

# Oliver Ames High School Student Handbook 2019-2020



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**Oliver Ames/EPS Mission Statement, Core Values, and  
Expectations**

**Easton Public School Vision Statement**

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global society.

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## Oliver Ames High School Mission Statement

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The Oliver Ames High School community of faculty, staff, students, parents, and residents believe that in order to fulfill its mission of excellence and equity in education, we must embody the ideals of a comprehensive high school. We will work together to create a safe, nurturing and stimulating learning environment. Students will become critical thinkers, problem solvers and independent learners who contribute in many ways to our ever changing world. We recognize the need for a variety of educational experiences that extend beyond the classroom and promote intellectual curiosity, individual responsibility and respectful interaction. By achieving goals and overcoming adversity, students will be encouraged to reach their potential and be prepared to assume meaningful roles in society.

Oliver Ames High School is accredited by the New England Association of Schools and Colleges and is one of two public high schools in Massachusetts to be recognized for excellence by the Federal Department of Education Secondary School Recognition Program for 1985.

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## Core Values

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Learn collaboratively  
Express creativity  
Act with integrity  
Demonstrate responsibility  
Embrace curiosity  
Respect each other  
Strive for excellence

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## Academic Expectations

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### OA Students Will **ACCESS** Information in a Variety of Ways Including:

- A.1 - Actively and critically reading, listening, and observing.
- A.2 - Initiating appropriate questions.
- A.3 - Conducting independent and collaborative research.
- A.4 - Using appropriate technologies to locate and retrieve information.
- A.5 - Demonstrating initiative while seeking information.

### OA Students Will **PROCESS** Information in a Variety of Ways Including:

- P.1 - Assimilating and organizing information.
- P.2 - Recognizing patterns, evaluating trends, and comparisons.
- P.3 - Drawing inferences and making conclusions.
- P.4 - Quickly responding and adapting to unexpected challenges
- P.5 - Creating and designing unique solutions to problems and challenges.
- P.6 - Applying and adapting appropriate form and technique for performance tasks.

### OA Students Will **COMMUNICATE** Information in a Variety of Ways Including:

- C.1 - Doing, writing, and speaking clearly and purposely for a variety of audiences.
- C.2 - Presenting creative projects in a variety of formats.
- C.3 - Using technology to present information.
- C.4 - Demonstrating leadership while promoting individual and collaborative activities.

### OA Students Will **DEVELOP** Themselves in a Variety of Ways Including:

- D.1 - Demonstrating a sense of curiosity by considering alternative perspectives.

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## Social/Civic Expectations for Learning

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### **OA Students Will ACT RESPONSIBLY for Themselves and Others in a Variety of Ways Including:**

- SC.1 - Working cooperatively and collaboratively.
- SC.2 - Respecting and understanding cultural differences.
- SC.3 - Participating with a local/global perspective.

### **OA Students Will ACT RESPECTFULLY to Themselves and Others in a Variety of Ways Including:**

- SC.4 - Interacting appropriately with all members of the school community.
- SC.5 - Honoring school policies and procedures.
- SC.6 - Understanding and demonstrating academic integrity.

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## Communication

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### Principal's Welcome

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I extend to you on behalf of the faculty, staff, and administration of Oliver Ames High School a sincere welcome. Our hope is that this will be an exciting, enriching and successful year for you. This handbook has been designed to help orient you to Oliver Ames High School and to inform you of school policies, rules, procedures, and expectations. It is important that you and your parent(s)/guardian(s) become familiar with the information in this handbook. Please keep this book as a handy reference throughout the school year. The policies, rules, procedures, and expectations outlined herein are intended to provide for a sound, rich educational environment and a productive school community.

Each new school year we find ourselves at a different point in our journey through life, and, for many of us, the start of school is an opportunity to begin fresh with a renewed commitment to improve ourselves. We desire that you find success in all you do and our top priority is to make your learning experience at Oliver Ames High School exceptional. Oliver Ames High School has an outstanding faculty and support staff who are dedicated to helping you grow academically and socially. The success you achieve depends on the effort you expend and the decisions you make. Ultimately you are responsible for your own accomplishments at Oliver Ames High School, and we are responsible to assist you in this endeavor. Use your time here wisely, discovering that which will best prepare you for a rewarding future.

In conclusion, I encourage you to get involved in the activities of our school. Don't sit back and watch, but rather get out and participate in the rich and varied co-curricular activities available to you at OAHS. These activities will add immeasurably to your personal development, enrich your days at OAHS, and further prepare you for future endeavors. Oliver Ames High School will always give you its very best, and we expect in return only the very best effort from you. Your high school years should be ones in which you grow intellectually, mature socially, develop and refine co-curricular skills, and in general prepare yourself for life-long learning and active participation in future communities. Take pride in yourself, in your accomplishments, in our school, and in our town. Make this year your best year ever.

Wesley H.  
Paul, Principal



the citizens of Easton through the taxes they pay and the interest and support they give to the school system and staff of administrators and educators. The School Committee members are the representatives of the community charged with the responsibility of establishing policies and controls which will assure that the education of the students is being accomplished to the satisfaction of the citizens. To accomplish the educational goals of the community, the citizens have provided buildings, athletic fields, a highly skilled staff of administrators, educators, and support staff.

Although public education is mandatory in Massachusetts until age 16, it should also be considered as a privilege; a privilege which will assist each individual student to achieve his or her goals in life. Establishing the requirements and providing an environment to receive a public education is essentially all that the community can do for the student. The rest is up to you--the student. You must apply your skills to learning and develop your habits to study and fulfill the course requirements. Self-discipline and hard work are usually characteristics of the student who takes advantage of his or her educational opportunity.

The privilege of attending school in Easton carries with it an individual responsibility. Each student is expected to respect the rights of others, cooperate with administration and teachers and help preserve the property and equipment provided for your use.

We hope you will accept the challenges that go with getting an education as we wish each of you success. Your teachers, administrators, and School Committee are committed to providing you the challenge and will continue to be receptive to your needs and responsive to change.

## High School Contact Information

### High School Administration

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08-230-  
3210

Principal	Wesley H. Paul; <a href="mailto:wespaul@easton.k12.ma.us">wespaul@easton.k12.ma.us</a>	ext. 1401
Assistant Principal	Thomas J. Flanagan; <a href="mailto:tflanagan@easton.k12.ma.us">tflanagan@easton.k12.ma.us</a>	ext. 1409
Assistant Principal	Catherine F. Queally; <a href="mailto:cqueally@easton.k12.ma.us">cqueally@easton.k12.ma.us</a>	ext. 1402
Athletic Director	Bill Matthews; <a href="mailto:bmatthews@easton.k12.ma.us">bmatthews@easton.k12.ma.us</a>	ext. 1450

### Administrative Assistants

Secretary to Principal	Peggy Crowley; <a href="mailto:pcrowley@easton.k12.ma.us">pcrowley@easton.k12.ma.us</a>	ext. 1400
Secretary to Department Heads	Patricia Macki; <a href="mailto:tmacki@easton.k12.ma.us">tmacki@easton.k12.ma.us</a>	ext. 1403
Aide to Teachers	Caryn Crocker; <a href="mailto:ccrocker@easton.k12.ma.us">ccrocker@easton.k12.ma.us</a>	ext. 1404
Athletics Secretary/Treasurer	Mary Flavin; <a href="mailto:mflavin@easton.k12.ma.us">mflavin@easton.k12.ma.us</a>	ext. 1450

### Central Office Administration

Superintendent of Schools	Dr. Lisha Cabral	508-230-3200 ext. 203
Assistant Superintendent	Christine Pruitt	508-230-3200 ext. 202
Director of Special Education	Theresa Skinner	508-230-3200 ext. 205

### School Committee

Nancy De Luca, Chair  
Jacqueline Weisman, Vice Chair

## **Registrar Of Voters**

Wesley H. Paul

Faculty

directory: [www.easton.k12.ma.us/our\\_schools/oliver\\_ames\\_high\\_school/faculty\\_directory.php](http://www.easton.k12.ma.us/our_schools/oliver_ames_high_school/faculty_directory.php)

## **Safety And Security**

### **Exterior Doors**

All Exterior doors are locked at 7:55 am each morning. Students must use the main entrance via the Main office to check in if they are entering the building after 7:55 to properly check into the building. All visitors must enter the building via the main office and check in at the front counter.

### **Cori (Criminal Offender Records Information) Requirements**

It is the policy of the Easton Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. The Superintendent, Administrative Assistant to the Superintendent, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy

### **Emergency Closings**

There may be times when it is necessary to have an emergency early dismissal. These may be system wide due to such things as weather, or for a single building due to heating or a similar problem. If there is a system wide emergency, secondary students will be released prior to elementary students so that those students who have responsibilities for babysitting will be available. Secondary students' parent(s)/guardian(s) will not be individually contacted during these times. Parent(s)/guardian(s) who have special requests for students should set these up ahead of time with the student, as it is impossible for the school to be responsible for last-minute messages.

### **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, everyone must obey orders promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give students instruction. In addition, fire drill instructions are posted in every room. Teachers who have students who require assistances exiting the building should check with the school nurse regarding stairwell "Area of Refuge" in advance of any fire drills.

### **Guests and Visitors**

As a general rule, guests are not permitted to attend Oliver Ames High School. Exceptions must be made in advance by the principal. All guests must wear a visitor badge which gives the date, their name and the host's name. Visitors need a license to enter the building and dismiss their child.

### **Locks And Lockers - Corridor & Gym**

The high school provides a combination lock to each student for the corridor locker and another for the gym locker. These are the only locks that may be used. Any other locks used on lockers

lock at the end of senior year. Students should take locks home at the end of each school year to be used the next year.

### **Lost and Found**

All found articles should be turned in at the main office. Lost articles, which have been turned in, may be obtained there.

### **Permission Slips**

Permission slips are required from parent(s)/guardian(s) whenever a student is to leave school property or to work in a situation other than a regular classroom.

### **Physical Restraint Of Students**

The primary intervention options used by staff when a student exhibits escalating behavior are designed to assist the student to regain behavioral control, such as providing verbal redirection and setting reasonable limits. Therapeutic time-out or an emergency counseling session may also prove helpful.

However, when a student's behavior poses a threat of imminent, serious harm to self and/or others and other less intrusive alternatives have failed or been deemed inappropriate, staff may restrain the student. Physical restraint is not to be used as a form of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm.

**Physical restraint is defined as the use of physical contact that prevents or significantly restricts a student's freedom of movement. It does not include brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.**

In the event a student is restrained, the student's parent will be notified as provided by Massachusetts law. Additional information regarding the District's Policies and Procedures regarding restraint can be obtained from the office of the Principal or Superintendent. Any concerns or complaints regarding implementation of restraint should be referred to the Principal.

## **Academic Procedures**

### **Departmental Policies**

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Each department has its own set of guidelines to which each teacher must adhere, in order for our school to be consistent and fair to all students. These policies are in addition to school-wide requirements. School policies are especially important and are restated here as an indication of their prominence.

1. **Homework** - A reasonable homework assignment is to be given in every academic subject, every night including the weekend. All written homework will be collected, checked, and counted in the student's grade in some specific manner predetermined by the teacher and explained to the class.
2. **Make-up work due to absence** - A student who has missed work due to short-term absence has the same number of days as his absence plus one to complete make-up work. However, all work must be completed within ten days of the end of the term or a grade of "F" will be recorded. Students are reminded that it is their responsibility to arrange for make-up work on



assignment, or term paper is considered a serious offense. Every student involved in an instance of cheating will automatically receive a “0” as that grade. Notice will be provided to Administration via X2 and the teacher will notify the parents. A second cheating offense must be referred to the Assistant Principal and parent(s)/guardian(s) must be notified by the teacher. The student may also be removed or prohibited from holding an office in or participating in a co-curricular activity or organization.

4. **Final Exams** - For final year courses, the mid-year and final exam will be separate grades and together count as 20% of the final grade, with each term grade of a year course counting 20%. The mid-year exam, for half-year courses, will act as the final exam and will be 20% of the grade with each term being 40%.
5. **Textbooks** - Students are assigned a numbered textbook at the beginning of each school year. They are responsible for turning in that book at the end of the school year. Any student who fails to do so will be responsible for the replacement cost of their textbook. If a student does not replace or pay for a missing textbook, they will be placed on an Obligation List and ineligible for all co-curricular activities and school events. All textbooks should be covered with book covers by the student. Students are also held responsible for damages to the textbook.
6. **Extra Credit** - Students will be encouraged to spend extra time and effort on assigned work in order to improve the grade. Students are not permitted to seek additional work for the specific purpose of raising a grade.

## Art Department Policies

- Guidelines for Grading:
  - ❖ Project grades are based on understanding of the media and concepts of the assignment, creativity, craftsmanship, effort, and class participation/behavior.
  - ❖ Art class is for artwork only. A daily work record is kept to assure fairness and accuracy in grading.
  - ❖ Students are responsible for make-up work.
  - ❖ Policies regarding late work and use of rubrics are explained at the beginning of the academic year and repeated when necessary.
- Homework: Sketchbook assignments are given as homework on a weekly basis.
- Studio Area: Students are expected to conduct themselves in a safe, responsible and positive manner at all times in the art classroom.
- Portfolio: Each student is required to keep a portfolio of his/her artwork throughout the year for the purposes of assessment and of organized storage.
- Display: All art students will participate in the preparation of their work for displays and exhibits where applicable. Senior art students are expected to leave one piece of artwork with the school to be considered for the Alumni Art Gallery.
- Community Connections: The art department participates in the wider community by partnering with other departments and with organizations in town and beyond in a variety of artistic projects.

## Business Technology Department Policies

- Policy on partial credit: Any student withdrawing from a full-year course at one-half year point, may receive one-half of the full-year credits for that course provided all requirements have been met up to the one-half year point--i.e., attendance, passing grade, completion of assignments and taking the mid-year examination. (NOTE: This requires administrative approval in advance).
- Quizzes and tests will be given. Any student who is absent on the day of a test or quiz is given, must make up the missed work within the guidelines. Reports and homework are required of all students and are part of the grade.

- Homework: All written homework will be collected, checked and counted in the student's grade in some specific manner predetermined by the teacher and explained to the classes.
- In-class Reading: As examples of many varied teaching techniques both in-class reading and reading aloud will be utilized sporadically at the discretion of individual teachers. Using either technique as a standard practice for a regular class requires the department head's approval.
- Vocabulary and Grammar Lessons: The study of both vocabulary and grammar are an integral part of every English course. As such, vocabulary lessons will be taught on a weekly basis while formal grammar units may be taught in conjunction with composition and writing requirements.
- Writing Guidelines: As outlined in the Program of Studies booklet, the writing guidelines for each English course are specific and will be followed. Generally, each week each student will experience some kind of writing exercise commensurate with his ability and elected level. For larger writing assignments, students must submit their work to Turnitin.com.
- Guidelines for Grading Students in Writing Seminar
  - ❖ Students will have one required writing assignment per six-day writing cycle. The assignments will be grade-level appropriate and follow the form of the curriculum guidelines.
  - ❖ Students will also work on their individual writings portfolios one day out of each six day writing cycle.
  - ❖ Other class period time may be used to work on assigned reports or term papers from a variety of courses, college entrance essays, creative pieces, or analytical work.
  - ❖ If absent from class, the student may receive credit for the day by submitting a piece of acceptable writing.

### **Family And Consumer Sciences Department Policies**

- Homework will be graded. Homework will be accepted late with a penalty of 5 points per day.
- Clothing Room Projects: A student must wear or use a clothing project (if possible) before it will be graded. The student's grade is based on effort as well as the finished product/project. A student will be given an extension beyond the due date for the completion of a project if she/he is cleared one week prior to the due date. Any student who is unprepared to work in the clothing lab will receive a daily grade of "0". Only approved work may be done by the student at home for credit.
- Food Lab Projects: Student will be graded on cooperation, ability to follow directions, ability to work with others, and success of the finished product. Students will receive a daily lab grade based on participation, cooperation, and success.
- Quizzes and tests will be given. Any student who is absent on the day of a test or quiz is given, must make up the missed work within the guidelines. Reports and homework are required of all students and are a substantial part of the grade.
- Free cook days will be scheduled during the school year to develop creativity and responsibility. Students are required to provide the necessary ingredients. Any student unprepared for the foods lab will receive a written assignment for that day. Any student that misses a foods lab may make up work after school hours, upon agreement with the teacher.

### **Industrial Technology Department Policies**

- Grade completion: In the shops, the final grade is a composition of the following: 25% quiz grades; 50% shop participation/work habits; 25% projects.
- Classroom work: All written work and drawings are graded. Homework to supplement class work will be assigned, graded, and returned.
- Quizzes given weekly on the day assigned to the department as "test day." In the shops quizzes are given at the end of each unit of instruction and/or major demonstrations. Safety

- **Grading:** The scaling of grades is not the practice of the department. Final Grade Composition - 25% Quiz grades; 50% shop participation/work habits; 25% individual projects. Shop classes: quizzes are given at the end of each unit of instruction and/or major demonstration; safety quizzes are given before any student is allowed to use tools and/or power equipment. Drafting Classes: classroom work - all paperwork is graded (e.g. drawings in drafting). Homework in drafting will be checked, graded, and returned.
- **Make-up Work:** because 50% of a student's grade consists of classroom work and work habits, students can make up work after school hours, upon agreement with the teacher.

### **Library/Media Center**

- The library media center is available to every student in grades 9-12. The mission of the library is to support the curriculum of the district and Massachusetts Frameworks, encourage and promote independent reading, and assist all members of the school community in gaining and improving information literacy skills in order to access, use, and evaluate electronic and traditional resources effectively.
- The school library is open during the school day as well as before and after school. Computers are available for student and teacher research. A pass is required during the day, and it is expected that students respect the rights of others as well as the equipment and resources. Every attempt is made to acquire materials for research. The library enjoys a cooperative relationship with both Stonehill College Library and Ames Free Library/Easton's Public Library.
- There is an orientation program that introduces ninth grade students to the resources available to them for research.
- Faculty are encouraged to reserve library space and time for class research projects.

### **Mathematics Department Policies**

- **Homework:** Homework is assigned on a daily basis. Credit for homework will be reflected in the student's term grade in a specific manner predetermined by the teacher and explained to the classes at the beginning of the academic year.
- **Exams:** Students absent during an exam period are permitted to make up the exam within a reasonable period of time, using the Student Handbook as a guideline.
- **Partial Credit:** Partial credit shall be given on tests when the process is measurable as determined by the teacher.
- **Cheating:** Cheating will result in a grade of zero for the test, quiz or assignment for all students involved.
- **Calculators:** Students are expected to provide their own calculator. Students are strongly encouraged to provide a TI-83 or TI-84 calculator, which are used in Algebra 2 and subsequent courses. Students enrolled in statistics are encouraged to consider the TI-Inspire calculator, which is used extensively in all levels of the course.

### **Music Department Policies**

The following policies reflect the goals and expectations of each music instructor, regardless of discipline.

- **Homework/Practice:**
  - ❖ Members of each performing ensemble are expected to practice outside of class and complete any assigned work.
  - ❖ In addition, students will be assigned 2 projects per year; students enrolled in a double ensemble will be required to do 2 total projects.
- **Equipment/ Materials**
  - ❖ Students must take care of and be responsible for any printed music and/or folders handed out during the year.
  - ❖ Students must take care of and be responsible for any instruments, uniforms or costumes loaned during the year.

- ❖ After school rehearsals are an extension of the scheduled class, and attendance is required by each ensemble member. If a student is absent or tardy from school he/she may not attend an after school or evening rehearsal.
- ❖ Students must notify directors in advance if missing from rehearsal; please speak to the group director.
- ❖ Absences from after school rehearsals may result in seniors having to take the final exam.
- ❖ Concerts are the culmination of work done in and outside of class, and **attendance is mandatory**.
- Conduct
  - ❖ Students are expected to support each other and recognize the unique differences offered within each ensemble.
  - ❖ Students must be academically eligible to participate in additional trips and/or events outside of the course requirements
  - ❖ Students are to adequately care for and put away equipment used during rehearsals
- Grading will be determined according to the following criteria:
  - ❖ Practice/Homework: 30%
  - ❖ Class Participation: 30%
  - ❖ After-School Rehearsals & Concerts: 30%
  - ❖ Quizzes & Tests: 10%
- Honors Standing: In order to be considered for an Honors standing at graduation, students must achieve the following:
  - ❖ Must audition for Southeast District at least two times.
  - ❖ Must receive grades of A- or better for four years for their time within the ensemble.
  - ❖ Must be involved in at least two music ensembles within the department.
  - ❖ Must demonstrate the motivation to go above and beyond the general requirements in at least one additional event (i.e. musical).
- High Honors: In order to be considered for High Honors standing at graduation, students must achieve the following:
  - ❖ Must receive all A's in music class each term in the program.
  - ❖ Must be selected for Southeast District and receive a recommendation to audition for Allstate.
  - ❖ Must participate in at least two music ensembles within the department.
  - ❖ Must demonstrate the motivation to go above and beyond the general requirements in at least one additional event (i.e. musical).
- Private Lessons: Private lessons for music students are strongly encouraged by the Music Department faculty. Students can arrange lessons through their ensemble directors.
- Concert Dress: Dress for concerts is formal and decided by the group director.

### **Physical Education Department Policies**

Physical Education is a graduation requirement for all freshmen and sophomores. Starting with the class of 2022, all students will take a PE elective during junior and senior year to fulfil the Massachusetts Physical Education State Law Mandate. Students in grades 11 & 12 may elect from 3 pathways to meet this requirement.

1. Through the completion of one semester PE elective course in each 11th and 12th grade.
2. Through the participation on one of the school's athletic teams (Subject to eligibility policies and completion of the season). Waiver form must be submitted to guidance.

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must have a strong instructional component. Waiver form must be submitted to guidance for final approval.

Students are scheduled every day for 5 credits. The focus of the programs is on lifetime health and fitness and the benefits of regular participation in exercise and physical activity.

Students will engage in team sport, individual sports, cooperative games, circuit training, cardiovascular and strength building activities throughout the year. Activities reflect local implementation of state and national standards that incorporate recreational games, dual, individual and team sports, dance, and personal fitness training.

Each student is assigned a locker and combination lock to secure their valuables. For security purposes a student should not share lock combinations with other students. All locks must be returned at the end of the school year. A fee of \$5.00 will be assessed to those students who fail to return their locks at the conclusion of the course. It is extremely important that their personal belongings are **locked securely** and they do not give the combination to anyone. These lockers are small so please remember that if you have something of value in your backpack to take it out and lock it up.

- **Class Requirements:** Proper attire, including sneakers and comfortable clothing must be worn at all times. No jeans or boots are allowed. Students must participate in all activities unless medically excused. Evaluation is based primarily on participation, conduct, and effort. Good conduct, cooperation, and a positive attitude will be considered in calculating grades. Class members are expected to treat each other with respect and courtesy and to practice good sportsmanship. Equipment is to be treated with respect and returning all equipment to designated area is expected at all times. Points will be deducted from daily grade if necessary.

