Middle School to High School, from High School to higher education, and from high school to career.
- **Evaluation:** Counselors provide a thorough review of each student's areas of strength and weakness as shown by test results, academic activities record, and teacher observations.
- **Personal/Social:** Each student has needs outside of the academic and occupational categories that require attention. In the counseling process, they have the opportunity to realize their worth, their dignity as a human being and respectability as a unique individual.

## PROGRAM OF STUDIES

Franklin High School is a comprehensive high school. To meet the variety of student needs and abilities, courses are offered according to four criteria: content, classroom activities, instructional pace, and assignments outside the classroom. Many courses are sequenced and may have prerequisites. Within these guidelines, courses are open to all students. Schedules are refined to accommodate student needs as much as possible. Curricular offerings are reviewed annually. A complete description of courses may be found in the [FHS Program of Studies](#) and on the [Franklin High School website](#).

### FRANKLIN HIGH SCHOOL BELL SCHEDULE

Full Day Bell Schedule	
7:35 - 8:50 AM	Period 1 (National Anthem / Pledge of Allegiance/Announcements)
8:55 - 10:00 AM	Period 2
10:05 - 11:10 AM	Period 3
11:15 AM - 1:00 PM	Period 4 <ul style="list-style-type: none"><li>• 11:15-11:39 1st lunch*</li><li>• 11:42-12:06 2nd lunch*</li><li>• 12:09-12:33 3rd lunch*</li><li>• 12:36-1:00 4th lunch*</li></ul>
1:05 - 2:10 PM	Period 5
2:10 - 2:20 PM	Extra Help
2:15 - 3:00 PM	Detention
Passing Times: Passing time between classes is 5 minutes. Passing time between lunches is 3 minutes	
Announcements: read at 7:35 a.m. each day Panther News will air on Friday.	



<b>LUNCH &amp; 4th PERIOD SCHEDULE</b>	
<b>1st Lunch</b>	<b>11:15-11:39 LUNCH, 11:42-1:00 CLASS</b>
<b>2nd Lunch</b>	<b>11:15-11:39 CLASS, 11:42-12:06 LUNCH, 11:15-11:39 CLASS</b>
<b>3rd Lunch</b>	<b>11:15-12:06 CLASS, 12:09-12:33 LUNCH, 12:31-1:00 CLASS</b>
<b>4th Lunch</b>	<b>11:15-12:32 CLASS, 12:36-1:00 LUNCH</b>

<b>DAY/PERIOD SCHEDULE</b>						
<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
<b>A</b>	<b>F</b>	<b>D</b>	<b>B</b>	<b>G</b>	<b>E</b>	<b>C</b>
<b>B</b>	<b>G</b>	<b>E</b>	<b>C</b>	<b>A</b>	<b>F</b>	<b>D</b>
<b>C</b>	<b>A</b>	<b>F</b>	<b>D</b>	<b>B</b>	<b>G</b>	<b>E</b>
<b>D</b>	<b>B</b>	<b>G</b>	<b>E</b>	<b>C</b>	<b>A</b>	<b>F</b>
<b>E</b>	<b>C</b>	<b>A</b>	<b>F</b>	<b>D</b>	<b>B</b>	<b>G</b>

## [FRANKLIN PUBLIC SCHOOLS CALENDAR 2021-2022](#)

## **II. ATTENDANCE POLICY AND PROCEDURE INFORMATION**

### [SCHOOL AND CLASS ATTENDANCE](#)

Attending class regularly, doing assigned work, and class participation are directly related to success in school. There is no way to duplicate the classroom experience after a student has been absent. The school does not condone students missing school unnecessarily. If a student is to succeed in high school, regular attendance is important. The basic responsibility for the regular attendance of the student lies with the student and parent, [NOTE - All references to 'parent' mean parent(s) or guardian(s)]. The school will make every reasonable effort to inform parents/guardians of excessive absences from school or from classes.

Absences for any reason other than illness must be pre-arranged. School officials will not grant permission for a student to leave the school for any reason during the school day until a parent/guardian has been informed. Absences and tardies are part of a student's permanent record.

## **ABSENCE CALL-IN PROCEDURE**

**Attendance Line:** Please call **(508) 613-1401**

Provide the following information when calling the Attendance Line when your child is absent from school:

- Student's name and grade
- Date(s) of absences
- Reason for the absence

Do NOT leave the following information on the absence line:

- Confidential medical information-please speak to the nurse directly
- Requests for homework
- Messages for the classroom teacher or for Solutions Personnel

## **ABSENT FROM SCHOOL POLICY: Documented / Undocumented Absence**

Students must present a note signed by a parent/guardian to their house office upon return to school. The note must indicate the date(s) and reason(s) for the absence.

Students will not be required to present an absence note if phone verification of the absence has taken place **ON THE DAY OF THAT ABSENCE**. Any student who is absent and does not comply with the above-stated procedure will be considered TRUANT/CUTTING CLASS and subject to disciplinary action.

**AN ABSENCE NOTE OR PHONE CALL FROM A PARENT DOES NOT DOCUMENT A STUDENT'S ABSENCE. THE NOTE OR PHONE CALL IS A RECORD THAT THE PARENT/ GUARDIAN WAS AWARE OF THE ABSENCE AND WHY THE STUDENT WAS NOT IN SCHOOL.**

In these instances, there is no school-based consequence until the student exceeds the limit for undocumented absences. (See below).

### **Documented Absence:**

Students who wish to have an absence documented must present the required documentation when they return to school but no later **than 7 school days following their absence**.

### **Documented daily absences for the purpose of this policy are:**

1. Family bereavement (parent note required)
2. Religious holiday (parent note required)
3. Absences due to illness (or a medical appointment) with written verification from a physician's office.
4. School-approved field trips (including a limited number of athletic events to be designated by the administration) the appropriate form signed by the parent granting permission and teacher approval.
5. Representation of Franklin High School in a school-related activity.
6. Suspension for violation of the school disciplinary code if the regulations of the suspension policy are followed.
7. Court appointment with official court time and date verification.
8. Nurse, guidance, or administrative appointment reported to the house office by said staff.
9. For Grade 12 and 11 students ONLY: College interview/visit documented on college Letterhead (limit of 6 between Junior and Senior year).
10. School field trips

### **Examples of UNDOCUMENTED ABSENCES (not a complete list):**

1. Truancy
2. Tardy to school/class (20 minutes late)

3. Class cutting
4. Illness without documentation from a physician's office
5. Family vacations, trips, obligations, etc.
6. Unnecessary absences from class as determined by an administrator.
7. Non-school related extracurricular events
8. Any form of "Skip Day" (see below)

**Special Note:** Any student who is twenty minutes late for class or who is dismissed twenty minutes before the end of the class will be considered to have an undocumented absence unless the tardiness/dismissal falls in the category of documented absence.

## **COLLEGE VISITS**

### **Juniors and Seniors will be allowed six (6) school days over the two-year period for visiting colleges**

A verbal or written request from the parent must be approved by the assistant principal **BEFORE** visiting the institution of higher learning. Proper documentation (signed form or letter from the admissions office on school letterhead) must be submitted to the assistant principal upon return to school.

**For seniors, college visits after May 1 require special approval from the assistant principal.** Underclassmen who wish to visit colleges must make special arrangements with the appropriate assistant principal to begin the documentation process.

## **SKIP DAYS**

"Skip Days" are different than undocumented absences in that skip days are generally not isolated to an individual student, but instead involve a group of students. The administration reviews attendance on a daily basis and reserves the right to determine if a skip day has occurred. Reasons the administration may determine a skip day occurred include, but are not limited to: unusually high absenteeism or tardiness within a specific group of students or information provided to the school that a group of students has abused the attendance policy.

"Skip days" are not a tolerated practice at Franklin High School. Students are expected to be in school on all school days except for medical, bereavement, court, or other unusual **approved** reasons. Parents/Guardians are asked to be particularly vigilant regarding school attendance if suspicion of a "skip day" arises. **The school reserves the right to review all excuses and request documentation on "skip days."** The principal and their designee(s) reserve the right to administer academic, social, and disciplinary penalties after the case has been reviewed.

## **ATTENDANCE & LOSS OF CREDIT**

The Franklin Public Schools expect parents/guardians and students to make every reasonable effort to have their child(ren) attend school every day. Attending class regularly, doing assigned work, and class participation are directly related to success in school. The basic responsibility for the regular attendance of the student lies with the student and parent, [NOTE - All references to 'parent' mean parent(s) or guardian(s)]. The schools uphold Massachusetts General Law, Chapter 76, Section 4 entitled "School Attendance." This section of the General Laws requires parents/guardians to "cause" their children to regularly attend school.

## **UNDOCUMENTED ABSENCE LIMITS (per term)**

The Franklin High School administration enforces its attendance policy, as required by the Department of Elementary and Secondary Education. However, knowing that student illness and extenuating circumstances arise, Franklin High School affords students a number of undocumented absences per term.

Classes that meet:

5 days during a 7-day cycle will have an absence limit of 5 days (4 days for seniors in last quarter)  
2 days during a 7-day cycle will have an absence limit of 3 days (2 days for seniors in last quarter)  
1 day during a 7-day cycle will have an absence limit of 2 days (1 day for seniors in last quarter)

**\*For the purpose of this policy, an absence is defined as having missed more than 20 minutes of a class. The accumulation of 3 tardies (missed less than 20 minutes of a class) will count as 1 absence.\***

**Students who exceed the absence limit in a class will receive a letter grade for the term but will not be awarded credit for the particular class.** Students and parents/guardians are encouraged to check attendance records regularly to ensure that students do not exceed the undocumented absence limit. Students and parents/guardians will have electronic access to attendance records via Aspen.

As a courtesy, if a student is approaching the absent limit in a term, the assistant principal will notify parents/guardians in writing either by mail or electronically. If a family does not have Internet access, they are encouraged to contact the school to arrange for paper copies of records to be provided. After absence notification is issued, it is the responsibility of the parent and student to monitor absenteeism and the absence limit. **Parents/Guardians and students should be aware that tardies and dismissals without documentation will count as undocumented absences for missed classes.**

### **LOSS OF CREDIT FOR EXCESSIVE ABSENCES**

Students who have excessive absences from school, even when documented appropriately, may be subject to credit loss. Excessive absences (undocumented or documented) are defined as missing the equivalent of 20% of a given class during the school year (25 or more absences total for full-year courses, 13 or more absences total for semester courses). In these situations, the principal or designee will arrange for a meeting with the student and his or her parent/guardian to determine if the student has been available to access sufficient curriculum to earn credit and to develop a plan to improve attendance.

In extreme cases of excessive absences, when students are faced with extenuating circumstances that require significant medical interventions including extended hospitalizations, parents/guardians may request in writing that loss of credit be waived. Parents/Guardians should submit any documentation that supports their request for review. The decision to waive the loss of credit is at the sole discretion of the principal or their designee.

### **LOSS OF CREDIT**

All undocumented absences will count towards the undocumented absence limit (per term). Any time a student is not physically present in class, the student will be considered absent. When a student has exceeded the undocumented absence limit during any quarter, administration will send written notice to the parents/guardians as notification of **loss of credit and an opportunity to appeal** for that course for the quarter. At this time the parent will also be informed of the appeal process noted below.

### **LOSS OF CREDIT APPEAL PROCESS**

1. Once the student exceeds the absence limit in a particular class, the student/parent will receive a Notice of Opportunity to Appeal letter and will have **5 days from the receipt of the letter to start the appeal process. Failure to do so within the five-day limit will deem the matter closed.**
2. All appeals must be made in writing, via email, fax or paper.
3. Students and/or parents/guardians may appeal an undocumented absence to the assistant principal. After hearing the appeal and reviewing attendance records, the assistant principal will make a decision regarding the undocumented absence and loss of credit.
4. Students and/or parents/guardians may appeal the decision of the assistant principal to the principal. **Parents/Guardians will have 7 days from the receipt of the letter to start the appeal process. Failure to do so within**

the seven-day limit will deem the matter closed.

5. After hearing the appeal and reviewing attendance records, the principal may extend the absence limit if they are satisfied that an unusual circumstance existed with an absence(s), tardy(s), or dismissal(s).
6. If the appeal is denied, the principal will send an official Loss of Credit Notification to those students who exceeded the absence limit without documentation and/or approved justification.
7. The Loss of Credit letter will include information about Credit Recovery.

## **CREDIT RECOVERY**

When a student exceeds an absence limit in a class and loses credit for a term, they will be directed to make an appointment to see his or her guidance counselor. The guidance counselor will discuss the three options to recover the term credit. Students will declare their intentions on a Credit Recovery Form and submit the form to their guidance counselor. The following Credit Recovery Options will be offered to students:

1. **During the school year:** Students are required to attend the Tutoring Center for a designated number of sessions based on the number of undocumented absences over the designated limit. Students with nine or more undocumented absences will be required to complete PLATO modules (online, web-based instructional program) that align with the curriculum of the class. Students may complete this online work during the school year and must achieve a score of 75 or better to receive credit for his or her work. *(If a student exceeds the undocumented absences in the fourth-quarter they may opt to complete work in Summer School or during the first term of the subsequent year)*
2. **During the Summer:** Complete PLATO modules (online, web-based instructional program) that align with the curriculum of the class. If available/applicable, students may complete this online work during summer school and must achieve a score of 75 or better to receive credit for his or her work.
3. **Retake the course or take an equivalent course:** Complete the course again next school year or, if applicable, take an equivalent course.

If a student fails a course and exceeds the absence limit in the course, PLATO will not be an option. The student will need to retake the entire course or, if applicable, attend Summer School.

## **CLASS CUTS**

Classroom attendance is extremely important. There are very serious consequences for students who cut classes.

1. Any student cutting an assigned class will receive a "0" for any classwork/tests missed and will be assigned an Extended Detention.
2. Chronic class cuts will result in assignment to Extended Detention, Friday Reflections, Academic Suspension, Social Suspension, and/or Out-of-School Suspensions
3. Students who do not maintain appropriate class attendance may be restricted access to or excluded from extra-curricular activities by the principal or their designee(s) in addition to other school-based discipline.
4. If a student is removed from a classroom for inappropriate behavior, it is the student's responsibility to contact the teacher within 24 hours to make up the missed work.

## **TARDY TO SCHOOL**

School begins promptly at 7:35 AM. There is a 7:30 AM warning bell. Any student arriving after 7:35 a.m. is considered tardy and must report to the House Office for a tardy slip. Students will not be allowed into first period class without an admit slip/pass from the House Office.

1. All tardies will be undocumented with the exception of the following:
  - a. Medical appointments with a note from a physician's office designating the time of appointment. (All such appointments should be scheduled outside of school hours whenever possible.)
  - b. Family funeral

- c. On highly unusual occasions deemed necessary by the assistant principal  
Note: Car or transportation problems and oversleeping are not valid reasons for excusing tardiness to school
- d. Drivers License/ permit tests with documentation from the registry (please note: this does NOT include driving hours)
- e. Other circumstances as determined by the administration
2. Students will receive an office detention for excessive tardies at the discretion of the Administration. Loss of privileges and other progressive disciplinary actions may result as well.
3. If a student is tardy to any class for more than 20 minutes, they will be considered absent from that class and the absence will be recorded as undocumented. If a student is tardy (undocumented) to class 3 times, that will count as 1 undocumented absence toward the undocumented absence limit. Each time a student accumulates 3 tardies in a class an additional undocumented absence will be added.

