

# **Monomoy Regional High School Handbook 2021-2022**

**75 Oak Street, Harwich, MA 02645**

**Principal: Jennifer Police**

**phone: (508) 430-7200 • fax: (508) 430-7223**

**District website: [www.monomoy.edu](http://www.monomoy.edu)**

**School website: [www.monomoy.edu/monomoyhigh](http://www.monomoy.edu/monomoyhigh)**



**MONOMOY**  
REGIONAL SCHOOL DISTRICT



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# Monomoy Regional School District

## Mission Statement

Monomoy Regional School District is a community of learners of all ages focused on building knowledge, positive character, and resiliency in a safe, supportive, creative, and challenging environment.

## Vision Statement

Monomoy is committed to being an exemplary school district, inspiring students to become civic-minded in their decision-making, confident in their communication, flexible in their problem-solving, creative in their expression, resilient in their response to challenge, attentive to global responsibilities, and ready to succeed in the future.

## Theory of Action

We share a vision of high student expectations and effective teaching, deliver an interdisciplinary curriculum which provides appropriate levels of challenge for each learner, foster strong parent and community partnerships, and promote and celebrate the achievements of all, in order to create a supportive, positive Monomoy culture that will inspire all learners.

## Strategic Plan Overview (2018-2022)

**Strategic Objective 1: Expand Community Engagement and Partnerships** by focusing on families' equity of access, increasing community involvement, and further embedding service learning within the curriculum.

**Strategic Objective 2: Strengthen Social and Emotional Well-Being** through a deliberate focus on the development of healthy, supportive relationships and a fully integrated social-emotional learning curriculum.

**Strategic Objective 3: Close the Achievement Gap** by developing and implementing targeted instruction and supports to improve outcomes for the largest and most persistent achievement gaps.

**Strategic Objective 4: Improve Curriculum, Instruction and Assessment for All Learners** by ensuring our collective practices are focused on students, preparing them for college, career, and life as members of both a local and global community.

[Click here for a PDF of this handbook.](#)

If you need a printed copy of this handbook, please contact the school's front office to make arrangements to obtain one.



# Information At A Glance

## Location/Contact Information

Monomoy Regional High School

75 Oak Street

Harwich, MA 02645

Principal: Jennifer Police

phone: (508) 430-7200

fax: (508) 430-7223

[Monomoy Regional High School homepage](#)

## Leadership

Principal: Jennifer Police • [jpolice@monomy.edu](mailto:jpolice@monomy.edu) • (508) 430-7200

Assistant Principal: David Alexander • [dalexander@monomoy.edu](mailto:dalexander@monomoy.edu) • (508) 430-7200

Assistant Principal: Jeff Sylvia • [jsylvia@monomoy.edu](mailto:jsylvia@monomoy.edu) • (508) 430-7200

## Start and Dismissal times

Start time: 8:45 a.m.

Dismissal time: 3:15 p.m.

Early Release Wednesday every other week: 2:35 p.m. (buses will arrive approximately 40 minutes earlier than normal)

## Arrival and Dismissal Procedures

### Arrival

Students enter the building via the front (where buses drop students off) or via the back "community entrance." Classes start at 8:45 a.m. this year, and students may arrive before that (meeting a teacher, getting breakfast, etc.) starting at 8 a.m. or by arrangement with a teacher.

### Dismissal

School buses meet students in front of the building at dismissal. Students being picked up exit the building using the community entrance in the back of the building. We dismiss at 3:15 p.m. except on early release Wednesdays, when we dismiss at 2:35 p.m. Students are responsible for boarding their assigned bus, driving themselves, walking/biking home, or meeting their pick-up person as arranged by their parent or guardian.

# School Calendar

[For the MRSD calendar for the 2021-2022 school year, click here.](#)

## Staff

All Monomoy employees may be contacted regarding school business via email. Every employee has an email address consisting of their first initial and last name @monomoy.edu (with a few exceptions). [An online staff directory can be found here, searchable by name, title, and/or location.](#)

### High School Administration

Jennifer L. Police – Principal  
David Alexander – Assistant Principal  
Jeffrey Sylvia – Assistant Principal

### School Resource Officer

Officer Tom Clarke

### Athletic Director

Karen Guillemette  
Taylor Murray – Athletic Trainer & Administrative Assistant to the AD

### School Counseling And Psychology

Jonathan Bennett – Director/Counselor  
Sean Burke – Counselor  
Caitlyn Hall – Counselor  
Lindsay Ginnetty – Counselor  
Robin Titus – Psychologist  
Dr. Nicole Camp – Psychologist  
Michelina Oliver – Academic Learning Center Coordinator  
Betsy Casey – Administrative Assistant

### School Nurse

Cheryl Dufault – R.N.  
Sara Sears – R.N.

### Administrative Assistants (Main Office)

Katie Kelly – Administrative Assistant to the Principal  
Janet Ferro – Administrative Assistant to the Assistant Principals  
Claire Hooper – Administrative Assistant to the Main Office

### **Eighth Grade**

Rachel Barnes – ELA  
Denise Creedon – Math  
John Dickson – History & SS  
Jennifer Stevens – SPED  
Karen Manning – Science  
Andy Matheson – History & SS  
Michael Negron – Math  
Adriana Picariello – Science  
Doug Walsh – ELA

### **English Language Arts**

Carolyn Barr  
Lisa Forte Doyle  
Zachary Gill\*  
Alexa (Lexi) Goyette  
Erin Hofmann\*  
Jazmyn Jones

### **World Language**

Melinda Jones  
Pauline Linnell  
Robert Smeltzer \*

### **Mathematics/Business**

Reuben Bowman  
Eileen Harrington  
Mary Hemeon\*  
Beth Herbst  
Beth Howe  
Kim Kolaczyk  
Joe Nystrom

### **Academic Center Coordinator**

Michelina Oliver

### **Science, Technology, & Engineering**

Dustan Burns  
Beth Dietz

Kari Flint \*  
Rich Oldach  
James Otto  
Mark Stratil  
Larry Souza

### **Special Education**

Jacqueline Corrigan  
Katherine Clark – SAIL  
Lori Garino  
Shana Grogan – SHORE  
John Herring  
Jennifer Pomocka-Coyner – SAND  
George Sowpel  
Lori Thomas – Team Chair & Out of District Placement Coord.  
Cheryl Young

### **Wellness**

Caroline Freitas \*  
Chelsea Cunningham  
Daniel Schwartzman  
Stacy Yarnall

### **History and Social Sciences**

John Anderson \*  
Kevin Bates  
Matt Brown  
Ian Hoffman-Terry  
Elizabeth (Lizzy) Sheptyck  
John (Jake) Sumner

### **PT/OT**

Christie Lin – Occupational Therapist  
Heather Ferguson – Physical Therapist

### **Visual & Performing Arts**

Stephen Cass  
Lily McMurrer  
Jeremiah Nickerson  
Rose Richard  
Amanda Schuermann \*  
Bernadette Waystack

### **Library/Media**

Sarah Wheaton

**Oak Street Academy (OSA) Alternative Education**

Emily Jutras

**Speech**

Victoria Bunzick

**Reading**

Beth Connors

**English as a Second Language**

Kelley Doherty

Mimi van der Burg

**Instructional Assistants**

Sarah Anacahas

Katherine Andreoli – SHORE

David Burke

Mary Drake

Theresa Kaplan

Noel Martin

Trisha Mruz

Gibson St. John

John Randall

Kerri Robinson

Nicholas Seeley

Robert Sliney – SAND

Matthew Sullivan

Kathy Vagenas

JoAnne Weekes

Candace Wolcott

\*Instructional Leaders

**District Administration & Staff**

**Monomoy Regional School District Administration Offices**

Office of the Superintendent

425 Crowell Road, 2nd Floor, Chatham, MA 02633

phone: (508) 945-5130 fax: (508) 945-5133

Transportation Line: (508) 945-5123

**District Administration/Central Office**

Dr. Scott Carpenter - Superintendent of Schools  
Marc Smith - Director of Curriculum, Instruction & Assessment  
Melissa Maguire - Director of Student Services  
Jim Birchfield - Director of Technology  
Michael MacMillan - Business Manager  
Rick Travers - Facilities Director  
Garth Petracca - Director of Food Services  
Holly Thyng - Data, Compliance, and Assessment Specialist  
Ellen Bearse - Human Resources Coordinator  
Joy Jordan - Community Engagement Coordinator/Web Manager  
Leah Tambolleo - Assistant to the Superintendent  
Toni London - Transportation Coordinator/Administrative Assistant  
Kathleen Davock - Administrative Assistant, Student Services