- **Cell Phones:** **Cell Phones will not be allowed in the physical education areas during school hours.** Phones should be locked in their lockers during class time and teachers should not see them. Teachers may give permission to use phones for music purpose during a fitness workout. There will have a 3 strike policy which will include: 1-warning, 2-teacher confiscates the phone until the end of class, 3- teacher turns the phone into the office and a referral is given to the office. Teachers will keep track of all warnings.

- **Medical Considerations:** Students are encouraged to inform the nurse of any medical conditions that may necessitate modifications or exclusions from physical activity. Short-term excuses must be accompanied by a parental note. Illness or injuries that exceed 7 consecutive days must be accompanied by a doctor's note. **Students excused for more than 2 weeks will be temporarily removed from class and be required to submit a written assignment to make up classes missed.** The content and length of the paper will be at the discretion of the instructor. Students returning to class following long-term absences must obtain an appropriate statement from a physician indicating approval to resume physical activities. Students unable to participate for an entire term for medical reasons, will be dropped from the course, and granted a medical waiver. Students with medical waivers will be exempt from the graduation requirement.

- **Attendance Policies:** Classes begin promptly and students are expected to be punctual and prepared for activities, within 5 minutes after the late bell. Students arriving late without a pass will receive detention. Attendance is taken daily. Excessive absences must be made up in order to receive credit. Upon approval of the instructor, written reports will be accepted in place of class participation.

- **Safety and Security:** Electronic devices are not permitted during class activities unless he or she has teacher approval. Cell phones, books, pens, pencils, backpacks, pocketbooks and



in lockers during class activity.

- Assessment: FITNESSGRAM

- ❖ Fitness testing to determine physical strengths and weaknesses will be administered to all freshman and sophomores in the fall and the spring. Students will analyze their fitness results, make comparisons of their scores based on national standards, and set goals to improve their fitness levels. Fitness scores are used for prescription and not as the basis for assigning grades. Completion of the fitness test is factored into the participation component of the total term grade.
- ❖ All freshman and sophomores will conduct independent research two out of the four terms on a variety of wellness topics. A written assignment will be submitted twice and factored into that term grade. Unit quizzes, homework assignments, and fitness logs/programs will be graded and recorded as part of the term grade. Oliver Ames High School portfolio assignments will be conducted twice in the school year and graded.
- ❖ All freshman and sophomores will complete fitness portfolios containing FITNESSGRAM fitness testing scores, goals, and prepare a workout program. Sophomores will build their own fitness program and log workouts done outside of class.
- ❖ Performance assessment will be based on participation and individual skill. Students will be observed and evaluated based upon criteria outlined in the Departmental Participation Rubric. Self-evaluation will also be utilized during some activity units.
- ❖ All freshmen and sophomores will conduct independent research each term on a variety of wellness topics. A written assignment will be submitted at the end of each quarter and calculated into the term grade. Writing assignments account for 30% of the term grade.
- ❖ Occasionally, heart rate monitors will be utilized during cardiovascular activities to monitor heart rate and demonstrate the importance of safe training practices. Students will demonstrate proficiency in using the devices and how to interpret results.
- ❖ All freshmen and sophomores will complete fitness portfolios containing personal fitness profiles, goals, term papers and information documenting target heart rate derived from authentic feedback using heart rate monitors.
- ❖ Performance assessment will be based on participation and not individual skill.

- Grading Policies

- ❖ Daily grading and evaluation will be based on the following criteria:
  - Preparation/proper attire/punctuality/warm-up routine
  - Participation and Effort
  - Knowledge of game rules, strategies and fitness concepts
  - Conduct/attitude/courtesy/sportsmanship
- ❖ Term grades using the X-2 Grade Book Categories Method will be calculated as follows:

- Psychomotor Domain

- ❖ Motor skills and performance tasks = 50%
- ❖ Demonstrated through active, cooperative, thoughtful and respectful participation and effort.

- Cognitive Domain

- ❖ Content knowledge = 30%
- ❖ Demonstrated through written assignments and compliance with game rules and strategies and knowledge of wellness concepts.

- Affective Domain

- ❖ Social Competency and Personal Responsibility = 20%
- ❖ Exhibited through consistent preparation, good sportsmanship, self-evaluation, leadership, motivation, and responsible behavior.

with all available safety equipment before participating in formal laboratory experiments. Appropriate behavior is required during all lab sessions. Inappropriate lab behavior may result in a suspension of laboratory privileges or expulsion from science class.

- Students are also held responsible for breakage of laboratory equipment due to their own negligence.
- Honors Chemistry students must participate in the science Olympiad at the HHR School. Students who are absent the day of the Olympiad must complete an alternative project assignment.
- Success in science class is dependent on regular attendance. Students are responsible for any work missed due to absence. The student handbook may be used as a guideline in determining assignment make-up due dates. Homework is assigned regularly and checked in all science classes.
- Biological and chemical wastes are disposed of in accordance with local, state, and federal guidelines.

### **Social Studies Department Policies**

- Scaling: All tests and quizzes are counted as part of the term's grade based on score earned. No scaling of term grades occurs.
- Homework: Students generally receive credit for all written homework.
- Turnitin: Students may be required to upload any writing assignment on Turnitin. Students that fail to complete this step will not receive a grade until the assignment has been uploaded. Students may lose points on the assignment for late submissions.
- AP Courses: All students taking an AP course are required to take the AP Exam in May. AP courses will not take a final exam. Final grades will be determined by the following formula; each term counts as 22% and the mid-year exam as 12% of the Final Grade.

### **World Language Department Policies**

- Quizzes: A quiz may be given at any time with or without notice. The number will vary according to the class and the material covered.
- Tests: A test is given after each unit of work. Students will be told in advance of the test date. A review is conducted before the test.
- Partial Credit: Misspelled vocabulary words receive no credit. Sentences with an error may receive partial credit. The teacher will judge in each case.
- Scaling Grades: Scaling of any kind is NOT the practice of the department. There will be no "dropping" of the lowest (quiz or other) grade.
- Cheating: Cheating will result in a grade of zero for the test, quiz or assignment for all students involved.
- Homework: Homework is assigned on a daily basis. Credit for homework will be reflected in the student's term grade in a specific manner predetermined by the teacher and explained to the classes at the beginning of the academic year.
- French or Spanish will be the primary language spoken in class, rather than English.

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### **Academic Fraud**

Academic fraud includes any attempt to gain academic credit for knowledge or work not genuinely a student's own. **Plagiarism** is the intentional presentation of another's work, research, or ideas as one's own. The penalty for academic fraud is total loss of credit ("0") for any test or assignment on which it was attempted and referral to the assistant principal via the X2 aspen system. The student may also be removed or prohibited from holding an office in or participating in a co-curricular activity or organization. The second offense will be referred again to the high school office via X2 referral and considered a suspendable offense.

test is not taken in an AP course then the student's transcript will be changed and the AP course removed. The cost for an AP test is about \$94.00. All costs are borne by the individual. College level courses are available in all programs required for graduation, and for many electives. If you have any questions, including questions covering the costs of these examinations, please feel free to contact the Oliver Ames High School Guidance staff at (508) 230-3210 ext. 1420 for more information.

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### Community Service Guidelines

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In an effort to provide a rewarding conclusion to their high school career, Oliver Ames High School students are offered a course in school community service through the Social Studies department. This offering provides students with the opportunity to become more involved in the activities of the school community. Under no circumstance would the student be paid. A student must be in good standing in order to participate in the Community Service Program.

**I. Objective:** To be of service to the faculty and staff at Oliver Ames High School; To reflect on why serving the community, in any capacity, is a valued and important part of our society.

**II. Requirements:** Upon enrolling in the course, students will be placed with a cooperating faculty or staff member for the duration of the class. Placements may be changed by the faculty member facilitating the course at any time. Students will report to their assigned faculty or staff member and assist them with any necessary tasks. An assignment each term, and a midyear and final exam, must be completed.

**III. Orientation:** At the beginning of the school year and second semester, students will meet with the faculty member facilitating the course and the school principal to discuss expectations and requirements of the course. Students will sign a document indicating they understand those expectations and requirements.

**IV. Supervision and Evaluation:** Cooperating faculty and staff members will assign a grade to students based on their cooperation, willingness to complete tasks and attendance. The facilitator of the course will assign the grades for all written work.

**V. Permission and Transportation:** Permission for participants in the program is necessary from each student's parent(s)/guardian(s). Any transportation involved cannot be the responsibility of the Easton School System.

**VI. Participation:** Participation in the Community Service Program is a privilege. Any student who abuses this privilege by leaving without permission, not reporting to their cooperating faculty or staff member, or in any other way failing to act as a respectable student of Oliver Ames High School, may be subject to removal from the program and further disciplinary action.

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### Course Changes/Selections

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All subject and/or course changes must be processed through the guidance department. A change slip listing those subjects to be changed will be issued to the student, who is required to obtain teachers', parent(s)/guardian(s)', and department heads' signatures indicating their approval. The change slip is then taken to the principal for final approval. Only then will the student be permitted to start the new schedule. No student may drop from a class after the first week of the 2<sup>nd</sup> marking period.

#### Course Level Selection

Students in sequential courses have the greatest chance for success when they have achieved a "C" or better in the previous sequential course. They should select levels with the recommendation of

After course selections are determined and the master schedule is built based on student requests, parental overrides will not be accepted. Courses may not be dropped after the first week of the 2<sup>nd</sup> marking period.

Honors level courses are recommended for students who demonstrate exceptional academic achievement, achieve honor grades, and display strong motivation in their subjects. Because these courses are rigorous and contain considerable enrichment and acceleration, students must possess well-developed study skills to be successful. Students are expected to organize their time, plan long-term assignments, and seek help when necessary, all on their own initiative. Instruction will assume that students are able to grasp concepts on initial presentation, and will emphasize observation, analysis, synthesis, and problem-solving. To move into an honors or AP course from a college level course or program, students must have an A- average or teacher recommendation.

To continue in the honors program for the next school year, a student must obtain at least a B for the yearly average in an honors course. Students in sequential courses select levels with the approval and recommendation of their teacher. A student who wishes to elect a level other than the one recommended by his/her teacher must bring a note indicating parental approval to his/her guidance counselor to be filed in the student's record folder.

### **Curricula**

Oliver Ames High School offers a choice of offerings to each student. They include AP, honors, and college level courses as well as tech prep and career oriented offerings. Oliver Ames High School is in compliance with the Education Reform Law that required that general track courses be eliminated.

Selection of a particular course should be weighed carefully with a view toward ability, interest, and future plans. The selection should be made with the approval of parent(s)/guardian(s) and guidance counselors. It is recommended that students and parent(s)/guardian(s) familiarize themselves with the Program of Studies booklet. This booklet contains detailed information of the curricula offered and the courses offered in each program. The pupil's teachers, guidance counselor and principal will be glad to advise and consult with parent(s)/guardian(s) and students. Appointments may be arranged by contacting the high school guidance office at 508-230-3210, ext. 1420. All subject and/or course changes must be processed through the guidance office.

### **Tutoring**

Section 28.03 (3) (C) of the Chapter 766 Special Education regulations specifies the school system responsibility to provide home-based tutoring. The Easton Public Schools provides tutoring services for students upon receipt of a physician's written order that the student must remain at home or in a hospital for medical reasons for a period of not less than fourteen school days in the school year. The tutoring services are provided with sufficient frequency to allow the student to continue his or her educational program, as long as the services do not interfere with the student's medical needs. Generally, the number of hours provided is nine hours per week (two to three hours per subject).

In order for a child to receive this service, Special Education Form 16 ("the blue form") must be completed and signed by the physician from the special education office, or the parent(s)/guardian(s) can pick it up and take it to the doctor for signature.

Tutors are arranged through the Special Education office at the secondary level. Teachers send a written report every two weeks to the Special Education office stating the work content addressed and progress noted. Tutors cannot be a student's current subject teacher.

### **Departmental and Graduation Honors**

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honors are awarded as High Honors for overall averages of 3.7 and Honors for averages of 3.3.

## Grading

- ❖ Report cards are issued four times a year. The marking system reflects grades and teacher comments: **A-Excellent, B-Good, C-Fair, D-Poor, F-Failure, P-Pass, W-Withdrawn, I-Incomplete**
- ❖ Note: Pluses and minuses may be added to letter grades when appropriate. Incomplete grades must be made up within ten days of the new marking term or all incomplete material becomes an F.
- ❖ For all full year courses which give mid-year and final exams, the mid-year exam and final exam will be listed as separate grades, together counting 20% of the final class grade with each of the four terms counting 20%. For half-year courses, the final exam will be listed as a separate grade, counting 20% of the final grade with each term counting 40%.
- ❖ A student who has missed work due to short-term absence has the same number of days as his/her absence PLUS ONE day to complete make-up work. All make-up work must be completed within ten days of the end of the term or a grade of "F" will be recorded. Teachers have final say in all grading.

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## Graduation Requirements

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1. All students must carry seven courses each year.
2. **\*Pass physical education for grades 9 and 10.**
3. Pass four (4) years of English grades 9-12.
4. Pass three (3) years of social studies grades 9-12.
5. Pass three (3) years of science grades 9-12.
6. Pass four (4) years of math grades 9-12.
7. Pass one (1) year of one or combination of Music, Industrial Technology, Art, Family and Consumer Sciences.
8. Pass one (1) year of business/technology education.
9. A total of 18 courses are required as part of the graduation requirements; students may choose 8 electives grades 9-12.
10. Successful completion of a total 130 credits.
11. A typical college bound graduate from Oliver Ames High School will have successfully completed a minimum of two (2) years of lab science course work.
12. Students must either earn a scaled score of at least 240 on the grade 10 MCAS [ELA](#) and [Mathematics](#) tests, or earn a scaled score between 220 and 238 on these tests and fulfill the requirements of an [Educational Proficiency Plan \(EPP\)](#). Students must also earn a scaled score of at least 220 on one of the [high school MCAS Science and Technology/Engineering \(STE\) tests: Biology, Chemistry, Introductory Physics, or Technology/Engineering](#). If a student does not receive a passing grade in either Math, English, or Science, they are eligible to take MCAS retests.
13. Students may participate in graduation activities (class night, graduation, etc) only when all credit requirements are fulfilled.
14. Under exceptional circumstances or situations, requests for waivers for exceptions to these graduation requirements shall be addressed to the building principal. Determinations shall on a case-by-case basis with priority placed on scheduling conflicts with higher level course. The decision of the building principal shall be final.

**\*Starting with the Class of 2022, all students must pass FOUR years of physical education, grades 9-12.**

**Note:** NCAA Divisions I and II require 16 core courses. Please reference the NCAA Clearinghouse website for specific requirements at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) for more information.



Honor roll determination will be based on those classes which meet five or more times weekly. To be eligible for honor roll consideration, a student must have all grades of "C" or better in classes which meet fewer than five times a week. Honor Roll will be established as follows:

High Honors	All A's
Honors	All A's and B's
Honorable Mention	All A's, B's, and not more than one C.

The scaling of honors to non-honors courses for figuring rank in class and grade-point average is as follows:

REGULAR		HONORS/ADVANCED PLACEMENT
4.0	A+	5.0
3.8	A	4.5
3.5	A-	4.0
3.3	B+	3.5
3.0	B	3.3
2.7	B-	3.0
2.4	C+	2.4
2.0	C	2.0
1.7	C-	1.7
1.4	D+	1.4
1.0	D	1.0
0.5	D-	0.5
0	F	0

### **Class Rank Calculation**

Please note class rank will be recalculated in August each year, just prior to the beginning of the new academic year. Rank is calculated in August, so that all make-up grades can be included and we can have as accurate a rank as possible.

### **Grade Point Average (GPA)**

GPA is determined by the honor point value of each grade multiplied by the number of credits assigned to the course. The total number of these weighted honor points is then divided by the total number of credits attempted to determine the GPA. Only those courses in which all students work under the same conditions will be included in the GPA.

### **Valedictorian Requirements For Eligibility**

When rank is recalculated for the purpose of identifying the class valedictorian, the following requirements will be taken into consideration:

1. First the valedictorian must spend his or her final two years at Oliver Ames High School with a full-time scholastic program.
2. The final rank will be calculated following senior final exams at the end of the senior year.
3. Valedictorian will be determined by the highest grade point average out to the thousandth decimal point position. In the event of a tie at the thousandth decimal point position, co-valedictorians will be announced.

### **Graduation Ceremony**

The Oliver Ames graduation ceremony is a formal affair. Students must wear proper attire in order to march and participate in the graduation ceremony. For girls: dress and proper footwear.

### Class Colors

Class colors started prior to World War I when the class of 1917 chose as its colors – Red, White, and Blue. The Class of 1922 chose Maroon and Gold, and the Class of 1927 chose Blue and Gold. About 1930, the four-year rotation of the present class colors came into being. Colors are assigned on a rotating basis as follows:

White	2021, 2025	Red and White	2020, 2024	Green and	
		Blue and Gold	2022, 2026	Blue and White	2023, 2027

### Credits For Courses Taken Outside Of The Regular School Day

Oliver Ames High School students (grades 9-12) may receive credits for courses taken outside of the regular school day. However, as a minimum, fifty percent of the high school's graduation requirement in each subject must be earned during the regular school day. The following conditions must be met, if the student is to receive credit:

#### • Summer School Courses

- ❖ These courses may be taken at any recognized summer school run by an accredited school system. Eligible students will be allowed to take courses for credit to replace courses failed. A grade of C- or better is required to receive credit.
- ❖ Summer school is available to eligible students. Summer classes provide an opportunity for students who fail a Math or English course to make up the requirement and to move forward in their course of study.

#### • Night School Courses

- ❖ Each semester course will be worth 5 credits. Students who wish to improve the grade of a previous course must take the EXACT course and improvement must be one full grade. However, the minimum grade must be at least a C- to receive credit. A student may take two courses per semester for credit. Students who wish to take courses not offered at OAHS may do so and these may appear on the student's transcript if the students request it. Credits will not be granted for these courses unless prior permission has been granted by the principal.

### PSAT

Preliminary Scholastic Aptitude Tests are usually taken in the fall of the sophomore and junior year and are a good way to acquaint students with the SAT I. Applications and information are available in the guidance office, 508-230-3210 ext. 1420. National Merit Scholars are chosen from this test. Failure to take this test eliminates a student from the National Merit Scholarship competition.

### SAT Reasoning Test

College Board Scholastic Aptitude Tests are required by many colleges for admission. They are given throughout the year. The best times to take them are spring of the junior year and fall of the senior year. (Applications and information are available on-line.) A full calendar of dates is available online. Students enrolled in college level courses are urged to take the SAT Reasoning Test in May of their junior year. Students enrolled in other programs are encouraged to gain the maximum preparation time possible and therefore are advised to take the SAT Reasoning Test by November in their senior year.

### SAT Subject Tests/Advanced Placement Tests

obtained along with applications from the guidance office. Students are expected to pay for the exams.

Advanced Placement tests are given in May with sign ups usually in October. Applications and information are available in the guidance office. Students are expected to pay for the exams.

### **Scholarships, Testing, and Competitions**

The following information concerns testing which is available to Oliver Ames High School students. Further information can be obtained by calling the school and asking for the department concerned with the specific item.

### **Speaking Contests**

Speaking contests are sponsored by the VFW and other groups, with prizes ranging from a Savings Bond to the local winner to scholarships for state and national winners. Information on these contests and others involving governmental processes may be obtained from the chairman of the Social Studies Department.

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## **Scholarships and Aid**

Application forms for local organizations and Easton Scholarships are available from the guidance office in March. Students should consult the guidance office staff for information about scholarships including but not limited eligibility requirements, and application and selection processes. Decisions are made in May by the individual groups who give the scholarships and are announced at Class Night.

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## **Mid Year and Final Exams**

### **Test Days and Testing**

The following testing days have been established:

Days 1 & 2: Math, Social Studies

Days 3 & 4: English, Science

Days 5 & 6: Foreign Language, Business, Family Consumer Science, Industrial Arts, Phys. Ed., Music

Day 7: Open

Teachers will make every effort to adhere to the schedule as closely as possible. It is the responsibility of the student to inform the teacher as soon as the student is assigned more than two tests for a day. Quizzes may be given at any time. Prior notification must be given for a unit test; preferably, this should be two days. No student is expected to take more than two tests in any one day.

### **Mid-Year Exam Schedule**

#### **CLASS A AND B EXAMS**

7:55-8:25	Teacher in assigned room for individual help
8:30-10:00	FIRST EXAM – A Class
10:00-10:30	Teacher in assigned room for individual help
10:30-12:00	SECOND EXAM – B Class
12:00-12:30	Lunch
12:30-2:25	Teacher in assigned room for individual help
2:25	Busses leave

#### **CLASS C AND D EXAMS**



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10:30-12:00 SECOND EXAM – D Class  
12:00-12:30 Lunch  
12:30-2:25 Teacher in assigned room for individual help  
2:25 Busses leave

### **CLASS E AND F EXAMS**

7:55-8:25 Teacher in assigned room for individual help  
8:30-10:00 FIRST EXAM – E Class  
10:00-10:30 Teacher in assigned room for individual help  
10:30-12:00 SECOND EXAM – F Class  
12:00-12:30 Lunch  
12:30- :25 Teacher in assigned room for individual help  
2:25 Busses leave

### **CLASS G EXAM AND MAKEUP**

7:55-8:25 Teacher in assigned room for individual help  
8:30- 10:00 FIRST EXAM – G Class  
10:00-10:30 Teacher in assigned room for individual help  
10:30-12:00 SECOND EXAM – Make-Up  
12:00-12:30 Lunch  
12:30-2:25 Teachers in assigned room for individual help  
2:25 Busses leave

## **Final Exam Schedule**

### **CLASS G AND F EXAMS**

7:55-8:25 Teacher in assigned room for individual help  
8:30-10:00 FIRST EXAM – G Class  
10:00-10:30 Teacher in assigned room for individual help  
10:30-12:00 SECOND EXAM – F Class  
12:00-12:30 Lunch  
12:30 - 2:25 Teacher in assigned room for individual help  
2:25 Busses leave

### **CLASS E AND D EXAMS**

7:55-8:25 Teacher in assigned room for individual help  
8:30-10:00 FIRST EXAM – E Class  
10:00-10:30 Teacher in assigned room for individual help  
10:30-12:00 SECOND EXAM – D Class  
12:00-12:30 Lunch  
12:30 - 2:25 Teacher in assigned room for individual help  
2:25 Busses leave

### **CLASS C AND B EXAMS**

7:55-8:25 Teacher in assigned room for individual help  
8:30-10:00 FIRST EXAM – C Class  
10:00-10:30 Teacher in assigned room for individual help  
10:30-12:00 SECOND EXAM – B Class  
12:00-12:30 Lunch

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7:55-8:25	Teacher in assigned room for individual help
8:30-10:00	FIRST EXAM – A Class
10:00-10:30	Teacher in assigned room for individual help
10:30-12:00	SECOND EXAM – Make-Up
12:00-12:30	Lunch
12:30 - 2:25	Teacher in assigned room for individual help
2:25	Busses leave

During mid-year and final exams, students are expected to be in school only during those periods having exams or classes meeting during the extended period. Any student absent for an exam must have a parent/guardian contact the main office to verify the absence.