### **TARDINESS TO CLASS**

It is the student's responsibility to arrive at each class on time. Tardiness to class will not be tolerated. If a student is meeting with a teacher after class and believes they will not make it to his or her next class on time, the student is to obtain a pass from the teacher.

1. Students who are tardy to class may receive a teacher detention.
2. Once a student serves two (2) teacher detentions for tardiness to class, any additional tardiness will be referred to an assistant principal.
3. If a teacher deems a student's tardiness to class to be excessive (with regard to time), the student will be referred to an assistant principal.
4. Chronic tardiness to class may result in an Extended Detention, Friday Reflections and/or Pass Restriction.

This procedure applies to all periods except for the first period, where students arriving late to class are considered tardy to school and must report to their Administrative Office for a tardy slip. Students will not be allowed into first period class without an admit slip/pass from their Administrative Office.

### **TRUANCY**

1st Offense	Zero in all courses on the day of truancy. Parent conference required. Assignment of two (2) sessions in the tutoring center or Friday Reflections School Resource Officer will be contacted
2nd and Subsequent Offenses:	Zero in all courses on day truant. Parental conference required. Assignment of two (2) sessions in the tutoring center, Two Friday Reflections, or an In-School Suspension. School Resource Officer will be contacted

### **DISMISSALS FROM SCHOOL**

Dismissal from school may be granted for medical reasons or home emergencies at the discretion of the School Administration. Medical appointments should be scheduled outside school hours whenever possible.

Dismissals will be allowed for the following reasons:

1. Medical appointments
2. Court or social service appointment
3. Family emergency (undocumented)
4. Family bereavement
5. Family vacation or family obligation (undocumented)

6. Representation of Franklin High School in a school-related activity.
7. Illness – as approved by the school nurse and/or administration (undocumented)
8. Unusual circumstance deemed appropriate by the assistant principal (may be documented or undocumented per assistant principal)

Upon returning to school, students must present documentation for the dismissal to their Administrative Office.

**Parents/Guardians and students should be aware that dismissals without documentation will count as undocumented absences for missed classes.** Furthermore, per the attendance policy, dismissals due to family vacations, attendance, family obligations or illness (without a doctor's visit) will count as undocumented absences for missed classes. Students shall have 7 days from the date of return to document the dismissal.

To obtain a dismissal slip, a student must bring a note signed by their parent or guardian requesting permission to leave school starting time, date, and reason for dismissal. **Dismissal notes must also include the name and location of the doctor, and a telephone number where a parent may be reached during the school day.** Students dismissed for medical reasons must be dismissed through the school nurse. Students dismissed for non-medical reasons may be dismissed through their assistant principal.

Students who drive themselves home will be allowed to do so at the discretion of the nurse in charge AND with written) parental permission. If a student is deemed unsafe to drive by the nurse due to the nature of the illness or injury, a parent/guardian or emergency contact will be asked to pick the student up.

**DISMISSAL NOTES MUST BE CONFIRMED THROUGH CONTACT WITH A PARENT PRIOR TO THE STUDENT LEAVING SCHOOL. PARENTS/GUARDIANS ARE ENCOURAGED TO CALL OR EMAIL THEIR CHILD'S ADMINISTRATIVE OFFICE IN THE MORNING ON THE DAY OF THIS DISMISSAL TO CONFIRM THE NOTE. IF THIS CONTACT IS NOT MADE, THE SCHOOL MUST CONTACT THE PARENT BY PHONE PRIOR TO ALLOWING THE STUDENT TO LEAVE.**

**Dismissal notes should be brought to their Administrative Office before the FIRST period.** After administrative approval, the student will be issued a dismissal pass which will, in turn, be shown to the teacher at the time of dismissal, and the student will bring the pass to the Main Office before leaving the building. Students will NOT be called down from class.

If a student has forgotten their dismissal note or requires an unexpected dismissal, that student will not be dismissed unless a parent or guardian comes to the Main Office to sign a dismissal note. For safety reasons, relatives, neighbors, or friends cannot be considered substitutes for a parent or guardian. **THE SCHOOL CANNOT DISMISS A STUDENT WITHOUT WRITTEN CONFIRMATION BY NOTE, FAX OR EMAIL FROM A PARENT, GUARDIAN OR EMERGENCY CONTACT.**

All absence, tardy and dismissal notes must be signed by a parent or legal guardian. Notes from relatives, neighbors, or friends cannot and will not be accepted. The only accepted signature on any note will be that of a parent or guardian.

## **SPECIAL ATTENDANCE ISSUES**

### **Student Not Living with Parent or Guardian**

A student who is not living with a parent or guardian is expected to follow all school policies in the same manner as all other students. Notes (to excuse absences, etc.) should be written by an adult member of the household in which the student lives. If the student lives in a situation where no adult authority is present, arrangements regarding attendance and discipline procedures must be set up by means of a meeting of the student and the assistant principal during the week when the independent living situation begins.



### LAST DAY OF SCHOOL

Students are expected to fulfill final obligations including the return of all books and other school materials. The last day of school in June is also the final exam make-up day.

### FORGED ABSENT NOTE POLICY

The only accepted signature on any absence, tardy or dismissal note will be that of a parent or guardian. A student who forges or alters a parental note or school document (corridor pass, or note, etc.) will receive the following consequences:

1. Assignment of a Friday Reflection
2. Notification of parent
3. Verification of all future notes
4. Any further action deemed appropriate by an administrator

### STUDENT ABSENCE NOTIFICATION PROGRAM

If the school has not received notification of an absence from a parent within three (3) days of an absence, the school shall notify the parent of the child's absence.

If a student has at least five (5) days in which they have missed two (2) or more periods unexcused in a school year, or if a student has missed five (5) or more school days unexcused in a school year, the school shall notify the student's parent/guardian. For those students who have five (5) or more unexcused absences in a school year, the school principal shall make reasonable efforts to meet with the parent to develop jointly, and with input from other relevant school personnel and officials from relevant state and local agencies, an action plan to improve and ensure the student's attendance.

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## **III. ACADEMIC POLICIES AND PROCEDURES INFORMATION**

### GRADUATION REQUIREMENTS

Required Subjects and Credits:	Graduation Requirements for the Class of:			
	2024	2023	2022	2021
<b>English (Grade 9, Grade 10, Grade 11, Grade 12 (plus elective))</b>	20	20	20	20
<b>Math (not to include Computer programming)</b>	20	20	20	20
<b>Science (Biology, 2 full years additional sciences)</b>	15	15	15	15
<b>Social Studies (World History, 2 years United States History)</b>	15	15	15	15
<b>2 Year Sequence (For. Language, Business, Arts, Consumer Science)</b>	10	10	10	10
<b>*Wellness (Grade 9, Grade 10)</b>	4	4	4	4
<b>** Physical Education</b>	-	-	-	-
<b>Additional Credits</b>	22.5	22.5	22.5	22.5
<b>Total Required for Graduation</b>	106.5	106.5	106.5	106.5



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**\* Wellness includes Health & Physical Education (2 credit per year)**

**\*\* Physical Education is required of all grades, but may be completed through an outside pathway for grades 11-12**

**Notes:**

1. All graduation credits must be earned in grades 9-12.
2. Only courses that are completed will earn credit. Partial credit will not be given for courses that are not completed.
3. Determination and acceptance of transfer credits is at the discretion of the principal. Transfer credits must have been earned at accredited schools.
4. Credit is earned only for courses completed while in attendance at Franklin High School. The principal or designee will determine if credit will be awarded to students who are tutored outside of the regular school day.

**COURSE CREDIT**

Courses at Franklin High School earn credits based upon the number of days a course meets per cycle of the course of a full year. For example, courses that meet 5 times per cycle for a full year earn 5 credits, while courses that meet five times per cycle for one semester earn 2.5 credits. Credit for all courses is weighted based upon these equivalents.

**CREDIT REQUIREMENTS**

**Credits Required for promotion to Grade:**

Grade	Credits Taken	Cumulative Credits	Required for Promotion
9	32	32	25
10	32	64	50
11	35	99	71.5
12	30-35	129-134	see table previous page

\*Due to health and physical education requirements, not all students are required to carry the maximum credit load per year. As such, a range of credit requirements is published as a general reference.

**GRADE POINT AVERAGE (GPA) CALCULATION**

Grade Point Average (GPA) is tabulated according to the utilization of a 5 point weighting system. This system is consistent with the requirements of colleges and universities for the method of reporting student GPA for the application process and is in compliance with the Massachusetts Board of Regents guidelines for computing weighted grade point average. Courses at Franklin High School are grouped in four levels and will be given different weights in the computation of grade point average according to the chart below.

**Table 1.**

**CURRENT GPA TABLE (EFFECTIVE  
09-10)**

	AP	H	CP	S
A+	5.00	4.50	4.00	3.50
A	5.00	4.50	4.00	3.50

<b>A-</b>	<b>4.67</b>	<b>4.17</b>	<b>3.67</b>	<b>3.17</b>
<b>B+</b>	<b>4.33</b>	<b>3.83</b>	<b>3.33</b>	<b>2.83</b>
<b>B</b>	<b>4.00</b>	<b>3.50</b>	<b>3.00</b>	<b>2.50</b>
<b>B-</b>	<b>3.67</b>	<b>3.17</b>	<b>2.67</b>	<b>2.17</b>
<b>C+</b>	<b>3.33</b>	<b>2.83</b>	<b>2.33</b>	<b>1.83</b>
<b>C</b>	<b>3.00</b>	<b>2.50</b>	<b>2.00</b>	<b>1.50</b>
<b>C-</b>	<b>2.67</b>	<b>2.17</b>	<b>1.67</b>	<b>1.17</b>
<b>D+</b>	<b>2.33</b>	<b>1.83</b>	<b>1.33</b>	<b>0.83</b>
<b>D</b>	<b>2.00</b>	<b>1.50</b>	<b>1.00</b>	<b>0.50</b>
<b>D-</b>	<b>1.67</b>	<b>1.17</b>	<b>0.67</b>	<b>0.17</b>
<b>F</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Weighted Grade Point Average (GPA) is determined by the weighting of marks received in each subject according to the degree of difficulty of the subject. Academic subjects are designated as Advanced Placement (AP), Honors (H), College Preparatory (CP), and Standard (S). Rank in class is based on courses in Grades 9-12 only. Rank in class is calculated using the following formula: GPA = course credits X weighted grade = weighted score in each course. The sum of the weighted scores for all courses is then divided by the total number of credits earned during the student's career.

**NOTE:**

1. All scheduled classes with a curriculum will be applied to the GPA.
2. Two semester courses will be combined to equal a one-year-long class.
3. Independent study will not be applied to class rank.

**REPORTING OF STUDENT GRADE DISTRIBUTION:**

1. A weighted GPA will be computed and will include all courses with a prepared curriculum.
2. A student distribution by decile will be developed, based on six semesters of grades. It will be distributed with the student's transcript and school profile.
3. Valedictorian and Salutatorian determination will be based on Weighted GPA.

**TRANSFER STUDENTS/RANK IN CLASS**

1. Only courses designated as honors or the equivalent thereof at the student's former school will be classified as honors courses for class rank at Franklin High School. The high school administration will interpret the appropriateness of a course designation.
2. To receive credit toward class rank at Franklin High School equaling that of the student's former school, the course at the student's former school must have equivalent hours and designation.
3. Only courses credited in the curricula at Franklin High School will be considered in class rank.
4. Students must complete two full years at Franklin High School to be considered in class rank.
5. In fairness to transfer students completing less than two years at Franklin High School, an approximation of class rank will be sent to colleges, and a letter from the student's guidance counselor will accompany the transcript for an explanation.

**PHYSICAL EDUCATION REQUIREMENT**

Franklin High School recognizes that regular physical activity is important for all students. As such and consistent with

Massachusetts General Laws, the school requires four years of physical education for all students in grades 9-12. Grade 9 and 10 students will meet this requirement through their scheduled wellness course.

Students in Grades 11-12 may elect from 3 Pathways by which to meet the physical education requirement.

1. Through participation in the school physical education elective
2. Through participation on one of the school's athletic teams (**SUBJECT TO ELIGIBILITY POLICIES AND COMPLETION OF THE SEASON**).
3. Through participation in an outside of school organized physical activity or activities totaling more than 30 hours in a school year, including those listed or other activities that may be proposed by students, that receive prior administrative approval.

Students will select a pathway as part of the course selection process. Students who select Pathway 2 or 3 must complete and return the Pathways selection form along with a detailed description of the activity by October 1<sup>st</sup> to their guidance counselor in order to gain final approval.

Students that elect Pathway 3 must receive prior administrative approval. In order to meet the requirements for approval, the proposed program must have a strong instructional component and be supervised by a certified instructor.

### HEALTH EDUCATION REQUIREMENT

Franklin High School requires students to pass wellness education courses in grades 9 and 10 as a requirement for graduation.

### HEALTH CURRICULUM EXEMPTION

The Franklin Public Schools, in compliance with federal and state regulations, developed a comprehensive health education program, which is implemented in our secondary schools. This program, developed in consultation with the Community/Health Education Advisory Council, strives to promote the health and wellness of the student population and to enable them to make informed decisions during their adolescent years.

As part of this comprehensive health program topics involving human sexuality are discussed and studied. Topics such as dating relationships and communication skills, abstinence, birth control, abortion, homosexuality and tolerance, prevention of HIV/ AIDS and other sexually transmitted diseases are all explored as part of the comprehensive high school health curriculum.

Under Massachusetts State Law and School Committee Policy, parents/guardians may exempt their child from any portion of the curriculum that involves human sexuality. To receive an exemption please forward a written request to the Franklin High School Principal prior to October 1 of the school year. Students exempted for this portion of the curriculum will not be penalized and will be provided with an alternative assignment.

If you would like to review curriculum materials or learn more about the curriculum, please contact the Director of Health and Physical Education, Ms. Kristin Letendre Smith. Ms. Letendre Smith can be reached at 508-613-1660.

### GRADING

#### **I. Grades**

Grades are the fundamental way we communicate with students and parents/guardians about students' progress in reaching their educational goals. It is important as a school community that we have a common understanding of our grading system.

Grades are a measure of the level of mastery that a student has achieved in a subject. Within the policies and guidelines of

the school system and the school, teachers are charged with the responsibility of grading students. Grades must be fair and accurate and based upon a school-wide set of criteria.

At Franklin High School, grades may include but are not limited to the following data:

- a. Tests and quizzes
- b. Classroom participation
- c. Homework
- d. Special projects and reports
- e. Portfolios, journals, exhibitions
- f. Special requirements in departments such as physical education, art, and music.

Teachers decide what proportion of the grade each component of the marking system will have. Teachers communicate their marking system to students and thus to the parents/guardians at the beginning of the course so that there will be no misunderstanding about the expectations of the course. Grades measure mastery of subject matter in a course and not just a good faith attempt to achieve that mastery. Students must pass at least two quarters in order to be eligible for summer school. **Parents/Guardians may submit a written appeal to the principal. The principal shall make a determination after seeking input from the classroom teacher of record.**

## II. Grade Reporting

At the end of each term, an official report card is issued. A grade for each course, attendance, cumulative credits, and faculty comments are provided on each report card. The cumulative grade is the current overall grade average.