**District School Committee - 2021-2022**

Nancy Scott, Chair  
Meredith Henderson, Vice Chair  
Joseph Auciello  
Tina Games  
Terry Russell  
Sharon Stout  
Danielle Tolley  
Jackie Zibrat-Long

# Academics

## Curriculum

[The MRHS Program of Studies can be found here.](#)

## Schedule

Monday- Friday *except EARLY RELEASE WEDS.	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Early Release Wednesda y
8:45-9:49	A	F	D	B	G	E	C	8:45-9:40
9:53-10:57	B	G	E	C	A	F	D	9:44-10:39
11:01-12:05	C	A	F	D	B	G	E	10:43-1 1:38
12:09-1:03 (A) 12:09- 12:34  (B) 12:38-1:03	Jawsome Hour							11:42-12:3 6 (A) 11:42- 12:07 (B) 12:11- 12:36
1:07-2:11	D	B	G	E	C	A	F	12:40- 1:35
2:15-3:15	E	C	A	F	D	B	G	1:39-2:35

## Jawsome Hour/Lunch

The fundamental purpose of MRHS is to ensure all students learn at high levels. Jawsome Hour has been designed to provide students with additional time and support for learning when they struggle, and extend and enrich learning when they have mastered expected outcomes. Jawsome Hour is a 54-minute block of time carved out of the school day wherein all students have their lunch and are free to wisely choose how to spend the remainder of the 54-minutes. It is our belief that students given time during the school day to focus on individual improvement, and the ability to work with teachers eager to support them, will result in improved academic performance for all students. Available Jawsome Hour choices are: club activities, class meetings, enrichment, student led initiatives, open gym, study groups, guidance meetings, extra help, academic boot camps, homework help, work on a project, peer tutoring, and more (current Jawsome Hour opportunities are posted on MyFlexLearning. Once every seven-day cycle, students will sign up for specific offerings. Faculty will also schedule various students based on need for Academic Overtime (AOT) and periodic mandatory assemblies. Students are required to attend AOT when assigned by a teacher until they no longer need support. Students may be assigned AOT when they:

- Have a zero on any assignment
- Need to make up work
- Have an incomplete in any course

**Students who have a grade below 70% will be assigned AOT.**

Students who do not meet behavioral expectations as described in our student handbook will lose their “choice” privilege and may serve detentions during Jawsome Hour.

In summary, the Goals of Jawsome Hour are to:

- Increase opportunities to support ALL learners.
- Allow time for student involvement in enrichment/extracurricular activities.
- Allow more efficient use of staff and student time during the lunch block.
- Allow for personalization of education.
- Decrease number of overall students with a grade below 70% in any course.
- Increase overall class averages for all students.

## Aspen – Online Grade/Student Information System

[Aspen](#) is a web-based application that allows parents access to the Monomoy Regional School District student information system. In a secure manner, it allows parents/guardians read-only access to their child’s attendance, schedule, discipline record, and grades. Once a parent/guardian has registered, this information is accessible at any time from any



computer/device that is connected to the Internet. The Aspen system is designed to provide an additional option for the sharing of information between parents, teachers, students, and administrators. It is NOT meant to replace or serve as a substitute for telephone conversations, parent/teacher meetings, or any other direct interaction with the school system.

Progress reports and report cards will be issued electronically via the Aspen system, with paper copies of report cards and progress reports only being issued upon request. Requests should be made to the Guidance office. An email reminder message will be sent prior to delivering the e-report card and e-progress report. Additional information about navigation of the Aspen system can be found [here](#).

## Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (“Regulations”) together provide parents and eligible students (those who have reached the age of 14 or who have entered ninth grade) certain rights with respect to the student's education records. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Records Regulations by contacting the Principal.

### Definitions

**The student record** shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

**The temporary record** shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

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

**The right to access a 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 34H”) 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 and other documentation to the principal on an annual basis. Information about these procedures can be obtained from the Principal.

**The right to request amendment of the student record.** 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.

**The right to consent to disclosures of personally identifiable information contained in the student record,** 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 Monomoy Regional School District and who need access to a record in order to fulfill their duties. The Monomoy Regional School District 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.

In addition, the Monomoy Regional School District has a practice of releasing directory information without consent, including to military recruiters in accordance with the mandates of the No Child Left Behind Act of 2001. Directory information consists of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event a parent or eligible student objects to the release of any of the above information, the parent/eligible student may state that objection in writing to the Principal. Absent receipt of a written objection by October 1, 2018, the directory information will be released without further notice or consent.

**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.

#### **Non-custodial Parent Access to Student Records**

The Student Record Regulations concerning access to records by non-custodial parents (a parent who does not have physical custody of a student) can be found at 603 CMR 23.07(5). A non-custodial parent may have access to the student record unless the school has been given documentation that:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or

2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent. A time period of 21 days may be implemented before records are released.

### **Maintenance and Destruction of School Records**

The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. The student's temporary record shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. If a parent wishes to collect the temporary record or any part thereof, he/she must do so within the timeframe.

## **Homework Procedures**

Homework is designed to have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce, and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments will have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents/ guardians can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment. Therefore, Monomoy Regional High School believes that homework serves the following purposes:

- To practice and reinforce skills
- To support the curriculum
- To prepare for class

And that homework assignments will be:

**Specific:** clear stated objective that is tied to the learning goal, answering the question "why this assignment?"

**Measurable:** Criteria based (ex: rubric, checklist, etc.) assessable by teacher/student/study group with informative feedback

**Accessible:** Differentiated

**Relevant:** Meaningful assignment

**Timely:** Immediate feedback

While homework policies differ slightly by academic department, homework will count for no more than 20% of a student's total grade.

# Grading

## Grading Policies

Students will have access to individual teachers' Grading Policies. Students are responsible for understanding and following those policies. Homework will not exceed 20% of a student's total grade. Students are expected to track their own progress, missing assignments, etc., on a regular basis.

Parents will receive an electronic report card each quarter.

### Grade Breakdown:

A+ 100-98

A 97-93

A- 92-90

B+ 89-88

B 87-83

B- 82-80

C+ 79-78

C 77-73

C- 72-70

D+ 69-68

D 67-63

D- 62-60

F 59 and below

## Incompletes

Incomplete grades may be issued due to unforeseen extended absences. The need for incomplete grades will be assessed on a case by case basis in consultation with school counselors and teachers. Grades of Incomplete must be made up according to an approved timeline. All grades of Incomplete must receive preapproval by the Director of Guidance.

## Honor Code

Students will subscribe to the following honor code:

*"I understand that academic honesty is absolutely necessary for my teachers to be able to evaluate my learning and help me learn better. I pledge that all of the work I hand in will be my own, completed without unauthorized help, except in the case of group projects or assignments on which my teacher allows collaboration. When using other people's words or ideas in my papers, I will give credit to the source by citing the author. I also pledge not to assist others in violating this honor code, and to do all I can to promote and uphold academic honesty at Monomoy Regional High School."*

Examples of cheating are (list is not all inclusive):

- a. Looking at another student's work during a test.
- b. Copying test answers from another student or teacher.
- c. Possessing cheating sheets with answers on them.
- d. Talking during a test/quiz.
- e. Removing or obtaining an exam from a classroom without the teacher's permission.
- f. Computer fraud, cheating using other people's disks and inappropriate behavior relative to the use of computers, software, and related media.
- g. Plagiarism is a serious error for a writer to make; all students should be aware of the consequences. Any paper that contains even a small portion that has been plagiarized will be a violation of the honor code.

Plagiarism is the copying or use of the phrases and ideas of another person as if they were the writer's own. Whether one is publishing a paper, writing an essay for class, or composing music, it is considered academically dishonest, as well as morally and legally wrong, not to give clear credit to the author.

Specifically, there is nothing wrong with using the opinions, words, or phrases of others to support your ideas in an essay, but the exact words must be put in quotation marks and the names, titles, dates, and pages must be acknowledged in footnotes. In cases where the ideas of another person are used rather than the exact words, those ideas must also be acknowledged in the body of the paper or in a footnote.

Students who violate this code will be subject to the following consequences:

- a. Student will be given a zero for any assignment in which this code is violated. This zero cannot be made up. On tests or other assignments where there are multiple sections, teachers may isolate which part of the assignment is compromised by the violation and assign a zero for that section, or teachers may impose a zero for the entire assignment, at their discretion. Teacher will contact the parent(s).
- b. Student in violation of this code will be placed on academic probation for a period of two weeks for each offense resulting in ineligibility for all extracurricular activities including sports, club activities, and social events.
- c. Repeat violations of this Honor Code may result in Saturday School, suspension and/or increased academic sanctions.

Any student accused of a violation may appeal by requesting:

First: A review by the department chairperson. The chairperson shall have the authority to overturn or alter the decision of the teacher, including recommending an alternate assignment for the student. See time limit for appeal notification.