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### Senior Final Exam Exemption Policy

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In an attempt to provide an incentive for seniors to finish their high school careers with a commendable 12<sup>th</sup> grade report card and a strong attendance record, seniors who have maintained a B+ (86.5%) average or greater as of May 15<sup>th</sup> and who have seven or fewer total absences during the second semester of their senior year, are exempt from taking a final exam in each full year class in which they have met the above stated criteria. The only absences excluded are absences that are school related - **medical absences are not excluded**. This policy excludes half-year courses, classes requiring an Advanced Placement Exam as a final, and excludes underclassmen in senior classes. However, the proposal does not exclude seniors who are in an underclass course.

OAHs faculty will calculate the final grade and attendance requirement for seniors. Attendance determination is the responsibility of each faculty member. There are no appeals to the attendance requirement. The grading procedure to determine exemption status must be calculated in the following manner:

Terms one through four would each count for twenty-two percent of the overall grade. The Mid-Year would count for twelve percent of the overall grade.

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### Field Trips

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Each student must bring a permission slip signed by a parent(s)/guardian(s) for a field trip. In most cases the students are responsible for any fees. Students going on trips are to be dressed as representatives of the Easton Public Schools. The only exception to this rule is when the trip is a working field trip, and this will be discussed with the administration. Boys are expected to wear shirts and ties. Girls should be appropriately dressed. All school guidelines are in force during field trips. Class work due in the student's other classes on the day of a field trip is expected to be turned in on that day, before the student leaves on the trip.

Students should ask, in the days before the trip, what materials will be covered and the nature of the homework assignment in each class that will be missed while on the field trip. Work given in any of the student's classes on the day of the trip is expected to be completed in time for the next class. Every student is responsible for all class material that is missed. Students who are participating in school sponsored trips (ie, International trips, and out of state trips) must be in school the entire day in order to participate on the trip.

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### Religious Holidays

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1. Excused absence will be allowed on major religious days to enable students to participate in their religious activities. The exercise of conscience is a personal matter and should not be a matter of public discussion.
2. Every pupil who is absent for a legitimate reason, including absence for religious reasons, is allowed to make up, within a reasonable time period, the work covered and the assignments made during his or her absence.
3. Long-term reports or special projects which are due on one of the major religious days are to be submitted to the teacher at a mutually agreed upon date following the pupil's return to school, with no penalty for late filing.
4. Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holy day. Provisions should be made for students who expect to be absent to get assignments that might be necessary ahead of time and to have class work reviewed by the teacher. In no situation should a student be made uncomfortable because he or she chooses to exercise his or her religious convictions. Because many religious observances often involve family activities, students should not be expected to complete homework, study for tests, or do other school work during their absence.
5. Out of respect for the diversity of the community, efforts will be made to avoid scheduling major events on notable holidays.
6. The implementation of this policy is the responsibility of the School Principal.

## Code Of Conduct

Students are expected to conduct themselves in a manner that promotes a safe, orderly learning environment within the school, shows respect for the rights of others, and helps preserve the property and equipment provided for the use of students. Student efforts in meeting this expectation will minimize the need for school-directed discipline, and self-discipline should be each student's foremost objective.

Students who fail to meet the expectations set forth above may be subject to disciplinary action, including but not limited to the following: review of rules; warnings; loss of privileges; detention; community service; school service; suspension out of school; and expulsion. **The student may also be removed or prohibited from holding an office in or participating in a co-curricular activity or organization.**

Students may be disciplined for conduct (1) that occurs on school property or at school-sponsored events or (2) that is otherwise related to school.

While the Code of Conduct lists examples of prohibited conduct and potential consequences for engaging in such conduct, it is not possible to anticipate every circumstance that could result in discipline. Students should realize that if they engage in **any** behavior that is inconsistent with an appropriate educational environment, whether or not specifically listed in the Code, they could be subjecting themselves to disciplinary action.

In the event such disciplinary action involves suspension, the student will have the opportunity and is in fact expected to make up applicable assignments and tests as needed to make academic progress during the period of his or her removal from the classroom or school. A student who is suspended from school for more than ten (10) consecutive days will have an opportunity to receive education services through the school-wide education service plan.

Students should be aware that school officials have the authority, as deemed necessary, to interview students regarding matters that are relevant to the school environment. In addition,

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## **Easton Public Schools Student Discipline Policy**

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The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents. The Principal shall also include procedures to be followed prior to excluding a student from school for misconduct, as set forth in statutory provisions that apply to various types of offenses, including M.G.L. 71, Sec.37H (possession of controlled substances and weapons, assault on educational personnel); M.G.L. 71, 37H½ (felony complaints); and M.G.L. 71, 37H¾ (all other offenses).

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such removal is not considered discipline within the meaning of this policy.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, 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, in English and in the primary language of the home, 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.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

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, 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.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance,

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### **Reporting**

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REF: M.G.L. 71:37H; 71:37H½; 71:37H¾, 603 CMR 53.00

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## **Easton Public Schools Policy Searches and Interrogations**

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### **Searches by Staff**

School administrators may search students and their personal belongings on school property or at school related events when the administrator has a reasonable, individualized suspicion that the search will produce evidence that the student has violated a school rule or a state or federal law. In addition, in the event of a health and safety emergency, students and their personal effects are subject to search on a random and/or systematic basis. Lockers and desks assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

**Interrogations by Staff:** School administrators shall have the authority, as they deem necessary, to interview students regarding matters that are relevant to the school environment.

**Interrogations by the Police:** When Police seek to interrogate a student at school, school staff shall make reasonable efforts to notify the student's parents prior to such interrogation, so long as appropriate to the circumstances.

### **Due Process**

#### **A. Procedures Applicable To Conduct Covered By M.G.L. C. 71, §37h and 37h ½ (Statutory Offenses)**

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following

1. Oral or written notice of the charges to the student.
2. If the student denies the charges, an oral or written explanation of the evidence against him/her.
3. An opportunity to present for the student to present his/her version of the relevant facts.

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:

- a) The reason for the suspension
- b) A statement of the effective date and duration of the suspension
- c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

parents to review the charge and the applicable standards if the Principal deems appropriate.

## **B. Procedures Applicable To Conduct Not Covered By M.G.L. C. 71, §37h and 37h ½**

### **1) In-school Suspension For Less Than 10 Cumulative Days During A School Year**

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will 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. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator 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.
4. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page 43.

### **2) Procedures For Short-term, Out-of-school Suspensions (10 Cumulative Days Or Less In A School Year)**

Except in the case of an Emergency Removal as provided on page [ ], prior to imposing a short-term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary offense;
- b) the basis for the charge;

present the student's

- e) explanation of the alleged incident, and for the parent to attend the hearing;
- f) the date, time, and location of the hearing;
- g) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

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 school and parent.

**2. Efforts to Involve Parent:** The administrator will make reasonable efforts to provide the parent an opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator 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.

**3. Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

**4. Decision:** The administrator will provide written notice to the student and parent of his/her 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. The notice of determination may be in the form of an update to the original written notice of hearing.

### **3)\_\_\_\_Procedures For Long-Term Suspension**

Except in the case of an Emergency Removal provided on page [ ], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

**1. Notice:** The notice will include all of the components for a short-term suspension in Section B(2) above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) 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;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

**2. Format of Hearing:** The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's



committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will 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 school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

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;
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 (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will 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
  - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

#### **4) Exception For Emergency Removal**

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if 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 administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- 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, and other applicable matters;
- Provide written notice to the student and parent as provided in Section B(2) or B(3) above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, 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 administrator, student, and parent.

offense until adequate provisions have been made for the student's safety and transportation.

### **5) Appeal To The Superintendent For Long-term Suspensions**

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must 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. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will 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.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

### **6) Other Conditions Applicable To Suspensions:**

1. Makeup work: Any student who is suspended, is expected to make up all work missed while suspended, and such work will be graded and included in the student's grade. Students who are suspended for more than 10 consecutive days will have the opportunity to receive education services and make educational progress through a school-wide education service plan.
2. Participation in co-curricular activities: Any student who is suspended, loses the right to participate in co-curricular activities, including athletics and music from the time the suspension is invoked and may not for a period of seven (7) school days following the conclusion of the suspension allowed to participate. This shall include one game or event but not more than one. However, student-athletes will be allowed to practice during this time period.
4. Out of school suspension: A student who is subject to an out of school suspension is prohibited from being on school property or at a school sponsored event for the duration of the suspension.

Act of 1975 (Section 504), and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline.

**A brief overview of these rights under the IDEA is provided below.**

In general, special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the school district may be required to provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new IEP. The Team must also conduct a functional behavior assessment and develop or revise a behavioral plan for the student.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals. Similar procedures apply to eligible students with disabilities as defined by Section 504.

Additional information regarding the procedural protections for special education students can be obtained from the Director of Special Education who can be reached at 508-230-3200.

**F. Discipline of Students Not Yet Determined Eligible for Special Education**

The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is "deemed to have knowledge" if: (1) The child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the

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## **Additional Laws, Policies And Practices Massachusetts Laws**

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### **Mass. Gen. Laws, Chapter 71 Section 37H – Controlled Substances, Dangerous Weapons and Assaults on Education Personnel**

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

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

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

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

### **Chapter 71, Section 37H ½ - Felony Complaints and Felony Convictions:**

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

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

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the

the city, town or regional school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent(s)/guardian(s) within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal; or headmaster, including recommending and alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

### **Section 32A: An Act Related To Sex Education**

Parent(s)/guardian(s) have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues, through written notification from parent(s)/guardian(s) to the school principal. Further, parent(s)/guardian(s) have the right to inspect program instruction materials for these curricula. A copy is available for review at the schools.

### **Referral To The Police**

School officials generally report suspected criminal conduct that occurs at school or school related events to the police. Such conduct includes, but is not limited to, possession of weapons such as guns or knives, possession of a controlled substance, and significant incidents of bullying, assault, vandalism, and theft. Reporting suspected criminal conduct is separate from any disciplinary action that school officials may take based upon the same conduct.

### **Weapons Policy**

Any student found in possession of a dangerous weapon at school or school-related events is subject to expulsion by the principal. If such weapon is a firearm, the student must be excluded from the Easton Public Schools for a period of not less than one year, except as determined by the Superintendent on a case-by-case basis. The definition of a "firearm" includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines, and similar devices, as set forth in the Gun Free Schools Act.

Students should also be aware that the possession of a firearm or certain other dangerous weapons in any building or on the grounds of any elementary or secondary level school is a crime punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both.

of such report with the local chief of police, the Department of Social Services (DSS), the Special Services Office, and the School Committee.

### **Behavior**

The following are types of inappropriate behavior that may be addressed through disciplinary procedures. Any student who engages in these behaviors should expect to accept the appropriate consequence; including being removed or prohibited from holding an office in or participating in the co-curricular activity or organization. **Whether or not listed below, conduct that substantially disrupts the educational mission and functioning of the school or violates the civil rights of an individual is subject to disciplinary action.**

### **Class Disruptions**

Students who disrupt the learning of others will be subject to disciplinary action, including but not limited to the following:

1st removal – detention, or school service assigned and parent/guardian contacted.

2nd removal – detention or school service or suspension assigned and student removed from the class until a parent/guardian conference with the assistant principal is arranged.

3rd removal – school service or suspension assigned and student may be permanently removed from the class with loss of credit.

Failure to adhere to the consequences of wrongdoing, such as skipping detention:

1st offense - one (1) days of suspension.

2nd offense - two (2) days of suspension and no school related activities for 30 calendar days.

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## **Social Probation**

Students are reminded that participation in school activities such as dances and being a spectator at an event is a privilege, not a right. Inappropriate conduct may result in exclusion from any school sponsored activities, whether or not the student is suspended/expelled from school. Students who are put on social probation may be on social probation for a calendar year and are forbidden to attend school sponsored activities or be on school grounds after school for any reason except for authorized make-up work, participation in school sponsored sports/activities or detention.

Students who have been suspended cumulatively for 10 days or more in a school year will be put on social probation.

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## **Tobacco Free Schools Policy**

### **Tobacco and Related Devices Prohibited**

Students are prohibited from possessing and/or using the following within school buildings, school facilities, on school grounds, in school buses or in other school vehicles, and at all school sponsored functions:

- Tobacco (includes chewing tobacco, cigarettes, cigars, electronic cigarettes, juuls any other products containing tobacco and nicotine, vapor cigarettes)

- Devices that are designed or may reasonably be used for tobacco consumption, including juuls, whether or not they actually contain tobacco or nicotine

### **Investigation**

### **Consequences**

Students who violate the above may be subject to disciplinary action, including, but not limited to suspension, or other sanctions as determined by the school administration, subject to applicable procedural requirements.

The school administration has the discretion to reduce or limit discipline in circumstance where a student elects to participate in a smoking cessation program and/or diversionary educational program relative to the hazards of tobacco use.

1st Offense - Parent/Guardian Notification, 1 day of In-school suspension, and/or diversionary educational program

2nd Offense - Parent/Guardian Meeting, Short-term Out of School Suspension and social probation for 2 months

Subsequent Offenses - Parent/Guardian Meeting, Short-term Out of School Suspension up to 10 days and social probation for a calendar year

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### **Other Disciplinary Procedures**

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#### **Truancy, Leaving School, and Leaving School Grounds**

Students are not to leave school or school grounds during the school day without permission of both parent(s)/guardian(s) and school authorities. Students who leave school without permission and without signing out on sign out sheet in the main office may be subject to disciplinary action. Violations may be a suspension offense, and if a vehicle is used, that vehicle will no longer be allowed at school.

1st Offense – one (1) day suspension and the student may not attend or participate in school-related activities for seven (7) calendar days. A parent and student meeting may be scheduled with administration.

2nd Offense – two (2) day suspension, and the student cannot attend or participate in school-related activities for fourteen (14) calendar days. Parent and student must meet with the assistant principal after the last day of suspension.

3rd Offense – three (3) day suspension, and the student cannot attend or participate in school-related activities for thirty (30) calendar days. Parent and student must meet with the principal/or designee after the last day of suspension.

In addition to the specific infractions listed above, any student who engages in the following behaviors may be subject to disciplinary action up to and including a long-term suspension.

- Causing or attempting to cause damage to school property or private property
- Causing or attempting to steal school property or private property or receiving stolen property
- Possessing inappropriate materials in school
- Possession or use of alcohol or drugs-See also ‘Drug and Alcohol Policy’ and the provisions of M.G.L. c. 71 §37H .
- Using inappropriate language that is disruptive to the educational environment
- Violating pass regulations
- Assault on another student or on another individual
- Fighting - In order for a claim of “self defense” to be considered, the student must show he/she had no route of escape
- Hazing - See ‘Hazing Policy’

- Setting a fire
- Leaving school property without authorization

Repeated violations of school rules - three short-term suspensions in one school year will, in nearly all cases, constitute repeated violations of school rules and directions.

In addition to the previously mentioned behaviors, Oliver Ames High School adheres to the following policies governed by state and federal statute, sometimes referred to as “Statutory Offenses.” Any student who engages in the following behaviors may be or expelled.

Possession of a controlled substance. (See page 60, and provisions of M.G.L. c. 71, §37H on page 53)

Possession of a dangerous weapon. (See also, Weapons Policy on page 62, and the provisions of M.G.L. c. 71, §37H on page 54)

Assault on educational staff. Students should note that “assault” includes not only offensive physical contact, but also threats of such contact. (See also the provisions of M.G.L. C. 71, §37H on page 54)

### **Students charged with or convicted of a felony**

A student may be suspended/expelled, if charged/convicted of a felony, even when based on actions that did not occur on school property or school related events if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. Any student charged with a felony **MUST** meet with the principal. (See the provisions of M.G.L. c. 71, §37H ½ on page 54).

### **Care Of School Equipment And Property-student Obligation**

Materials loaned to students remain the property of the Town of Easton. Each student is responsible for materials given to him/her. At the conclusion of the activity, materials are to be returned to the instructor promptly. Damage or loss of materials obligates the student to replace the lost or damaged equipment. Failure to do so may result in disciplinary action.

### **Class Rules And Regulations**

Teachers can use their discretion in establishing appropriate rules, policies, and routines for their classes to ensure students enjoy an environment that is conducive to learning. Teachers may enforce no eating policies, no hoods/hats, or other policies that can affect the learning environment. Students who do not abide by individual teachers rules and regulations are subject to disciplinary action.

### **Disciplinary Procedures**

- Office detention is held from 2:30-3:00 pm in the cafeteria, Tuesday through Thursday.
- School service is held from 2:30-3:30 pm in the main office, Monday through Friday. During school service, students can expect to perform manual service around the school or they can choose to serve a one hour detention.
- Failure to meet detention obligations and/or school service obligations may result in suspension(s).
- Office Detention and School Service take precedence over all other school commitments including work and participation in co-curricular clubs or sports.

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## **Drug And Alcohol Policy**

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Drug and alcohol use by students poses a serious threat not only to their own wellbeing, but also to the well being of the school system. Students are strictly prohibited from actions involving drugs



- ❖ Attempt to purchase
- ❖ Use
- ❖ Presence under the influence of drugs or alcohol
- ❖ Possession
- ❖ Intention or attempt to sell or distribute
- ❖ Sale or distribution
- ❖ Possession of drug paraphernalia

For the purposes of this policy alcohol and drugs include not only alcohol, controlled substances (including prescription medicine) as defined in M.G.L. c. 94C (including but not limited to marijuana, cocaine, and heroin), but also restricted drugs such as prescription or over-the-counter drugs which are misused; steroids; and products misused for the purpose of mind altering effects (aerosols, solvents, etc.).

### **Drug/Alcohol Policy Administrative Procedures**

- ❖ Drug/alcohol use or possession: Teachers and non-professional staff will report to the principal or designee and/or nurse any direct knowledge of drug/alcohol use or suspected use by students. In the event medical treatment appears necessary, the principal or designee will contact the parent(s)/guardian(s) as soon as possible and initiate emergency medical treatment when necessary.
- ❖ In a situation that involves the school nurse, the student must cooperate with the nurse's professional requests and recommendations. A failure to do so may serve as the basis for disciplinary action.
- ❖ Where the principal/designee has a reasonable basis for believing that a student is currently under the influence of alcohol or drugs at school or a school-sponsored event, he may require the student to undergo a breathalyzer test and/or a physical examination by the nurse or other health care provider.
- ❖ Where a student is determined or reasonably suspected of using alcohol or drugs, the principal/designee may direct the student to undergo a physical examination by a physician and/or to schedule an appointment with the school psychologist or guidance counselor (to discuss the specific incident, student rights, and possible referral to a treatment center or group therapy).
- ❖ In addition, where there is a reasonable basis for believing that a search of the student's personal belongings may reveal evidence of a violation of school rules, the principal/designee may conduct that search. The principal/designee at his/her discretion, may request that student be present during the search.
- ❖ In addition, the principal/designee may schedule one or more conferences, designed to address the rights and future health and welfare of the student and to achieve parental participation, to include some or all of the following:
  - Student
  - Parent(s)/guardian(s)
  - A member of the school administration (to discuss the status of the student, both academic and disciplinary)
  - A physician (to discuss the health aspects of drugs/alcohol use)
  - A representative of the police department (to discuss penalties applying to illegal drug/alcohol use or possession)
  - The psychologist and or guidance counselor (as deemed appropriate by the psychologist or guidance counselor)

Students who engage in the conduct listed above at school or school-sponsored events are subject to disciplinary action, up to and including expulsion from school. (See also M.G.L. c.71§37H page 59) providing for expulsion by the principal based upon possession of a controlled

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educational program in collaboration with school support personnel.

In addition to any disciplinary action, students involved in drug/alcohol situations will be placed on social probation for remainder of academic year. A student on probation is forbidden to attend any school sponsored activities or be on school grounds after school for any reason except for authorized make up work or detention.

### **I.D. Badges**

Identification badges with picture will be issued to all students. Students are expected to have their ID's with them at all times. If a student loses his/her ID, there is a \$5 replacement fee.

### **Passes**

Students are expected to be in assigned locations at all times. Failure to do so may result in disciplinary action. They may report to various areas of the building, when not assigned to a class, with a pass issued by the person responsible for the area to which the pass entitles them to go. Members of the National Honor Society have the privilege to use their NHS card as a pass.

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## **School Bus Policy**

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Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

The Easton Public Schools will transport all secondary students who reside beyond the mile and a half walking limit.

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee. Students are expected to obey the following rules to ensure a safe ride to and from school:

#### ❖ Boarding and Exiting the Bus

- Riders must be at the bus stop at the designated time. Bus drivers will not wait.
- Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.
- Riders will enter or leave the bus at assigned bus stops only.
- Orderly behavior and respect for private property is expected at the bus stop.

#### ❖ Required Conduct aboard the Bus

- Riders are expected to obey and cooperate with the bus drivers.
- Riders must not distract the driver with loud noise or boisterous behavior.
- Riders must remain in seats or in place when the bus is in motion.
- Riders must not litter or throw objects within the bus.
- Riders may not consume food or beverages on the bus.
- In the event any window is open, pupils will not project limbs or throw objects out of them.
- Smoking is prohibited.
- Riders may not damage or deface any part of the bus.
- Repair of any damage that occurs will be the financial responsibility of the pupil or his/her parent/guardian.

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- In case of any misconduct on a bus, the incident will be reported to the Principal. He/She will report the incident in writing to the parent concerned.
  - In case of a repetition by the same student, the Principal will suspend the student's transportation privileges with written notice to the parent.
  - If a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

There are cameras on all the buses and the video footage will not be shared with the public. The only people who can view the footage will be school administration, police, and Lucini management.

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### **Automobiles and Other Vehicles**

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Driving on school property and parking on school property is a privilege that has been granted and certain regulations are necessary for the safety of all concerned. Should students ignore their responsibilities as drivers, they may be subject to disciplinary action, including but not limited to detention, school service, suspension, and revocation of driving privileges. Students should remember:

1. The parking areas are out of bounds during school time.
2. Reckless or careless driving may result in the privilege being suspended as well as police action.
3. For the safety of items within the cars, all vehicles should be locked.
4. To avoid congestion, student vehicles must be parked in the student designated parking lots.
5. Motor vehicles may be parked in designated areas only. Violators may be ticketed or towed, without notice, at the owner's expense.

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### **School Dances**

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All events at Oliver Ames are for Oliver Ames students and their guests only. There are no "open" dances. If a dance or event is open to guests, each student is privileged to attend with one guest, provided that the guest has been previously registered by completing guest registration form available in the main office. Students and guests are not allowed to leave a function and return. Students planning to attend dances should arrive within 15 minutes of the start of the dance. Administration is in direct charge of each dance. Freshman Dinner Dance and Sophomore Semi Formal are open only to Oliver Ames High students. No outside guests are allowed.