## III. Report Cards

Report cards are issued four times during the school year. They are the official record of students' achievement and attendance. The symbols used on the card are as follows:

A	Excellent
B	Very Good
C	Fair
D	Poor
F	Failing
I	Incomplete
W	Withdrawn- No Credit
N	Medical excuse from Physical Education - No Credit

### Grading System:

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

Attendance: The number of absences each term in each class appears on the report card in the column marked QTRAB. This includes all excused and unexcused absences. Separate entries appear for homeroom attendance, tardiness and dismissals. **Consistent attendance is essential for success in all academic endeavors.**

## IV. Incomplete Grade Policy

All students will be required to make up incomplete report grades within a two-week interval of the preceding marking

period. Work not made up within this time will be recorded as 0 and the grade computed. The only exception to this policy is in the case of a student with extenuating reasons for absences. These cases should be brought to the attention of guidance and approved by the principal or assistant principal.

## **PROTOCOLS FOR HOME-SCHOOL COMMUNICATION**

It is a long standing goal of the Franklin High School Improvement Council to foster strong school/parent communication. This practice is in keeping with education research that shows that it promotes and supports good education. This may be done in written form by a note or letter, telephone call, or email. A response or return contact can be expected.

Notes to teachers may be left in the main office, sent with a student, or mailed to the school, addressed to the teacher. School telephones do not ring through to classrooms but voicemail may be left and retrieved by the faculty member. Email addresses are available to parents/guardians via the school website at <http://franklinps.net/fhs> or printed school correspondence.

### **Protocols for Home-School Communication**

Questions and concerns arise within any organization and it is important to know who to contact in order to receive the most accurate and reliable information. In the spirit of open communication, we ask the following protocols to be followed unless special circumstances dictate otherwise:

1. Students are asked to communicate directly with teachers when they have questions or concerns.
2. In the event that a student cannot communicate with a teacher regarding a question or a student is not satisfied with a response from a teacher, parents/guardians are advised to speak with their child's teacher directly.
3. If a question or concern has not been answered satisfactorily by a teacher, students or parents/guardians are advised to speak with the Department Head or Director for the teacher's curriculum area.
4. In situations involving discipline, parents/guardians and students are advised to speak with the Assistant Principal for Student Services for their grade if a Director or Department Head has not been able to answer a question or resolve an issue.
5. In situations involving academics, parents/guardians and students are advised to speak with the deputy principal if a director or department head has not been able to answer a question or resolve an issue.
6. Parents/Guardians are advised to contact the principal if a situation brought to the attention of an assistant principal has not been resolved.
7. Parents/Guardians are advised to contact the Superintendent of Schools if a situation brought to the attention of the principal has not been resolved.

## **ONLINE ACCESS TO STUDENT GRADES**

Franklin High School uses Aspen, a web-based program that allows students and parents/guardians access to grades via the internet. Students attending Franklin High School and their parents/guardians will be provided an access code with which they will be able to view student grades in all courses.

The school will continue to distribute quarterly report cards. However, as students' parents/guardians have unlimited access to grades, the school does not distribute progress reports on a quarterly basis.

It is important for students and parents/guardians to understand that unlimited access to grades does not equate with instant access to grades. With this in mind, the school has developed the following guidelines to assist families and teachers in understanding the reasonable use of Aspen.

1. Teachers need time to grade student work. Quality feedback to students about their work is directly linked to improved student performance. As such, Franklin High School wants teachers to have enough time to provide meaningful feedback to students. Below are some rough guidelines regarding the grading of student work:
  - a. Homework: 2-3 days depending on the assignment
  - b. Quizzes: about 1-week
  - c. Tests and Short essays: 1-2 weeks
  - d. Moderate Essays, Labs: 2-3 weeks
  - e. Extended Essays or Research Papers: 3 weeks or more.
2. Grades will be updated on a weekly basis, but the grades will only include work that has been graded. We ask families to refer to the guidelines above for detailed information.
3. If a question or concern about a grade arises, students should make the first contact with teachers regarding the issue. This is consistent with the school's Protocols for Home-School Communication. If the issue remains unresolved, parents/guardians are encouraged to contact the teacher directly.

\*\* If a family is unable to access the internet, they are encouraged to contact their Guidance Counselor in order to arrange for paper copies of progress reports to be sent home quarterly.

### **ACADEMIC DISHONESTY POLICY**

As an academic community, Franklin High School will not tolerate academic dishonesty. Any activity of this nature is in opposition to the goals of the school as a place of learning and is contrary to the values of the school and the community. Dishonesty is not a private matter between teacher and student but is a concern to the entire school community.

Academic dishonesty, external to Franklin High School, but implicitly related to the student's status as a Franklin High School Student, such as but not limited to College Board Examinations and college recommendations, will be considered particularly serious infractions of the academic honesty policy. It not only harms the individual student but it directly harms the reputation of Franklin High School and possibly the future prospects of other Franklin High School students.

#### **Examples of academic dishonesty include, but are not limited to the following:**

1. Plagiarism: The act of taking ideas, writings, etc. from another and passing them off as one's own.
2. Possession, distribution, and/or use of cheat sheets, unauthorized notes and/or information.
3. Giving or receiving information during quizzes, tests, or examinations, including the use of any electronic devices that transmit information, such as electronic language translators, cell phones, smart watches, electronic devices, and graphic calculators.
4. Unauthorized collaboration on assignments
5. Unauthorized use, receipt, or distribution of quiz, test, or examination items or assessment questions.
6. Unauthorized use of materials intended for teachers' use.
7. Unauthorized use of computers and/or copying or misuse of computer files.
8. Use of online information without giving credit or using a proper citation.
9. Unauthorized use, copying, and/or distribution of another student's work (homework, classwork, test or quiz answers, computer files, projects, etc.)
10. Providing another student with one's work (homework, test answers, essay, project, etc.)
11. False information included in college, scholarship, or financial aid application.
12. Cheating on college boards, achievements, or other standardized tests.

#### **Consequences**

**Part I:** The first violation of this policy by a student will result in the following consequences:

1. Teachers must notify, with a disciplinary referral, the appropriate assistant principal as soon as possible.
2. The administrator will then inform the teacher as to what further action will take place. A parent/guardian will be

notified by the teacher. Written confirmation of this notification will be sent to a parent/guardian by the assistant principal.

3. Students may receive a zero for the academic work in question.
4. The student's activities will be closely monitored by all teachers and administrators and the second incident of academic dishonesty of any nature will result in the consequences described in Part II.
5. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

**Part II:** The second violation of this policy in the same course by a student will result in the following consequences:

1. Parents/Guardians will be notified and a parent conference will be arranged.
2. Students will receive a zero for the academic work in question.
3. Students will be removed from all (and will not qualify for future positions) academic or honor positions which represent the school (including positions of honor at graduation).
  - a. Examples: Honor Society, Student Council, class office, representatives for the academic competition such as Math Team; any academic graduation awards, places of honor at the graduation ceremony.
4. The student will have placed in the permanent student record file a letter citing the violation.
5. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

**Part III:** A Non-Course-Related Violation of this policy will result in the following consequences:

1. Parents/Guardians will be notified. Written confirmation of this violation will be sent to the parent by the assistant principal.
2. The appropriate parties (such as College Board or College) will be notified.
3. Students will be removed from (and will not qualify for future positions) all academic or honor positions which represent the school (including positions of honor at graduation).
  - a. Examples: Honor Society, Student Council, class office, representatives for the academic competition such as Math Team; any academic graduation awards, places of honor at the graduation ceremony.
4. A letter citing the violation will be placed in the permanent student record file.
5. Letters of recommendation by faculty will be excluded from the student's college application.
6. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

Note: The second offense of dishonesty does not necessarily have to be in the same category as the first offense to constitute a second offense of academic dishonesty.

Note: Academic dishonesty may come in many forms. However, some incidents are more serious than others. Therefore, certain violations will be treated in a more serious manner. The school administration reserves the right and has the responsibility to make that determination and act accordingly.

### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) program, which is administered by the College Board, consists of college-level courses and exams for high school students. AP exams are scored on a range from 1 to 5. Scores of 3 or higher often qualify the student for college credit or advanced courses. Since its inception in 1955, the AP Program has been remarkably successful, and many students have earned college credit or placement in advanced courses. The AP Program at Franklin High School includes the following courses: English Literature and Composition, Spanish, Biology, Chemistry, Physics, Environmental Science, Calculus, Computer Science, Statistics, U.S. History, European History, Economics, Studio Art, Music Theory, Government and Politics, Latin, French, and Psychology.

**All students who elect an Advanced Placement course are required to take the AP exam or a teacher-developed**



**final exam of equal rigor at the end of the 4<sup>th</sup> term.** The cost of the exam is approximately \$90. Examination fees are waived for students who qualify for free and reduced lunch.

### **NATIONAL HONOR SOCIETY**

Membership in the Franklin High School Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. (*NHS Constitution* Article VIII: Section 1)

**ACTIVE** participation is required for membership in the National Honor Society. Obligations include, but are not limited to,

- maintaining a 3.75 or higher cumulative GPA
- attendance at meetings (approximately once a month)
- participation in tutoring sessions (approximately once a month)
- participation in fundraising events (approximately two per year)
- participation in more than two current NHS service projects throughout the year
- participation in the development and completion of one additional service activity
- payment of dues (no more than \$20)

[\*\*CLICK HERE for more specific information about the Conditions of Membership in NHS\*\*](#)

### **EXTRA HELP, HOMEWORK HELP and NATIONAL HONOR SOCIETY TUTORING**

Teachers are available for after school help Monday through Friday unless a required department/faculty meeting takes precedence. Students should make appointments in advance to avoid scheduling conflicts. Communication of scheduling conflicts between teachers and students is encouraged. Students may also access the academic center which is staffed by fully licensed teachers on Mondays, Tuesdays, and Thursdays from 2:15 - 3:45 p.m.

If students need help with homework, they are also encouraged to attend National Honor Society tutoring and homework help. The tutoring and help sessions, which are supervised by an FHS staff member and run by National Honor Society students, will be available in the Faculty Advisor's room on Mondays, Tuesdays, Wednesdays, and Thursdays, from 2:10 - 2:45 p.m. Students seeking help must arrive by 2:20 p.m.

### **FINAL EXAMS**

Final exams are given to all students at the end of the school year. Exams are prepared by members of each department and given at a prescribed time in each course. To preclude any confusion or inequities in the administration of exams, it is imperative that parents/guardians and students make appropriate plans to ensure attendance during the exam days. Make-up exams in any subject will only be given with administrative approval by the principal or their designee. Failure to take the final exam in any course may result in failure in that course. Only seniors who maintain an A- or a better average are exempted from final exams. **(This exemption does not apply to Advanced Placement Courses.)**

### **HOMEWORK**

Homework is an essential element of a student's educational progress at Franklin High School. Homework develops mastery of skills and material covered in class and effectively promotes independence, creativity, and self-discipline in



learning. Student achievement rises significantly when students conscientiously apply themselves to the careful completion of homework. Teachers regularly assign well-developed homework assignments that are directly related to work that is being done in the classroom. Parents/Guardians support the educational progress of their children when they provide a suitable atmosphere for doing homework in the home, check each day to see that it is done and provide assistance and advice as needed.

[CLICK HERE for additional information on the District Policy for homework.](#)

### HONOR ROLL

Honors classifications are:

High Honors  
Honors

No grade below A-  
No grade below B-

### MAKE-UP POLICY

Unless other arrangements are made with the teacher, a student who has been absent will have one (1) day to make up work for each day absent or may, at the teacher's discretion, have extended time. Students must contact teachers on the day after an absence to make arrangements. No make-up work is permitted for truancy or class cut. The administration retains the right to determine if a “skip day” has been organized; in such case no make-up will be allowed.

Parents/Guardians requests for school work (due to an impending absence) should be directed to a student’s guidance counselor.

### STUDENT IDENTIFICATION CARDS

All students who attend Franklin High School will be issued an identification card. **It is expected that students keep the identification card with them at all times during school hours.** The ID card is chip-embedded and encoded to provide students with a variety of functions that include use in the cafeteria, café, library/media center, house offices, Senior Project externships and access to certain exterior doors of the building during school operating hours (6:45 AM – 3:30 p.m. – times subject to change). Students will be issued one ID card during their four years at Franklin High School free of charge. If an ID card is lost or damaged it must be reported immediately to the main office and a new card will be issued. The replacement cost for a lost or damaged ID card is the responsibility of the student and is \$10.00. Students who do not have ID cards when asked by staff during the school day will face progressive discipline, beginning with a verbal warning.

### SUMMER SCHOOL

Franklin students may earn credit during summer school provided that the final numerical average in the course is at least 50.

Parents/Guardians may appeal these criteria in writing to the principal. Appeals will be granted after input from the classroom teacher is sought.

Students may take a course in summer school to improve their grade provided the course is taught at the same level. There are no honors courses offered in summer school. Under special circumstances, the teacher may waive the requirement and, in writing, recommend that the student earn or not earn credit that summer. Summer school credits for courses that were passed but are being repeated for a better grade do not constitute additional credit toward the diploma or toward athletic eligibility requirements.

A withdrawal (W) from any course during the academic year shall disqualify the student from earning credit in summer

school.

## **LIBRARY /MEDIA CENTER**

The Franklin High School Library/Media Center's mission is to support students and faculty by providing a collection of materials to implement and enrich the Franklin High School curriculum and to help ensure students are effective finders, users, and ethical producers of ideas and information. The Library also strives to promote reading for pleasure and aims to fully support the Franklin High School Expectations for Student Learning.

The Franklin High School Library is open every day from 7:00 a.m. until 4:00 p.m. The Library physically houses books, DVDs, audiobooks on CDs and daily newspapers as well as an assortment of boardgames. Faculty members may also borrow video cameras. Students and faculty may access the collection online through a link on the [Library webpage](#). The Library also provides [downloadable e-books and audiobooks](#). The Franklin High community has access to a robust assortment of [databases](#) which can be accessed through the Library webpage. The staff will be happy to answer your questions and help in finding what you need.

## **Policies**

The Library is primarily a place for teaching and learning. These policies and procedures help to maintain an atmosphere conducive to study and to optimize class visit time for research projects.

- Student visits from Directed Studies
  - Students may visit the library from a directed study after the study teacher has completed the [study hall form](#). Each directed study may send five students per class. The study teacher should also write a physical pass.
  - It is assumed that students will remain in the library for the entire period. Students coming from directed studies are reminded they must check in or tap in with their ID card and leave their physical pass in the basket.

Most books are loaned for a three-week period and may be renewed, as long as no one has reserved them. If materials are not returned after the third overdue notice, sign-out privileges may be taken away until the item is returned, renewed, or paid for. Destruction of any book, magazine, equipment or furniture will be treated in the same manner as the destruction of any other school property: Notification of parents/guardians, reimbursement for replacement or repair, and possible suspension from school. Students will be charged the full cost of replacing lost or destroyed resources.

## **Expectations**

- Before school and from 2:10 through 3:00 the Library is a meeting place to share a snack with friends. From 3:00 - 4:00, and during school hours we encourage quiet study and ask students to maintain an atmosphere conducive to learning.
- Students using computers will abide by the [Acceptable Use Policy](#) and the [Terms and Conditions for Internet Use](#)
- Students are expected to pick up after themselves and one another.
- While listening to music please use earbuds.