Second: A hearing before a committee chaired by the Principal, an Assistant Principal, or another designated chair, and consisting of one faculty member and one student appointed by the Chair. Such hearing will be held in a timely manner. The committee shall have the authority to overturn or alter the decision of the teacher, including recommending an alternate assignment for the student. See time limit for appeal notification (p.45). If multiple students are involved in the same incident, the same committee will hear all appeals.

\* Letters of Appeal must be presented to an Assistant Principal within two (2) days of issuance of the penalty. Appeals will not be accepted if a student admits to the violation and states that (s)he is only appealing due to displeasure with the consequences.

## Progress Report and Report Card Schedule 2021-2022

All information below will be available to access via the Aspen Family Portal on the dates provided. Hard copy Report Cards/ Progress Reports are NOT mailed home unless specifically requested by a parent/guardian.

### **1st Quarter**

Progress Reports — Thursday, October 14

Grades close/End of 1st Quarter — Friday, November 12

Report cards — Friday, November 19

### **2nd Quarter**

Progress Reports — Wednesday, December 22

Grades Close/End of 2nd Quarter/End of 1st Semester — Monday, January 31

Report cards — Wednesday, February 1

First day of Semester 2 is Tuesday, February 1, 2022

### **3rd Quarter**

Progress Reports — Wednesday, March 16

Grades close/End of 3rd Quarter — Friday, April 8

Report Cards — Thursday, April 14

### **4th Quarter**

Senior Warnings — Friday, May 6

Progress Reports — Wednesday, May 25

Senior Final Grades — Wednesday, June 1

Grades close for Grades 8-11 — Wednesday, June 22 (or the last day of school)

(Above dates will be adjusted accordingly due to snow days, if any.)

\*All debts to the school, including lost books and uniforms, must be resolved (returned or school reimbursed for replacement cost) before final exam grades are released, and in the case of seniors, before a diploma is issued.

Report cards will be available 7 days after the last day of school via the ASPEN parent portal.

## Testing

### PSAT

Test Dates: Grades 10/11 Wednesday, October 13, 2021 / alternate test day Tuesday, October 26, 2021

### SAT

Test Dates: October 2, 2021, November 6, 2021, December 4, 2021, March 12, 2022, May 7, 2022, June 4, 2022

### ACT

Test Dates: October 23, 2021, December 11, 2021, February 12, 2022, April 18, 2022, June 11, 2022

For further information access: [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org)

### Classroom Tests

All students absent from school must make up their tests and quizzes. The teacher will designate a deadline to the student. Under normal circumstances, this deadline will be two weeks from the time the student returns to school from the absence. However, in the case where the absence is due to a suspension, the test must be made up when the student returns to school. If the test or quiz is not made up before the deadline, a grade of zero will be given for that test or quiz.

## Midterm and Final Exams

The following schedule is subject to change due to snow and/or emergency days.

Exams are to be taken as scheduled. Make-up exams are to be taken after the date originally scheduled for that specific exam. Make up exams are only available for students with an excused absence on the date of the original exam (or via administrator approval), and are to be scheduled between student and specific teacher. Emergency situations which necessitate an exam being administered prior to its scheduled date will require advance approval from the teacher, department head, and principal or an assistant principal.

### Midterms

DATE	TIME
JANUARY 19, 2021	Full day of school 1 <sup>st</sup> Exam after Jawsome Hour

JANUARY 2-0-22, 2021	3 half days 2 exams each half day 8:45-10:15 AM and 10:25-11:55 AM
Buses depart at noon on half days	

### Final Exams Grades 8-11

DATE	TIME
Last 4 half days of school	
June 14, 2021 – June 16, 2021	3 half days 2 exams each half day 8:45-10:15 AM and 10:25-11:55 AM
June 17, 2021	last half day 1 exam @ 8:45-10:15 AM followed by make-ups
Buses depart at noon on first 3 half days Buses depart at 10:30 AM on last half day	

### Senior Final Exams Schedule

DATE	TIME
May 21, 2021	Senior Beach Day
May 24, 2021 - May 26, 2021	3 half days 2 exams each half day 8:45-10:15 AM and 10:25-11:55 AM



May 27, 2021	Last half day 1 exam at 8:45-10:15 AM followed by make-ups
May 28, 2021	Senior Trip
June 1 & 2, 2021	Make up exams To be scheduled with individual teachers

\*All debts to the school including lost books, and uniforms, must be resolved (returned or school reimbursed for replacement cost) before final exam grades are released, and in the case of seniors, before a diploma is issued.

### **Senior Final Exam Exemption Policy**

Criteria for Senior Final Exam Exemptions:

- Applicable to full year courses only.
- Maintenance of a year-long unweighted course average of 90.
- Two or less 4th Quarter unexcused absences in the course.
- Eight or less unexcused absences from the course for the entire year.
- Student must not have had behavioral consequences on file with an assistant principal of a severity level resulting in Saturday School(s) and/or Suspension(s). The principal will make a final decision on an individual's appeal regarding disciplinary ineligibility.
- A signed Final Exam Exemption Approval Letter from each individual teacher must be in place authorizing the exemption.
- Exemption privilege may be over-ruled by a specific teacher for their specific course(s).

## **Modified Grading Procedures**

Modified grades are available for all students across the district that may have special circumstances that require their grades to be modified. Modified grades are offered based on the unique needs of the student and will be signified on the report card with an asterisk.

## **Graduation Requirements**

Monomoy Regional High School offers a rich and varied curriculum in a state of the art facility for students in grades eight through twelve. Our students build upon a strong foundation for learning in grade eight, and have the opportunity to follow a variety of accelerated pathways in the Humanities and the STEM related subjects. Advanced Placement courses are available in all core academic subjects and the Arts, and we offer a diverse selection of courses to match every student's interest. Our Experiential Learning allows students the option to engage in independent study, internships, and international learning experiences.

### Graduation Credit Requirements

English	16 credits	Wellness (Health, Culinary & PE)	8 credits
Mathematics	16 credits	World Language	8 credits
Social Sciences	12 credits	Fine and/or Performing Arts	4 credits
Science/Technology/Engineering	12 credits	Additional course in Social Science, Science, English or Math	4 credits

~ Students must earn a total of 96 credits ~

All graduation requirements exceed MASSCORE standards.

All students must pass the Massachusetts Comprehensive Assessment System tests (MCAS) and demonstrate proficiency in English Language Arts, Mathematics and STE in order to receive a diploma.

All debts to the school including lost books and uniforms must be paid before a diploma will be issued.

### GPA and Class Rank

Monomoy Regional High School is committed to developing and maintaining an assessment and reporting system that establishes universally high standards and supports and recognizes academic achievement and excellence. At the same time, Monomoy Regional High School is also committed to establishing and maintaining an equitable grading system that neither falsely rewards nor hinders any student by virtue of the courses they might take during their high school career.

### Weighted Class Rank

All honors courses will receive a weight of 1.1. Advanced Placement and Dual Enrollment courses will receive a weight of 1.2. Many colleges and universities will select specific courses to ascertain their own institutional GPA. Students are encouraged to check with their counselor with regard to individual college or university GPA systems.

<b>Weighted GPA/ Class Rank Calculation Example</b>
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GRADE %	COLLEGE PREP	HONORS	ADVANCED PLACEMENT
100	4.30	4.83	5.30
90	3.70	4.30	4.70
80	2.70	3.50	4.10

## Valedictorian and Salutatorian

Valedictorian (ranked 1st in class) and Salutatorian (ranked 2nd in class) will be determined at the end of the final marking period of grade 12. In the case of a tie for Valedictorian, MRHS will calculate the GPA up to three decimal points to determine ranking. If the tie still remains, Co-Valedictorians will be named.

Transfer students must attend Monomoy Regional High School for both semesters of their junior and senior years to qualify for Valedictorian or Salutatorian status. Any transfer student who has not met the above criterion will receive an equivalent rank for college application purposes. He or she will be ineligible for Valedictorian or Salutatorian.

## Honor Roll Requirements

High Honors – Grades of 90 or higher in all subjects

Honors – Grades of 80 or higher in all subjects

## Course Withdrawal Guidelines

Students who wish to drop a course must do so within the first two (2) weeks of that course. After this period, students must submit an Add/Drop form for formal approval. If the change involves dropping a level in the course, e.g. honors to college prep, the grade will be passed along to the next teacher to be melded with the grades in the new course. This combined grade in the new course will affect a student's eligibility for playing sports and participating in other extracurricular activities.

## Sex Education

Chapter 71, Section 32A. Parents/guardians may exempt their children from any portion of a course curriculum dealing with human sexual education or issues by written notification to the Principal. Parents/guardians have a right to inspect and review program instruction materials.