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### **School Dress**

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Students' dress should reflect the formality and decorum associated with attending school. Furthermore, all clothing and other matters of personal appearance should be appropriate to matters of health and safety. Any clothing that causes a disruption to the learning process may be referred to the principal/designee for disciplinary action.

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### **Senior "Activities"**

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By virtue of age and experience, seniors should set the tone for proper behavior for the remainder of the high school student body. Illegal, intemperate, and unacceptable behavior by students involving school facilities, school staff, and school activities cannot be condoned.

is suspended/expelled from school.

Senior activities that are not sanctioned by Oliver Ames High School are extremely dangerous and contradictory to everything the Easton Public School System tries to instill. “Senior Night,” destructive class pranks, and water gun assassination games are potentially illegal, put you in harm’s way and could place you and your family in an embarrassing situation. Student suspensions for any student misbehavior leading up to graduation can place you on social probation and prevent you from participating in Prom, Monogram Awards Night, TEMPO Awards Night, Class Trip, Class Night, Graduation and Safe Grad Night.

Seniors, as well as other students, are also reminded that illegal activities involving any aspect of the school may also result in penalties imposed by agencies outside the school system. The school system reports suspected criminal activities to the police department. It should be noted that the Easton School Department fully supports the position of the police and Board of Selectmen, that motorcades are illegal unless organized and led by the Easton Police.

### **Policy Prohibiting and Addressing Bullying/Harassment/Hazing**

The Easton Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student’s ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Acts of bullying and cyber-bullying are prohibited:

- (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringe on the rights of the target at school or materially and substantially disrupt the education process or the orderly operation of a school.

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

#### **A. Definitions**

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

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

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-bullying**, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person;
- (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- (iii) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment**, as defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

**Target** is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

## **B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline**

The Easton Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or staff who engage in bullying or retaliation will be subject to disciplinary action; however, with respect to students, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, expulsions from school or termination of employment as determined by school officials, subject to applicable procedural requirements. Nothing in this policy is intended to prevent school officials from taking disciplinary action for conduct that does not meet the definition of bullying or cyberbullying, or

**C. Reporting Obligations**

**Reporting by Staff:** A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee. In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

**Reporting by Students, Parents/Guardians, and Others:** The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee (or in the case of an allegation against the principal, to the superintendent and if against the superintendent, to the chair of the school committee.) An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**Reporting to Parents/Guardians:** In the event the Easton Public Schools determines that bullying or retaliation has occurred, the principal or designee must promptly notify the parent/guardian of the target and the aggressor of that determination and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures. There may also be circumstances in which the principal/designee contacts parents prior to an investigation and determination of bullying.

**Reporting to Local Law Enforcement:** At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school administrator or other applicable school official has a reasonable basis to believe that the incident may involve criminal conduct, the school administrator or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Easton Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued. In making the determination whether notification to law enforcement is appropriate, the principal may consult with the police officer designated as the liaison to the school and any other individuals the principal deems appropriate. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

**Reporting to Other Agencies:** In certain cases, bullying of a student may constitute child abuse under Massachusetts law. The Easton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

**Reporting to Administrator of Another School District or School:** If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Easton Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Easton Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

**D. Investigation**

An appropriate school official or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the

**Pre-Investigation:** Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target in order to restore a sense of safety and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered. Parents of the target or aggressor may also be contacted prior to the investigation if the applicable school official deems appropriate.

**Written statement of the complaint:** The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

**Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

**Confidentiality:** The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

#### **E. Determination**

The school administrator must weigh all of the evidence objectively to determine whether the alleged events occurred and, if so, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct, whether the aggressor is a student or staff member, and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences;

- Transferring a student from a classroom or school;

- Limiting or denying student access to a part, or area, of a school;

- Enhancing adult supervision on school premises;

- Excluding a student from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;

- Providing relevant educational activities for individual students or groups of students.  
Guidance counselors and others in the school setting who have been trained in working with

the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns, particularly given the imbalance of power associated with bullying.)

Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.

**F. Closing the Complaint and Possible Follow-Up**

School officials will promptly provide notice to the parent/guardian of a target and a student aggressor in the event an allegation of bullying or retaliation has been substantiated and what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint.

If appropriate, within a reasonable time period following closure of the complaint, the school officials will contact the target to determine whether there has been any recurrence of the prohibited conduct.

If either party is dissatisfied with the results of the investigation, he/she may direct his/her concerns in writing to the Superintendent or designee for further consideration. In addition, regardless of the outcome, school officials will inform parents about the Department of Elementary and Secondary Education Program Resolution System (PRS) and how to access that system. Information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

The above language is intended to be consistent with the Easton Public Schools' Bullying Prevention and Intervention Plan. A copy of the complete Plan will be made available on the Easton Public Schools website. LEGAL REF.: M.G.L. 71:37O

**Policy Prohibiting Harassment**

The Easton Public Schools is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity or disability. Consistent with our Policy Prohibiting and Addressing Bullying, Easton Public Schools specifically prohibits all conduct that creates and intimidating, hostile environment for others.

However, such conduct based upon the protected classifications described above requires particular attention.

**A. Definitions:**

**Harassment:** Includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual to participate in or benefit from their educational programs or school sponsored events.



another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

**Sexual Harassment:** Includes not only the types of conduct listed above that is based upon gender, but can also include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

**B. Harassment and Retaliation Prohibited:**

Harassment in the school environment is unlawful and is absolutely prohibited. This includes harassment of or by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment of who cooperates in an investigation of possible harassment is unlawful and is prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

**C. Reporting and Investigating Incidents of Harassment:**

If you believe that you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the principal, his/her designee, or a guidance counselor as soon as possible. If you do not wish to discuss the issue with him/.her, or if he/she does not address the problem in an effective manner, you should inform the Superintendent or his designee. His office is located at 50 Oliver Street, North Easton, MA 02356. The telephone number is 508-230-3200 Ext. 4.

The Easton Public School will promptly investigate every complaint of harassment.

Confidentiality will be maintained in the investigative process, to the extent consistent with the school department's need to address the alleged conduct.

If the Easton Public Schools determines that harassment or retaliation has occurred, appropriate steps will be taken to end the conduct and to ensure that it is not repeated, which may range from counseling to discipline, including suspension or expulsion. The Easton Public Schools will further take steps to ensure that the targeted student is not restricted in his/her participation in the school department's educational programs.

In certain cases, harassment of a student may constitute child abuse under Massachusetts law. The Easton Public School will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Assistant Superintendent.

Nothing in this policy is intended to restrict the Easton Public School's authority to address conduct that is inappropriate for a school setting, whether or not it meets the definition of harassment.

**State and Federal Agencies**

The Easton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for student is the United States Department of Education Office for Civil Rights, 33 Arch Street, Boston, MA 02110, t. 617-289-0111 (TTY: 1-877-521-2172). The state agencies responsible for enforcing such laws are the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-5023 t. 781-338-3000 (TTY: 1-800-439-0183) or the Massachusetts

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### **Chapter 536: An Act Prohibiting The Practice Of Hazing**

Any form of hazing is considered a serious offense and any student who organizes or participates is subject to disciplinary action of suspension for such action, and will further be dropped from that activity for a period of one year. At the end of that time, a student may request reconsideration based on his/her citizenship record during the year. The complete law is included later in this handbook.

**Section 17.** Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term “hazing” is used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or any other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

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

**Section 19.** Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

## **Student Support Resources**

### **Guidance**

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system support. This is achieved by working with students through school-wide events, in the classrooms, in small groups and individually.

The school counseling program here is aligned with the Massachusetts School Counseling Association Model and the Massachusetts Career Development Education Benchmarks. Our goal is to ensure that students have a post-secondary plan upon graduation and we will continue to work steadfastly on this goal with each student throughout their time here at Oliver Ames.

The following is a sample listing of the services available: group and individual testing, score interpretation, career oriented field trips and lectures, technical school and collegiate representatives, printed materials and catalogs, and employment-educational exploration and placement.

The Guidance Office is located on the first floor of the main building. Please see the Guidance Secretary anytime you wish to make an appointment to see your counselor. The guidance staff hopes that you will use their facilities as well as the variety of specific services that guidance offers to all students of Oliver Ames High School. If you have any problems or concerns, please come by to speak with your counselor.

### **Guidance Department Directory**

Director	Susan Mancuso; <a href="mailto:smancuso@easton.k12.ma.us">smancuso@easton.k12.ma.us</a>	ext. 1422
Counselor	Angela Carney; <a href="mailto:acarney@easton.k12.ma.us">acarney@easton.k12.ma.us</a>	ext. 1423
Counselor	Daniel Fitzgerald; <a href="mailto:dfitzgerald@easton.k12.ma.us">dfitzgerald@easton.k12.ma.us</a>	ext. 1425
Counselor	Colleen Lutkevich; <a href="mailto:clutkevich@easton.k12.ma.us">clutkevich@easton.k12.ma.us</a>	ext. 1426
Counselor	Beverly Nicholson; <a href="mailto:bnicholson@easton.k12.ma.us">bnicholson@easton.k12.ma.us</a>	ext. 1421
Secretary	Rebecca Smock ; <a href="mailto:rsmock@easton.k12.ma.us">rsmock@easton.k12.ma.us</a>	ext. 1420

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### **School Psychologists/Adjustment Counselors**

Shannon Caruso; <a href="mailto:scaruso@easton.k12.ma.us">scaruso@easton.k12.ma.us</a> .	ext. 1406
Dr. Thomas Petrouski; <a href="mailto:tpetrouski@easton.k12.ma.us">tpetrouski@easton.k12.ma.us</a>	ext. 1460
Pam Healy; <a href="mailto:phealy@easton.k12.ma.us">phealy@easton.k12.ma.us</a>	ext. 1408
Lisa St. Mary; <a href="mailto:lstmary@easton.k12.ma.us">lstmary@easton.k12.ma.us</a>	ext. 1484

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### **Health Services**

The school health office is located on the first floor next to and connected with the main office. A Registered Nurse is in attendance at specific times during the school day. A student who becomes sick or injured should report this matter to a teacher/faculty member in charge, who will issue a written pass to the health office. Only in emergency situations should students come to the health office without a pass. Students are triaged in order of seriousness of medical issues.

Nurse does not work when school is not in session, including summer months and phone messages will not be checked during that time.

**Lynn LeBlanc**, [lleblanc@easton.k12.ma.us](mailto:lleblanc@easton.k12.ma.us) ext. 1405  
Fax. No. 508-230-3213

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### **Student Medication Policy**

responsibility, which is the education of the students. In the junior and senior high schools, students will be responsible for taking their own medication. Parent(s)/guardian(s), in consultation with their physician, should seek out alternative times for medication before the student takes medication during school hours. All parent(s)/guardian(s) who request that their children receive any medications during school hours are to contact the school nurse. Both the physician and the parent(s)/guardian(s) must sign the school forms. Under no circumstances or conditions should any medications be brought to school without contacting the school first. The medication should be brought to school by the parent(s)/guardian(s), and it will be placed in a secured area. The student is responsible for taking his/her own medication at the designated time. The medication is to be in a closed container--the prescription bottle--with the name of the student, name of the drug, dosage of the drug, instructions on administration, doctor's name, and date--on the container.

In the case of students who have known adverse reactions to insect bites and have been instructed to use (administer) Epi Pen when stung, they are to carry this medication with them. The school nurse is to be informed of these conditions, so that she can be prepared and she will notify the necessary school personnel.

### **Pediculosis**

Head lice are a common problem of school age children. Head lice are easily transmitted from person to person. The major symptom is itching, with frequent scratching of the head, back of the neck and/or behind the ears. Facts and procedures about pediculosis and its treatment can be found on the Easton Public Schools web page: [www.easton.k12.ma.us](http://www.easton.k12.ma.us)

### **Concussion Policy**

The school nurse must be contacted if your student has been diagnosed with a concussion. A concussion policy is in place that ensures students are monitored, and have the appropriate resources available to them. Please provide us with MD documentation with diagnosis of concussion or any other pertinent documentation. This includes concussions sustained over the summer and other times the student was not in school. These documents are reviewed by the nurse and kept in student's paper health file in the health office.

The athletic department and nurse work in concert with students who have sustained a concussion during sports related activities. All student athletes must be cleared from previous concussions, in writing, by a physician, or by a certified athletic trainer, nurse practitioner, or neuropsychologist in coordination or consultation with a physician, prior to participating in sports as per Department of Public Health (DPH) regulations:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/sports-related-concussions-and-head-injuries.html> and Oliver Ames Concussion policy and procedure available in the Oliver Ames Student Athlete handbook which can be found in the athletic section at [oliverames.org](http://oliverames.org). DPH post concussion clearance forms available at: <http://www.mass.gov/eohhs/docs/dph/com-health/injury/posthead-injury-clearance-form.pdf>

### **Dismissals**

After assessing the student, the nurse will contact Student's parent(s)/ guardian if the nurse feels the dismissal is necessary. This responsible individual is expected to come to the school for the student or arrange for other transportation. Emergency Contact forms filled out at the beginning of the year should include the names and phone numbers of the people you would have pick up your son/daughter. In the event all contacts are unavailable, a parent may verbally and via faxed note, give permission to the school nurse to have someone else to pick up student. This person will be able to dismiss student after showing proper identification. Dismissals arranged between student and parent or dismissals that do not involve a health assessment and decision to dismiss by the nurse can be done so by sending in a note with the student or the parent/ guardian can come to main office and student will

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### **Field Trips/ Extracurricular Activities**

A student at OAHS may participate in any number of extracurricular activities during their time at OAHS. This includes, but is not limited to, sports, music and arts, clubs, dances/ proms and field trips. Parents/guardians must make sure their student has an unexpired epinephrine pens and inhalers with them at these events as well as any other medications/supplies for chronic condition. (See medication section for more details). If a parent/guardian feels their student needs a nurse to attend a field trip, or have any health related questions or concerns, he/she should contact nurse well in advance of event.

The Easton Public Schools will register with the Massachusetts Department of Public Health, as defined in 105 CMR 210.005 and meet the conditions governing the delegation of prescription medications to unlicensed, properly trained responsible adult(s) for students on field trips and short term special school events when a school nurse (RN) is not available to accompany students.

### **Medications**

The Easton Public Schools urge parents to provide the school nurse with any medical information about their child that may assist in providing an appropriate educational environment in light of student medical concerns. Such information will generally be kept confidential and released only in accordance with regulations governing the confidentiality of student records or other applicable regulations.

Medication of students is the responsibility of the parents and their physicians. Within the guidelines of assisting in the education of students with particular medical needs, the Easton Public Schools does attempt to assist the parents and the family physician as best we can without interfering with our major responsibilities of education and the health and safety of the school community as a whole

#### **Guidelines:**

To avoid taxing the limited medical facilities of the school department, only long term medication, essential to the student's ability to learn and to his/her well being will be considered. For example, antibiotics, acne medications and the like can be administered at home in most instances.

All parents who require that their children be medicated during school hours are to contact the nurse by telephone or in writing. Appropriate forms will need to be filled out and signed by parent and primary care provider. These forms are available on the Oliver Ames website under health services. Under no circumstances or conditions should any medication be brought to school by a student or without contacting the school nurse first. Upon approval of a medication administration during school hours the nurse will make a medication delivery plan with the parent.

All medications must be delivered to the school nurse, or in the case of Epinephrine pens and inhalers- the nurse or principal- by the parent to be placed in a secure area. All medications that are being delivered to the school nurse must be dropped off by parents, by appointment, between 7:30-10:00am or 1:00-2:00pm Medication is to be in a prescription bottle, bearing the following information: Name of child, name of drug, dose of drug, instructions on administration, name of physician, and date of prescription.

If a student has a prescription for an emergency medication, such as an inhaler or Epinephrine Pen, and would like to carry it on them, he/she is encouraged to do so. The same forms will need to be filled out, and the student will need to demonstrate to nurse the safe handling and usage of these medications. These completed forms will be kept in the nurse's office, noting that student has been cleared to carry emergency medication. Even if a student has never self administered an Epinephrine Pen, it is recommended that they have it with them. Students will need to have

Parents/guardians are responsible for ensuring that students who are cleared to carry emergency medications have unexpired emergency medications with them at all times. For any questions regarding what constitutes an emergency medication, please contact the nurse for clarification.

## **Physicals/Immunizations**

Students new to the Easton Public School system or those who had been withdrawn for any length of time prior to returning to the Easton Public School system, must be up to date on immunizations and have a physical that had been completed within the 13 months prior to admission. This is defined in the Massachusetts Department of Public Health's (MDPH) regulations 105 CMR 220.400 and 105 CMR 200.100. An immunization record and physical from the previous school or from the doctor's office must be given to the nurse at Oliver Ames High School to be reviewed prior to starting school. This includes student's coming here from other countries or states. If these records were not sent from the previous school, a parent/guardian will need to obtain them from the school or get a copy from your child's pediatrician's office. Once the nurse reviews the immunization record and physical, he/she will let you know if there are any requirements that need to be fulfilled prior to your student coming to school. Also as per MDPH mandates, students already part of the Easton Public School System require a physical every three to four years at a secondary school level unless they participate in a sport. Immunization schedules must be up to date for all students.

Students who participate in **sports** must have a physical done annually (every 13 months) to participate in sports, including tryouts, practices and games. This is in compliance with the Massachusetts Interscholastic Athletic Association (MIAA) regulation 56.1. See [www.miaa.net](http://www.miaa.net) for more information. Physicals should be submitted to the school nurse at any time during the school year. Upon receiving the physical, the nurse will review physical(s) and enter information into electronic health files. The information remains in the file for the entire time your student attends Easton Public Schools. The athletic director has access to date of physicals and pertinent medical alerts from the health file for his review and processing. This process can take a number of days. \*Early admission of physical(s) prior to sports season will avoid any last minute issues, such as student being ineligible to try out or participate in sport. All physicals, not already sent into school nurse previously in the school year must be submitted to nurse/ athletic department **at least 10 days prior** to tryouts/first practice, for Athletic Director and Nurse to review.

## **Screenings**

Massachusetts Department of Public Health mandates certain screenings for secondary school students. Hearing and Vision, Postural, and BMI screenings, as well as Interval Health Form completion will be required for students in the various grades. Please visit the MDPH website at <http://www.mass.gov> – School Health Screening -for more information.

## **Confidentiality Of Medical Information**

The Easton Public Schools urges parents to provide the school nurse with any medical information about their child that may assist school staff in providing an appropriate educational environment in light of student medical concerns. Such information will generally be kept confidential and released only in accordance with regulations governing the confidentiality of student records or other applicable regulations. Students who must take medication at school may do so only in accordance with the "Student Medication Policy", which includes providing relevant information to the school nurse.

Mass. Gen. Laws §71, §57 requires schools to conduct physical examinations [of students] "to ascertain defects in sight or hearing, postural or other physical defects tending to prevent his



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## Health Insurance

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For the student whose family has limited or no health insurance, there are some available options.

- Accident Coverage--At the beginning of school, all students will be given a brochure to bring home. It describes two medical plans, one with school-time only coverage and one that is for 24-hour coverage. Either can be purchased very reasonably through the school. Link to voluntary student accident insurance  
[http://cms.revize.com/revize/eastonpublicschools/parents/forms/index.php#revize\\_document\\_center\\_rz46](http://cms.revize.com/revize/eastonpublicschools/parents/forms/index.php#revize_document_center_rz46)
- Health Insurance--Mass Health is available for parent(s)/guardian(s) as well as children. For more information, call 1-800-841-2900. The Children's Medical Security Plan is for children up to age 19. The plan provides coverage for primary and preventive care. It does not pay for hospital services. There is a sliding monthly fee depending on income. For information, call 1-800-909-2677. The school nurse has more information about these programs.  
[http://www.easton.k12.ma.us/Easton\\_Public\\_Schools/Parents.html](http://www.easton.k12.ma.us/Easton_Public_Schools/Parents.html)

## Cafeteria and Lunch Program

### Cafeteria Procedures

Students are expected to conduct themselves in an orderly manner at all times. Students must remain in the cafeteria during the entire lunch period and to eat only in the cafeteria. To assist with keeping the cafeteria clean, students are expected to leave their tables clean and free of all litter, to return their dishes and trays to the proper area, and to deposit all garbage and trash in the proper receptacles. The cafeteria is the same as a classroom and students are expected to behave in the same manner. Failure to do so may result in disciplinary action.

### Free And Reduced-price Lunch Program

Families on limited income may be eligible for the Free or Reduced-Price Lunch Program.

Eligibility is determined by income and family size. Application forms are available on the Oliver Ames website as well as in the main office. Parent(s)/guardian(s) should fill out the form and return it to the office. Confidentiality will be kept in all instances.

## Technology Use

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### Internet – AUP and BYOD

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Access to the Easton Public Schools' Internet Service is a privilege, not a right. The Internet is to be used for educational purposes only. Students may not use the Internet to access personal email or for instant messaging. Easton Public Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion, for violations of this policy. The District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the Easton Public Schools Internet Service. The District will also cooperate fully with local, state, and/or federal officials in any investigation related to any suspected illegal activities conducted through the service.

### Bring Your Own Device (BYOD): Technology Policy and Agreement

The Easton Public Schools (EPS) recognizes that technology, including use of the Internet, can be valuable in supporting student learning and enhancing instruction. EPS provides both technology devices as well as an Internet Wireless Access Connection for use by students for educational purposes only. In addition, students who agree to adhere to the conditions set forth in this "Bring Your Own Device" (BYOD) policy as well as the EPS Acceptable Use Policy (AUP) are permitted to bring to school their own electronic devices for educational purposes only. It is the joint

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Principal or his/her designee.

## **Devices**

Personal portable wireless devices, including laptops, pads, Ipads, Ipods, Cell Phones (iPhone, Android, etc.) will be allowed for use in school classrooms for tasks such as EPS wireless Internet access, taking notes, and sending e-mail as appropriate to the educational task at hand.

## **Internet Access**

EPS supplies an Internet Wireless Access Connection which requires all students to authenticate using their own username and passwords. All Internet traffic is filtered for compliance with the Child Internet Protection Act (CIPA). All Internet traffic is logged, and any students found trying to bypass the filter or “firewall” in order to gain access to restricted/unauthorized websites or who otherwise access content not necessary or appropriate for educational purposes may not only lose the privilege of using the network, but will also be subject to discipline.

## **Conditions for bringing your own device to school**

- Students who choose to bring electronic devices to school or to school sponsored events do so at their own risk. The EPS and its staff are not responsible for any damage to, or loss or theft of, any such devices.
- Students who choose to bring their own electronic devices to school must keep them turned off and out of sight in classrooms, labs, the library, and other such locations unless using them for assigned educational purposes. In addition, even when using the devices in other circumstances (such as before/after school, during an athletic event, etc.) the student is responsible for avoiding use that may be disruptive to an appropriate educational environment.
- During a class or other school event, students are prohibited from using their devices to take photos or to make video or audio recordings without the permission of the classroom teacher or other supervising staff member. During unstructured time, such as before/after school or passing periods, students are prohibited from using their devices to take photos or make video or audio recordings, with or without permission.
- The devices may not be used on any tests, quizzes, or assignments unless the teacher gives specific notice that such devices may be used for the task. In the event a student uses a device for a task not authorized by the teacher, such conduct will be considered an effort to gain an unfair advantage and an act of academic dishonesty, with appropriate consequences to be imposed.
- The use of 3G data plans, aircard, mobile broadband cards or any other means of bypassing the schools filtering mechanism is prohibited. Further, students are prohibited from using any Internet access during school other than the access provided by EPS.
- Users are prohibited from taking or attempting actions that might reasonably be expected to disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of EPS employees.
- **EPS administration** may inspect a student’s personal device if there is a reason to believe that the search will reveal a violation of the terms of the BYOD policy, the AUP, or other violation of school rules or applicable law.