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## **IV. HEALTH REQUIREMENTS, POLICIES**

### **DISMISSAL BY NURSE**

If a student becomes ill and must be dismissed from school, his or her parent(s) and/or guardian will be notified first by

the school nurse. Only if a parent or guardian is unavailable will the emergency contact individual be called. All students are required to fill out and keep an updated [emergency card form](#) on file.

In general, students who are ill will not be allowed to walk or drive home, if deemed inappropriate by the school nurse. A parent/guardian or their delegate will be expected to transport the ill student home. For the safety of all involved, parents/guardians are asked to visit the main office and sign a dismissal log when picking up their ill student.

### **CALLING THE SCHOOL NURSE ABOUT AN ILLNESS**

We encourage parents/guardians to call any time they have concerns about symptoms or illness and specifically for the following reasons:

- A new medical diagnosis, or a change in your child's health status i.e. the diagnosis of an allergy
- A newly prescribed medication
- Any change(s) in a current medication
- A serious injury such as an illness or hospitalization
- A fracture, sprain, stitches, cast or need for crutches/wheelchair
- A contagious disease such as chicken pox, flu, strep throat, whooping cough (pertussis), salmonella, measles, etc.
- If your child is absent for an extended period of time with atypical symptoms for a prolonged period of time
- If there are any recent changes in your family that may affect your child; such as a birth, recent loss, or sudden illness.

### **MEDICAL WAIVER and PHYSICAL EDUCATION EXCUSES**

In order for a student to be granted a medical excuse from any course, including physical education, a physician's certificate designating the length of time and the reason for the accommodation is required by state law. This may be performed by a student's private physician or the school physician. (Parents/Guardians are encouraged to use their own private physicians as the examination is much more complete with the availability of immunization updates and laboratory analysis.) If a student is to be excused from physical education due to medical reasons, the student must present a medical note from the student's physician to the school nurse. Such documentation will be kept on file in the health center and reported to the appropriate teacher, the guidance counselor, and the assistant principal.

### **ATHLETIC SPORT PHYSICAL EXAMINATIONS**

Athletic sport physical examinations are offered three times a year through the school. Dates and times of the physical examinations are made known and posted well in advance in the main office, athletic director's office and health center. They are held at the high school health center in mid-June for fall sports, mid-November for winter sports, and mid-March for spring sports. Physical examinations are valid for a period of twelve (12) months and must include the time interval in which the student participates in the sport. (For example, if a student has a physical for football in the fall, they will not require another physical in the spring to play baseball.).

All student-athletes must present the school nurse, not only with the school or private physical examination form but also with a signed M.I.A.A. form (available from the athletic director or school nurse) before participation is allowed.

### **PEDICULOSIS**

As recommended by the CDC and the American Academy of Pediatrics, Franklin Public Schools have adopted a non-exclusionary policy for pediculosis (head lice).

<http://www.cdc.gov/parasites/lice/head/schools.html>

School nurses will screen any student who exhibits signs/symptoms of head lice. Children who are found to have live lice or nits will not be sent home from school.

Parents/Guardians of affected students will be notified before the end of the school day and advised to contact their healthcare provider for treatment options. Informational fact sheet on head lice will be provided to the parent. Classroom/grade wide notification letters will generally not be sent home unless deemed appropriate.

Children will be allowed to return to school after parents/guardians confirm with the school nurse that treatment has begun. Parents/Guardians may request assistance from the school nurse to check their child's head after treatment.

Parents/Guardians will be instructed to check their child's head on a regular basis to confirm treatment success or failure.

## **PREGNANCY**

Pregnant students will be permitted to continue in school in all instances. The student, in consultation with the school staff, will develop an appropriate educational plan if it is agreed that 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**

**File: JIEE**

## **SCREENINGS**

During the fall and winter, students in the tenth grade are screened for vision and hearing. Heights and weights are also taken to measure proper rates of growth and development. Parents/Guardians of students who show some deviation in their visual and/or auditory screenings will be notified. It then becomes the parent's and/or guardian's responsibility to ensure that the proper professional follow-up will be completed. Students in the ninth (9th) grade will also be screened for postural problems (scoliosis), as mandated by law. Since this is a health concern which is likely to develop during the adolescent years of rapid growth, it is important for students to be assessed annually. Every student will be screened and will not be exempt unless a note from a private physician is provided, stating that the postural screening has been completed during the academic year starting in June. Although this screening is usually done during a physician's annual examination, it must be specifically noted by the physician on the private physical examination form, such as a note that the student is "postural screening negative" or "scoliosis negative".

Initial screenings for postural problems will be conducted in physical education classes in late February into March by the physical education staff that have been trained to conduct these screenings. Any student with questionable findings will be referred to the school nurse who will re-screen the student and make final recommendations.

PLEASE DO NOT HESITATE TO CALL THE NURSE'S OFFICE WITH ANY  
QUESTIONS AND/OR CONCERNS (508-613-1472).

[For additional health related district policies, click here.](#)

## **SBIRT - SCREENING, BRIEF INTERVENTION, AND REFERRAL TO TREATMENT**

As required by the M.G.L. Ch. 71 § 97, we are initiating a screening program for students in grades 8 and 10 related to the use of alcohol, marijuana, and other substances.

The Screening, Brief Intervention, and Referral to Treatment (SBIRT) program screening process will be incorporated into our annual mandated screenings in grades 8 and 10. The CRAFFT II screening tool will be used. Information regarding the implementation of the SBIRT Screening Program can be found on the [District's Substance Abuse Information and Prevention Website](#). Student screening sessions will be brief (approximately 5 minutes) and conducted confidentially in private one-on-one sessions conducted by the school nurse or guidance/ adjustment counselors. Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances or is at risk for future substance use. If needed, the student will be referred to our guidance department for further evaluation.

Screenings will not be included in your child's school record, nor may we share the results of your child's screening with you or any school staff other than the SBIRT Team. The only exceptions to this are if the screener determines that there is an immediate medical emergency, or if your child signs a release form which allows us to share the information.

As with any screening, you have the right to opt out of this screening. principals will send letters to families.

## **STUDENT-CENTERED INTERVENTIONS**

There are a variety of approaches to promote safe and supportive schools. Any support that are adopted should build upon students' strengths, promote success in school, maximize time spent in the classroom and minimize suspensions.

- Student-Centered Conferences
- Staff Referral to the Student Support Team or Academic Learning Center
- Contracting (attendance, academic and/or behavioral plans, etc.)
- Detention
- Loss of Privileges: Field Trips, After-School Activities, Transportation, etc.
- Long-term Adjustment to Class Schedule
- Probation
- Restitution

## **V. CODE OF CHARACTER, CONDUCT, AND SUPPORT**

Franklin High School strives to provide all students with a quality education in a safe school environment. Students are expected to conduct themselves in a manner, which promotes a safe, orderly learning environment within the schools and may be subject to disciplinary action if they fail to do so. In imposing disciplinary action the school staff should consider the need to maintain or restore an orderly learning environment, the overall disciplinary record of the individual student, and the need to improve the student's behavior.

A student whose safety or learning at school is jeopardized by other students is expected to report the matter to a staff member. Staff members who are aware of disruptive students should take the appropriate action, including immediately reporting matters, which cannot be appropriately handled in the classroom to the school administration.

A student who engages in any behavior, which disrupts the safe and orderly environment of the school, is subject to disciplinary action. Thus, what is contained in The Code of Conduct are merely examples of conduct which is prohibited.

**Resources that promote and support positive student behavior and social-emotional learning include:**

- District-wide programs which teach conflict resolution such as Responsive Classroom, Open Circle
- Signs of Suicide Program
- Social-Emotional Learning Curriculum/Developmental Guidance Model
- Advisor/Advisee Program
- School Based Support Teams
- Peer Mediation, Peer Leadership and Peer Mentoring
- Best Buddies
- SADD
- The High School Experience
- Gay/Straight Alliance
- School-Based Counseling Services provided by School Psychologists, School Adjustment Counselors and Guidance Counselors

**DUE PROCESS**

Please refer to the district policy on Due Process for Student Discipline on page 59.

**CLASSIFICATION & CONSEQUENCES**

<b>Behavior Violations and Consequences</b>			
<p>Disciplinary Procedures: Referral of a student to the administration is used after teachers have exhausted all other appropriate preventative and corrective measures. Once a student reaches an administrator's office, consequences will be assigned based on the circumstances and the severity of the offense, using a tiered system.</p> <p>Consequences include the following range of responses: teacher detention, office detention, Friday reflection detention, in-school suspension, out-of-school suspension, and expulsion.</p> <p>Additional disciplinary interventions include contact with parent meetings by mail, phone or in person; service duty to the school; monetary restitution; student contracts; loss of privileges (including parking and/or social events); pass restriction; behavior plans; and support plans.</p>			

<p><b>Tier 1:</b> No official office referral. Handled by the classroom teacher or staff member with communication to the student and/or parents/guardians as needed. Teachers observe the behavior, use a range of strategies to support the students. Attempts to remedy the situation without administrator involvement. Some example behaviors could include:</p>			
Student off-task behavior during class	Tardy to class	Leaving class early	Disrupting class instruction

<p><b>Tier 2:</b> An official office referral has been issued. Consequences range from an office detention to in-school suspension (ISS). Behaviors in this tier include those that were not remedied through tier 1 interventions or</p>
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any others resulting in a submission of a behavior referral.			
Repeated Tier 1 violations	Skipping teacher detention	Violations of district's cell phone and/or electronic device policy	Parking violation
Pass Restriction violation	Misuse or lack of a hall pass	Loitering in the hallways	Leaving school without permission
Chronic tardiness to class	Skipping school	Skipping Office Detention	Ejection from Office Detention
Cheating/Academic dishonesty/Plagiarism	Bus rule violation	Gambling	Forgery
Vulgar language (spoken/written/gestures)	Failure to follow an administrative / staff directive	Failure to report to administrative office	Cafeteria/lunch rule violation
Disrespectful behavior	Not following school procedures and/ or policy	Disruptive Behavior in common areas (Hallway/Cafeteria/Office/Library Media Center)	Other behaviors requiring disciplinary action (to be specified on the referral form)

<b>Tier 3.a:</b> Repeated Tier 2 violations; or a serious incident has been reported and warrants an investigation. Consequences could include a combination of ISS/OSS up to 3 days.	<b>Tier 3.b:</b> A serious incident has been reported and warrants an investigation. Consequences could include up to 5 days of OSS	<b>Tier 4:</b> A serious incident has been reported and warrants an investigation. Consequences could include 5-10 days of OSS, and possibly additional disciplinary action.
Repeated Tier 2 violation	Repeated Tier 2 or 3 violation	Repeated Tier 3a violation
Smoking and/or possession of tobacco-related products (including lighters and associated products or paraphernalia)	Stealing or possession of stolen property	Assault (of other students, or staff members)
Possession and/or use of vaping-related products (including vape pens, e-cigarettes, packaging, cartridges, paraphernalia and associated products)	Accessory to or inciting a physical conflict	Fighting/physical conflict (2nd incident)
Violation of suspension protocol	Fighting/physical conflict in school / at school function	Weapons Violation, including fireworks
Excessive vulgar language /	Harassment (including sexual	Arson

spoken / written / gestures	and/or other forms)	
Misuse of school property	Hazing	Drug or alcohol violation (District policy)
Vandalism / Tagging	Verbal assault/intimidation	Unauthorized use of fire extinguisher
Dangerous / reckless behavior	Possession of drug-related materials and/or paraphernalia	Falsely setting an alarm
Inciting a school disturbance	Bullying / Cyberbullying	Willful Acts Against the School
	Possession of incendiary devices	Violation of the Safe School Act of 1994
	Hate Crime/Speech	Violation of Provisions in the Education Reform Act of 1993
Other reported behaviors requiring disciplinary action (to be specified on the referral form)		

## SEARCH POLICY

Students' lockers are assigned to them for the period of the academic year. A locker is not the private property of the student assigned its use. Lockers are the property of Franklin Public Schools and are provided only for uses consistent with legitimate school or social purposes. Storage of contraband (e.g. weapons, narcotics, alcohol, or stolen property) in school lockers is not permissible, and lockers are subject to periodic inspections to ensure compliance with these policies. Likewise, since possession of contraband is illegal and inconsistent with school policy, students, their belongings, and/or vehicles on school property (or extensions of school campus) may also be searched if they are suspected of having such contraband.

Students must report to detention prepared to do school work. Disruptive behavior will not be tolerated in detention. Students who do not adhere to these expectations will be removed from detention and will be subject to further discipline. The school administration places the responsibility upon the student not to accumulate detentions. While the District acknowledges the importance of jobs and involvement in sports and other school-based activities, the serving of detention takes precedence with few exceptions.

Students will be given 24-hour notice prior to being expected to serve a detention with either a teacher or the office. Teacher Detention will be assigned by the teacher and held in their classroom. The length of a teacher detention will be determined by the teacher, but will not exceed one hour.

Office Detention will occur immediately after school Monday, Tuesday and Thursday, from 2:15 to 3:00 p.m. Students serving a detention will report to a designated room immediately after school in order to sign in. If students wish to serve the detention with another teacher, they must obtain a pass from the teacher that day indicating that an appointment has been scheduled with the student. Students will follow the sign-in procedure to receive credit, report to the teacher's room, and ask the teacher to sign the pass indicating the start and end time. The student will then report back to the room in order to sign out.

Cutting an Office Detention will automatically result in progressive discipline and involve the student's parents/guardians



in the problem-solving process. If the need for an alternative detention time should arise, the assistant principals will assume responsibility. Detentions are expected to be served promptly.

### **FRIDAY REFLECTIONS PROGRAM**

A student may be assigned to a Friday Reflections program by an administrator. This program starts at 2:15 p.m. and ends at 4:00 p.m. on Fridays and will involve a written, guided reflection of the student's behavior. A student assigned to the Friday Reflections program who does not attend or complete their obligations is subject to academic and/or out-of-school suspension.

### **ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS**

**Pursuant to the Due Process Procedures for Student Discipline outlined on page 59, students who are not in “good standing” may be removed from extra-curricular activities and/or honorary student-held positions.**

### **NO CONTACT ORDER**

Students are expected to maintain healthy and respectful relationships with their peers. Franklin High School offers a variety of support – including peer mediation, guidance and adjustment counselors, school psychologists, and administration – to help navigate and improve these relationships. If a peer conflict arises and cannot be resolved respectfully and collaboratively, the Franklin administration reserves the right to issue a No Contact Order between the students. Failure to adhere to a No Contact Order may result in school-based discipline.

[Blank No Contact Order](#)

### **SUSPENSIONS**

Pursuant to the [Due Process Procedures for Student Discipline](#), a student may be assigned to either an in-school or out-of-school suspension.

## **VI. STUDENT EXPECTATION INFORMATION**

### **ANNOUNCEMENTS**

Please use [this form](#) to let the FHS Main Office know of anything that should be included in the next FHS newsletter which is sent out every two weeks. This can include performance/game dates, links to other forms and information, general announcements, student spotlights, etc. FHS TV will share a weekly program through MediaCAST at 7:40 a.m., on Friday mornings.