## Tutoring

Pursuant to 603 CMR 28.03(3)(c): "Upon receipt of a physician's written order verifying that [a student] must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital." In those circumstances, please contact the Office of the Director of Pupil Personnel Services to coordinate tutoring. If a student is absent for fewer than 14 school days or otherwise does not qualify for tutoring under 603 CMR 28.03(3)(c), the student/parent can email individual teachers and/or check the teachers' websites in order to find out about assignments/work missed and/or due.

A student may be eligible for home/hospital tutoring upon receiving written order verifying that said student has had a cumulative 14-day or more absence due to a related medical condition; and a team has determined the absence has had a substantial impact on said student's learning.

In order for tutoring to commence:

1. A Physician's Affirmation of Need for Temporary Home or Hospital Education for Medically Necessary Reasons-must be fully completed on behalf of the student by his/her caregiver (form available on the Monomoy Regional School District's website under Student Services/Special Education).
2. At a minimum, the physician's signed notice must include information regarding:
  - a. the date the student was admitted to a hospital or was confined to home;
  - b. the medical reason(s) for the confinement;
  - c. the expected duration of the confinement; and
  - d. what medical needs of the student should be considered in planning the home or hospital education services.
3. If the student has an IEP and is likely to remain at home or in the hospital for a period of 60 days, the Team will reconvene within 10 days once notified that the student will most likely remain at home/hospital for more than 60 school days. An updated Physician's Statement will be required for continued tutoring.
4. Parents must verify a phone number where the tutor may make contact with the student to arrange a mutual meeting time and place, preferably at a public venue-not in the student's house. (Library, Community Center). If instruction is to take place in the home, a mutually convenient time will be scheduled where an adult will be present in the home.
5. Any parent or student concerns should be communicated immediately to the Principal, such as work not being provided/ picked up or done correctly. This will avoid issues related to report cards and progress reports.
6. If the student has had 2 no-shows or last minute cancels or is not doing the assigned work, a warning letter will be sent out from the Special Education Office, followed by a meeting with parent/guardian to discuss further actions.

## Retention

When staff recommends that a student repeat a school year, the parent/guardian will be notified no later than the end of the second term. Factors such as number of years retained, chronological age, scholastic achievement, cognitive ability, and developmental and social maturity will be considered in collaboration with the family.

## Summer School

In order to receive Monomoy Regional High School credit, Summer School courses taken must match those courses taken and failed at Monomoy Regional High School. Permission from the student's Monomoy Regional High School Guidance Counselor must be obtained prior to admittance. Summer courses required for Monomoy Regional High School graduation credit must receive preapproval prior to registration.

## English Language Learners

The English Language Learners program is designed to create an educational experience where students are taught strategies to help master English as quickly as possible, provide experiences where they can learn to develop appropriate academic and social skills, and progress in content areas with achievement that is not impacted due to English proficiency. Our program integrates skills and concepts of the Monomoy curriculum in a way that fosters language learning that is meaningful and useful to students. The program responds to a variety of learning styles and incorporates cultural backgrounds and considerations of language levels.

# Attendance

## Attendance Policies

Monomoy Regional High School recognizes the importance of attendance for the successful academic development of its students. Studies have shown that academic success highly correlates with regular attendance. Students who are chronically absent or tardy are more likely to drop out before graduating than those who attend school regularly. A student, 16 years of age and older, who accumulates 15 consecutive days of non-attendance will be removed from the Monomoy Regional High School enrollment register per Massachusetts General Laws, Chapter 76, Section 18.

A student arriving at school after, or dismissing before, 12:00 PM will not receive overall attendance credit for the day. A student with an unexcused absence, dismissal, or dismissal/return for non-excused purposes will not be permitted to participate in any school-sponsored events (clubs, social, athletic, the Arts or extracurricular activities) during the period of such absence (unless administrative approval is given).

\* Parents/ guardians are encouraged to regularly check ASPEN via the Parent Portal to view and monitor their child's attendance record/pattern.

## Reporting an Absence

If a student will be absent from a regular school day, a parent or guardian needs to inform the school to indicate the reason for the absence. If notification is not received to report the absence, an automated notification (automated phone call and/or email) will be generated notifying the parent or guardian of the absence.

Absences are not considered excused unless a document from a professional is received confirming the absence was necessary and sanctioned by the professional. Professionals mainly include doctors, medical facilities, legal, dentists, psychotherapists, chiropractors, orthodontists, etc. Notes received more than a week after the absence may not be considered.

## Multiple Days Of Absence Known In Advance

The student must present a note from a parent to an Assistant Principal indicating the dates and reason for the projected absence. The Assistant Principal will sign the note and determine whether the absences will be categorized as excused. The student can then bring the note to their teachers to receive assignments.

## Excused Absences

All non-attendance at school is considered an absence. Absences move to the excused category if:

- Parental notes indicate a death in the family or religious observance.
- Professional (not parental) notes supporting absences due to illness or appointments are submitted. Professional notes (doctor, court, etc.) should be presented as the absence occurs. Professional notes will not be accepted beyond 5 school days of the absence.
- Absences are school-sponsored (field trips, athletic dismissals, etc.).
- College visits (maximum of 3 days) are supported by professional notes from the college.

## Excessive Absence Warnings

Excessive absences will be reported to parents in the following ways:

- Report cards/Interim Report notations
- Letters, emails and/or calls from teachers/administration at critical stages
- Attendance meetings with parent and student

## Flagrant Absenteeism

In flagrant absentee cases involving students under age sixteen, the school may file a CRA petition with the court or initiate 51A (abuse, neglect) proceedings. The intervention process may be waived in cases of obvious extended illness or other verifiable hardship.

## Loss Of Credit Due To Absenteeism

Monomoy Regional High School reserves the right to deny credit to a student in grades 9 – 12 who exceeds eighteen (18) days of unexcused absence from school.

Students in 8th grade with excessive absences will be involved in the interventions listed above under Excessive Absence Warnings and Flagrant Absenteeism. Eighth graders may be subject to loss of credit earning potential with regard to World Language.

## Loss Of Credit/Appeals

Any student losing credit for excessive absence will have the right of appeal. An appeal board consisting of the Principal or an Assistant Principal, the student's guidance counselor, and as appropriate, related school personnel (nurse, school psychologist, etc.) will hear student appeals. An appeal board decision in favor of the student does not assure passing grades. Application for an appeal hearing must be filed within ten days of the receipt of the loss of credit notice. If there is a properly documented, extended illness that exceeds the limits for loss of credit, the appeal board will waive the need for a hearing and credit will not be denied because of such absence.

## Dismissals

If for any reason a student needs to be dismissed prior to the end of the school day, arrangements need to be made PRIOR to the dismissal. Students who require early dismissal must present to the office a WRITTEN REQUEST signed by their parent or guardian. Notes are due before 10:30 AM on the dismissal day, or earlier.

Forms of acceptable written request include:

- A note written and signed by parent or guardian including the date and time of dismissal.
- An email from the parent or guardian to the school (jferro@monomoy.edu). The parent or guardian will receive a reply email to confirm the emailed dismissal request was received.
- A fax from a parent or guardian (508)-430-7223.

It is understood that unforeseen situations and emergencies arise. These circumstances will be handled on a case by case basis. All students MUST be dismissed from the Main Office to sign out. For safety reasons, MRHS will not dismiss a student to anyone other than a parent or a specifically authorized adult unless written permission is received from the parent in advance. Students being dismissed early will remain in their scheduled class until their ride is in the office to sign them out. Students with authorized early dismissal notification who drive themselves, must obtain a pass to leave class at the designated dismissal time. Passes are obtained in the main office.

## Tardiness

Students are expected to be on time for school and classes.

Students who are tardy to school must report to the Main Office to sign in on the tardy sheet, and receive a pass to class. A student MUST bring a parental note when tardy to school stating the reason for the tardy.

### **Excused Tardy**

When a written note is received from a parent or guardian stating one of the following is the reason for tardiness, the tardy will be recorded as excused:

- Student had a legal, medical, psychological, physical, or dental appointment.
- Student not feeling well
- 504 or IEP diagnosis and accommodation is on file at MRHS and is specifically documented and addresses tardiness.

If such tardies become excessive, then “professional” notes will be required in order to excuse the tardy.



### **Unexcused Tardy**

Tardy arrival to school attributed to the following, but not limited to, are unexcused, regardless of a note from home: sleeping in, alarm issues, missing the bus, arriving late by means of one's own transportation, traffic, construction, etc. Parents are notified when unexcused tardies accumulate excessively.