If any of the conditions set forth above are broken or violate Acceptable Use Policy: (1) computer privileges may be revoked; (2) electronic device may be confiscated by teachers and held by administrators until return to my parents or me is deemed appropriate; and (3) may also be subject to disciplinary action. Easton Public Schools is not responsible for the loss, damage, or theft of any personal electronic device.



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responsibilities relating to the presence of a cell phone include but are not limited to:

- ❖ If student is using his or her phone without prior permission from his or her teacher, then the student may have their cell phone confiscated by the teacher or other school staff. Any student who refuses to turn over the device to school staff upon request will be subject to disciplinary action, which may include suspension.
- ❖ Staff members have the option of returning the cell phone to the student at the end of the day or turning it over to the main office. In some circumstances, the administrative staff may decide not to release the cell phone until a parent/guardian comes to pick it up.
- Students who choose to bring cell phones to school or school sponsored events do so at their own risk. Oliver Ames High School, administration, staff, etc, and/or the Easton Public Schools will not be responsible for any damage to, loss of, or theft of any such devices.

For safety reasons, students should not have both headphones/earbuds in their ears while passing in the hallways

## Attendance

All students are expected to abide by all state laws and school regulations regarding school attendance as well as other state laws and regulations regarding education. Parents/guardians and students should make every effort to see that a student is present every day that school is in session. Absences disrupt the continuity of instruction and education cannot be entirely regained, even by extra after school help. Learning gained through interaction with peers and staff in class cannot be duplicated. Generally, absences can be excused for illness, death or serious illness in the family, court dates, or for any other exceptionally urgent reason. Attendance at school is **mandatory** and therefore expected. Parents and guardians must furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. Parents will be contacted within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding an absence.

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### Easton Public School Policy Student Absences And Excuses

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Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

## Student Absence Notification Program

Each Principal, by whatever title he may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Dropout Prevention**

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

LEGAL REFS.: M.G.L. [76:1](#); 76:1B; [76:16](#); 76:18; [76:20](#)

### **Absences**

Students who are absent from a semester course **nine (9)** times will normally be denied credit for the course. Students who are absent from a full year course **nine (9)** times in either semester will normally be denied credit for the course. Seniors will be denied credits after **six (6)** absences from class during the second semester. Parents/guardians will be notified by means of the **report card** at the end of each marking term of those students who are in danger of losing credits through this policy.

A CRA (Child Requiring Assistance) may be filed with the Courts in cases of excessive absenteeism.

Students who have excessive absences and are over the allotted absences listed above, are not eligible to go on overnight field trips.

Students may petition the principal/designee for a waiver of the course attendance requirements.

Such petitions are to be in writing, set forth the causes for the absences and reasons why the waiver should be granted. The principal/designee may grant waivers under the following guidelines:

1. The causes for the absences were primarily the student's health (a doctor's note is required) or family emergencies. The student can achieve the minimum passing mark for the course, and all course work is completed.

## Class Attendance

Students are expected to report and be present at assigned classes at all times. Any absence from class must be authorized by the individual teacher prior to the class being missed. Any variation from this process may be considered an unauthorized absence from class and will be treated accordingly. Students should be aware that they may not be allowed to make-up work missed due to unauthorized absences.

1. First unauthorized absence — school service or suspension assigned and parent(s)/guardian(s) notification sent.
2. Second unauthorized absence — school service or suspension assigned and removal of the student from the class until a parent(s)/guardian(s) conference is held with the assistant principal.
3. Third unauthorized absence—suspension and removal of the student from class until a parent(s)/guardian(s) conference is held with the assistant principal and student may lose credit for the course.

## Tardiness

Tardiness to school falls under the category of absences and will be included in determining the total absences from a class. Tardiness will be excused for only those things which are unavoidable and which was not the fault of the student. Running errands, oversleeping, missing the bus, car trouble, etc., are **not** valid excuses. A student must bring in a note that includes the date, parent/guardian signature and a phone number where the parent/guardian can be contacted to verify the tardy. After **six (6)** excused tardies in a semester, all subsequent tardies must be cleared in advance with the school administration to be considered excused. Students who are tardy without an acceptable excuse may be assigned one office detention on the day they are tardy. This detention will be served during the office detention period **2:30 to 3:00**. If a student does not report for detention he/she will be assigned a school service day.

**If a student misses that day, a suspension will be issued. Chronic tardiness may result in suspension in lieu of office detention and/or loss of credit.**

## Dismissals

Dismissal from school falls under the category of absences and will be included in determining total absences from a class. Excessive dismissals may result in loss of credit. All students, including those 18 years or older, may be dismissed only with prior approval from a parent/guardian (**NO PHONE CALLS WILL BE ACCEPTED**). A note must be presented to the office with the date, time, and parent/guardian signature and contact phone number where a parent/guardian can be contacted to verify the dismissal. Whenever possible, appointments should be scheduled during non-school hours. If appointments must be scheduled during school time, the school should have prior knowledge so that arrangements with teachers can be made.

## College Visits

Seniors **ONLY** may use up to three days to visit colleges. It must be understood that **these days are considered absences that cannot be waived for the attendance policy**. Prior approval for these visits must be obtained from the guidance department. An appointment with the college admissions office must be made before permission is granted.

## Extended Absences

The Easton Public Schools strongly opposes extended absences during the school year, as they provide an academic disruption. Family vacations should be planned to coincide with school

Final exams will not be given early to students leaving before the end of the school year. Students will be expected to make arrangements so that they may take the exams at a later date.

### **Eligibility to Participate in School Activities**

Students must be in attendance all day to be eligible to participate in school activities on that same day or night including out of state field trips. The principal or designee must approve all exceptions. Students must be passing 20 credits of prepared work or its equivalent in the previous marking period to be eligible for participation in ALL co-curricular activities.

## **Extra-Curricular Activities**

### **Co-curricular Eligibility**

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Student's participation in the Easton Public Schools Co-Curricular Activities is a privilege, not a right or entitlement and that this privilege carries with it serious personal commitments and responsibilities to the school, faculty, student body, and Town of Easton. Students must adhere to the rules in the Student Handbook and realize that violation of the rules may result in penalties such as being removed from or prevented from holding an office in or participating in the co-curricular activity or organization.

A student must be passing in at least twenty credits in classroom subjects in order to represent the high school in any activities. It is also understood that a student's attitude, conduct, and school spirit must be in keeping with the school's standards in order to be granted the privilege of representing the school. Should a student violate the Oliver Ames High School Code of Conduct, he or she may be subject to removal from any co-curricular activity and/or leadership role, including but not limited to student government, athletics, drama, and music. The length of eligibility for interscholastic athletics must be in accordance with the rules of the Massachusetts Interscholastic Athletic Association.

You can find a list of Co-Curricular Activities & Advisors at [www.easton.k12.ma.us/our\\_schools/oliver\\_ames\\_high\\_school/clubs.php](http://www.easton.k12.ma.us/our_schools/oliver_ames_high_school/clubs.php)

### **Activity Fees**

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Activity fees pertain to all co-curricular activities, not just athletics. All co-curricular activity fees are subject to the Easton Public Schools Activity Fee Policy. Students may be denied participation in any co-curricular activity subject to the payment of these fees. There are separate family maximums pertaining to Music, Athletic, and Academic co-curricular activities.

### **Fundraising**

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All fundraising will be done to benefit only those students currently in school, and shall not conflict with the educational program. School groups which desire to raise funds for their activities must clear all projects in advance with the building principal. Individuals are not allowed to raise funds for themselves. Commercial fundraising is generally prohibited.

Exceptions, such as class rings and school pictures, are made by the principal when such activities relate clearly to the educational goals or practices of the school.

## **LEGAL REFERENCES**

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT MASSACHUSETTS STUDENT RECORDS REGULATIONS**

Regulations (“Regulations”) together provide parents and eligible students (those who have reached that age of 14 or who have entered ninth grade) certain rights with respect to the student’s education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting **Mr. Wesley H. Paul, Principal**.

(a) The **right to access** the student’s education records. Parents or eligible students should submit their request for access to the principal. Access is generally provided within ten days of a request. However, Massachusetts General Laws c. 71, §34H (“Section 37H”) law provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. These procedures include submitting a written request on an annual basis. Information about these procedures can be obtained from the **building principal or assistant principal**.

(b) The **right to request amendment** of the student’s education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they wish to have amended, and why.

(c) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Easton Public Schools and who need access to a record in order to fulfill their duties. Such school officials may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with regard to the use and maintenance of education records. The Easton Public Schools also discloses student records without parent/eligible student consent to officials of other elementary or secondary schools in which a student enrolls, or seeks, intends, or is instructed to enroll upon receipt of a request from such school officials so long as the disclosure is for purposes related to the student’s enrollment or transfer.

In addition, unless the parent/guardian/student requests otherwise, the Easton Public Schools releases the following directory information without the consent to the general public, including but not limited to military recruiters: names, addresses and telephone listings, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. Any request that such information not be released should be provided in writing to the principal no later than September 10 of each school year. If more detailed information is desired, a copy of the regulations may be obtained from the school. For further help, you may also contact the Bureau of Student Services, Massachusetts Department of Education.

(d) **The right to file a complaint** concerning alleged failures by the District to comply with the regulations and laws governing student records. Complaints may be filed at the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148. In addition, complaints relative to federal statutes and regulations governing student records may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC.

**Easton Public Schools Policy on Implementation of Protection of Pupil Rights Amendments**

The Easton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), a federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

**A. Consent to federally funded surveys concerning “protected information.”**

Schools must obtain written consent of the parent or eligible student prior to requiring the student

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**B. Opt out of certain surveys and exams even if not federally funded.**

Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.

Personal information is defined as individually identifiable information including a student or parent's first and last name; home address; telephone number; or social security number. 20 USC §1232h(c)(6)(E).

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide formative, evaluative, diagnostic, clinical, aptitude, or achievement information about student; the sale by students of products or services to raise funds for school-related or educational-related activities; student recognition programs.

**C. Inspect certain materials.** Upon request, parents and eligible students have the right to inspect the following before the school district administers or uses them:

1. Protected information surveys of students;
2. Surveys created by a third party.
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional materials used as part of the educational curriculum. The term 'instructional materials' is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c)(6)(A).

**D. Receive notification of the district's policies on the PPRA.** After consultation with parents, the Easton Public Schools has adopted the following policies to implement the PPRA:

**Notice of Rights.** The Superintendent will arrange for direct notice to parents and eligible students of this policy at the beginning of each school year, either through the U.S. Mail or

**Notice of Activities.** The Superintendent will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Easton Public Schools anticipates conducting. The Principal will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

**Inspection of Materials.** Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the **Superintendent of Schools or the School Principal**. The **Superintendent/Principal** will respond to requests within ten calendar days. An Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

**Protections of Student Privacy.** The Superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting **Dr. Lisha Cabral, Superintendent**.

Complaints may also be filed with:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Notice Of Nondiscrimination (Title IX)**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Easton School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, veteran status, handicap, disability, and homelessness in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Easton School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or Chapter 622 is directed to contact the Christine Pruitt, Assistant Superintendent of the Easton Public Schools, 50 Oliver Street, North Easton, 02356; (508) 230-3200, who has been designated by the Easton School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and Chapter 622 or write to: Office For Civil Rights, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, MA 02109.

### **Student Complaints And Grievances**

The School Committee recognizes that there may be conditions in the Easton Public Schools that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools, the students and the community.

The traditional "open door" policy in the Easton Public Schools will be continued. Every attempt will be made to seek a satisfactory solution to any legitimate student concerns in a friendly and informal manner. In order to keep such discussions within a practical size, no more than six

Individual students and/or their parents who have concerns about disciplinary action that has been imposed will have the right to appeal such action to the extent provided by law. Each Principal shall include applicable appeal rights in the student handbook or other publication to be made available to students and parents.

Legal Ref.: M.G.L. 71:37H, 37H1/2, and 37H3/4

## **Grievance Procedure**

### **I. WHERE TO FILE A COMPLAINT.**

Any student or employee who believes that Easton Public Schools has discriminated against or harassed her/him because of her/his race, color, national origin, sex, disability, age, sexual orientation, gender identity or veteran status in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Superintendent, Dr. Lisha Cabral. If the Superintendent is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Chair of the Easton School Committee. Contact information for these individuals is listed below.

Mr. David Twombly  
Easton Public Schools  
50 Oliver Street  
North Easton, MA 02356  
508-230-3200

Nancy De Luca, Chair, Easton School Committee  
Easton Public Schools  
50 Oliver Street  
North Easton, MA 02356  
508-230-3200

**Complaints of Harassment by Peers:** In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student should, in the alternative, file the complaint with the principal or his/her guidance counselor.

**Complaints of Discrimination based on Disability:** A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure rather than this Grievance Procedure.

A copy of the brochure is available from the following individual:

Theresa Skinner  
Director of Special Education  
Easton Public Schools  
50 Oliver Street  
North Easton, MA 02356  
508-230-3200

The Easton Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment or other discrimination to the attention of school personnel so that they can address the issue as appropriate. The federal agency responsible for enforcing laws prohibiting harassment for students is the United States Dept. of Education Office for Civil



439-0183) or the Massachusetts Commission Against Discrimination at 1 Ashburton Place, Boston, MA 02108, (617)994-6000, (TTY 617-994-6196).

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use this Grievance Procedure or file the complaint with the U. S. Department of Education at the address provided at the end of this Grievance Procedure.

## **II. CONTENTS OF COMPLAINTS AND TIMELINES FOR FILING**

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The written complaint must include the following information.

1. The name and school (or address and telephone number if not a student or employee) of the grievant.
2. The name (and address and telephone number if not a student or employee) of the grievant's representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

## **III. INVESTIGATION AND RESOLUTION OF THE COMPLAINT**

Respondents will be informed of the charges as soon as the receiving administrator deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The administrator will interview witnesses whom he/she deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the administrator will meet with the grievant and/or his/her representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect.

Within ten (10) school days of the meeting with the grievant and/or representative, the administrator will provide written disposition of the complaint to the grievant and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the Easton Public Schools, involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant, (i.e., a directive "stay away" from the complainant, as might occur as a result of a complaint of harassment.)

Any disciplinary action imposed upon an employee or student is subject to applicable procedural requirements.

All the timelines specified above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of complaint, such timelines will be followed.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

#### **IV. APPEALS**

If the grievant is not satisfied with the disposition by an administrator, the grievant may appeal the disposition to the Superintendent, Dr. Lisha Cabral, who can be reached as follows:

Dr. Lisha Cabral  
Superintendent  
Easton Public Schools  
50 Oliver Street  
North Easton, MA  
508-230-3200

The Superintendent will issue a written response on the appeal to the grievant within ten (10) school days of receiving the appeal. Generally, a grievant may file a complaint with the:

U. S. Department of Education,  
Office for Civil Rights/ED,  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, Massachusetts 02109-3921  
E-mail address: [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov)  
Telephone (617)289-0111, TTY (617)223-9695 as follows:

1. Within 180 calendar days of alleged discrimination of harassment, or
2. Within 60 calendar days of receiving notice of Easton Public School's final disposition on a complaint filed through Easton Public Schools, or
3. Within 60 calendar days of receiving a final decision by the Massachusetts Department of Education, Bureau of Special Education Appeals, or
4. Instead of filing a complaint with Easton Public Schools.

#### **Chapter 622**

Passed in August 1971, Chapter 622 of the General Laws, Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools". The law reads as follows: No person shall be excluded or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public schools on account of race, color, sex, religion, national origin, gender identity or sexual coordinatororientation. The Easton Public Schools does not tolerate discrimination or harassment based on these classifications.

#### **Section 504**

Section 504 is a civil rights law which prohibits recipients of federal funds from discrimination against qualified handicapped individuals, on the basis of their handicap, in employment practices and access to programs or facilities, as well as education.

The Easton Public Schools comply with Section 504 which reads: no otherwise qualified handicapped individual in the United States shall solely by reason of his handicap be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## **The Student Council**

The Student Council, the student governing body, consists of seven officers and twelve representatives from each class. The Student Council provides for all members of the student body. It discusses all student problems and conducts all elections. Many activities and various drives are sponsored by the Student Council. The Student Council represents you; contact any member if you have a problem or suggestion. Elections for members are held near the end of the school year, after class officer elections.

## **Constitution Of The Student Council Preamble**

We, the students at Oliver Ames High School, in order to provide for student participation, establish better understanding between faculty and students, afford training in citizenship, and insure a sincere respect for law and order, do order and establish the Constitution for the student government in Oliver Ames High School.

## **Article I - Name**

The name of this organization shall be "The Student Council of Oliver Ames High School".

## **Article II - Organization**

1. Officers of this organization shall be: President, Vice President, General Secretary, Treasurer, Historian, PR Coordinator, and Webmaster.
2. There will be one or more faculty advisors who are appointed by the principal.
3. The council will abide by Robert's Rules of Parliamentary Procedure

## **Article III - Authority**

1. All powers of the student council are delegated to it by the school administration
2. All actions of the student council are subject to review by the principal.
3. The principal shall appoint members of the faculty as advisors to the council.
4. This constitution is for general reference only as it is subject to change at any time. Amendments will follow the rules listed in Article XII. For an up-to-date version, consult administration or the student council advisors.

## **Article IV - Membership**

1. The Student Council of Oliver Ames High School shall consist of eight elected members from each class, honorary members and one member from Project Opportunity.

## **Article V - Power and Duties of the Council**

1. Namely
  - A. To develop and adopt resolutions for the benefit of the school as may be necessary, provided that they do not conflict with the elements and spirit of the Constitution.
  - B. To organize, promote, and supervise general and special elections, ballots, officials, and all other necessary equipment, materials and personnel. Preliminary and final elections shall be conducted in May or June. They are so arranged as not to conflict with other activities. Campaign speeches will be required of all in class elections.
  - C. To initiate and approve necessary legislation pertaining to the student council.
  - D. To consider, upon being properly petitioned, policies, activities, and changes recommended by students and teachers.
  - E. To give school and community publicity about the council's policies and activities.
  - F. To authorize, supervise, and sponsor drives and campaign for council and school affairs.

2. Expulsion

The Council shall have the power and right to expel from the organization any member or officer found guilty of poor citizenship, poor conduct, or lack of adequate participation in Council activities, as per Oliver Ames Code of Conduct and according to rules of due process.

3. Student Council Point System

Objective: To clearly allow for an accurate tracking of each member's contributions to the Council, in order that the Council may operate at maximum efficiency for each member.

The system will be divided into three separate time periods ("Seasons")

Fall (September to November)

Winter (December to February)

Spring (March to June)

During each season, each member must compile **eight** points in order to remain as a member of Student Council. Failure to do so forces the Council to consult the Constitution in order to determine succession procedures for the aforementioned member.

**Points are awarded for the following activities:**

**(+1 point) per meeting attended (weekly or committee)**

**(+1 point) participating in an in-school Student Council event (ex. Ticket Sales)**

**(+2 point) participation in outside of school Student Council events (ex. Rockery Festival)**

**(+4 points) as the sole chairperson of a committee**

**(+2 points) as the co-chairperson of a committee**

**The Advisors reserve the right to award additional points for particular efforts that do not fall under each of these categories.**

**The Faculty Advisors reserve the right to determine whether or not points shall be awarded based on the criteria above.**

**Article VI - Duties of Officers**

1. President

A. Shall preside at all Student Council meetings

B. Shall call special meetings when deemed necessary.

C. Shall preside over all Student Council officer meetings.

D. Shall be member ex-officio of all boards and committees.

E. Shall appoint chairmen of committees who will then choose committees consisting of a desired number of members.

2. Vice President

A. Shall be ready to assume the duties and responsibilities of the president at any time.

B. Should work in association with the president.

C. Shall organize and run Awards Night.

3. General Secretary

A. Shall make and keep a record of all proceedings of the organization.

B. Shall prepare and call the roll at each regular meeting.

C. Shall have a report on council activities, functions, etc., in the school paper or read them over the morning announcements.

D. Shall bring to each meeting and make readily available the minutes of all previous meetings, the constitution and by-laws of the council and a list of all standing and selected committees.

E. Shall record and track the Student Council Point System, which shall be reviewed and be subject to approval by the Faculty Advisors.

4. Treasurer

Council.

5. Historian

A. Shall compile and maintain a portfolio that documents the work, events, and publicity of the Student council each year.

### **Article VII - Election of Officers of the Council**

1. Candidates within a newly elected council must be nominated by the new council in May or June.
2. Election of Student Council officers shall be held by secret ballot in a special student council meeting.
3. A campaign speech and question-and-answer session shall be required of each candidate.
4. Vacancies shall be filled by special elections within the student council.
5. In case of a tie, the Student Council shall have a re-vote.
6. The president and vice president shall be seniors; all other offices are open to seniors and juniors.
7. There shall be no overlap of presidency or vice presidency of the Senior Class Office and the Student Council.

### **Article VIII - Honorary Council**

1. Any student who runs for a Student Council position, but is not elected by their class may join the Honorary Council. These members are welcome at all meetings and at any time may help or participate. The Honorary Council will have one collective vote that accounts for the entire Honorary Council. Just as Student Council is a co-curricular activity that is included on a student's records, so shall the Honorary Council. If any member of the elected Student Council is for some reason expelled or resigns, one of the honorary members will be chosen by the advisor(s) and officers to fill the vacancy.
2. The Council will allow a member of the Honorary Council to ascend to the position of Student Council member with the achievement of 10 points in one season. (See Article V for point values.)
3. Any senior who has been part of Student Council for previous years but was not elected by their class has the ability to be promoted from the status of Honorary to Elected at the discretion of the advisors.

### **Article IX - Meetings**

1. Meetings may be called at the discretion of the president and advisor or regular meetings dispensed with if there is no business to transact.
2. An officers meeting will take place weekly or when deemed necessary.

### **Article X - Quorum**

Two thirds of the council members shall constitute a quorum.

### **Article XI – Ratification**

The constitution shall be declared in effect when it has been ratified by three-fourths of the existing council.

### **Article XII - Amendments**

1. Amendments to this constitution may be proposed and presented in writing by any member of the Student Council at any meeting provided the proposed amendment carries the signature of three members of council.
2. Such amendments must be passed by a two-thirds vote of the Student Council.
3. All amendments are effective immediately upon a successful vote. An updated constitution will be included in the student handbook as soon as possible. In addition, an updated constitution

we, the students of Oliver Ames, feeling a need for equality in awards, do hereby set up the following awards system. We feel that the important factors must be stated at the outset as they refer to all activities.