### **PLEDGE OF ALLEGIANCE**

The National Anthem and the [Pledge of Allegiance](#) will begin every school day at 7:35 AM. Students, parents, and guardians should make decisions that align with your belief system regarding recitation of the Pledge. Please note that this is *your* decision as a student or as a family, and accordingly, you should have these conversations at home, if you are inclined to do so. Whatever decisions are made by individual students and their families will be respected, honored, and dignified in our schools. Students who choose not to participate are expected to not disrupt those that are participating.

### **BOOKS AND EQUIPMENT**

If a student loses or vandalizes a book, equipment, lock, or locker, they will be expected to pay for it.

### **STUDENT 1:1 LAPTOP PROGRAM**

#### **Ethical use of technology**

Students at Franklin High School understand that technology must be used in ethical ways that promote a respectful, nurturing and supportive environment. As such, students are expected to use technology in compliance with the

acceptable use policy and the code of conduct. The use of technology to harm, demean, or to create a hostile learning environment for others will not be tolerated. Students should not have an expectation of privacy in the school-provided Chromebook or its contents.

### **1:1 devices and student responsibilities**

All students at Franklin High School are provided a Chromebook for use throughout their four years at FHS. Once issued, the device becomes the responsibility of the student and any damage or loss will be the financial responsibility of the student. Students will be expected to return their device in good working order, free from damage prior to commencement during their senior year. The replacement cost and optional insurance for each school issued Chromebook is adjusted annually. The device remains the property of the Franklin Public Schools and the school reserves the right to periodically inspect devices (including the contents of devices) throughout the school year. Questions or concerns related to a student-issued Chromebook should be brought to the Media Center. It is expected that each student brings their device to school each day fully charged.

### **Insurance**

Chromebook insurance covers accidental damage and theft of the device. The program does not cover lost or misplaced devices. The school reserves the right to cancel insurance for students found filing an excessive number of claims. For purposes of this policy, a device is considered stolen only after the student has filed a report directly with the Franklin Police Department. Insurance may only be purchased online via the link on the school website.

### **Opt-out**

Students may elect to opt out of the school's 1:1 program but will be responsible for providing their own electronic device each day. Electronic devices must comply with the following requirements:

1. Ability to access wifi networks.
2. Access full web-browsing capabilities via the Google Chrome Browser, including Google Drive and all related Google Applications.
3. Have a cover or case that can be closed at a staff member's direction.
4. Have full-day charge capability.
5. Cell phones are not compliant devices for the purposes of this policy.

Students who elect to opt out of the school 1:1 program understand that content on personal devices that are brought into school or access the school's network must comply with the Acceptable Use Policy, and violations of this policy may be subject to disciplinary action.

### **Parental Sign-off**

All students attending FHS must have a parent complete the parental sign-off at which time the parent will indicate whether or not the student will participate in the program, and agree to the policies governing the use and responsibility for the Chromebooks, or if the student will opt-out of the program and provide his or her own device for school purposes.

### **Google Educational Accounts**

Each student will be provided with a free Google account that provides access to Gmail, Calendar, Google Drive and Google Applications such as Docs, spreadsheets and others. The accounts provided are education-oriented accounts and privacy rights are protected to a greater degree than with Google accounts available to the public. To read more about Google privacy rights for educational accounts, click the link below:

<http://www.google.com/edu/privacy.html>

It is important that students remember that the Google account provided to them is for educational use and remains the property of the Franklin Public Schools. As such, students may not use the account for purposes that do not comply with the Acceptable Use Policy or the code of conduct.

## **Gmail**

Each student is provided with a Gmail account for school use. This will be the only account that will be used for communication among students and staff at FHS. Students are expected to check their email account daily to ensure they remain up to date with all communications. Parents/Guardians who wish to monitor communications for their student should request the password to the Google account from their child. Parents/Guardians will continue to receive communications from the school through the regular email account that each parent provided to the school, which is visible in the Aspen Portal.

## **Content Filtering**

Franklin High School employs a content-filtering system that is applied to all computers in the school that access the network which limits students' access to content inappropriate for educational purposes. This same system is applied to all Chromebooks while students are at school and at home. Any attempt by a student to bypass this system will be considered a violation of the Acceptable Use Policy and may result in disciplinary action. Students who opt-out of the 1:1 program will not have content filtering available to them when not using the school's network.

## **CELL PHONES AND ELECTRONIC DEVICES**

The use of cell phones and other personal electronic devices is at the discretion of faculty and staff for educational purposes only. Students are not permitted to make or receive phone calls. Students who need to contact a parent or guardian may do so in their administrative offices.

## **CELL PHONE / ELECTRONIC VIDEO AND STILL-IMAGE DEVICES**

The unauthorized use of electronic video devices (handheld video camcorders, video cellular phones, and other electronic video or electronic still image devices) is prohibited at all times in Franklin High School. If a student uses an electronic video or still-image device in an unauthorized manner, the equipment will be confiscated, secured in an administrative office, and returned to the parent/guardian. Any unauthorized capture or distribution of electronic video or still images may result in disciplinary action and/or possible prosecution by the Franklin Police Department.

## **STUDENT PHOTOGRAPHS/VIDEOS/AUDIO DISTRICT POLICY**

During the year, there are occasions when photographs, videos, and/or audio recordings are taken of students, parents/guardians, and teachers in the school environment by the District, which may include special school events, field trips, project displays, or particular classroom lessons. Pictures, videos or audio may be included as part of a school presentation, school celebration, public relations event, or school activities. Pictures/Video/Audio may be included on school bulletin boards, in school and PCC publications, on school or district social media accounts, in local newspapers, podcasts, on our website, or as part of a television/cable broadcast. Please be aware that these photographs/videos/audios will not identify students by name. The school may video record school buildings and property (including occupants) for the safety and security of students.

The school may celebrate students in private settings which may include photographs of students in private school-related publications such as the yearbook or in presentations that are shown to the student body or parents/guardians (e.g. slideshow/video montages at graduation or step-up day) but are not publicly distributed. Please be aware that if the press requests to publish a specific school event or story, which includes photographs of students, they must first obtain permission from the principal.

If you do not want your child's photograph and/or voice to appear in any school publications, please sign and return your selection on the *Student Photo/Video/Audio Release* form provided by the school in the opening day packet by October 1st.

This policy shall not limit the right to publish photographs of any student participating in public events, including but not limited to school sports, school plays or concerts or other activities in the public domain. For more information on this School Committee policy, or need additional information from the principal, please contact the school.

**\*Please note that by selecting this option, your child's picture may still appear in the school yearbook and in private school presentations such as privately shown slide shows (e.g. at assemblies or move up ceremonies).**

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### [Student Photo/Video/Audio Release](#)

### [ELECTRONIC COMMUNICATION BETWEEN STUDENTS AND STAFF/TEACHERS/COACHES POLICY](#)

It is the policy of the Franklin Public School District to maintain appropriate electronic communications between students and staff/teachers/coaches. The District recognizes that there are efficient and appropriate means of communications available to staff/teachers/coaches who need to contact students. Staff/teachers/coaches shall utilize only school-sanctioned modes of communication. When utilizing school-sanctioned modes of communication, students and staff/teachers/coaches are responsible for following all applicable laws, regulations, district policies, school rules and codes of conduct, just as they are in a classroom or other areas of the school.

### [DRESS CODE](#)

Franklin High School respects individual rights of expression; however, each student is expected to dress responsibly to uphold the standards of the school environment. Students are expected to exercise good judgment in their style of dress as well as demonstrate respect for those around them. At all times, students should treat school as if it were a place of business and dress accordingly. Students' attire and grooming should allow for safe participation in such curriculum areas as science, tech ed., Physical Education or any other activity where reasonable precautions are warranted.

The responsibility for the dress and appearance of the students will rest with individual students and their parents. They have the right to determine how the student will dress provided that their attire meets minimum requirements for health and safety and does **NOT**:

- Defame, demean or promote violence or aggression against any individual or group
- Promote the use of alcohol, drugs or tobacco products
- Reference sexually provocative or explicit content
- Cause disorder or disruption in the school

[CLICK HERE for more specific information from the District policy on Dress Code.](#)

### [EMERGENCY PROCEDURE / FIRE DRILLS](#)

Fire drills will be held periodically throughout the school year. Students must familiarize themselves with the directions posted in each room and contained within this manual. Students will be informed of the proper exits. Full cooperation is necessary in the event of an emergency situation. Teachers will remain with their classes at all times. When all students have filed quietly out of the building, teachers will direct them to an area **away from the building and dumpsters** where attendance will be taken and students will remain until notification is given for return.

#### **Things to remember in the event of an emergency:**

- Move out as quickly and as calmly as possible.

- Close all doors and windows and switch off lights.
- No talking; we must be able to hear directions.
- Stay with your class and teacher.

### **FOOD IN SCHOOL AND CAFETERIA POLICY**

The school cafeteria is a vital part of the daily operation of our school.

The following regulations govern student behavior during the lunch period: (Violations of cafeteria rules will result in progressive discipline.)

1. Food or drink may not be taken from the cafeteria during lunch.
2. When lunch period is over, students are to deposit paper and other trash in the proper receptacles. **ALL STUDENTS SEATED AT A TABLE ARE RESPONSIBLE FOR THE CLEANLINESS OF THAT TABLE.**
3. Students are expected to enter the cafeteria at the beginning of their assigned lunch and remain for the entire lunch period.

These guidelines apply to the designated eating space in the Library Media Center during the lunch period.

### **FORGOTTEN ITEMS, MESSAGES, DROP OFFS**

Students are responsible for picking up dropped off items such as money, lunch, books and projects. Items can be picked up in the main office between classes. Phone calls to classrooms will be limited. Students should NOT expect to be called down when items arrive.

### **LOCKDOWN AND EVACUATION DRILLS**

Lockdown and evacuation drills will be held periodically throughout the school year. Students must familiarize themselves with the protocols outlined by the school administration, the Franklin Police Department, and other safety officials. Students will be informed of the proper exits and procedures. Full cooperation is necessary in the event of an emergency situation.

### **LOCKERS**

Lockers are the property of Franklin Public Schools and are provided as a privilege for convenience only. The locker, in its entirety, including the space within the locker, shall be the property of the school. Students are cautioned that they may use the locker subject to the right of the school to open the locker at any time for inspection, and there should be no expectation of privacy in the student lockers. All freshmen will be assigned a locker. Sophomores, juniors, and seniors have the option of using a locker for their personal use.

### **LOST AND FOUND**

Lost and found will be located in the Main Office. All found articles, books, clothing, etc., should be turned into the above mentioned area. Students who have lost an article may claim it upon proper description of the said article.

### **LUNCH ACCOUNTS**

If a student has a prepaid account, their balance at the end of the year will carry over to the following school year. If a student will be moving out of the Franklin Public Schools or is in 12th grade, please be aware that the District cannot give refunds of unused balances. If a student has a remaining balance and will be leaving the Franklin School District, a parent can request that the District transfer the remaining balance to another student - for example, we could transfer the remaining balance of a graduating senior to a younger sibling or friend. (Requests for transfers from Seniors' accounts should be made prior to the end of the school year when the student graduates.

### Approved 2021-2022 Pricing

Grade Level	2021-2020 Pricing
Elementary Lunch	\$2.75
Middle School Lunch	\$3.00
High School Lunch	\$3.25
Breakfast	\$1.80
Adult Meal	\$4.25
Reduced Price Lunch	\$0.40
Milk	\$0.50

### SCHOOL CLOSING/CANCELTION/EARLY DISMISSAL

In the event the weather conditions require changes in the normal school operation, these changes will be disseminated as soon as possible to parents/guardians through our automated phone/email system. Notice will also be sent to the following radio and television stations: WBZ-TV (Ch 4); WCVB-TV (Ch 5); RI Broadcasters Assn.; WHDH-TV (Ch 7); FOX-TV (Ch 25); NECN (also NBC Boston).

The following are changes in the school procedures that may occur:

1. School Cancellation – In the event that weather conditions dictate school cancellation, these announcements will be made as early as possible.
2. Delay of Starting Time – If school sessions are delayed by one hour or more, all preschool classes will be canceled that day.
3. Unscheduled Early Dismissal– In the event of an early dismissal, evening educational programs, activities, and preschool classes will be canceled.

### PARENT/TEACHER APPOINTMENTS

If parents/guardians would like to have a conference with their student's teachers, please call the guidance counselor or email the teacher directly to arrange an appointment for a parent/ teacher conference.

### PASS POLICY-

#### Library Media Center Passes

The Media Center is available to students during directed studies as space is available and/or for drop-in assistance.

#### Extra Help and Make-up Passes-

Staff may give passes to students seeking extra help or make-up opportunities at their discretion. Passes must be issued prior to the directed study period in which a student will seek the extra help. Staff should not give passes to students to complete work or make-up tests where they will not be able to directly supervise the student.

### **Guidance-**

Guidance appointments should be pre-scheduled by students. In an emergency, students may request a pass to see a counselor, but regular services such as scheduling and college planning are services by appointment only.

### **Nurse-**

The student may request a pass to the nurse as needed. The nurse will call the classroom from which the student came if the student will return to class during the same period.

### **Bathrooms-**

Students should follow the classroom sign out procedure when requesting to leave class to use the bathroom. Only one student at a time should be sent to the bathroom, when possible. Teachers may use reasonable discretion in asking students to wait to use a restroom.

### **POSTERS**

All posters, flyers, notices, advertisements, signs, etc. must be submitted through club advisors and officially approved/signed by the building administration before they are displayed in designated areas on school property.

### **SMOKING/TOBACCO FINES**

The Town of Franklin has authorized/deputized the principal and assistant principals to issue fines of \$100.00 for smoking/vaping on school property.

[For more information on the District Policy on drug, alcohol and tobacco use, click here.](#)

### **WORKING PAPERS**

A student requesting a work permit may download an application from the [FHS website](#) or pick one up at the high school main office. The application must be filled out by the prospective employer and returned to the high school. If the student is under 16 years old, the form must also be filled out by a parent and the child's physician. When the completed form is returned to the high school, a work permit will be issued the following school day.

## **VII. TRANSPORTATION**

### **BUS PROCEDURES**

All high school buses will stop in front of the school building for the loading and unloading of passengers. When a student boards the school bus, they are on school property. All rules and regulations of the school apply from the time a student boards the bus until they disembark the bus. Inappropriate behavior is sufficient cause for permanent removal from the bus and may subject a student to further discipline, including without limitation suspension or expulsion. These procedures govern student behavior anytime they board a school bus.

### **BUS PASSES**

Bus passes are issued to each student who is eligible to ride. Students are expected to adhere to the [SCHOOL BUS RULES AND REGULATIONS](#) and to have their bus pass each day, making sure it is visible to the bus driver. In the event that a student forgets a bus pass in the morning, that student will be given one day's grace. If that same student does not have a pass the next day, they will not be allowed to board the bus.

In the event that a student loses a pass, there are temporary bus passes in the Main Office. The student may use that pass until a replacement bus pass is issued. There is a \$5.00 charge for replacement bus passes.