#### **Tardy Policy Per Semester**

Policy resets to zero at the start of the second semester (January 25, 2021)

- Third Tardy = Administrator calls home and assigns Jawsome detention
- Fifth Unexcused Tardy = Office detention
- Tenth Unexcused Tardy = Saturday School
- Fifteenth Unexcused Tardy = Saturday School

Possible consequences for fifteen or more tardies per semester

Loss of social privileges (dances, etc.) and extracurricular eligibility for the remainder of the quarter. Extracurricular activities include but are not limited to: athletics, theater, clubs, dances, etc.

### **Return To School Following Certain Circumstances**

Prior to a student's return to school from incarceration, medical or behavioral facilities, a re-entry meeting will be requested to discuss re-entry and facilitate a successful transition back to school. A discharge summary will be requested indicating the student is medically able and safe to return to school.

### **Withdrawal/Moves**

In the event that you move during the school year, all withdrawals are processed through the school's Main Office. You must complete a transfer form and sign a release of records, which will allow the forwarding of cumulative records to the receiving school. We will mail the documents through the mail and request sufficient notice to ensure a smooth transition for your child.

### **Massachusetts General Laws on Attendance**

#### **School Attendance**

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

#### **Notification and Contact Information**

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

### **Who is a Supervisor of Attendance?**

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

### **What is a CRA?**

A "CRA" (child requiring assistance) is a petition may be filed in court by a supervisor of attendance if the child is habitually absent and doesn't attend school for more than 8 days in a quarter without a proper excuse or A habitual school offender who doesn't obey the lawful and reasonable commands of the school.

### **What is a 51A?**

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

### **Parental Responsibility**

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

### **Inducing Absences**

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

# Communications

## Blackboard Mass Notifications

The school district uses an automated communication system called Blackboard Mass Notifications to contact and inform caregivers and staff about important school and district events and announcements. Messages may be sent via phone, email, text/SMS, Facebook, Twitter, and the Monomoy app, depending on the specific circumstances. The free Monomoy mobile app can be downloaded from the Apple Store or Google Play. Automated phone calls will be reserved for the most urgent, time-sensitive messages; most messages and updates will be sent via email, text, and the Monomoy app. Please make sure that the school has your current and correct phone and email contact information on file. In case of urgent communication related to school closings, delays, or other emergencies, this system allows immediate contact. All messages sent via Blackboard Mass Notifications will be automatically translated into the recipient's preferred language, as noted in Aspen.

## Emergency Delays/School Closing

In the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel, the superintendent may delay the start of school, dismiss school early, or close school. Students, caregivers, and staff will be informed via our Blackboard Mass Notifications system, with delay or closing messages sent via phone, email, text, and Monomoy app. The information will also be posted on the Monomoy website and shared with local news media. When schools are closed, all other school-related activities will be cancelled, including athletic events.

## Home-to-School and School-to-Home Communication

The foundation of a strong family and school partnership is regular, open communication. You should feel comfortable contacting us when questions or concerns arise. We ask that you follow a logical chain of communication by contacting the classroom teacher as an initial step in most situations. You should also feel free to contact counselors, specialists, and administrators as the need arises. We will make every effort to keep you informed of important events at school. Classroom or school newsletters, school committee meetings (broadcast on Channel 22 and YouTube), curriculum nights, the Monomoy website, and other special events are some of the ways that we aim to foster home and school partnership and communication.

## Communication With Students/Staff During School Hours

Please do your best to communicate after school plans to your children before they leave for school. We understand that emergencies arise, and will be happy to convey messages to your children in these instances.

If you wish to speak to your child's teacher, please email them to discuss or to schedule an appointment to talk. We will not interrupt classroom teaching unless there is an emergency that needs immediate attention. Generally, teachers will respond to you on the same day that they are contacted.

## When Families Have a Concern

We welcome the opportunity to assist you and your child if there is a problem at school. Contacting the right person and discussing your concerns generally leads to a quick solution. In most instances, the best person to speak to first is your child's classroom teacher. Teachers are not able to engage in "drop in" conferences at the beginning of the school day as the students are in the classroom and need their full attention. If you are unable to resolve the issue after speaking with the teacher, you may contact the principal or assistant principal. In the rare event that your problem is not addressed sufficiently by the school administration, you may contact the superintendent.

If your child has been sent to the principal's office to discuss a discipline issue, parents will be notified by an administrator on that day, or in some instances, the following day. Please call the Main Office if you have any questions. Occasionally, students come to speak with the principal in order to resolve a minor issue to provide information about an incident they may have witnessed. In these cases, it is unlikely that you will receive a call from the teacher or the principal.

## Notice of translation opportunity

For the purposes of this section, unless otherwise specified, all notices shall be written in plain language in English and when requested/necessary, the primary language spoken at home, if different than English. All written notices shall be delivered 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.

## Photo and Media Release

Monomoy Regional School District uses images and/or videos ('media') of students and student work to showcase educational activities and programs (including before and after school and vacation programs), as well as to inform the community of the Monomoy experience. Photographs, videos, and/or the name of your child may be included in publications (print or digital), news releases, and on District maintained websites or social media accounts. The majority of photos shared on the MRSD website and social media are used without names or other identifying information. If a media outlet wants to use a photo with identification, families are notified.

Please note that MRSD does not control the disclosure or use of photographs or video taken by participants at events that are open to parents, community members, and/or the news media.

Additionally, this form does not apply to students participating in public events, like academic competitions, performances and athletic events. Student photos and names from these events may be published by the news media.

If you DO NOT give Monomoy Regional School District permission to use your child's name, image, and/or schoolwork in any public display or presentation, [you must opt out in writing by completing this form and returning it to your student's school.](#)

# Code of Conduct

## Discipline Code/ Conduct Expectations

Monomoy Regional High School prides itself on maintaining an atmosphere in which all members of the community are treated with respect and thoughtful, civil behavior is the norm. The purpose of the Discipline Code is to maintain this atmosphere and to promote self-discipline and an ability to behave and dress appropriately and responsibly in school. Proper school and classroom conduct, in which considerate and caring behavior towards others is expected and modeled, supports this discipline code in a positive way. Whether in school, or at a school sponsored event, students are always expected and required to give names when asked by a faculty or staff member. School personnel are committed to ensuring compliance with this code in a fair, consistent, and judicious manner. The school's corrective reactions, which follow, are a "guide" for school administration and may be modified or changed due to individual circumstances. Students who are sent to the Main Office for disciplinary reasons and/or "time-outs" are to refrain from use of cell phones and earbuds/headphones. Cell phones will be collected and returned to the student upon their departure from the Main Office. Chromebook use in the Main Office is permitted for educational purposes only.

A student leader (i.e. student government, athletic captaincy, etc.) who is disciplined by the school for any type of behavioral infraction (i.e. up to and including suspension) is subject to removal from their leadership position at the discretion of the building principal or their designee.

Additionally, Monomoy Regional School District has a strong, consistent and cooperative partnership with both Chatham and Harwich Police Departments, which is officially documented via a Memorandum of Understanding (MOU). The goal of this partnership is the preservation of safety, order and discipline within the schools. The MOU may be reviewed online at the District homepage.

## Honor Code

Students will subscribe to the following honor code:

*"I understand that academic honesty is absolutely necessary for my teachers to be able to evaluate my learning and help me learn better. I pledge that all of the work I hand in will be my own, completed without unauthorized help, except in the case of group projects or assignments on which my teacher allows collaboration. When using other people's words or ideas in my papers, I will give credit to the source by citing the author. I also pledge not to assist others in violating this honor code, and to do all I can to promote and uphold academic honesty at Monomoy Regional High School."*

Examples of cheating are (list is not all inclusive):

a. Looking at another student's work during a test.

- b. Copying test answers from another student or teacher.
- c. Possessing cheating sheets with answers on them.
- d. Talking during a test/quiz.
- e. Removing or obtaining an exam from a classroom without the teacher's permission.
- f. Computer fraud, cheating using other people's disks and inappropriate behavior relative to the use of computers, software, and related media.
- g. Plagiarism is a serious error for a writer to make; all students should be aware of the consequences. Any paper that contains even a small portion that has been plagiarized will be a violation of the honor code.

Plagiarism is the copying or use of the phrases and ideas of another person as if they were the writer's own. Whether one is publishing a paper, writing an essay for class, or composing music, it is considered academically dishonest, as well as morally and legally wrong, not to give clear credit to the author.

Specifically, there is nothing wrong with using the opinions, words, or phrases of others to support your ideas in an essay, but the exact words must be put in quotation marks and the names, titles, dates, and pages must be acknowledged in footnotes. In cases where the ideas of another person are used rather than the exact words, those ideas must also be acknowledged in the body of the paper or in a footnote.