1. The important factor in deciding upon participation, outstanding or extraordinary award is the relationship of participation to achievement.
2. All decisions regarding recommendations for awards are left up to the discretion of the advisor or coach.
3. The standardized certificate will have inserts denoting the activity for which the award is granted

## **Appendix B - National Honor Society Bylaws**

The National Honor Society is a service organization that recognizes high scholastic achievement, leadership, service, and outstanding character. Candidates may be selected during either junior or senior year. All candidates must possess a 3.75 high school average or higher. The faculty advisor notifies those students possessing the minimum scholastic average that they may submit to a faculty council Candidate Forms, which should emphasize specific leadership and service activities inside and outside of school. Character references will be asked for as well. The faculty council considers this information along with records of the students' character, and then selects the new members. Membership requirements are in keeping with National Honor Society guidelines and these will be spelled out to all candidates and new members. Membership is an honor bestowed upon a student and not a right. Once selected, members have the responsibility to continue to demonstrate outstanding scholarship, character, leadership, and service.

### **Article I - Name**

The name of this organization shall be the Oliver Ames Chapter of the National Honor Society.

### **Article II - Purpose**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Oliver Ames High School.

### **Article III - Powers**

*Section 1.* The Oliver Ames Chapter of the National Honor Society will abide by the rules and regulations of the NHS National Constitution. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions).

*Section 2.* This chapter shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP).

*Section 3.* The chapter advisor is given authority to supervise the administration of chapter activities as delegated by the principal.

*Section 4.* Final authority on all activities and decisions of the chapter resides with the school principal.

*Section 5.* Non-discrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, sex (gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

### **Article IV - Chapter Adviser**

*Section 1.* The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

*Section 2.* The chapter adviser shall maintain files on membership, activities and financial transactions. The chapter adviser shall send the annual report to the national office.

*Section 5.* The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council

*Section 6.* The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

*Section 7.* The chapter adviser will oversee the induction ceremony and annual banquet.

## **Article V - Faculty Council**

*Section 1.* The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.

*Section 2.* The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

*Section 3.* The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members and to consider non-selection, dismissal, other disciplinary actions and warning cases.

*Section 4.* The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

## **Article VI - The Principal**

*Section 1.* The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

*Section 2.* The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

*Section 3.* The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

## **Article VII - Membership**

*Section 1.* Membership is an honor bestowed upon a student. Selection for membership by the Faculty Council is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

*Section 2.* Membership shall be known as active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni members shall have no voice or vote in chapter affairs.

*Section 3.* The Faculty Council shall reserve the right to award honorary membership to school officials, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

*Section 4.* Candidates become members when inducted at a special ceremony.

*Section 5.* A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to this school's adviser shall be accepted automatically as a member. Transfer members must meet this chapter's standards within one semester in order to retain membership.

*Section 6.* Members who resign or are dismissed are never again eligible for membership or its benefits.

## **Article VIII - Selection of Members**

*Section 1.* To be eligible the candidate must be a member of either the junior or senior class.

Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Based on the

*Section 3.* The chapter advisor will notify students who meet the academic requirement.

*Section 4.* Students are then invited to complete a Candidate Forms that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. The candidate must have signatures of advisers/ supervisors as proof of meeting both the service and leadership requirements. A parental/guardian signature affirming that they have reviewed the data and verify its accuracy should be included.

*Section 5.* Students are asked to submit a letter of recommendation from a person to whom a service has been rendered. The students must not have received money, credit or any other benefit for this service. Nor should the service have been a requirement to belong to a group. Recommendations from family members are not acceptable.

*Section 6.* The completion of the above tasks in a timely manner will be considered in the Faculty Council's evaluation of the candidate.

*Section 7.* To evaluate a candidate's character, the Faculty Council uses school disciplinary records.

*Section 8.* The Candidate Forms, recommendations, and disciplinary records are carefully reviewed by the Faculty Council to determine membership.

*Section 9.* The Faculty Council may interview a prospective candidate. This is at the discretion of the Faculty Council.

*Section 10.* The Faculty Council will use a rubric to evaluate the candidates.

*Section 11.* A majority vote of the Faculty Council is necessary for selection.

*Section 12.* The chapter adviser will first notify the principal and then notify the candidates of the Faculty Council decision. Candidates that receive non-selection will be notified before those that have been selected as new members.

*Section 13.* The principal shall receive appeals in cases of non-selection.

#### **Article IV - Requirements For Continued Membership**

*Section 1.* Members must continue to meet the academic requirement. (3.75 average)

*Section 2.* Attendance at meetings is mandatory. Members are allowed only 2 excused absences per academic year.

*Section 3.* Members are expected to perform a minimum of 20 hours of service per year. (10 school & 10 community). Students must turn in the appropriate service forms to receive credit for the service.

*Section 4.* Members must maintain outstanding character.

*Section 5.* All members shall participate in all group service projects and fundraisers.

*Section 6.* All senior members must work on the annual induction ceremony and banquet.

*Section 7.* Members will not abuse their privileges.

#### **Article X – Privileges/Honors**

*Section 1.* Student may use their membership cards in place of passes except for when arriving late to class.

*Section 2.* Students may eat in an empty room with permission of the Assistant Principal

*Section 3.* Students in good standing will be allowed to wear the sash at class night and graduation ceremonies. The wearing of the sash is not a right but an honor earned by the member.

*Section 4.* Officers in good standing will be allowed to wear medals at class night and graduation ceremonies. The wearing of the medal is not a right but an on or earned by the officer

*Section 5.* Additional privileges may be awarded at a later date.

#### **Article XI - Duties of Officers**

*Section 1.* The President will conduct all meetings and lead executive sessions.

*Section 2.* The Vice-President will conduct meetings in the absence of the President. The Vice-President will also be in charge of collecting and recording the service hours of the members.



*Section 5.* The Corresponding Secretary will write all the correspondences pertaining to the society.

*Section 6.* All officers will take part in executive sessions and will serve as liaisons between the adviser, membership and the community at large.

### **Article XII - Dues**

*Section 1.* The dues for membership in the National Honor Society will be \$10.00 per year.

*Section 2.* The dues must be paid each year by the second meeting or they will increase to \$15.00.

*Section 3.* Dues will never be more than \$20.00 per year.

### **Article XIII - Disciplinary Action**

*Section 1.* Members who fall below the standards which were the basis for their selection will be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

*Section 2.* The Faculty Council will hold immediate dismissal hearings for the following offenses:

***Cheating***

***Involvement with drugs or alcohol***

***Disrespect to faculty members***

*Section 3.* The Faculty Council will consider dismissal for the following offenses:

***Lack of performance of the service requirements***

***Excessive absences from meetings***

*Section 4.* All other infractions will be at the discretion of the Faculty Council.

*Section 5.* If dismissal is not warranted, the following penalties may be imposed: Member will lose privileges (temporary or permanent, depending on seriousness of infraction).

Member will perform additional hours of service.

Member will not be allowed to wear sash/medal at graduation.

*Section 6.* In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.

*Section 7.* For purposes of dismissal, a majority vote of the Faculty Council is required.

*Section 8.* Members who resign or are dismissed are never again eligible for membership or its benefits.

*Section 9.* If a member is dismissed, written notice of the decision will be sent to the member, his or her parents or guardians, and the principal. The member must then surrender the NHS emblem and membership card to the chapter adviser. If the member is unwilling to do this, the matter should be treated as a school disciplinary matter.

*Section 10.* Faculty members will be notified of all disciplinary actions.

*Section 11.* A member that has been dismissed may appeal the decision of the Faculty Council to the Principal and thereafter under the same rules for disciplinary appeals in the school district.

*Section 12.* The National Council and the NASSP shall hear no appeals in dismissal cases.

### **Article XIV - Activities**

*Section 1.* The chapter shall determine one or more service projects for each year.

*Section 2.* The chapter shall determine one or more fundraisers for each year.

*Section 3.* All members shall participate in these projects.

*Section 4.* All members shall participate in the annual banquet and induction ceremony.

*Section 5.* Each member shall have the responsibility for choosing and participating in service projects that reflect his or her particular talents and interests. This is in addition to the chapter's projects to which all members contribute.

### **Article XV - Election of Officers**

*Section 1.* Officers shall be nominated by the membership.

*Section 1.* Officers unwilling or unable to complete their duties and those found to have been negligent may be removed from their office. The adviser will decide which officer(s) should be removed.

*Section 2.* Officers may appeal their removal from office to the Faculty Council.

*Section 3.* The adviser will conduct another election upon the removal of an officer.

### **Article XVII - Executive Committee**

*Section 1.* The executive committee shall consist of the officers of the chapter and the chapter adviser.

*Section 2.* The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

*Section 3.* The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations except for those provisions dealing with Selection and Disciplinary policy of the chapter which fall under the sole domain of the Faculty Council.

### **Article XVIII - Meetings**

*Section 1.* Monthly meetings will take place the first Tuesday of the first full week of each month.

*Section 2.* Additional meetings may be scheduled as necessary.

### **Article XIX - Resignation**

*Section 1.* Those students who resign from the National Honor Society will never again be eligible for membership or its benefits.

*Section 2.* Resignation from the honor society should involve the submission of a written statement by the resigning member that is dated and signed by both the student and his/her parent(s) or guardian(s).

*Section 3.* The member must surrender the NHS emblem and membership card to the chapter adviser.

### **Article XX - Bylaws**

*Section 1.* The chapter shall write bylaws to amplify sections of the Constitution of the National Honor Society.

*Section 2.* Bylaws do not need the approval of the National Council but must be consistent with the Constitution.

*Section 3.* The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues and the like.

*Section 4.* The bylaws will be held on file and available to anyone wishing to review them.

### **Article XXI - Amendments of the Bylaws**

*Section 1.* The bylaws may be amended at any meeting of the Faculty Council by an affirmative vote of the five members of the Faculty Council.

*Section 2.* The adviser will inform the membership of all changes in the bylaws.

## **Appendix C - Tri-M Music Honor Society Bylaws**

### **Preamble**

We, the members of the Oliver Ames High School music department, in an effort to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of our school, accept these bylaws for the establishment and operation of our Tri-M Music Honor Society chapter.

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Tri-M Music Honor Society. Members will be senior division members of Tri-M.

## **Article II - Purpose**

The purpose of this chapter will be to:

- Provide an appropriate outlet for recognizing the musical achievements of our members
- Strengthen music in our school and community
- Help our members reach their full musical potential
- Motivate and recognize our members' musical and personal achievements, credits, and academics
- Encourage our members to work together toward the same goal
- Present inspiration and challenge to our members
- Develop a relationship with our community through individual and group community service.

## **Article III - General Powers**

The Tri-M chapter participants are limited to the powers vested to them by MENC, the Tri-M Program Guidelines, and these bylaws. In any matter not provided for in the Tri-M Program Guidelines, these chapter bylaws, or by local, state, or federal law, Tri-M Chapter number 4499 at Oliver Ames High School will act by majority vote of those present at any annual, regular, or special meeting. As a program of Oliver Ames High School this Tri-M chapter understands that the principal and school administration have the power to veto any local Tri-M decisions. Only MENC has the power to amend or revise the Tri-M Program Guidelines.

## **Article IV – Membership**

### ***Section One - Membership Classes***

Candidates must be enrolled in a music ensemble for at least one year at Oliver Ames High School in order to be considered for general membership.

### ***Section Two - Active Membership***

#### **A. Requirements**

Candidates for active student membership shall be chosen by a committee made up of faculty members appointed by the advisors. Candidates for active student membership shall be chosen from those students enrolled in the music department at Oliver Ames High School who have completed an application for induction. Candidates, at the time of their selection, shall meet the following requirements:

- They must have enrolled in a music ensemble and/or class for at least one year of the current school year at Oliver Ames High School;
- They must exhibit leadership, service, and character in their activities while at Oliver Ames High School;
- They must have maintained for the previous semester at least a B+ average GPA or equivalent in music with at least a C average GPA or equivalent in other academic subjects; and
- They must attend all meetings with exception for a set amount of absences as determined by the Executive Committee.

#### **B. Public Notice**

A written description of the selection procedure shall be made available to all music students and their parents prior to candidate consideration. The selection procedure shall be consistent with articles of the Tri-M Program Guidelines.

#### **C. Lapsed Membership**

the member's enrollment in an Oliver Ames High School music ensemble and/or class for at least one semester of the current school year and that the member has maintained for the previous semester at least a B+ average grade or equivalent in music, with at least a C average grade or equivalent in other academic subjects.

If a current member does not or cannot meet the academic or music criteria necessary to be considered a Tri-M member, his or her membership will lapse in good standing until the music and academic criteria are once again met.

The chapter advisor shall determine when a lapsed member is reinstated based upon proof that membership criteria have once again been met.

### **Section Three - Alumni Membership**

Upon graduation, active members shall become alumni members. Alumni members shall have no voice or vote in chapter affairs.

### **Section Four-Honorary Membership**

The chapter advisor may award honorary memberships in recognition of achievement and/or outstanding service rendered to the chapter in keeping with the purpose of the Tri-M Music Honor Society. Honorary membership may be awarded to guest clinicians, school officials, principals, teachers, Tri-M advisors, adults, or students with disabilities who are able to fully meet the active member criteria. Other students are not eligible for honorary membership. Honorary members have no voice or vote in chapter affairs.

## **Article V - Disciplinary Action**

### **Section One**

- a) Members who fall below the standards which were the basis for their selection will be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency
- b) Exception shall be made in the case of flagrant violation of school rules or civil laws when a member may not be warned.

### **Section Two**

The administration shall hold immediate dismissal hearings for the following

- i. Cheating
- ii. Involvement with drugs or alcohol
- iii. Disrespect to faculty members

### **Section Three**

The administration will consider dismissal for the following offenses:

- i. Lack of performance of the service requirements
- ii. Excessive absences from meetings

### **Section Four**

All other infractions will be at the discretion of the advisors.

### **Section Five**

If dismissal is not warranted, the following penalties may be imposed:

- i. Member will lose privileges (temporary or permanent, depending on seriousness of infraction)
- ii. Member will not perform additional hours of service
- iii. Membership will not be recognized at graduation

### **Section Six**

In all cases of impending dismissal, a member shall have a right to a hearing before the administration.

### **Section Seven**

Members who resign or are dismissed are never again eligible for membership or its benefits.

tokens of membership to the advisor. If the member is unwilling to do this, the matter should be treated as a school disciplinary matter.

#### **Section Nine**

Upon dismissal, letters will be sent to colleges that have receives applications from the student.

#### **Section Ten**

A member that has been dismissed may appeal the decision of the administration under the same rules for disciplinary appeals in the school district.

#### **Section Eleven**

The National Tri-M Music Honor Society and MENC shall hear no appeals.

#### **Section Twelve**

All attendance-related disciplinary action shall be recommended by a vote of the Executive Committee. The advisors shall take into consideration the Committee's recommendation and take action they deem fit.

### **Article VI - Executive Committee**

#### **Section One--Committee Members**

The executive committee of this chapter will consist of a chapter advisor and student officers.

#### **Section Two--Chapter Advisor**

The chapter advisor of this chapter shall be a teacher in the music department at Oliver Ames High School

#### **Section Three--Student Officers**

The student officers of this chapter will include a president, vice president, secretary, treasurer, historian, and a board of directors comprised of one sophomore, one junior, one senior, and three at-large members.

#### **Section Four--Quorum Requirement**

A majority of the officers and the chapter advisor constitute a quorum.

### **Article VII - Duties of the Executive Committee**

#### **Section One--Chapter Advisor**

The advisor of this chapter will act as supervisor, guide, and counselor in all matters pertaining to chapter operations. The advisor will attend all executive committee and chapter meetings and will help officers fulfill their respective duties, including maintaining chapter records and submitting chapter fees with the proper forms.

#### **Section Two--President**

The chapter president will lead the members toward the attainment of the goals of this chapter and of the Tri-M Music Honor Society. The president will preside at all meetings of the chapter and of the executive committee. The president and the other officers will conduct the induction ceremony for new members and will hold an election to appoint new officers to preside the following year.

#### **Section Three--Vice President**

The vice president of this chapter will preside at all meetings of the chapter in the absence of the president, and it will be his or her duty to assist the president. If programs, special projects, or activities are planned in addition to the membership presentation ceremony, the vice president will also serve as program chairperson.

#### **Section Four--Secretary**

The secretary of this chapter will be responsible for all correspondence of the chapter and will keep an accurate record of attendance, minutes, and all transactions and meetings of the chapter. The secretary will also serve as social chairperson.

#### **Section Five--Treasurer**

The treasurer of this chapter will keep an accurate record of all monies received and disbursed, any membership fees paid to the honor society (if any), and all membership pin emblems, cards, certificates, and insignia items secured from the national office. The treasurer will report at each

### **Section Six-Historian**

The chapter historian shall keep a comprehensive record of all programs presented by the chapter and its members, including pictures and news clippings; serve as publicity chairperson; and be responsible for compiling the chapter's entry for Chapter of the Year.

### **Section Seven-Board of Directors**

The board of directors shall be present at all executive meetings and shall be responsible for assisting in the club's oversight.

## **Article VIII - Nomination and Election of Officers**

### **Section One**

In the spring of each year, applicants for officer positions may obtain a nomination form from the advisor. The candidates will be elected by a majority ballot vote. New officers for the coming year will be installed before the close of the school year in which the election takes place.

### **Section Two**

In the club's initial year of operation, the officers shall be appointed and installed by the advisors and the administration.

## **Article IX - Vacancies on the Executive Committee**

Vacancies occurring on the executive committee during the school year will be filled on a temporary basis with chapter members selected by the chapter advisor. Temporary executive committee assignments are valid only until the next meeting of the chapter, when an election will be held to fill such vacancies.

## **Article X - Meetings**

### **Section One-Planning**

The executive committee will meet in advance to outline scheduled meetings.

### **Section Two-- Times**

Regular meetings during the school year shall be on days designated by the executive committee and in accordance with school policy and regulations.

### **Section Three-Frequency**

(a) There will be at least nine scheduled meetings of this chapter per year as determined by the chapter advisor and Executive Committee.

(b) In the club's initial year of operation, there will be at least two scheduled meetings as determined by the advisors.

### **Section Four-Voting**

All members may attend scheduled meetings. No meeting may be held unless the chapter advisor is present. Only the chapter advisor and active student members have a voice or vote in chapter affairs.

### **Section Five-Special Meetings**

The chapter president or other designated student leader may call special meetings approved by the executive committee.

### **Section Six - Quorum**

A simple majority of the membership and constitutes a quorum.

## **Article XI - Induction Ceremony**

### **Section One**

This chapter will hold at least, one public induction ceremony each school year as planned by the executive committee. All induction ceremonies will be held after school hours with parents, friends, school officials, faculty members, and other students in the music department invited.

### **Section Two**

In the club's initial year of operation, members shall be inducted in the spring of 2004. A second induction will occur in the fall of 2004, returning induction schedules to regular rotation.

## **Article XIII - Amendments**

The chapter shall regularly review these bylaws and amend or revise them if they do not meet the current needs of the chapter. Any amendment or revision must be consistent with the Tri-M Program Guidelines.

Any member may submit minor revision drafts to the Executive Committee for consideration. A specially appointed bylaws revision committee shall draft major revisions or complete bylaw rewrites.

Revision proposals must be passed by an Executive Committee majority vote to be presented to the chapter membership for a vote.

When the Executive Committee passes a revision proposal with a majority vote, that revision proposal shall be presented to the chapter in written form prior to a chapter vote for adoption as chapter law. Proposed amendments or revisions require a two-thirds affirmative vote by chapter membership and school administration approval for adoption.

### **Amendments**

#### ***Amendment I - Nullification of Sections***

##### **Section One**

The following sections are repealed: Article VII, section two; Article X, section three (b); Article XI, section two.

##### **Section Two**

This amendment shall take effect on September 1, 2004.

#### ***Amendment II – Service Requirements***

##### **Section One – Music Service**

Each member of Tri-M shall be required to complete no fewer than six (6) hours of music-related community service.

##### **Section Two – Community Service**

Each member of Tri-M shall be required to complete no fewer than six (6) hours of non-music-related community service.

##### **Section Three – Documentation and Review**

Service hours shall be recorded on a standardized form issued by the chapter advisor.

Service hours for seniors must be submitted by March 31. Service hours must be submitted to the secretary by June 1 to receive credit.

##### **Section Four – Annual Review**

Service requirements set forth in this amendment shall be reviewed in May of each year.

##### **Section Five – Enactment**

This amendment shall take effect immediately upon passage by the executive committee.

#### ***Amendment III – Policy on Attendance and Participation***

##### **Section One – Meeting Attendance**

Each member of Tri-M shall be allowed no more than two (2) absences from general meetings. Excused absences, including medical emergency, family emergency, and school trips extending beyond the regular day, shall be excused absences.

##### **Section Two – Activity Participation**

It shall be policy of Tri-M that all Tri-M sponsored activities are mandatory. These activities shall include, but are not limited to, induction ceremonies and a Tri-M sponsored performance.

##### **Section Three – Documentation of Absence**

Each member shall complete an absence form to be submitted to the chapter advisor when unable to participate in an activity or meeting.

##### **Section Four – Disciplinary Action**

All infractions of policies set forth in this amendment shall be reviewed by the executive committee. The executive committee shall make a recommendation to the chapter advisor,

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***Amendment IV: Policies on Office Elections***

**Section One** – The candidate must have advisor approval before running for an office.

**Section Two** – A candidate may only run for one position

**Section Three** – A candidate must be on the Executive Board for one year in order to run for an office.

**Section Four** – If a current board member runs for an office and does not receive the position, this member may still obtain a position on the Board of Directors.

**Section Five** – Senior students are eligible to vote in the officer election.

**Section Six** – The General Membership and Executive Board votes are equal in value.

**Section Seven** – The chapter advisor will not vote in the office elections.

## **Appendix D - Athletic Department Handbook**

# **Oliver Ames High School Student-Athlete Handbook 2019-20**

## **ATHLETIC PROGRAM OVERVIEW**

### **Easton Public Schools Vision Statement:**

The Easton Public School System educates children to become motivated, lifelong learners who, as confident and creative individuals, function to their full potential, understand and value differences, and are contributing members of their community able to meet the challenges of a global society.

### **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 activities which will enrich the educational experiences of all participants. The MIAA will promote interschool activities that provide lifelong and life-quality learning experiences to students while enhancing their achievement of educational goals.

### **Sportsmanship Responsibility:**

Integrity, fairness, and respect are the principles of good sportsmanship, and these are lifetime values taught through athletics. You are the spokesperson for your school when you attend an athletic event. Your actions are viewed by family and friends, opposing fans, the local community and the media. Your display of good sportsmanship will demonstrate the most positive things about you and your school.

### **Oliver Ames High School Athletic Program Objectives:**



- To develop and understand the concepts of individual and team play.
- To develop a sense of commitment, loyalty, cooperation and fairness.
- To learn that good sportsmanship means winning and losing with grace and dignity.
- To learn to make decisions under pressure.
- To foster town pride.