## **MOTOR VEHICLES AND BICYCLES**

The privilege of students using motor vehicles for transportation to and from school is a cooperative relationship which is permitted as long as it does not become a problem for parents/guardians and school officials. Student's parking privileges are subject to revocation if conduct in school results in discipline when a vehicle is used to facilitate a violation of school rules. In the event that school administration has reasonable cause to believe that a student has committed a violation of a disciplinary policy, or the student has in their possession or in their vehicle evidence that the student committed a violation of a disciplinary policy, the school administrator may search the vehicle parked on school grounds or approved satellite locations, which include but is not limited to the FMC skating rink and the Horace Mann/Oak Street complex. Franklin Public Schools, in agreement with the student and parents/guardians of the student, can consent to the school-arranged activity of parking at the FMC ice rink. By participating in this activity, the student shall be deemed to be on school premises and shall be subject to school rules including but not limited to reasonable searches of the motor vehicle.

The following regulations must be observed. Failure to do so may result in the loss of this privilege.

- a. Each student who drives to school must register the motor vehicle and display their assigned parking permit.
- b. Students driving motor vehicles to school must park in the designated student parking spots within their assigned lot. Students should not park in visitor spots.
- c. Motor vehicles are not to be used for any purpose during the school day without administrative authorization.
- d. During the school day, students are not to return to the parking area unless authorized to do so by a school administrator
- e. Students electing to park at the FMC skating rink must submit a signed copy of the Permission and Release Form waiver to the 3rd floor Administrative Office.

Note: Any vehicle in the student parking lot without a registration sticker, or any student vehicle parked in any area other than their assigned spot will be towed at the student's expense unless approved by their assistant principal. The privilege of parking in the school parking lot can be revoked for violation of rules other than those pertaining to motor vehicles at the discretion of the administration.

## **VIII. EXTRA-CURRICULAR ACTIVITIES & EVENTS**

Franklin High School extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

### **ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS**

Participation in clubs and activities at Franklin High School and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and good grades and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Franklin High School is limited to students who are currently enrolled in and attending Franklin High School in good standing. Students not meeting these expectations may be excluded or face restricted access at the discretion of the principal or designee.

### **SCHOOL ACTIVITY & EVENT ATTENDANCE REQUIREMENT**

Students who participate in a school activity scheduled outside the school day or on the weekend must be present in school on the day of the event or on the Friday preceding a weekend event. Students must be present for 4 out of the 5 classes in their entirety in order to be considered PRESENT for the purposes of this policy. Certain social functions within the school year may have attendance requirements that differ from those outlined in this policy. If so, the attendance



requirements will be stated in the event contract for the function. Exceptions to this rule must be approved by the principal and will be granted only under extenuating circumstances.

### **SCHOOL ACTIVITY & ATHLETIC EVENT BEHAVIOR**

Your support and attendance at school functions and athletic events are strongly encouraged.

While in attendance, students must adhere to school policy and demonstrate appropriate behavior and sportsmanship, as stated in the Code of Conduct and the MIAA guidelines. If a student is removed from a function or athletic event (home or away) due to behavioral problems, they must meet with the athletic director and an assistant principal during the next school day. After the meeting, the administration reserves the right to administer disciplinary action and restrict the student from attending school functions, activities or athletic events. Some behaviors may warrant a suspension or expulsion from school.

### **BREATHALYZERS**

#### **[Link to current District Policy on Alcohol](#)**

The possession, sale, distribution or use and/or abuse of alcohol is not only illegal on school property and at school events and activities, but is also in violation of Franklin Public Schools' district policy and Franklin High School's code of conduct and core values.

When determining possible alcohol possession, sale, distribution or use by a student during the school day or at any school related event or function, the administration's primary concern is always student safety and well-being. In assessing a student's possible alcohol use, administration may use a breath alcohol testing device, which indicates the presence or absence of alcohol. Franklin High School administration also reserves the right to randomly screen students or screen all students at school events/functions with proper notice to students and their families.

The purpose of having breath alcohol testing is to deter alcohol possession, sale, distribution and/or use and encourage all members of the student body to make healthy, positive choices.

It may be necessary during the school day or during a school related event to administer a breathalyzer test to a student whose demeanor may give reasonable suspicion that they are under the influence of and/or has consumed alcohol.

Symptoms giving rise to a reasonable suspicion may include but are not limited to:

- Use or possession of alcohol
- Odor of an alcoholic beverage
- Presence of an alcohol container
- Slurred speech
- Unsteady gait
- Lack of coordination
- Bloodshot or glazed eyes
- Vomiting
- Marked change in personal behavior not attributable to other factors
- A report from a third party
- Assessment by the school nurse

#### **Breathalyzer Procedure:**

If an administrator reasonably suspects or receives a report that a student may be under the influence of alcohol, then they may use a breathalyzer as a part of the investigation. To the extent possible under the circumstances, the test will be administered in a private location by an administrator in the presence of a second staff member.

If a student's test is positive, the student can request up to two (2) additional tests taken at least two (2) minutes apart. If possible, a second device will be used for subsequent testing. If a student does not request additional testing or the additional tests are positive:

1. Parents/Guardians will be notified and requested to take the student home.
2. If the student is determined to be a risk and/or in need of medical assistance, emergency personnel will be contacted and parents/guardians will be notified.
3. Disciplinary action will be taken consistent with the Franklin High School Handbook.

If the test is negative, the student will be allowed to resume activity if the administrator does not suspect the use of other drugs.

If a student is suspected of being under the influence of alcohol or is suspected to have consumed alcohol and refuses to be tested:

1. An administrator will notify parents/guardians to pick up the student and detain the student until said parent/guardian's arrival.
2. If the student is determined to be a risk and/or in need of immediate medical assistance, emergency personnel will be contacted and parents/guardians will be notified.
3. The police may be called to take the student into protective custody, as appropriate.
4. The student's conduct will be considered comparable to being under the influence and disciplinary action will be taken consistent with the Franklin High School Handbook.

If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol and leaves the scene against a school official's request:

1. Parents/Guardians will be notified
2. Local police will be notified, as appropriate.
3. The student's conduct will be considered comparable to being under the influence and disciplinary action will be taken consistent with the Franklin High School Handbook.

Students representing Franklin Public school athletic teams are held to a high standard of conduct. The conduct of these student athletes is governed not only by rules established by this policy, but also by applicable MIAA rules.

## **SOCIAL EVENT RULES AND REGULATIONS**

The Senior Banquet is for Franklin High School seniors ONLY.

The Junior Prom is the only formal social event of the year. A Franklin High School junior may bring a guest either from Franklin High School or from another high school. If the guest is from another school, the Franklin High School junior and the guest must complete the Franklin High School Junior Prom Guest Form, which requires the guest to obtain his or her school administrator's signature to verify they are in good standing. A guest who is not currently enrolled in school must arrange for a meeting with the principal and be granted permission to attend. Guests must be under 21 years old.

The Sophomore Banquet is open to Franklin High School sophomores ONLY.

The Freshman Banquet is open to Franklin High School freshmen ONLY.

The freshman and sophomore events will be held at Franklin High School. Outings planned for other locations require the approval of school administration. An out-of state site also requires approval of the School Committee.

Dances at the high school will begin at 7:00 p.m. and end at 10:00 p.m. Chaperones for the dances include two high school administrator, the class advisor, eight faculty members, and a police detail. Parents/Guardians are welcomed as additional chaperones, and their attendance is encouraged. Please see social event regulations and contracts.

Social functions, with few exceptions, are closed affairs, run exclusively for Franklin High School students. The hours of these social functions are from 7:00 p.m. to 10:00 p.m. Dances will be held for Franklin High School students only.

No one will be allowed to enter a dance after 7:30 p.m. unless they have written permission beforehand from a high school administrator. Administrators reserve the right to conduct searches of persons and personal property if deemed necessary. When a student leaves the dance, they will not be allowed to return. Students are expected to follow all FHS Student Handbook rules.

Misconduct on the part of any student will result in:

- a. Notification of parent
- b. Removal from dance
- c. Possible suspension from school or other school-based discipline
- d. Loss of privilege to attend future school events

Franklin High School administration reserves the right to administer a breathalyzer to students at any time, consistent with the district's breathalyzer policy.

All students are expected to complete this [SOCIAL EVENT CONTRACT](#) prior to attending the event.

### **STUDENTS IN LEADERSHIP POSITIONS**

Students in leadership or honorary positions -- class or club officers, elected student government representatives, team captains or co-captains, honor societies -- will lose their positions for one year if they are in violation of the Drug and Alcohol Policy either in or out of school, if they become involved in serious violations of the law, or if they demonstrate chronic or serious behavioral issues in school. The leadership rule follows the same principles as the school's Drug and Alcohol Policy in regard to the principle of "reasonable suspicion" not "probable cause"; therefore, anyone smelling of alcohol or marijuana, or behaving in a manner that would indicate ingestion of drugs or alcohol, is subject to the policy.

### **COMMENCEMENT ACTIVITIES**

An invitation to participate in commencement and senior week activities is extended to students in good standing and eligible to receive a diploma or certificate of attainment. This privilege is offered to students who have maintained a positive image for Franklin High School, upheld ethical standards in the community and school and whose conduct is in keeping with the guidelines of behavior established by the Franklin School Department.

### **GRADUATION CEREMONY**

PLEASE NOTE THAT PARTICIPATION IN THE GRADUATION CEREMONY IS A PRIVILEGE AND NOT A RIGHT. The principal has the authority to withhold this privilege for inappropriate behavior.

1. Participation in the graduation ceremony shall be only for those students who have successfully completed all requirements for graduation by the last school day for Seniors and who have satisfied all financial obligations to the school within five school days after senior dismissal day.
2. Per Department of Education policy, all students must pass required parts of the Massachusetts Comprehensive

Assessment System test (MCAS) in order to receive a diploma from Franklin High School.

3. The last school day for seniors shall be established by the school committee in accordance with Massachusetts Regulations (603 CMR 27.03).
4. The date of the graduation ceremony shall not be more than 12 days before the last day of school (M.G.L. c.71, s.4). The actual date will be established by the school committee; the most preferred date being the first Friday in June.
5. The names of all graduates in attendance shall be announced during the Graduation Ceremony when the diplomas are presented.

### **ACADEMIC AWARDS**

Awards for Academic Excellence are presented each year at Franklin High School to seniors who have the highest grade averages for their four years in the field of Art, Business, English, World Language, Music, Reading, Math, Social Studies, Health, Physical Education, Technology Education and Family and Consumer Sciences. Academic Awards to recognize high achievement in the junior year take the form of the College Book Awards at Class Day Exercises. Information about these is available in the Guidance Office.

### **FRANKLIN PUBLIC SCHOOLS / SCHOOL SPONSORED EXTENDED FIELD TRIP WAIVER**

## **IX. INTERSCHOLASTIC ATHLETICS**

### **ATHLETICS**

At Franklin High School, achievement and citizenship are of primary importance. In the classroom, the student is expected to put forth their best effort and to cooperate with teachers. It is a privilege to represent Franklin High School on the athletic field. It is expected that athletes have met the citizenship and achievement requirements and have demonstrated that they are the most skillful players at the school.

Athletes are responsible for being on time to school and classes, completing all class and homework assignments, making up schoolwork immediately after an absence and attending detention the day it is assigned.

Franklin High School is a member of the Hockomock League, which consists of Attleboro, Canton, Foxboro, King Philip, Mansfield, Milford, North Attleboro, Oliver Ames, Sharon, Stoughton, and Taunton. Our teams compete throughout the year in the following team sports:

#### **Fall Sports -**

Cheerleading (varsity and j.v.), Cross Country - Boys and Girls, Field Hockey (varsity, j.v., freshman), Football (varsity, j.v., freshman,) Golf, Soccer - Boys and Girls (varsity, j.v., freshman - boys and girls), Volleyball (varsity, j.v., freshman) Unified Basketball.

#### **Winter Sports -**

Basketball - Boys and Girls (varsity, j.v., freshman), Cheerleading (varsity and j.v.), Ice Hockey - Boys and Girls (varsity, j.v.) Wrestling (varsity, j.v.), Indoor Track & Field - Boys and Girls, Swimming - Boys and Girls, Gymnastics

#### **Spring Sports –**

Baseball (varsity, j.v., freshman), Softball (varsity, j.v., freshman), Tennis - Boys and Girls, Outdoor Track & Field

- Boys and Girls, Lacrosse - Boys and Girls (varsity, j.v., freshman), Unified Track and Field - Boys and Girls

### Athletic Award System

Every athlete who participates on a team will receive a participation certificate.

Varsity Awards:	First Season: Letter & Pin
	Second Season: Gold Bar
	Third Season: 3-Year Plaque
	Fourth Season: 4-Year Plaque

Note: An athlete who is removed from a team, or chooses to quit a team during the season, will receive no award or recognition.

### MIAA MISSION STATEMENT

The mission of the Massachusetts Interscholastic Athletic Association is to serve member schools and the maximum number of their students by providing leadership and support for the conduct of interscholastic athletics which will enrich the educational experiences of all participants. The MIAA will promote interschool athletics that provide lifelong and life-quality learning experiences to students while enhancing their achievement of educational goals.

### ELIGIBILITY

To be a participant in athletics, a student must pass all courses with the exception of one at the end of the last marking period. Students must pass all but two courses in the preceding year and fourth quarter to be eligible for a fall team. Incomplete marks do not count until they are made up, and students must make up all work to be eligible.

A transfer pupil is ineligible for varsity athletics for one year unless there is a change of residence by their parents/guardians. Pupils who have passed their 19th birthday previous to September 1 are ineligible thereafter.

A pupil is eligible for only eight total semesters after they enter grade 9 at Franklin High School. If the student goes to school for ten days in any semester, it counts as a whole semester for purposes of such eligibility. Eligibility rules are effective on the day report cards are issued. There are other rules that apply to special cases. For further information, please contact the athletic director.

Students who meet these eligibility requirements may try out for any team provided they are registered on FamilyID, have a current medical physical and Concussion Impact Test on file, have taken their yearly Concussion Education Course through NFHS and paid all necessary User Fees to the Town of Franklin.

1. From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, vape pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as “NA or near beer,” inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by their doctor.

Minimum Penalties: as established by the MIAA and voted by the Franklin School Committee.

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

**Second and Subsequent Violations:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal parts of an event will be truncated. i.e. All fractional parts of an event will be dropped when calculating 60% of the season. If the second or subsequent violation of the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or counselor of a chemical dependency treatment center must issue such certification. A decimal part of an event will be truncated. i.e. All fractional parts of an event will be dropped when calculating 40% of the season.

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

2. Attendance: No athlete may attend practice or compete in an athletic event if that athlete has not been in attendance at school on the day of the event. This requirement includes being present on Friday for weekend athletic events. In addition, athletes must be present for 4 out of the 5 classes in their entirety in order to be considered PRESENT for the purposes of this policy. Exceptions shall only be in extreme cases and will be done through the principal or assistant principal.

3. Loyalty to your team: A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs.

4. Discipline: If any athlete receives a technical suspension or an out-of-school suspension, they will be suspended from all games and practices until the suspension has been completed and a parent, athlete, administrator conference has been completed. The earliest possible athletic participation is on the next school day after the suspension has taken place.

5. Practice sessions: Attendance will be taken at all sessions. Anyone who is late for practice must bring a note stating the time they left the person who detained them. If possible, notify your coach in advance if you are going to be late. If it will be necessary for you to be absent from a practice for reasons other than absence from school, bring a note in advance from the person requesting your absence. Daily attendance will be checked by each coach. The athlete is advised to make all non-school appointments, such as dentist or doctor, on Saturday if possible. Unexcused absences and tardiness will not be tolerated and will result in the athlete being dropped from the squad.