Students who violate this code will be subject to the following consequences:

- a. Student will be given a zero for any assignment in which this code is violated. This zero cannot be made up.

On tests or other assignments where there are multiple sections, teachers may isolate which part of the assignment is compromised by the violation and assign a zero for that section, or teachers may impose a zero for the entire assignment, at their discretion. Teacher will contact the parent(s).

- b. Student in violation of this code will be placed on academic probation for a period of two weeks for each offense resulting in ineligibility for all extracurricular activities including sports, club activities, and social events.
- c. Repeat violations of this Honor Code may result in Saturday School, suspension and/or increased academic sanctions.

Any student accused of a violation may appeal by requesting:

**First:** A review by the department chairperson. The chairperson shall have the authority to overturn or alter the decision of the teacher, including recommending an alternate assignment for the student.

**Second:** A hearing before a committee chaired by the Principal, an Assistant Principal, or another designated chair, and consisting of one faculty member and one student appointed by the Chair. Such hearing will be held in a timely manner. The committee shall have the authority to overturn or alter the decision of the teacher, including recommending an alternate assignment

for the student. If multiple students are involved in the same incident, the same committee will hear all appeals.

\* Letters of Appeal must be presented to an Assistant Principal within two (2) days of issuance of the penalty. Appeals will not be accepted if a student admits to the violation and states that (s)he is only appealing due to displeasure with the consequences.

## After School Student Locations

Students must be in a supervised area after school, which could include the library, weight room, teacher's classroom with permission or other after school extra-curricular function location. Students waiting for rides will remain in either the front foyer or the rear community entrance.

## Lockers

The school has lockers on both floors. If a student would like to request one for the school year, they may do so in the main office. Students are responsible for the contents of their lockers. It is the student's responsibility to secure their locker at all times. Lockers and locker combinations are not to be shared.

Lockers are provided by and owned by the school, are not to be decorated on the outside and may be opened and checked by the administration at any time. There should be no expectation of privacy in the use of Monomoy Regional High School lockers. Items or materials which are illegal or against school rules are not to be stored in a locker. Lockers will be searched whenever necessary. Monomoy Regional High School has an agreement with the police departments to have police dogs check lockers, the entire school, and parking lots for drugs on a random basis under the supervision of school administration.

## Parking Of Student Vehicles

All vehicles must be properly registered with the Registry of Motor Vehicles and with the High School Office. All student vehicles must be parked in designated parking spots. Students violating safety procedures may have their parking privileges rescinded. Vehicles are not to go across or to be ridden on school athletic fields or property other than the blacktop roadways. The police will be contacted when violations occur. The Monomoy Regional High School has an agreement with the police departments to have police dogs check the grounds, vehicles and parking lot for drugs on a random basis under the supervision of high school administration. Additionally, any vehicle entering the school area is subject to human search at the direction of school authorities. Searches may be conducted without search warrants for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once notified of intent to search, the person in control of the vehicle will not be permitted to remove it from the premises until the search is completed.



Students are to stay out of and off all vehicles in the parking lot during the school day.

The school is not responsible for students' vehicles or contents, therefore, vehicles should be locked at all times.

Student driving and parking privileges will be revoked for designated periods of time for any of the following reasons: poor driving habits, misuse of vehicle, safety concerns, in or on vehicle during school day, parked in the wrong area or improperly parked, excessive tardiness to school, leaving school grounds during the school day, breaking any school rule in the student parking lot.

## Passes

Students are to be issued passes when they are sent to the Nurse's Office (Health Facilities), Main Office, Guidance and Library. Students returning to class from these locations will be issued passes for admittance back into class. Teachers, at their discretion, will not honor a student's request to leave the classroom if such student is chronically late to class and/or in the hallway during class time without teacher permission.

## Public Displays Of Affection

Excessive public displays of affection are inappropriate within a school setting. Students in violation of this premise will receive a verbal warning to stop such behavior. If the behavior continues, disciplinary consequences will follow.

## Dress Code

Students are to dress in a manner which is conducive to good health and safety and not detrimental or disruptive to the classroom/event atmosphere and/or the educational process. Objects which could potentially cause injury are not allowed. The following are not allowed: clothing or jewelry depicting or promoting drug, alcohol or tobacco use; sexually offensive or explicit items/remarks; exposed and/or lack of underwear, short skirts, and shorts. Racially or ethnically insensitive items/remarks; violent themes; harassing terms or illustrations or any other material that can be deemed offensive or derogatory is not allowed. Pajamas and slippers are not allowed. Hats and hoods are permitted to be worn in the classroom AT THE TEACHER'S DISCRETION. If a teacher deems that a hat or hood is interrupting the learning process, the student will be required to remove the hat/hood. Footwear must be worn to abide with State health regulations. Outerwear (jackets, coats, etc.) is to be removed when requested. Headwear worn for religious purposes are permissible. This dress code applies to all Athletes even on game days. Students who fail to comply with appropriate dress regulations as determined by the administration and/or guidance counselors may be sent home.

## Loitering

There will be no loitering in rest rooms, lobbies, the Nurse's Office, parking lots, or team rooms. Anyone loitering will be subject to disciplinary consequences.

## Cell Phones

All student cell phones will be collected upon student entry into a classroom, other instructional areas, as well as during detention. Cell phones will also be collected in the Main Office if a student has been sent out of a classroom due to inappropriate behavior. Teachers/ staff will have a pre-determined and consistent method of cell phone collection/ storage. A common method is the use of a hanging cell phone caddy. At the conclusion of class/ detention/ office stay, students may retrieve their phones as they exit the room.

Cell phones may be used during a student's lunch period, in the hallway between classes or in a classroom for educational purposes as directed by a staff member. Inappropriate use of a cell phone may result in confiscation and detention(s), parent pick-up of phone for multiple infractions. Inappropriate use of a cell phone includes filming of altercations and distribution of such. Filming and/or distribution of altercations is prohibited. The use of iPods with earbuds may occur during a student's lunch period and in the hallways but not in the classroom, detention room, or Main Office.

## Detention

### Classroom Detention

Assigned by classroom teachers to students for such reasons as misbehavior/tardiness. The student is required to report to the teacher assigning detention.

### Jawsome Detention

Assigned by an administrator to a student as a result of a discipline referral submitted by a staff member, a cafeteria incident, and /or violation of any other school rule. Students will serve detention during Jawsome Hour from 12:09-1:03 PM. Students are permitted to bring their lunch to the detention location.

A student given Classroom Detention will be given one (1) school day notice of the detention. A student who fails to show for an assigned Classroom Detention will be referred to administration. A student who fails to show for an assigned Jawsome Detention may be given additional Jawsome Detentions or another appropriate consequence.

Students are to be on-time for detentions and silently engage in homework, or in the case of Classroom Detention, activities as directed by the teacher. Rules for Jawsome Detention will be posted in the Jawsome Detention room.

## Saturday School

In an effort to minimize lost class time due to out-of-school suspensions, Saturday School is utilized:

- When: Held once or twice a month from 8:00 AM until 12:00 PM.
- Where: Monomoy Regional High School (area to be determined).
- Why: Saturday School may be assigned for: excessive unexcused tardiness to school, multiple cuts of detention and/or class, leaving campus without permission, truancy, smoking, and other non-violent or non-disrespectful actions deemed applicable by administration. Saturday School may be used to earn back a minimal number of days of unexcused absences (student must have a prior and specific arrangement with the Principal or an Assistant Principal). Major violations of the disciplinary code will not qualify for Saturday School.
- Staffing: One teacher will be present.
- Rules: Students are expected to attend with school work/reading, which is to be done quietly. All school rules apply. Students who fail to report to Saturday School or who are dismissed from a Saturday School session due to misbehavior or non-compliance will be subject to additional discipline, up to and including suspension.

## Children's Internet Protection Act (CIPA)

In order to maintain compliance with the Children's Internet Protection Act (CIPA), Monomoy Regional School District does not allow the use of student owned personal computers (laptops, tablets, etc.) on the district network. Non-school issued devices also pose a network security risk, as well as digital equity issues, and device monitoring issues. Any student found using their personal computing device on the district network will face disciplinary action and possible confiscation of the personal device with return of the device to their parent. All students are given a school issued Chromebook to be used in the classroom for educational purposes.

## Computer, Network, and Online Communications Acceptable Use Policy

The use of computers, network and online communications equipment by students and staff is for educational purposes. The use of such equipment, software and peripherals at school is a privilege and not a right. All students and staff are expected to use Internet resources for appropriate and legitimate educational objectives. It is expected that no one will use the Internet in any inappropriate ways: to engage in cyberbullying, to solicit or conduct illegal activities, to view pornographic or sexual materials, to access unauthorized social networking sites or to use online communication applications in any improper manner. Students may only use computers and online communications equipment under the direction of an approved "Supervisor." Students, staff and volunteers utilizing Monomoy Regional High School's computers, network and online communications equipment must be oriented or trained in the proper use of equipment and sign an Acceptable Use Contract.