To obtain these objectives, the Oliver Ames administration has based the athletic program on sound principles. The following are most important:

- **Extensive Offerings:** Our program tries to include as many participants as possible. We offer a program that includes many sports, so that a boy or girl will discover a sport or sports in which he/she has both interest and ability. Varsity and junior varsity competition is offered at the high school level.
- **Trained Personnel:** Oliver Ames High attempts at all times to have the most qualified and well-trained coaches available. Each coach realizes that all sports sponsored by the school are part of the school program. As a result those in charge of such activities must utilize educational principles and educational aims if athletics are to be a worthwhile part of the over-all school program.
- **Controlled Competition:** Life is competition, and the competition starts almost at the moment we were born. Competition is a life-long experience, and positive attitudes toward competition are developed through our athletic programs.

#### Varsity Sports Offerings:

Baseball (B)	Golf (B)	Softball (G)
Basketball (B&G)	Gymnastics (G)	Swimming/Diving (B&G)
Cheerleading (G)	Ice Hockey (B&G)	Tennis (B&G)
Cross Country (B&G)	Lacrosse (B&G)	Track (Spring/Winter) (B&G)
Field Hockey (G)	Skiing (B&G)	Volleyball (G)
Football (B)	Soccer (B&G)	Wrestling (B)

## ATHLETIC ELIGIBILITY

Oliver Ames High School athletes are bound by MIAA rules for Interscholastic Athletics. Although a coach may have additional rules for his/her athletes playing on his/her team, the following rules apply to all athletes participating in all athletic programs at Oliver Ames High School:

#### **Physical Examination:**

Athletes must have a valid physical examination before participation in any sport. No athlete will participate in organized practice or scheduled games until his/her physical has been cleared by the school nurse.

In order for a physical exam to be considered current and valid, it must have been given within 13 months of the date of any athletic involvement, have a "cleared for sports" or similar notation on the form, and must be signed by a doctor. Most doctors' offices provide suitable physical exam forms. However, if needed, they may be requested from the OA Athletic Department.

athlete to participate: Participation Agreement/Parental Permission, Code of Conduct, Mass. Hazing Law, MIAA Chemical Health Rule, Concussion Training Verification, ImPACT Testing Permission, Transportation Waiver, Medical Questionnaire, Pre-Participation Concussion Form, and Emergency Treatment Permission.

Parents/guardians of each participating athlete must complete the online registration provided by Easton Public Schools before he/she is allowed to tryout. These disclosures, agreements and forms are part of the online registration process and must be completed for each season (Fall, Winter, Spring) of participation.

**Activity Fee:**

The Easton School Committee established an Activity Fee for students' participation in the Oliver Ames High School Athletic Program during the school year. The Activity Fee account will provide the supplementary funds required to maintain the athletic programs currently provided and will avoid the necessity of eliminating any sport from the program.

The fee approved by the School Committee for the current school year is \$175 per student per sport (\$250 for Basketball (boys & girls), Football, Ice Hockey and Gymnastics) with a family cap of \$700.00 per year. Fee payment should be made as part of the online registration process via credit or debit card.

Activity fees are due prior to the first contest in a season. Failure to pay by the first contest without making accommodations in writing with the Oliver Ames athletic director will render an athlete ineligible.

A fee waiver is granted to athletes eligible for free or reduced lunch. Neither the athletic director nor the principal have the authority to waive athletic fees for any other reason. Other evidence that a hardship is involved should be brought to the school superintendent's attention.

Students who did not make a team or quit prior to the first contest are eligible to receive an activity fee refund. Students who are on a team roster and quit after the first contest of a season are not eligible for a refund.

**Academic Eligibility (MIAA Rule 58):**

All athletes must meet all school and MIAA eligibility requirements which include but are not limited to:

58.1 A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade, and full credit, in the equivalent of four traditional year long major English courses. A transfer student may not gain academic eligibility if he/she was not, or would not be, eligible at the sending school, unless transfer was necessitated by a move of parents and then eligibility would be determined by receiving schools eligibility standards. (see Rule 57.7.1)

58.2 A student cannot at any time represent a school unless that student is taking courses which would provide Carnegie Units equivalent to four traditional year long major English courses.

58.3 To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year the equivalent of four traditional year long major English courses.

all students within a particular class.

Note: The MIAA academic eligibility standards are designed to ensure that a student is fully enrolled in school and actively engaged in his/her academic life on a consistent basis throughout the school year. When utilizing a 4 x 4 block schedule, a student must pass at least two of the four required 'major' courses (or equivalent) in each academic marking period.

58.5 Incomplete grades may not be counted toward eligibility until they are made up following school policy.

58.6 A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.

58.7 A student cannot count for eligibility any subject taken during the summer, unless that subject was pursued and failed during the immediately preceding academic year.

58.8 All cooperative team athletes must meet the eligibility standards of their own school as well as the host school.

**Code of Conduct:**

Student-athletes are considered representatives of Easton Public Schools and the Code of Conduct in the Student Handbook will apply to student-athletes as they participate in tryouts, practice, and competition. Participation in EPS athletic programs is a privilege, that carries with it serious personal commitment and responsibilities, and can be revoked at any time if school rules are broken.

**Discipline:**

- Courtesy and obedience must be shown to all staff members, coaches, and officials. Insubordination or insolence will not be tolerated. Any such violation shall result in suspension or dismissal, depending on the seriousness of the violation. If any athlete strikes out against another player, coach or fan through physical violence, uses obscene language, gestures or unsportsmanlike conduct, he or she shall be suspended or dismissed from the team, depending on the seriousness of the act. Such acts during a scheduled game could result in a full-year ban from competition in that sport (MIAA rule).
- Any willful assault, either physically or verbally, on a coach, or a staff member by one of his or her team members out of season will be referred to the school principal for disciplinary action.
- Any athlete suspended from school will not be allowed to practice or compete during the suspension. School suspensions could result in dismissal from the team.
- Conduct embarrassing to the school and community and/or conduct off school grounds and/or during non-school hours that violate team training rules during the season, will result in suspension or dismissal, depending on the severity of the act. Any conviction in a court for such an act will result in immediate dismissal from the team in that season.
- Destruction, vandalism, or theft of personal, athletic, or school property could result in suspension or dismissal from the team, depending on the severity of the act.
- In addition to any disciplinary action, students involved in drug/alcohol situations will be placed on administrative probation. A student on probation is forbidden to attend any school sponsored activities or be on school grounds after school for any reason except for authorized make up work or detention.
- Decisions for dismissal or suspensions from a sport for infractions of the Athletic Code will be made by the head coach, athletic director and principal.

obligation before reporting to practice and/or game. Students cannot expect and should not request discipline action to be postponed or cancelled for any athletic reason. An athlete may be removed from the team for excessive disciplinary problems, but may be reinstated upon sufficient evidence of improvement. It is expected that athletes at Oliver Ames High School be model citizens both in and out of school.

#### **Attendance Requirement for Interscholastic Athletics:**

All students must be in attendance at school the entire day in order to participate in a practice or game scheduled for that day. Any student athlete who accrues an unauthorized absence from a class will not be allowed to participate in a practice or game scheduled for that day.

Students absent on the day preceding a holiday may not participate on that day or the holiday.

Any student absent the day preceding a contest may be ineligible to participate in the contest unless the coach and athletic director/principal agree the absence was excused. Exceptions to the above policies may be granted only by the principal, assistant principal or athletic director.

Any student who is absent from school and participates in a contest/practice without the aforementioned authorization shall be suspended from that team for five days. This suspension shall be imposed by the athletic director.

A student that is tardy or misses any part of the school day resulting from not feeling well, being tired, or any illness, regardless of whether or not they have a doctor's note, is NOT eligible to participate in athletics that day. Example: a student comes in late because he/she didn't feel well in the morning, went to an urgent care center and got a doctor's note. That student is not eligible that day.

A student who has a preset doctor's appointment and misses part of the school day is eligible provided he/she meets the following criteria:

- a) The student must be in school as much of the day as possible. He/she must come to school in the morning if the appointment is later and come back to school after the appointment. Consideration will be given based on the location of the doctor's office and travel time.
- b) The student must provide a signed doctor's note approved by the athletic director or principal verifying the visit. The note needs to include either a clearance to participate in athletics, or that it was a well visit (i.e a physical).

The school nurse has eligibility discretion for any student he/she sends home or to the doctor for an issue requiring immediate attention (ex: suspected serious contagious illness like strep, cellulitis, unidentified rash or any other similar urgent medical issue). The eligibility decision by the school nurse will be based on the following:

- a) Student returns to school that day with minimal school time missed including timely return from home or the doctor visit.
- b) Whether the suspected illness or injury is ruled out by a doctor (ex: strep throat). A doctor's clearance note is required.
- c) Whether the issue treated by the doctor is resolved and does not affect the student's ability to compete. A doctor's clearance note is required.

Attendance at practices and games is mandatory. Unexcused absences will result in disciplinary action up to and including one or more contest suspensions and may result in dismissal from the team. Continual unexcused absences may result in a meeting with parents, athlete, and athletic director, to address the situation. Missing a practice due to school detention is not an excused absence.

It is the Easton Public School Administration's position that a student's association with co-curricular programs is voluntary. The student willingly undertakes certain obligations and commitments that transcend those of the ordinary student. Students are not guaranteed positions in co-curricular activities but rather earn their positions through demonstrated ability,

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accompany parents or to participate in family activities, on written request of the student's parent or guardian to the coach or athletic director. Students who miss activities during vacation periods will be required to attend as many practices as they missed before being eligible to resume participation in contests and take the chance of losing their positions to other competitors. However, they will not otherwise be penalized.

**Physical Education Attendance:**

An athlete excused from physical education class due to illness, may not participate in a practice, scrimmage, or game for that day.

**School Suspensions:**

Any athlete suspended from school may not practice, play, or be with the team on the days in which he/she is serving the suspension.

**Captains:**

Team captains who violate any MIAA, OAHS or team rules in or out of season, during school and non-school hours, including summer and school vacations, holidays, or weekends will lose that title indefinitely. The final decision on dismissal will be made by the coach, athletic director and principal and is not subject to appeal.

Any conviction in a court for such an act will result in immediate dismissal from the team in that season.

Any captain may have his or her captaincy revoked at any time for displays of: poor sportsmanship, disrespect or lack of cooperation with coaches, poor work ethic during practice or games, bad attitude, negative leadership, missing competitions, selfish/boorish behavior and any other behavior not consistent with the leadership expectations of an Oliver Ames High School team captain.

In order to be eligible for selection by teammates as a captain at the end of a season for the next school year, athletes cannot have been suspended or involved in disciplinary matters that would have resulted in a captaincy being removed as described previously in this section

Any violation that may have happened in the distant past but has now just come to light is treated as if the violation just occurred. Accordingly, a violation that occurred in the freshman year but has come to light in the junior year would render that athlete ineligible to be on the captain's ballot or to serve as a captain the following year.

If one or more captains are elected and later deemed ineligible to serve due to rule violations, the replacement of those captains is at the discretion of the coach, athletic director and principal.

**Senior Games, Awards and Banquets:**

Student-athletes must be in good standing at the time of the senior game, or post season awards/banquet in order to be eligible to attend those events. "Good standing" means a student-athlete is in compliance with all MIAA, OAHS and team rules.

- a. Membership in School (MIAA rule 55)
- b. Transfer Students (including Foreign Exchange Students) (MIAA rule 57)
- c. Time Allowed for Participation After First Entering Grade Nine (MIAA rule 59)
- d. Age (MIAA rule 60)
- e. Graduation (MIAA rule 61)

These rules are followed by Oliver Ames High School when applicable to a student's specific situation. For further information, check the MIAA Handbook found at [www.miaa.net](http://www.miaa.net).

### **MIAA Eligibility Rule Waivers**

The MIAA has established a due process procedure which provides a full and multifaceted review of all requests to set aside an eligibility requirement for an individual high school student.

- Initially, a student or his/her parent(s)/guardian(s) should notify the high school principal of the student's desire to participate in the school's interscholastic athletic program in spite of being ineligible by virtue of an MIAA rule. The principal may then initiate the MIAA "waiver request" process as outlined in the MIAA Handbook.
- The waiver process is defined in Section 85 of the MIAA Handbook which can be downloaded at [www.miaa.net](http://www.miaa.net).

## **GENERAL INFORMATION PERTAINING TO ATHLETES**

### **Academic Expectations:**

Oliver Ames High School athletes are expected and encouraged to maintain the highest level of academic achievement possible. Extra help sessions and make-up work are expected to be completed as soon as possible. On a practice day, athletes should stay after school to make up work whenever necessary. Students should inform coaches in advance when practice time will be missed due to academic obligations. Once the obligations are completed, athletes are expected to report to practice as soon as possible. If advance notification was not given to the coach, students should ask their teacher for a note explaining their tardiness. Students arriving late to practice due to make-up work or extra help will not suffer an athletic team penalty provided they informed the coach in advance or bring a note from their teacher. On game days, if time allows, students should ask their classroom teacher if make-up work or extra help may be postponed to a practice day. A classroom teacher may or may not grant a postponement.

### **Daily Commitment:**

Athletes should plan to make a daily commitment of two or three hours per day, five or six days a week, to participate in a varsity sport. At the sub-varsity level, some teams may not practice or play on weekends. It is important that a coach be notified if an athlete is not going to be present at a practice or game. All coaches expect team members to be present at all team related activities. Unexcused absences will result in disciplinary action up to and including one or more contest suspensions and may result in dismissal from the team. All athletes are excused from team activities for illness, injury, academic assistance, family emergencies, or religious holiday observation reasons. Prior notification of an absence is expected in most instances.

Some teams require tryouts and may need to make cuts to manage roster sizes. During the tryout period, the coach will provide an explanation of his/her expectations. It is the athlete's responsibility to demonstrate to the coach that he/she can meet those expectations. Athletes cut from one team are encouraged to try out for other teams that season which may not limit the number of athletes participating. Coaches are to provide athletes with an explanation as to why they did not make the team.

#### **Playing Time:**

There are many benefits to be gained by participation in athletics at the high school level.

Athletes learn discipline, to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership, and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is "playing time" during games. The playing time of each participant is the prerogative of the coach of the sport. There is no assurance that each squad member will receive equal playing time nor is there a guarantee that a student will participate in any contest.

If an athlete has a question about the amount of playing time he/she is getting, he/she should be encouraged to discuss it with the coach. Being a member of a team at Oliver Ames High School does not guarantee playing time, but there are some guidelines:

#### Freshman and Junior Varsity Teams:

These are developmental level teams where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual's playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. These are the competition levels for athletes to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition.

#### Varsity Teams:

This level of competition has similar factors affecting playing time as the sub-varsity teams.

However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level of competition with a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. It is important to note that teams cannot be successful without committed substitutes or backup players. These athletes have to be ready to step up when needed, and practice hard to help make the teams competitive. They should constantly strive to move up to a starting role. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

#### **Communication and Conflict Resolution:**

Athletic involvement can be highly emotional. From time to time conflicts and issues between a student athlete and his/her coach may arise. It is imperative that conflicts and/or issues be addressed as soon as possible so that it can be resolved promptly. ***The following is the order in which the chain of command should be followed. Every effort should be made to resolve issues at the lowest possible level in the chain of command. In order for this to happen, coaches are to make team members feel they are approachable and reasonable. No punishment will result from a player approaching a coach respectfully regarding an issue or concern.***

opportunities in educational athletics is for young people to learn to address and resolve issues affecting them and to advocate for themselves. Therefore, unless there are extenuating circumstances, parents should **only** approach a coach regarding an issue **after** the student-athlete has spoken to the coach and attempted to resolve the issue.

2. Parent of athlete contacts coach.

In order for the discussion between a parent and coach to be productive, parents should request an appropriate time to speak to the coach about an issue. It is **not** appropriate to approach a coach to discuss an issue in any of the following situations:

- Either prior to or immediately following a game
- During a practice session
- During a time when other teammates are present
- A time when it is apparent that there will not be sufficient time to allow for a complete discussion

3. Athlete or parent contacts Athletic Director

Contact at this level should only be made after steps 1 & 2 above have been completed in an attempt to resolve the issue. The Athletic Director will inform the coach that this meeting will take place. If the discussion between the parent(s) and Athletic Director does not result in a satisfactory conclusion, then a meeting will be scheduled with the parent(s), student, coach and athletic director in an attempt to reach a satisfactory resolution.

4. Student and/or parent(s) contacts Principal

Contact at this level should only be requested after steps 1, 2 & 3 above have been completed. The Principal will inform the Athletic Director that this contact has been made.

5. When conflicts arise which cannot be resolved by the building principal, the conflict will be submitted to the Superintendent and/or the School Committee in a timely fashion for appropriate action.

**Changing Sports During a Season:**

The Athletic Department discourages changing from one sport to another after a season begins.

Athletes will only be allowed to change teams if they are a member in good standing after notifying both coaches involved and receiving permission from the athletic director. However, athletes cut from a team **are** encouraged to join another team that season, if another sport of that athlete's interest has roster space available.

**Appearance:**

Appearance while representing the school shall at all times be reasonable and neat. The athletic dress code pertains to both home and away games. Coaches may refuse to take a player to any away game if his/her appearance would dishonor the school.

**Equipment and Uniforms:**

All athletes are responsible for the equipment (which includes school uniforms), issued to them during the course of the season. Athletes are expected to return all school owned equipment & uniforms immediately at the termination of team membership or at the end of the season, whichever comes first. Athletes failing to turn in all issued equipment, or returning equipment damaged through misuse are responsible to pay to the athletic department an amount equal to the current replacement cost. In the event that the equipment is found and/or returned after the payment, a refund will be made.

1. Parents/Guardians will be notified by coach and/or the athletic director of collection for payment for equipment not returned.



have their high school diploma withheld.

**Health Insurance:**

All athletes must be enrolled in an HMO or health insurance plan. Families may purchase a health insurance policy through the school system. Applications for this coverage are given to each student at the beginning of the school year.

**Transportation:**

Oliver Ames High School provides transportation to most away games/events. All team members are required to travel to and from all away games/events on transportation provided by the Athletic Department. Exceptions to this policy must be requested in writing to the athletic director by an athlete's parent prior to the event. Under certain circumstances licensed students with written parental permission will be allowed to transport themselves to and/or from away contests. Under no circumstances are students allowed to transport other students to or from away events. Any practice venue will be treated like a home venue for these purposes.

Athletes are expected to conduct themselves in a proper manner on all bus trips. Yelling at passing cars, obscene gesturing, unruly conduct, or other forms of inappropriate behavior will not be tolerated and will result in disciplinary action.

**Injuries:**

All athletic injuries, even though minor, must be reported to the athletic coach/advisor and athletic trainer. In the case of serious injury, the athletic trainer's judgment with regard to playing condition of a player will be final. No player may continue to play against the athletic trainer's advice.

When a student-athlete has been advised to discontinue participating in practice or a game because of a serious injury, that athlete will not be allowed to resume participation without a signed permission slip from his or her physician.

**Nutritional Needs of Athletes:**

It is essential that all athletes are educated regarding their nutritional needs and the consequences that may result from poor nutrition and eating disorders. Eating disorders are serious conditions which compromise one's health and wellbeing. Athletes concerned with eating behaviors, need to seek professional medical assistance. The coaches, athletic trainer, guidance counselor, school psychologist, clinical counselor, and school nurse are good resources for counseling and advice.

An athlete who practices or plays in a high school game during the day should eat a nutritional dinner, study to maintain good grades, and go to bed at a reasonable hour. Proper diet and rest are essential for maintaining good academic and athletic performance.

**Season Limits:**

The fall season must not begin before the MIAA set guidelines. The fall season must end with the completion of the regular season schedule except for the teams or individuals completing participation in MIAA Tournaments.

Spring season begins on the third Monday in March and concludes with the last scheduled competition unless a team qualifies for the MIAA post-season tournament.

## **SPORTSMANSHIP**

Sportsmanship is a top priority at Oliver Ames High School. The Athletic Department expects all parties present at an event to display the highest possible level of sportsmanship. Players, coaches, and spectators should treat opponents, game officials, and visiting spectators with respect.

All athletic events are conducted in accordance with the rules and regulations of the MIAA, the NCAA or the National Federation. Any form of baiting or taunting of officials, players or fans will not be tolerated at any Oliver Ames High School athletic event. Likewise, profanity, objectionable cheers, or gestures have no place at an athletic event, be it at Oliver Ames High School or at an away game/event.

Any Oliver Ames student-athlete who engages in the use of inappropriate or unsportsmanlike social media directed toward another person, team, or school is subject to suspension from the team and other possible disciplinary action.

The MIAA reserves the right to warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game, school official or school determined to be acting in a manner contrary to the standards of good sportsmanship. Oliver Ames High School, in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away.

### Attendance as a Spectator at School Activities:

Students and their guests are expected to maintain high standards of behavior and sportsmanship before, during and after athletic events.

These standards include appropriate use of social media. Students who engage in the use of inappropriate or unsportsmanlike social media directed toward another person, team, or school will be subject to disciplinary action.

Students who violate these standards will have their privilege of attending school activities denied for a period of one month or more. A student's permission to return to school activities may be conditioned on being accompanied by and sitting with their parent(s)/guardian(s). In addition, the student may be placed on administrative probation for a specified period, and subsequent problems could result in the loss of the privilege of attending all activities for that year.

### Oliver Ames Fan Code of Conduct

- Tolerance
- Integrity
- Goodwill
- Enthusiasm
- Respect
- Spirit

### **Unacceptable Fan Behavior**

- Making derogatory chants, songs, or gestures
- Negative cheering and chants directed towards the either team
- Calling out an opponent's name or number
- Calling opponents derogatory nicknames
- Using horns or noise makers of any kind
- Throwing objects into a crowd or at an individual
- Distracting participants, obstructing vision, or directly affecting play

### **Consequences**

In addition to all local ordinances and policies, Oliver Ames school officials may enforce upon unruly fans the following:

1. A warning for the behavior that is considered unsportsmanlike
2. Ejection from the contest
3. Suspension from future Oliver Ames contests, both home and away
4. Report made to the MIAA and/or local police

## **DIRECTIONS TO SPORTS VENUES**

For directions to all opposing school sports facilities, go to "Member School Lookup" at [www.miaa.net](http://www.miaa.net). Select the opposing school from the drop-down menu. Then click the link to "Directions to Sports Facilities".

## **SCHEDULING**

For up-to-date scheduling, cancellation or postponement information please visit the Athletics Section at [oliverames.org](http://oliverames.org) and click the link to "Schedules and Updates".