6. Equipment: Students will be responsible for all equipment and uniforms issued to them. The replacement costs of any lost uniform and/or equipment will be the responsibility of the student and his/her family.

7. Stealing will not be tolerated. Unauthorized use and possession of athletic equipment will be subject to disciplinary action and possible suspension from the team.

If there are any questions about these or any other policies or procedures related to the athletic program, please contact the Athletic Director at 508-613-1501.

## **X. FEDERAL, STATE & LOCAL REGULATIONS**

### **ABUSE PREVENTION (“209A”) ORDERS**

An **Abuse Prevention (“209A”) Order** is a civil court order that seeks to provide protection from physical or sexual harm caused by force or threat of harm from another individual. When Abuse Prevention (“209A”) Orders are in place between students, possibly calling for no contact between the students, the Franklin High School Administration will notify the local police, if and when, that order appears to have been violated. Police officers are required under the law to immediately arrest the defendant if there is probable cause to believe that the defendant has violated the order.

### **PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT**

- The mandated reporter is exonerated from filing with DSS if they immediately notify their supervisor, in this case building principal, who then becomes responsible for notifying DSS. The principal/designee will also notify the Director of Pupil Personnel Services by phone before filing a 51A.
- Mandated reporters are absolutely immune to any liability, civil or criminal for filing a report of suspected abuse. DSS maintains confidentiality of the reporter.
- Complete DSS form and send one copy to the Pupil Personnel Services Office.
- Principal/Designee will contact the administrator of the building where any siblings attend school before 51A is filed.
- Building personnel are encouraged to meet to discuss cases and to gather data/documentation.



## **BULLYING PREVENTION PLAN**

In accordance with the Massachusetts General Laws Chapter 92 of the Acts of 2010, Franklin Public Schools will not tolerate or accept bullying, cyberbullying and/or bullying behaviors in any form. We will respond to any reported incidents of bullying in a timely manner, and investigate and take action as needed and in keeping with the high school discipline code and procedures.

For more information please view the [FPS Bullying Prevention & Intervention](#) site.

### **NONVIOLENT PHYSICAL CRISIS PREVENTION/INTERVENTION**

Administration Procedures/Response Team Procedures

#### **Purpose:**

Each school in the Franklin Public Schools will maintain a Response Team that will respond to any student who is in imminent physical threat to self or others with an efficient and organized plan. The Response Team procedures follow all the regulations from the Department of Education (766 Regulations 603 CMR 46.00, Physical Restraint, January 2014). Training and methods of physical restraint used follow the *Quality Behavioral Solutions-Safety Care Program*<sup>™</sup>. All staff will be trained regarding the district policy, procedures and the DESE regulations governing the prevention of physical restraint. Designated staff will receive additional training and will serve on the Response Team in each school.

### **DIRECTORY INFORMATION NOTICE**

The Franklin Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose at the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents/Guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise, as required by the Every Student Succeeds Act.



## **DUE PROCESS FOR STUDENT DISCIPLINE**

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

The Code of Conduct of the Franklin Public Schools is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize their discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change their inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

## **ELIGIBILITY TO PARTICIPATE IN SCHOOL ACTIVITIES AND EVENTS**

Extra-curricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Participation in clubs and activities at Franklin Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Franklin Public Schools is limited to students who are currently enrolled in and attending Franklin Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the principal or their designee. A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 71, Section 37H  $\frac{3}{4}$  (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents/Guardians will be notified when a student is removed or excluded from extracurricular activities.

## **SUSPENSIONS**

The Franklin Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 71, Sections 37H, 37 H1/2 and 37 H  $\frac{3}{4}$ , and 603 CMR 53.00 et seq.

## **IN-SCHOOL SUSPENSION PROCEDURES:**

A student may be removed from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days or up to ten (10) school days cumulatively for multiple infractions during the school year. Students who are placed in in-school suspension shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the in-school suspension.

A student who is unable to consistently adhere to acceptable classroom standards in a particular class may be removed from the class permanently and assigned to a different class at the discretion of the principal and/or their designee.

### **Notice of In-School Suspension:**

The principal or their designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student with an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or their designee determines that the student committed the disciplinary offense, the principal or their designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or their designee shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension.

On the day of the suspension, the principal or their designee shall send written notice (by hand-delivery, certified mail, first class mail or email) to the student and parent including the reason and the length of the in-school suspension, and inviting the parent to a meeting if the meeting has not already occurred. The notice shall be in English and the primary language of the home if another language is identified in the home language survey, or by other means, as appropriate.

### **Parent Meeting:**

The principal or their designee shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or their designee is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

### **No Right to Appeal:**

The decision of the principal or their designee is the final decision for in-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

## **OUT-OF-SCHOOL SUSPENSION PROCEDURES:**

### **Due Process Procedures for Out-of-School Suspensions:**

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or their designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or their designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

### **Notice for Any Out-of-School Suspension:**

Prior to suspending a student, the principal or their designee will provide the student and the Parents/Guardians oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity of the Parent(s)/Guardian(s) to participate in the hearing. The notice will be in English and in the primary language of the home

if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the principal or their designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:
  - 1. the rights set forth in 603 CMR 53.08(3)(b) ; and
  - 2. the right to appeal the principal's decision to the superintendent.

The principal or their designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or their designee will document reasonable efforts to include the parent. The principal or their designee is presumed to have made reasonable efforts if the principal or their designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

### **Emergency Removal of Student:**

Under certain emergency circumstances, it may not be practical for the principal or their designee to provide prior oral and written notice before removing a student from school. The principal or their designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or their designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or their designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);
- b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);
- c) Provide the student an opportunity for a hearing with the principal or their designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
- d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

### **SHORT-TERM SUSPENSION PROCEDURES:**

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or their designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the principal or their designee with the following process:

#### **Principal Hearing - Short-term Suspension:**

- A. The purpose of the hearing with the principal or their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts that the principal or their designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or their designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
- B. Based on the available information, including mitigating circumstances, the principal or their designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
- C. The principal or their designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.
- D. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

#### **No Right to Appeal:**

The decision of the principal or their designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively during a school year.

### **LONG-TERM SUSPENSION PROCEDURES:**

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The principal or their designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71, § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school

year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the principal or their designee with the following process

**Principal Hearing - Long-term Suspension:**

(a) The purpose of the hearing with the principal or their designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or their designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or their designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

(c) The principal or their designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal or their designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or their designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal or their designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or

other means of communication where appropriate, and shall include the following information stated in plain language:

a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

#### **Superintendent's Appeal Hearing:**

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

(2) The student or parent shall file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if they has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the principal or their designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents/guardians in discussions of the student's misconduct and to assist the student in re-engaging with the school community.

#### **LONG-TERM SUSPENSION/EXPULSION PROCEDURES FOR SPECIAL CIRCUMSTANCES:**

The long-term suspension or expulsion of a student from school will be in accordance with Massachusetts General Laws,

Chapter 71, Section 37H. The grounds for long term suspension or expulsion include but are not limited to the following:

1. 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, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to long-term suspension or expulsion from the school by the principal or their designee.
2. 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 long-term suspension or expulsion from the school or school district by the principal or their designee.

Due process for a student who is subject to an expulsion or a long-term suspension as a result of possessing drugs/weapons or assaulting school staff includes:

- a. A student shall receive written notice before the expulsion or a long-term suspension takes place and written notice of the right to appeal.
- b. The student shall be given an opportunity for a hearing and the opportunity to present witnesses and evidence. The student may have an attorney at their own expense.
- c. Following the hearing, the principal or their designee may, in their discretion, decide to suspend rather than expel the student.
- d. The student may appeal the expulsion or long-term suspension to the Superintendent provided the appeal is requested in writing, within ten (10) calendar days following the long-term suspension or expulsion.
- e. At the appeal hearing the student may be represented by an attorney and may present oral and written testimony.
- f. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of M.G.L. c. 71, s.37H.
- g. The Superintendent's decision is final.
- h. Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

#### **PROCEDURES FOR STUDENTS WITH FELONY COMPLAINT OR CONVICTION:**

In accordance with Massachusetts General Laws Chapter 71, §37 H ½, principals have the authority to suspend students charged with a felony and expel or issue a long-term suspension to students convicted or adjudicated of committing a felony if the principal has determined that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Due process for a student who is subject to suspension as a result of a felony charge includes:

- a. The student shall receive written notice before the suspension takes effect and written notice of the right to appeal.
- b. The student shall be given an opportunity to respond to the charges before the suspension takes effect.
- c. The student may appeal the suspension to the Superintendent, provided the appeal is requested in writing within five (5) calendar days following the suspension.
- d. The Superintendent must hold the appeal hearing within three (3) calendar days of the request.

- e. At the appeal hearing the student may be represented by an attorney. The student has the right to present oral or written testimony on their behalf.
- f. The Superintendent must render a decision within five (5) calendar days.
- g. The Superintendent's decision is final.
- h. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers and other school work as needed to make academic progress during the period of their removal.
- i. Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Due process for a student who is subject to an expulsion or a long-term suspension as a result of a felony conviction includes:

- a. A student shall receive written notice before the expulsion or a long-term suspension takes place and written notice of the right to appeal.
- b. The student shall be given an opportunity to respond to the charges.
- c. The student may appeal the expulsion or long-term suspension to the Superintendent provided the appeal is requested in writing, within five (5) calendar days following the expulsion.
- d. The Superintendent must hold the appeal hearing within three (3) calendar days of the request.
- e. At the appeal hearing the student may be represented by an attorney and may present oral and written testimony.
- f. The Superintendent must render a decision within five (5) calendar days.
- g. The Superintendent's decision is final. Any student who is suspended or expelled for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

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

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

**SCHOOL-WIDE EDUCATIONAL SERVICES PLAN:**

The School-Wide Educational Services Plan for each school is found on the district website. Written copies are available



at the Superintendent's Office located at 355 East Central Street, Franklin, MA.

## **PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES**

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. In accordance with Chapter 71B of the Massachusetts General Laws and with federal law IDEA 2004: Section 615 (k), and with Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. Section 794 (A), the school may suspend or remove your child from his or her current placement for no more than 10 school days. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan.

### **Suspension of Students with Disabilities**

Procedures for suspension(s) not exceeding 10 school days:

- Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities.
- Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

### **Procedures for suspension of students with a disability when suspension exceeds 10 school days.**

- If your child is suspended for more than 10 school days in a school year, this removal is considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law and Section 504.
- Prior to any removal that constitutes a change of placement, the school will convene a Team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child's problematic behavior.
- Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child's disability. This consideration is called a "manifestation determination". Parents/Guardians have a right to participate in this process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.
- At a manifestation determination meeting, the Team will consider:
  - Did the student's disability *cause* or have a *direct and substantial relationship* to the conduct in question?
  - Was the conduct a *direct result* of the district's failure to implement the IEP?
- If the manifestation determination decision is that the disciplinary action *was* related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans.
- If the manifestation determination decision is that the disciplinary action *was not* related to the disability, then the school may suspend or otherwise discipline your child according the school's code of conduct. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension.

### **Special circumstances for exclusion**

Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon

another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10<sup>th</sup> school day of suspension.

School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent/Guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office of Civil Rights (Section 504). Until issues are resolved, the student remains in his or her current placement.

### DRUG / ALCOHOL POLICY

The District is committed to having "Drug Free Schools." Recognizing that this goal can only be achieved if the administration has the authority it needs to carry out the Drug/Alcohol policy, the administration follows the principle of "reasonable suspicion" not "probable cause." Therefore, students smelling of alcohol or marijuana, or behaving in a manner that would indicate possession or ingestion of drugs or alcohol, on Franklin Public School property and at school events, are subject to this policy, and could be asked to submit to a field sobriety test, a search, and/or a breathalyzer test by the Franklin Police. Refusal to do so will necessitate the student's parents/guardians being called, and disciplinary action could follow.

1. Any possession, ingestion, or dispensing of drugs/alcohol must be reported to the principal or their designee. Any drugs/alcohol found on the school premises must be reported and turned over to the principal or designee.
2. In the case of apparent drug/alcohol violations, the parents/guardians of the offending student will be notified by the principal or designee by telephone/certified mail.
3. When a student is found to be in possession of illegal drugs, the principal shall notify the local police immediately. School authorities shall cooperate fully with the police officials.
4. The principal shall report all instances of drug/alcohol related offenses to the Superintendent before the next school day and maintain a log of these offenses noting: date, student name, grade, sex, brief description of the offense, action taken, and other comments. The school will report names of students only in cases where the drug/alcohol violation involves illegal activity, i.e., possession of illegal substances and/or intent to sell or distribute.
5. In addition, the Administration will comply with any appropriate Massachusetts General Laws as well as MGL C272, S40A, Alcoholic Beverages in Schools, which states in part: "Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medicinal purpose, in any public school building, or on any premises used for public school committee or other public board or officer, shall be punished by imprisonment for no more than thirty days or by a fine of not more than one hundred dollars, or both...."
6. Suspected drug abuse-related violations shall be reported to the School Nurse. The Nurse shall examine these students and advise the principal concerning her findings.
7. INFRACTIONS:
  - a). Possession of drugs with intent to sell or distribute.
  - b). Possession of drugs, drug-related equipment or alcohol.
  - c). Ingestion of drugs or alcohol.
8. Consequences:
  - Notification of parent
  - Notification of law enforcement officials
  - Immediate suspension from school and possible expulsion/exclusion from school

- Disciplinary hearing with the principal

## HATE CRIMES

The Franklin Town Council has adopted Resolution 96-135.

Be it resolved by the Town Council:

1. That the Town of Franklin declares a zero-tolerance policy for all hate crimes in the form of any overt action motivated by bigotry and bias, including a threatened, attempted, or completed overt act motivated by racial, religious, ethnic, handicap, gender, or sexual orientation prejudice, or which otherwise deprives or seeks to interfere with or disrupt the exercise of a person's constitutional rights by threats, intimidation or coercion.
2. That the Town of Franklin's public officials and officers be charged to pursue such policy by fully applying the powers of enforcement established under the Massachusetts General Laws at Chapter 22C @ 32; Chapter 265, S37 and S39; and Chapter 266, S127A; and Chapter 272.

**File: JICFA-E**

## HAZING

Ch. 269., S 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 a year, or both fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen (18) and nineteen (19), 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 another 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, 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. Added by S.1985, c.536, amended by St. 1987, c.665.

Any student who takes part in the organization of or who is a participant in the crime of hazing shall be suspended from school and the club, event, or activity to which the hazing was related and from all other clubs, events, or activities in which they are a participant.

In addition, the incident and name of the student(s) will be reported to the Franklin Police Department for investigation and prosecution.

This policy is disseminated in the following manner:

1. It is mailed to parents/guardians to read and review. A signed receipt must be returned to Franklin High School on the opening day of school.
2. Each coach/captain and each advisor/club president must present and review the hazing law at the beginning of the season/activity. A form which certifies this review is signed by both the coach/advisor and captain/president and is then submitted to the principal.
3. All signed forms and coach/advisor forms are kept on record in the principal's office.