## Computer Policy Statement Of Purpose

To protect the integrity of all school-owned computing devices, applications and network systems against unauthorized or improper use, administration reserves the right to limit or restrict usage, inspect, remove or otherwise alter any data or file which may prove damaging to the system without notice to the user. The school disclaims responsibility for the loss of data resulting from its efforts to maintain privacy and security of the school's computing devices, applications and network systems.

All users are required to comply with the school Computer Policy, which defines the conditions of use. It is further stated that the school reserves the right to amend this policy at any time with proper notice. All students are advised that:

Giving false or misleading information for the purpose of obtaining access to computing resources is prohibited.

Users must never attempt to decode or discover passwords that belong to teachers, administrators or other students. Additionally, it is prohibited to possess programs that could be used to access information held to be considered private by others.

It is prohibited to use the computing resources to engage in such activities that could be deemed intimidating, threatening or hostile. Engaging in abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens or injures another user or users because of his or her personal characteristics or beliefs is considered cyberbullying and will result in the strictest of actions as allowed under School policy or such legal avenues as are available.

It is prohibited to possess data or media which contain obscene, indecent, lewd or lascivious material. It is further prohibited to possess data or files which contain profane language or any forms of discrimination. Accessing unauthorized social networking sites is prohibited. Creating, modifying, tampering with any computer program or system file is strictly prohibited.

It is prohibited to install any software on school system computers without the permission of the instructor or faculty member responsible for the computers being used. It is prohibited to use school computer facilities without authorization from a teacher or an administrator or for the running of any programs except as expressly assigned by an instructor or administrator.

It is strictly prohibited to damage in any way computer hardware or software (keyboards, monitors, CPU's, mice, printers or operating systems).

It is illegal to make unauthorized copies of Licensed Software, or to engage in such other activities as are strictly prohibited in the Federal Copyright statute (17 USCA sec 101 et seq) which states that "copyright is a constitutionally conceived right which is designed to promote progress of science and the useful arts by securing for an author the benefits of his/her original work for a limited time". Violation of this policy will result in disciplinary action which may involve

long-term exclusion from school, loss of computer privileges and criminal prosecution as the situation warrants. This policy is subject to change during the school year.

## Bus Conduct

All school rules and policies apply on school buses. Inappropriate student bus riding behavior will result in issuance of disciplinary consequences by high school administration. The severity of inappropriate behavior will determine the specific consequences, which could include Central Detentions, loss of riding privileges for designated time periods or permanently, assignment of specific seating, Saturday School, and suspension from school.

## Dance/Prom Conduct

1. All school rules and policies will be in effect including drug, alcohol, and smoking policies. Students who violate these policies will be required to leave the dance and Student Handbook policies will be enforced. Violations could affect attendance at future school events including dances. Guests will also abide by school rules/procedures.
2. Any dancing/horseplay, which may result in injury or is deemed inappropriate or sexually explicit is prohibited. Sexually explicit clothing is also prohibited.
3. Bags, including book bags, and beverages of any kind, will not be allowed into the dance.
4. Students will not be allowed to go to their vehicles unless escorted by a police officer or chaperone.
5. School dances are for Monomoy Regional High School students. Guests are only permitted to attend the Homecoming Dance and the Prom. In these cases, a student may bring one guest who must submit in advance of the dance the Guest Permission Slip/acknowledgement of the rules. Guests who are Monomoy alumni up to and including the age of 19 may attend the Homecoming Dance and Prom. Non-Monomoy guests must be under age 19. Guests may not be of middle-school age or younger. Potential guests who do not meet the eligibility requirements must schedule an appointment with an Assistant Principal at least two weeks before the event.
6. Admittance to the Prom MUST OCCUR ON TIME. Admittance to other dances will end 30 minutes after the dance begins (unless related to a returning sports bus).
7. Once a student leaves the dance, he/she must leave the premises and will not be readmitted to the dance.
8. Students are expected to depart promptly at the conclusion of the dance.

## Senior “Pranks”

The Monomoy Regional High School community has great pride in the high school and does not condone “Senior Pranks.” Any disruption in learning or act that damages or negatively impacts school property is subject to disciplinary action and may lead to loss of; senior privileges, end-of-year senior activities/celebrations, participation in the graduation ceremony, student leadership position, captaincy, etc.

## Illegal Substances

If a violation of the drug/alcohol policy occurs, the following process will be followed:

1. Teacher notifies administrator.
2. Administrator calls parents.
3. School nurse (if available) examines student to determine the physical condition of the student.
4. If the student seems physically impaired, i.e. may be drunk or "high" on drugs, the student is sent home under parental supervision. Disciplinary consequences will be issued.
5. If drugs and/or paraphernalia are found, they are turned over to the police by the administrator. Disciplinary consequences will be issued.
6. For drug offenses a suspension/expulsion hearing is scheduled as soon as possible. A treatment plan in which the student and parents agree to participate should be discussed as well as the discipline procedure.

Lockers are the property of Monomoy Regional High School and are subject to periodic inspection by administration. They will also be opened at any time for health, safety, and compliance with school rules by students who are in question. As a result of our agreement with the police departments and under the supervision of school administration, the entire school, including lockers, classrooms, book bags and vehicles will be subject to random police search using dogs.

In addition to the random search policy, a search of a student's person or student's personal property (gym bag, handbag, vehicle, etc.) will be made if there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules and regulations of the Monomoy Regional Public Schools.

Anyone found in possession of drugs or selling drugs or counterfeit drugs will face discipline, up to and including expulsion from school and potential criminal prosecution. This rule applies to all school-sponsored activities including school bus transportation.

Parents must notify the school nurse whenever a student is taking medication which might affect the student's school performance. Non-alcoholic beer and similar drinks and drug-related paraphernalia (including vaping pens, pods) are not allowed in school and are subject to penalty.

## Procedure and Response to Illegal Substances Abuse By Students

*No person shall possess, use, transmit or sell drugs or alcohol on school premises, including school buses, at any time. Drug paraphernalia (including vaping pens, pods) and counterfeit drugs are prohibited.*

Below is a guide to Monomoy Regional High School's response to drug and alcohol abuse by students. This procedure may be altered based on the circumstances. The discipline identified below refers to a student's first offense. Repeated offenses may subject a student to greater discipline.

Behavior	In-School Response	Interaction With Police	Student Intervention & Discipline
Students voluntarily confides a drug or alcohol problem to teacher, counselor or administrator.	Teacher, etc. should refer to guidance counselor, nurse or administrator. Identify community programs. Encourage student to confide in parents and receive counseling.		Counseling – teacher, nurse, guidance or administrator advises student that there is no confidentiality under the law.
Teacher suspects a student is under the influence.	The teacher gives an administrator the specific behavior which led the teacher to come to the conclusion. The administrator in conjunction with the Nurse checks into the situation and contacts the parents		Same as above if student is not under the influence. Parent contacted.
Student found or admitting to being under the influence of drugs or alcohol. No contraband.	Parent notified by the administrator and outside medical evaluation, if possible. Student sent home under parent or other appropriate supervision. Administrator, student, parents have conference to determine facts and develop options if necessary.	Potential police involvement.	Discipline up to suspension for 10 days.
Student found to be	Same as above.	Police notified by the	Suspension up to 10

in possession of or selling or distributing alcohol.		administrator. Contraband confiscated and turned over to the police.	days.
Student found to be in possession, selling, or distribution of drugs and counterfeit drugs.	Same as above.	Contraband confiscated and turned over to the police.	Suspension up to 10 days and referral to the Principal for an Expulsion Hearing.
Student found to be in possession of drug paraphernalia	Same as above.	Items confiscated and turned over to the police.	Suspension up to 10 days and referral to the Principal for an Expulsion Hearing if paraphernalia contains drugs.

## Smoking/Smokeless Tobacco/Vaping/Inhalants

The use of any tobacco products, clove products as well as e-cigarettes, vaping pens and/or pods, inhalants, is prohibited within the school buildings, facilities and school grounds and on school buses and during field trips and school-sponsored events. If discovered, these items will be confiscated. Students will be subject to “restricted bathroom privileges” if violations occur in school bathrooms. A student who violates the rules on smoking/vaping/ inhalants will be enrolled in Project Connect.

## Project Connect/Vaping/Inhalants

Project Connect is an eight-week educational and self-awareness/reflection nicotine cessation program, which will occur one day a week for eight weeks during Jawsome Hour, facilitated by MRHS Nurses and/or Health teachers.