## **APPENDICES**

The following policies and laws are included in, and apply in their entirety, as part of the Oliver Ames Student –Athlete Handbook:

- Appendix SAH-1: Student & Coach Eligibility: Chemical Health/Alcohol/Drugs/Tobacco (MIAA Rule 62); and Serving Chemical Health Suspensions (OAHS Policy)
- Appendix SAH-2: Sportsmanship – Athlete, Coach Disqualifications/Suspensions (MIAA Rule 49.3-49.10)
- Appendix SAH-3: Taunting (MIAA Rule 48)
- Appendix SAH-4: Bona Fide Team Member (MIAA Rule 45)
- Appendix SAH-5: Hazing Law (Mass State Law 269 Sections 16-19)
- Appendix SAH-6: Concussion and Suspected Head Injury Policy (EPS)
- Appendix SAH-7: Policy Prohibiting and Addressing Bullying (EPS)
- Appendix SAH-8: Harassment Policy (EPS)

**Rule 62 / Serving Chemical Health Suspensions (CANS Policy)**

As a member of the MIAA, Oliver Ames High School will strictly enforce the following rules:

62.1 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, VAP pens and all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; 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 his/her doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

**Minimum PENALTIES:** (also see Rule 32.8 – Ineligible Students)

**First violation:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) 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. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

**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 (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

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

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve

request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco Rule 62.

62.2 During practice or competition, a coach shall not use any tobacco product (penalty: same as students').

62.3 Anabolic androgenic steroid use and performance enhancing drugs (PED's) are of grave concern. Coaches need to send a clear, unequivocal message that unauthorized steroid use and PED's are not acceptable. This discussion should highlight the fact that the penalties for other substance use apply. Short and long-term health effects can also motivate student-athletes to protect their future. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes.

Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most "get-rich-quick" schemes, steroid use has serious short and long term consequences.

Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids.

Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be.

The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

#### **OAHS Rule Pertaining to MIAA Rule 62**

In spite of the fact that student-athletes are ineligible to participate in contests during Chemical Health suspensions, they are expected to practice with the team during the suspension. Any student-athlete must complete the season in which they are serving any portion of a Chemical Health suspension in order for the suspended contests to count toward the suspension. In other words, if a student athlete quits before the end of a season in which he/she is serving a suspension, none of the contests in that sports season will count toward the suspension.

Student-athletes ineligible under MIAA rule 62 are **not** allowed to attend competitions, home or away, during the suspension.

### **Appendix SAH-2: Sportsmanship – Athlete, Coach Disqualifications/Suspensions (MIAA Rule 49.3 - 49.13)**

49.3 Any student-athlete, who is disqualified from a competition, including a jamboree, scrimmage, etc., shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule, or in tournament play. The disqualified student-athlete is ineligible to participate in any contest at the same level of play in that sport until the next contest, or the next two (2) contests in the sports of baseball, ice hockey, and soccer, have been completed. (Note: In the sport of wrestling, the disqualified student-athlete is ineligible to

penalties and game misconduct (Rule 72.1b); wrestling-technical disqualification, do not apply to the above prescribed penalties. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal.

49.3.1 A two (2) game suspension will be given to any student-athlete who is ejected from any contest for the following reasons:

- o Fighting
- o Punching or kicking an opposing player
- o Spitting at someone

49.4 Any coach disqualified by an official from an inter-school competition (including a jamboree, scrimmage, etc.) is ineligible to coach any competition in that sport at the same level (e.g. junior varsity, varsity, etc.) until the next contest, or the next two (2) contests in the sports of baseball, ice hockey, and soccer, has/have been completed. (Note: In the sport of wrestling, the disqualified coach is ineligible to participate in any and all contests during the next scheduled date of competition). During the suspension the disqualified coach may not be present at the competition site. Whenever a coach is disqualified by an official from an inter-school competition, the official shall file a written report of the incident with the coach's principal. The coach also shall file the completed form designated for that purpose. Both reports should be completed and forwarded by the official and coach within 24 hours of the competition. The principal should immediately forward copies of the reports to the athletic director, superintendent, and MIAA executive director. If the game official fails to file his/her report, the coach is still bound by the suspension. An official who fails to complete the form required as a result of an athlete or coach ejection shall be suspended from officiating any MIAA contest in that sport for at least two weeks or until the form is completed and received by the principal of the disqualified athlete or coach.

49.5 A student or coach ruled out of a contest (pre-season, scrimmage, jamboree/play-day, regular season or MIAA Tournament) twice in the same season shall be suspended from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification. A senior and/or a student in his/her last year of eligibility, who has a second disqualification at any point in the season, will be penalized during the next season in which he/she is a participant. (Exception: See soccer rule 78.2.6 and 78.2.7).

49.5.1 A coach who is twice disqualified in a season must officially enroll in the Coaches' Education course or recognized MIAA certified program before returning from suspension. The course must be completed before the start of the next season for that sport (also see Rule 49.11).

49.6 A student or coach who physically assaults an official shall be expelled from the activity immediately and banned from further participation or coaching in all sports for one year from the date of the offense.

49.7 Any student in any sport who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall be ineligible in all sports for one year from the date of the incident. ("Fighting" does not apply to this section unless warranted in the judgment of the game official.)

49.8 Fighting and unsportsmanlike conduct penalties will be within the authority of the official at all times at the contest site. The official's authority extends to pre and post-game oversight.

49.9 Some of the reasons that an official may disqualify a student or coach from a contest that would lead to a game disqualification are:

49.9.1 Fighting

49.10 If a coach or student is ruled out of the last contest, or the next to last (in some sports) contest, of the season, the penalty carries over to the following year in that same sport season. However, if a team is playing in tournament competition, it is considered an extension of the sport season. A senior and/or a student in his/her last year of eligibility who is disqualified from the last contest, or the next to last contest, of the season will be penalized at the start of the next season in which he/she is a participant.

49.11 Any coach who is disqualified from an MIAA interscholastic athletic contest or had three (3) student-athlete disqualifications during his/her sport season will be required to attend a Sportsmanship Compliance meeting before being eligible to coach interscholastic events the following year in that sport or before coaching any other sport at any MIAA member school.

49.11.1 Any coach who fulfills the Sportsmanship Compliance meeting requirement stated in rule 49.11 and is then suspended from another MIAA interscholastic athletic contest, either in the same sport or a different sport, or had three (3) student-athlete disqualifications during his/her sport season, will be required to officially enroll in the Coaches' Education course or a recognized MIAA certified program. The course must be completed before the start of the next season for any sport that the coach is eligible.

49.11.2 Any third and subsequent coach contest disqualification (over his/her coaching career) will result in the school principal, athletic director and coach being required to meet with the MIAA Sportsmanship Committee on the coach's eligibility.

49.12 In addition to being in violation of Massachusetts General Laws, hazing is a most flagrant example of lack of respect for both self and others. Massachusetts General Law Chapter 269, section 17-19 was enacted in 1988. The law requires that secondary schools provide all school groups (e.g. athletic teams) a copy of the law. [Click here to access the "hazing law"](#).

49.13 Any student-athlete who is disqualified (see Rule 49.3) from any interscholastic contest must complete the National Federation Sportsmanship on-line course – "Sportsmanship", before reestablishing eligibility. This course is free.

### **Appendix SAH-3: Taunting (MIAA Rule 48)**

48.1 Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics.

Examples of taunting include but are not limited to: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another, standing over/straddling a tackled or fallen player, etc.

48.2 Athletic participants may wear sun glare black only under their eyes.

48.3 In all sports, officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to all existing MIAA Disqualification Rules. A review of

48.4 At all MIAA contest sites and tournament venues, contest management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators should be ejected.

### **Appendix SAH-4: Bona Fide Team Rule (MIAA Rule 45)**

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. Saturday and Sunday practices ONLY may be excluded from this rule and no waiver is required.

First Offense: Student-athlete is suspended for 25% of the season (see chart on Rule 62).  
Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 98 for additional tournament restriction and Rule 88 for waiver guidelines.

45.1 A student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student-athlete who attends practices or games for his/her sport teams – e.g. Freshman basketball player moved to JV and then Varsity).

45.2 If ineligible, cannot be in uniform. Attendance at event to be determined by High School Principal

#### **OAHS Rules Pertaining to MIAA Rule 45**

Although the MIAA does not require a waiver for missing Saturday or Sunday practices, OAHS policy **does** require it. Student-athletes who miss a Saturday or Sunday practice during the season must submit the MIAA waiver form and supporting documentation to the OA athletic director at least one week in advance of the missed practice(s). The waiver request will be reviewed and approved or denied by the principal and athletic director. Parents should be forewarned that the OA administration is generally opposed to waivers of this sort due to the disruptive effect they have on teams during the season.

Student-athletes ineligible under MIAA Rule 45.2 are not allowed to attend competitions, home or away, during the suspension.

### **Appendix SAH-5: Hazing Law (Mass State Law 269 Sections 16-19)**

**269.17 – Hazing; Organizing or Participating, Hazing Defined.**



correction for not more than one year, or both such fine and imprisonment.

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

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

#### **269. 19 – Failure to Report Hazing**

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

#### **269.19 – Copy of sections 17-19; issuance to students and student groups, teams and organizations; report**

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

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

who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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

## **Appendix SAH-6: Concussion and Suspected Head Injury Policy (EPS)**

*The Easton Public Schools* has adopted this policy to address the identification and proper handling of suspected head injury for students in grades 6-12 who are participating in school-sponsored extracurricular athletic activities in accordance with Mass. Gen. L. c. 111, Section 222 and accompanying regulations (105 CMR 201. et seq.) ("Regulations"). Affirmation of an Interim Policy was provided to the Department of Public Health on school letterhead in January 2012, with affirmation of the Final Policy to be provided by March 1, 2012. Review and affirmation of the Policy will again be provided no later than September 30, 2013, and bi-annually thereafter.

### **I. Definitions**

The definitions of terms used in this policy are those set forth in the Regulations at 105 CMR 201.005. The following are selected for reprinting here:

Coach means an employee or volunteer responsible for organizing and supervising student athletes to teach them the fundamental skills of Extracurricular Athletic Activities. The term coach includes both head coaches and assistant coaches (and per the definition of Extracurricular Athletic Activity below, marching band directors).

Concussion means a complex disturbance in the brain function due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the director of coach, athletic director or band leader. (Among the examples listed in the definition are cheer leading and marching band. Thus, any reference to Extracurricular Athletic Activities in this policy includes the Oliver Ames High School Marching Band)

Head Injury means a direct or indirect trauma to the head including a concussion or traumatic brain injury.

Traumatic Brain Injury (TBI) means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to, a concussion.

## **II. Roles and Responsibilities**

### Athletic Director

The athletic director shall be responsible for the general implementation of this policy and any accompanying procedures. These responsibilities include:

1. Supporting and enforcing protocols, documentation, training and reporting requirements.
2. Supervising, reviewing and properly distributing all documentation received.
3. Reviewing the policy every two years and recommending changes and/or updates to the school committee for adoption.
4. Reviewing and recommending updated training programs and student/ parent handbooks at least once every two years.
5. Coordinating outreach to parents who have not provided required pre-participation forms and documentation.

### School Nurse and other School Based Staff

As reflected throughout this policy, various members of the school staff play an important role in implementation of this policy. The school nurse's role is particularly important, involving responsibilities for:

1. *Reviewing or having the school physician review completed Pre-Participation Forms indicating a history of head injury that have been forwarded to her by the AD.*
2. Communicating with athletic trainers regarding a student's history of head injury.
3. Following up with parents and students as needed prior to the student's participation in Extracurricular Athletic Activities.
4. *Reviewing Department Report of Head Injury During Sports Season Form which a coach or trainer submits as a result of a head injury that has occurred during an extracurricular athletic activity or that a parent submits as a result of head injury that has occurred outside of an extracurricular athletic activity but that takes place during the extracurricular activity season, with follow-up reporting requirements outlined herein.*

### Athletic Trainer

The Athletic Trainer also has specific responsibilities, including but not limited to:

1. Reviewing all *Pre-Participation Head Injury/Concussion Reporting for Extracurricular Activities Forms ("Pre-Participation Forms")* and forwarding to the athletic director and school nurse those forms that indicate a history of head injury and to identify students who are at greater risk for repeated head injuries.
2. Identify students with head injuries or suspected conditions that occur in practice or competition and removing them from play.

### Coaches

- injury and are required to discourage and prohibit students from engaging in any unreasonably dangerous athletic technique that endangers the health and safety of a student, including using a helmet or any other equipment as a weapon.
2. Identify athletes with head injuries or suspected concussions that occur in practice or competition and remove them from play.

### Students

In addition to their other responsibilities listed herein, all students are required to:

1. Adhere to skills and instructions designed to minimize athletic related injuries. Students who engage in unreasonably dangerous behavior while participating in Extracurricular Athletic Activities may be excluded from the privilege of further participation and, further, may be subject to disciplinary consequences in accordance with the code of conduct.

### **III. Training**

The following personnel, both those employed and those serving in a volunteer capacity, shall be required to participate in an annual training approved by the Massachusetts Department of Public

Health (MDPH) in the prevention and recognition of a sports-related head injury, including second impact syndrome: coaches (as noted above, this term includes marching band directors), certified athletic trainers, school physicians, school nurses, athletic director and game officials. In addition, students who wish to participate in an Extracurricular Athletic Activity and their parents shall be required to participate in such training annually.

Annual Concussion Training:

Required Concussion Training for school staff, parents/guardians and student athletes must be approved by the Massachusetts Department of Public Health (MDPH). Training courses are online, available free of charge, and last only about 30 minutes. The courses approved by the Mass DPH are listed at the following link:

<http://www.mass.gov/eohhs/docs/dph/com-health/injury/sports-concussion-training-materials.pdf>

Mass DPH approved concussion training materials are also available at the Massachusetts Interscholastic Athletic Association

website [http://www.miaa.net/contentm/easy\\_pages/view.php?sid=38&page\\_id=98](http://www.miaa.net/contentm/easy_pages/view.php?sid=38&page_id=98) or at the Oliver Ames High School website: <http://www.oliverames.org/sports/>

Hard copies are available in the Oliver Ames High School Athletic Handbook.

Individuals who are required to participate in the training must submit documentation verifying their completion of the training on an annual basis to the athletic director.

### **IV. Prerequisites Related to Head Injuries for Student Participation in an Extracurricular Athletic Activity**

Prior to a student beginning (or continuing) participation in any Extracurricular Athletic Activity, whether involving tryouts, practices, contests, or performances, the following must take place;

1. Parents and students must submit to the athletic director a certification that they have completed the training requirements described in Section III above. Once submitted, the

student must provide to the athletic director a completed form for *Pre-*

*Participation Head Injury/ Concussion Reporting For Extracurricular Activities* (“*Pre-Participation Form*”). The information required in the *Pre-Participation Form* may be collected online and shall include:

1. A comprehensive history with up-to-date information relative to concussion history, any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries; and
2. Signatures of both the parent and the student;
3. During the season of participation if a student sustains a head injury outside of the extracurricular activity, his/her parent is required to complete and submit *Department Report of Head Injury During Sports Season Form* to the athletic director.
4. The athletic director will forward to the coach copies of the *Pre-Participation Forms* and all *Reports of Head Injury During Sports Season* for each student member of that coach’s team. In addition, the athletic director will forward the *Pre-Participation Forms* indicating a history of head injury and all *Reports of Head Injury During Sports Season* to the school nurse, who will consult with the student’s primary care physician and/or school physician, as needed, and athletic staff regarding whether the student will be allowed to begin (or continue) to participate and if so, whether limitations may apply.
5. In order to better manage concussions sustained by our student-athletes, the district will utilize a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized neuropsychological exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of head injury and when the injury has fully healed. This non-invasive test takes about 20-30 minutes to complete. Essentially, the ImPACT test is a physical of the brain that tracks information such as memory, reaction time, processing speed, and concentration. It is not an “IQ” test. There is no charge to the student/athlete for ImPACT testing.

Students must take a “baseline” ImPACT test prior to first participating in any of the activities listed below beginning at the Middle School level and then every two years thereafter prior to the beginning of the sports season in which they are participating.

Baseball	Ice Hockey (Boys & Girls)
Basketball (Boys & Girls)	Lacrosse (Boys & Girls)
Cheerleading	Skiing (Boys & Girls)
Field Hockey	Soccer (Boys & Girls)
Football	Softball
Gymnastics	Wrestling

Parents of students participating in Extracurricular Athletic Activities other than the contact and collision sports listed above will have the option of having their child participate in the ImPACT test. The test will be administered upon the parent’s submission of a written request to the athletic director.

If a concussion is suspected, the athlete will be required to re-take the ImPACT test prior to resuming participation.

Athletic Activity until all documentation has been received and reviewed by appropriate school personnel.

**V. Removal Due to Head Injury and Protocols for Reentry**

Any student who sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, during participation in an Extracurricular Athletic Activity shall be removed from the activity immediately and may not return to the activity that day even if the condition seems to resolve itself. If there is an athletic trainer on site, the coach must immediately report the suspected injury to the trainer or on-site school nurse for a medical assessment. If no trainer or school nurse is on-site, the coach is responsible for notifying the student's parents and contacting EMS for emergency service and transport to a local hospital if in their reasonable judgment such intervention is appropriate.

In all circumstances, the coach or trainer must complete a *Department Report of Head Injury During Sports Season Form* and follow all Reporting Requirements outlined below in Section

Any student removed from an Extracurricular Athletic Activity due suspected head injury must provide a *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form* completed by a licensed medical professional (physician, nurse practitioner in consultation with a physician, certified athletic trainer in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery) to the athletic director prior to the student's return to normal physical activities (including physical education class). The athletic director will consult with the school nurse in reviewing such forms if appropriate. In the event a student exhibits symptoms of head injury following return to participation, the coach will immediately remove the student from the activity and will inform the athletic trainer, school nurse and/or the parents in order to initiate further consultation.

**VI. Graduated Reentry Plan and Medical Clearance following Diagnosis of Concussion**

In the event the student has been diagnosed with a concussion, the student may not resume full participation in Extracurricular Athletic Activities until he/she has participated in a graduated re-entry plan and provided a completed *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form* to the athletic director. If a concussion is suspected or diagnosed, the student will be required to re-take the ImPACT test, which will be made available to the student's treating physician, and used to determine when it is safe and appropriate for the injured student-athlete to return to activity.

In addition, school personnel, including but not limited to teachers, school nurse, and certified athletic trainer, along with parents shall develop a written graduated entry plan for return to academics and other school based activities, including Extracurricular Athletic Activities.

Accommodations, may include, as appropriate: provision for physical or cognitive rest; graduated return to classroom studies; estimated time intervals for resuming activities; assessments by the school nurse; periodic medical assessment by a licensed medical professional (physician, nurse practitioner in consultation with a physician, certified athletic trainer in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery) until the student is authorized to full classroom and extracurricular activities. The school physician and/or student's physician may be consulted as appropriate in devising the graduated entry plan.

**VII. Additional Communication and Reporting**

receives a copy and reviews any forms that indicate a history of head injury, with review by the school physician and certified athletic trainer if appropriate. The athletic director shall also ensure proper dissemination and review of any *Department Report of Head Injury During Sports Season Forms*.

All coaches are required to report any circumstances in which the student under their supervision was removed from participation for suspected head injury, suspected concussion, or loss of consciousness and the nature of the suspected injury to the student's parent in person or by telephone as soon as is practical, and at the latest, immediately after the competition or practice, with written confirmation to the parent by paper or electronic format no later than the end of the next business day. The coach must also notify the athletic director and school nurse of the removal from play and the nature of the suspected injury no later than the end of the next business day. The coach is responsible for ensuring that a *Department Report of Head Injury During Sports Season Form* has been completed and provided to the athletic director, parent, certified athletic trainer and school nurse.

The school nurse shall inform the principal and guidance counselor of the injury so that an appropriate academic accommodation plan can be initiated as needed.

The school nurse and/or athletic trainer may require that a student suspected of having a concussion be evaluated by a duly licensed medical professional (physician, nurse practitioner in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery) after the injury. Documentation regarding the results of the head injury evaluation from the duly licensed medical professional will then be required by the school nurse or trainer. This information will be reviewed by the school nurse, guidance counselor, and/or athletic trainer and utilized to help coordinate the student's recovery program. Written documentation regarding student concussions will be maintained in the student health records.

#### **VIII. Maintenance of Records and Confidentiality**

Copies of all documentation received by the school department under this policy will be maintained for a minimum of three years. Such documentation includes Verification of Training Completion, which may be submitted and stored online by the athletic director. The school nurse shall maintain copies of, *Pre-Participation Forms that indicate head injury/concussion history (which may be submitted and stored online)*, *Reports of Head Injury During Sports Season*, *Department Report of Head Injury During Sports Season*, *Department Post Sports Related Head Injury and Medical Clearance and Authorization Forms*, and any *Graduated Reentry Plans* that may be necessary.

Medical information received by the district in implementing this policy is part of the student health record and may be disclosed only as authorized by the laws governing student records.

Generally, authorized school personnel who work *directly* with the student in an instructive (academic or athletic), administrative, or diagnostic capacity will have access to the information on a need to know basis. Authorized school personnel should be instructed not to disclose the information to others. Notwithstanding these limitations, there may be times when school officials may or must disclose health or related information to others in order to protect a student's health or safety.

#### **IX. Notification of Policy Information to Parents and Students**

The athletic director in consultation with the principal shall disseminate to parents and students on annual basis information regarding this policy, including but not limited to:

2. Requirements for parents to report to the athletic director a head injury occurring outside of school;
3. Procedures for notifying parents of a student's removal from play due to head injury;
4. Protocols for medical clearance prior to return to participation;
5. Contact information for key personnel.

In addition, information regarding this policy is available in the Oliver Ames High School Student Handbook. The Student Handbook is available at: <http://www.oliverames.org/>

School staff will work with parents of limited English proficiency to facilitate effective notice of this policy and effective communication regarding suspected head injury. In the event an interpreter is needed, parents and/or staff should contact the principal's office.

#### **X. Consequences**

The Easton Public Schools takes the safety of student athletes seriously. All members of the school staff are expected to follow the policies and protocols set forth herein and in Massachusetts law to support the health and safety of students who participate in Extracurricular Athletic Activities. The underlying philosophy of these policies is "when in doubt, sit them out". Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games. If students or parents have concerns that the policies are being violated, they should contact the Superintendent or principal.

Parents are also expected to do their part in supporting the health and safety of students by ensuring that all documentation required by this policy is submitted in a timely manner. Each student must also adhere to the rules of safe play as instructed by their coaches. Students must also immediately inform a coach or other adult in the event the student believes he/she may have been injured during an activity. No student will be permitted to participate in an Extracurricular Athletic Activity unless the student and his/her parents have complied with their obligations under this policy.

Cross Ref:       Mass. Gen. L. ch. 111, Section 222  
                      105 CMR 201.000 et seq.  
                      603 CMR 23.07 (access to student records)

Student Handbook Policies

Forms:           *Pre-Participation Head Injury/ Concussion Reporting For Extracurricular Activities Form Link:*  
<http://www.mass.gov/eohhs/docs/dph/com-health/injury/preparticipation-reporting-form.pdf>  
                      *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form Link:*<http://www.mass.gov/eohhs/docs/dph/com-health/injury/posthead-injury-clearance-form.pdf>  
                      *Department Report of Head Injury During Sports Season Form Link:*  
<http://www.mass.gov/eohhs/docs/dph/com-health/injury/in-season-report-form.pdf>

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