State Concussion Law Requirements:

The Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all high schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law:

Student-athletes and their parents/guardians, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents/guardians inform their coaches about prior head injuries at the beginning of the season. If a student-athlete becomes unconscious or is suspected of having a concussion, during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for “return to play.” For more information, please refer to M.G.L. c. 111, § 222, 105 CMR 201.000 and School Committee Policy JJN

## **SERVICES FOR STUDENTS WITH DISABILITIES**

### **Special Education:**

Education Laws and Regulations specific to special education are covered under 603 CMR 28.00. 603 CMR 28.00 is promulgated pursuant to the authority of the Board of Elementary and Secondary Education under M.G.L. c. 69, §1B, and c. 71B. 603 CMR 28.00 governs the provision by Massachusetts public schools of special education and related services to eligible students and the approval of public or private day and residential schools seeking to provide special education services to publicly funded eligible students. The requirements set forth in 603 CMR 28.00 are in addition to, or in some instances to clarify or further elaborate, the special education rights and responsibilities set forth in state statute (M.G.L. c. 71B), federal statute (20 U.S.C. §1400 et seq. as amended), and federal regulations (34 CFR §300 et seq. as amended). The purpose of 603 CMR 28.00 is to ensure that eligible Massachusetts students receive special education services designed to develop the student's individual educational potential in the least restrictive environment in accordance with applicable state and federal laws.

Students suspected of having a disability are referred for evaluation and assessment to determine eligibility. A student may be referred for an evaluation by a parent or any person in a caregiver or professional position concerned with the student's development. Assessment in the area of academic achievement, as well as any area of suspected disability, is required for the eligibility determination process. As part of the assessment process; skill deficits, consistent with an educational disability category, are identified. Eligibility decisions are made by a Team; consisting of a teacher, parents/guardians, a school-based decision-maker and all personnel conducting assessments. Once eligibility is determined, the Team identifies services and supports necessary to build skills in the deficit areas for the purposes of access to the curriculum. Consistent with federal and state laws and regulations, service and placement decisions are made with consideration to supports in the least restrictive environment. For students determined to be eligible for special education services, a full continuum of services are available within The Franklin Public Schools for consideration by the Team.

Our schools have services for children who require specialized instruction as written in each of their Individual Education Plans. Specialists in speech and language therapy, occupational therapy, physical therapy, learning disabilities, assistive technology, vision disabilities and/or behavioral/emotional concerns service designated children.

The Franklin Public Schools will conduct screening for three and four-year-olds suspected of having a disability and for all children who are of age to enter kindergarten. Such screening shall be designed to review a child's development and to assist in the identification of those children who should be referred for an evaluation to determine eligibility for special education services.

### **Section 504**

The Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a nondiscrimination statute enacted by the United States Congress. The Act was amended in January 2009. The purpose of the Act is to prohibit discrimination and

to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Section 504 describes an individual with a disability as a person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment” [34 C.F.R. §104.3(j)(1)]

**Dual Eligibility:** Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Act (IDEA). Students who are eligible under the IDEA have specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this Notice form to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA, 2004.

Evaluation to determine eligibility for a 504 Accommodation Plan must be of sufficient depth to determine eligibility and appropriate, reasonable accommodations to support access. The district may ask families to provide medical information from private medical providers for the purpose of more effective planning and decision making. No accommodations will be held contingent upon receiving such documentation. The provided Assessment Report will be completed annually and the provided Education History Report will be completed, at least at the initial assessment stage and thereafter if deemed necessary by the Team. If it is determined that standardized assessments, beyond those given as part of standard school or district wide assessment (i.e. DIBELS, DRA, G-MADE, MCAS etc.), are necessary, they will be identified on the Consent for Evaluation Form. For impairments that are medical in nature, the school nurse must be involved in the assessment, collaboration with family practitioners and eligibility/accommodations decision making process.

A Section 504 Accommodation plan will outline all accommodations necessary to provide students with an opportunity to access education in a manner commensurate with non-disabled peers.

If a parent or person in a parental relationship disagrees with the determination made by the professional staff to the school district, they have a right to follow the grievance procedures of the District. These procedures are outlined in the ‘Notice of Parent and Student Rights under Section 504’.

Any questions concerning the implementation of policy and procedures may be directed to the 504 coordinator in each school or:

Section 504 Coordinator  
Student Services Office  
355 East Central St  
Franklin, MA 02038

### **EXTENDED FIELD TRIP POLICY**

The Franklin Public Schools recognizes that a properly planned, well-conducted and carefully supervised extended field trip may provide a mode of learning which is relevant, challenging and dynamic and which cannot be duplicated in the classroom or extracurricular setting.

Extended field trips are trips that require students to be accommodated overnight. All extended field trips will be scheduled after regular school hours, on weekends or during school vacations and shall not interfere with structured class time.

Extended field trips must provide a valuable educational learning experience and be consistent with and reflect district curriculum. The Superintendent or their designee will be responsible for determining whether these criteria are met. The cost of extended field trips will not be the responsibility of the school district.

Teachers and other school personnel are not permitted to solicit for privately run trips through the school district and in the schools. The School Committee will review only superintendent recommended trips. The School Committee will not review or approve trips that are privately organized and run without recommendation of the superintendent.

Attendance on an extended field trip is not a student's right, but a privilege. All rules and regulations specified in the student handbook will be in effect throughout the trip

This policy does not apply to trips required for student participation in school-related tournament competitions or contests.

#### I. Trip Approval Process for Extended Field Trips

##### A. Preliminary Approval

Advisors will develop a trip proposal, which must include educational benefits/objectives and their relation to Massachusetts Curriculum Frameworks and the educational value in relation to the cost.. The proposal shall be presented to the building principal and to the Superintendent for Preliminary Approval. Preliminary approval must be granted prior to the announcement of the trip to students or parents/guardians. Preliminary approval authorizes the advisor to determine student and parent interest, to acquire cost information, and generally assess the feasibility of the trip.

##### B. Formal Approval

The School Committee must have approved the trip before any contractual arrangements are made or any trip-specific fundraising occurs. School Committee approval must be secured at least five (5) months before the proposed extended field trip.

#### II. Finances

Advisor(s) must use reasonable efforts to arrange for scholarships or alternative funding sources to provide an equal opportunity for students to participate that otherwise would be excluded because of financial hardship.

#### III. Travel Requirements

A. Students with disabilities shall be provided full and equal opportunity for participation in extended field trips.

B. The use of vans or private automobiles for extended field trips is prohibited.  
Late night or overnight trips should use commercial vendors or district transportation.

C. The Advisor(s) must ensure that all U.S. based commercial carriers used are licensed by the Federal Motor Carrier Safety Administration. ("FMCSA"). No carrier may be used for an extended field trips if the carrier has an FMCSA safety rating of "conditional" or "unsatisfactory." The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow verification of the subcontractor's qualifications.

D. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

E. The District shall abide by regulations requiring it to obtain criminal offender record information ("CORI") all persons who may have direct and unmonitored contact with students during extended field trips, including chaperones and persons providing transportation services.

F. If a student requires the administration of prescription medication during an extended field trip, the medication shall be administered in a manner consistent with District policy.

G. Trip cancellation insurance and travel accident insurance must be purchased by all participants on the trip (students, chaperones, and advisors).

H. The superintendent or their designee reserves the right to cancel any extended field trip up until the time of departure.

Legal References: M.G.L. c.71, section 37N

Cross Reference: Franklin Public Schools Policy JLCD/Administration of Medication

**CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

- (1) Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted as such school which restrict students participation on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation disability, or homelessness. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
- (2) No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness of the student except as provided in 603 CMR 26.06(7).
- (3) Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
- (4) In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
- (5) In order to ensure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and gender.
- (6) A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
- (7) Teams comprised primarily or solely of persons of one gender shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite gender.
- (8) Participation in extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one gender of any racial, religious, or ethnic group represented in the school from, participation in specific athletic or other extracurricular activities cannot be permitted.



LEGAL REF.: M.G.L. 71:47, 603 CMR 26.06

Reviewed, revised, approved by School Committee: 3/27/12

Reviewed; Revised; 10/27/15

### **STUDENT FUNDRAISING ACTIVITIES**

The Franklin School Committee recognizes the importance of fundraising activities of the PCC's, Booster Clubs, and student extra-curricular groups. Fundraising activities need to be approved in advance by the principal and shall be in keeping with the mission of the Franklin Public Schools. Proposals to raise funds for charitable purposes or for the benefit of the school or community must be approved in advance by the principal and Superintendent and must be consistent with the school mission.

No student shall be required to engage in fundraising as a condition of participation in any school-related activity or event.

CROSS REF:   KCD     Donations of Non-Budgeted Funds  
              KJA     Relations with Booster Organizations  
              KBE     School/Parent Organizations  
              KBE-E   School Committee/Administration Participation in PCC/Booster Meeting Guidelines  
              JJF     Student Activity Accounts  
              JLCCB   Wellness Policy

### **TAGGING; PENALTIES; SUSPENSION OF DRIVER'S LICENSE**

Massachusetts State Law indicates that whoever sprays or applies paint or places a sticker upon a building, wall, fence, sign, tablet, gravestone, monument or other object or thing on a public way or adjoined to it, or in public view, or on public property, such person known or commonly known as "taggers" and such conduct or activity known or commonly known as "tagging" or other words or phrases associated to such persons, conduct or activity, and either as an individual or in a group, joins together with said group, with the intent to deface, mar, damage, mark or destroy such property, shall be punished by imprisonment in a house of correction for not more than two years or by a fine of not less than fifteen hundred dollars or not more than three times the value of such damage to the property so defaced marked, marred, damaged, or destroyed, whichever is greater, or both fine and imprisonment and shall also be required to pay for the removal or obliteration of such "tagging" or to obliterate such "tagging" provided, however, that when a fine is levied pursuant to the value of the property marred, defaced, marked, damaged or destroyed or where the cost of removal or obliteration is assessed the court shall, after conviction, conduct an evidentiary hearing to ascertain the value of the property so defaced, marked, marred, damaged or destroyed or to ascertain the cost of the removal or obliteration. A police officer may arrest any person for commission of the offenses prohibited by this section without a warrant if said police officer has probable cause to believe that said person has committed the offenses prohibited by this section.

Upon conviction for said offense, the individual's driver's license shall be suspended for one year. If the individual convicted of defacing or vandalizing the real or personal property of another is under the age of sixteen then one year shall be added to the minimum age eligibility for driving.



### Classroom Observations and Visitors Procedures:

To schedule a visit to a classroom, please call your child's school principal to schedule a date and time when activities/instruction you are most interested in will be occurring. When you speak with the school principal, please provide them with the following information:

1. Names and roles of the observers.
2. What are you interested in observing in regard to your child's performance and progress? Please specify if you are interested in observing a current classroom or a proposed classroom.
3. Are there any related services you are interested in observing, e.g. occupational therapy, speech/language, physical therapy?
4. In order for us to best coordinate the visit, please be able to supply convenient dates and times for you.
5. The length of time of the visit will be predetermined through conversation between you and the building principal/designee. Please understand that lengthy visits may, at times, interrupt the integrity of the program. Your child's right to quality education is important to us as well as the educational rights of other students. You should plan to discuss the length of time you feel is needed to accomplish your observation goal.
6. There may be times during a school day when schedules include activities that may breach another student's right to confidentiality. Classroom visits will not be scheduled during these times. On behalf of *all* students, please respect the school professionals to make that judgment call.
7. In order to maintain confidentiality, please understand that no information will be provided about other students and their educational needs, performance, and programs. There are times when observers may, despite the district's best efforts, receive information that identifies another student. Observers will be asked to sign a statement that information about other students will not be disclosed.

### **Observing in the classroom:**

As in all times visitors enter a school building, please report to the school office in order to sign in and receive a Visitor's Pass. One of our staff will meet you at the office and accompany you throughout the visit.

Before your visit, a place in the classroom will be designated for you to sit and observe. We ask all observers to be sensitive to the following observation criteria:

1. Students can often be curious and easily distracted by visitors. If there is more than one observer, please do not converse during the observation. We encourage note-taking to facilitate conversation after the observation. Please bring with you something on which you can write notes and/or questions.
2. During your visit, you will not be able to talk with the teacher, service providers or students, including your own child. Their job at that time is to provide instruction/therapy. However, if you have questions you would like to discuss at a later date, please make arrangements through the building principal or designee.

## **FOOD SERVICE: CHARGES AND UNCOLLECTED DEBT**

Based on guidance issued by the U.S. Department of Agriculture, the district recognizes that the school food service account cannot be used to cover the cost of charged meals that have not been paid.

### **Meal Charges and Balances:**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Payments:**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parents/guardians via email, notice through the school office, or regular postal mail at regular intervals during the school year. Students with a negative balance may be reminded by the cashier of their account status in a confidential and developmentally appropriate manner. At no time shall any staff member give payment notices directly to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account or by speaking with the school food service director. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/Guardians can opt to receive automated low-balance emails and will receive mailed notices bi-weekly, if student balances exceed the value of three lunches. If notices do not result in payment, parents/guardians may receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

### **Refunds:**

Refunds for withdrawn and/or graduating students are not issued. Parents/Guardians have the option to transfer funds to a sibling's or other student's account. After one (1) year, any remaining credit balance on a school lunch account for a student who is no longer enrolled in the Franklin Public Schools will become the property of the Franklin School Lunch Program to be used as a donation to offset uncollected debt.

### **Delinquent Accounts/Collections:**

Failure to maintain up to date accounts may result in a student's inability to participate in extra-curricular activities such as the prom, banquets, dances, etc., especially those that are fee based. Graduating seniors with delinquent accounts may lose the ability to participate in senior week or other graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within

the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. Applications with instructions are available at each school and on the district's website

### **SCHOOL SAFETY ACT (Chapter 380)**

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 said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request, and shall receive, from the superintendent of the school expelling said student, a written statement of the reasons for said expulsion.

### **FRANKLIN PUBLIC SCHOOLS LIAISONS/ COMPLIANCE OFFICERS**

#### **Individuals with Disabilities**

##### **Student Services Director**

Ms. Paula Marano  
Director of Student Services  
355 East Central Street  
Franklin, MA 02038  
508-553-4811

#### **Title II Liaison**

Mr. Lucas Giguere  
Asst. Superintendent  
355 East Central Street  
Franklin, MA 02038  
508-553-4819

#### **Homeless Liaison**

Ms. Paula Marano  
Director of Student Services  
355 East Central Street  
Franklin, MA 02038  
508-553-4811

#### **Title VI Civil Rights Office**

##### **Harassment / Grievance**

Mr. Lucas Giguere  
Asst. Superintendent  
355 East Central Street  
Franklin, MA 02038  
508-553-4819

#### **English Language Learner/**

##### **Title I Coordinator**

Ms. Michele Kingsland-Smith  
Title I/ELL  
235 Wachusett Street  
Franklin, MA 02038  
508-541-5281 X2232

#### **Title IX Officer**

Mr. Lucas Giguere  
Asst. Superintendent of Schools  
355 East Central Street  
Franklin, MA 02038  
508-553-4819

#### **Section 504 Coordinator**

Ms. Paula Marano  
Director of Student Services  
355 East Central Street  
Franklin, MA 02038  
508-553-4811

#### **Educator Licensure**

Ms. Lisa Trainor  
Director of Human Resources  
355 East Central Street  
Franklin, MA 02038  
508-553-4840

Please find FPS District Policies Here: [\*\*SECTION III: FPS DISTRICT POLICIES  
\(2021-2022\)\*\*](#)