A student found to be vaping and/or in possession of vaping paraphernalia in school, on school premises, and/or at school-sponsored activities, will participate in a meeting with their parent/guardian, the Assistant Principal, and the school nurse, and then enrolled in the Project Connect program. Participation in both the meeting and completion of Project Connect is mandatory; failure to do such will result in alternative discipline up to and including suspension.

Project Connect student participants will consist of those mandated to complete the program as discussed above, as well as those who proactively self-elect to participate via voluntary acknowledgment of vaping and thus, are seeking out support and education regarding decreasing/stopping usage. Students who fall into the latter category would not receive any disciplinary consequences for non-completion of Project Connect.



## Breathalyzer Use

Any student suspected of being under the influence of alcohol on school grounds or at any school-sponsored function may be subject to a Breathalyzer test administered by the Principal or Principal's Designee. A Breathalyzer test may also be administered to students and guests as a condition of admission to any school-sponsored activities. Refusal to submit to a test will be a presumption of guilt and will result in consequences as listed in the chart above.

## Chemical Health Regulations for Athletics and Extracurricular Activities

Throughout the school year, beginning with the first day of school (the first day of fall sports practice for Fall athletes), a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away:

- a. Any beverage containing alcohol
- b. Marijuana, steroids or any controlled substance as defined in Chapter 94C MGL.
- c. Prescription drugs\* used inappropriately
- d. Aerosol products used as inhalants
- e. Any other chemical substance deemed inappropriate by the school administration
- f. Use or possession of tobacco products including clove products, smokeless tobacco, inhalant and vaping products.

\*It is not a violation for a student to use a legally defined drug specifically prescribed for the student's own use by his/her doctor. If such a medication must be taken during school hours, it must be done in the Nurse's office under her supervision. Such medication must be kept in the Nurse's Office and not in a student's car, locker, among his/her possessions or on his/her person.

### PENALTIES:

#### **1. First Violation**

When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred the student shall be removed from all extracurricular, club, and team participation, for the next twelve (12) consecutive weeks. The athlete may not practice, dress, or travel with the team. In the case of a club or activity, the student shall be removed from all club meetings and functions for twelve weeks. A student may elect to reduce the above penalty from twelve to six weeks if they successfully complete a six-week Monomoy Regional High School approved "Healthy Choices" Program or another similar six-week program pre-approved by Monomoy Regional High School administration. The MIAA rule of non-participation in 25% of all interscholastic contests will be enforced. If the 25% restriction has not been completed in the current season, the remainder will carry over and be in effect in the next interscholastic season in which the student participates. An athlete who participates in the Healthy Choices option may practice with the team but may not participate in games,

scrimmages and team travel; athletic eligibility would be restored upon completion of the MIAA sanctioned 25% non-participation.

Vaping violations will result in the student taking an eight-week course called Project Connect. For athletes, the MIAA rule of non-participation in 25% of all interscholastic contests will be enforced. As above, athletes would regain athletic eligibility upon completion of the MIAA sanctioned 25% non-participation.

## **2. Second Violation and subsequent violations over the four years of high school.**

When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a second violation occurred, the student shall be removed from all teams, clubs and extracurricular activities for a period of one calendar year from the date of the hearing for the second offense. Athletes cannot practice, dress, or travel with any team.

Valid reporters of an offense under these two sections are:

- a. Self-admission
- b. School personnel, parents or any other reliable, verifiable source
- c. An arrest, summons or report by the police department

After the second or subsequent violation, if the student of his/her own volition becomes a participant in a pre-approved chemical dependency program or treatment program\*, the student may be certified for reinstatement to extracurricular, club and athletic activities after a minimum period of six calendar months from the date of the second hearing. Regarding athletes with a 2nd violation, the MIAA rule of non-participation in 60% of all interscholastic contests will be enforced.

\* Participation in such a program independent of a policy violation is not an admission of guilt.

### **Regarding 1st, 2nd and/or subsequent violations:**

- Any reports will be confirmed and used in conformance with due process. If disciplinary action is taken, a student may appeal the action and have the case reviewed. An appeal is to be made to the next level of administration. Appeal notification must be made within 2 school days of issuance of the penalty. The Superintendent will only consider appeals regarding suspensions of 10 school days or more. Appeals will not be accepted if a student admits to the violation and states that (s)he is only appealing due to displeasure with the consequences.
- The penalty periods for athletics and extracurricular clubs and activities will only extend into the next academic year if the penalty is not completed prior to the start of the fall season or prior to the start of the extracurricular clubs and activities.
- In addition to the clubs, athletics and activities listed in this handbook, the following activities covered by this policy include, but are not limited to the following list: theatrical performances, the Prom, Senior Banquet, talent shows, Class Officer positions (Band, Chorus and Theatre class performances are not included because these are requirements for credit-earning courses).

## Policy On Disciplining Students With Special Needs

Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq., and Section 504, its implementing regulations 34 C.F.R. 300 et seq.; and Massachusetts General Laws, Chapter 71B and its implementing regulations, 603 C.M.R. 28.00. Students with disabilities who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability. School personnel may order a change in educational placement of a child with a disability to an appropriate Interim Alternative Education Setting (IAES) that provides the student with a free appropriate public education for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) calendar days if the student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function;
- Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

Any time school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in any school year, this constitutes a "change of placement." A change of placement invokes certain procedural protections under IDEA, the federal special education law and Section 504. These include, but are not limited to:

- If the school did not conduct a functional behavioral assessment and implement a behavioral intervention plan for such student before the behavior that resulted in the discipline, the school shall convene an IEP meeting to develop an assessment plan to address the behavior; or if the child already has a behavioral intervention plan, the IEP Team shall review the plan and modify it, as necessary, to address the behavior.
- A review by the IEP Team of the relationship between the child's disability and the behavior subject to the disciplinary action, which is often referred to as the Manifestation Determination.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) placing a student in an IAES for up to forty-five (45) calendar days. Parent/guardians and/or students, where appropriate, may request a hearing at the Bureau of Special Education Appeals regarding a disciplinary action described above to challenge the interim alternative educational setting or the manifestation determination. For a copy of the Massachusetts Department of Education brochure on Special Education Parent's Rights, available in many languages, visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or contact the Director of Student Services, at (508) 945-5223.

## Physical Restraint Overview

In order to insure that Monomoy Regional School District provides a safe environment for both students and staff, it is obligated to notify all parents and legal guardians that it is in compliance of 603 CMR 46.00 on Physical Restraint which has been in effect since April 2, 2001, in this notification. In order to protect student(s) or school personnel from imminent, serious, physical harm school personnel may have to physically restrain a child. Physical restraint would not be used as a method to punish students or as a response to property destruction, disruption of school order or verbal threats. Please be aware that physical restraint is a method of last resort. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Monomoy Regional School District. Further, students of the District are protected by law from the unreasonable use of physical restraint. The district has a school committee policy which complies with state law and regulations. Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. A person performing physical restraint shall discontinue such restraint as soon as reasonably possible. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

**Extended restraint:** A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation as described in 603 CMR 46.06.

**Physical escort:** Touching or holding a student without the use of force for the purpose of directing the student.

**Physical restraint:** The use of bodily force to limit a student's freedom of movement.

**Restraint - Other:** Limiting the physical freedom of an individual student by mechanical means or seclusion in a limited space or location, or temporarily controlling the behavior of a student by chemical means. The use of chemical or mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent or guardian. The use of seclusion restraint is prohibited in public education programs.

- (a) Mechanical Restraint: The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered mechanical restraint.
- (b) Seclusion Restraint: Physically confining a student alone in a room or limited space without access to school staff. The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

(c) Chemical restraint: The administration of medication for the purpose of restraint.

The use of mechanical, seclusion or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs. Each building Principal has identified staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members have participated in an in-depth training program in the use of physical restraint.

Only school personnel who have received training pursuant to 603CMR 46.00 may administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student or others from injury or harm.

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

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

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint. Reporting of incidences shall meet with local policy and Department of Elementary and Secondary Education laws and regulations. In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

## Suspension/Expulsion Policy

It is the policy of the Monomoy Regional School District to follow all applicable laws concerning discipline and to provide students facing discipline with their rights to due process pursuant to all applicable laws and regulations, including but not limited to Mass. General Laws, chapter 71, §§ 37H, 37H½, and 37H¾ and 603 CMR 53.00.

The School District does not have any so-called "zero tolerance" disciplinary policies or any required or automatic discipline for any specific conduct. Any discipline imposed will be at the discretion of the administrator responsible for making the decision, typically the principal or

his/her designee. That decision-maker will consider all relevant facts, including but not limited to previous related offenses and mitigating circumstance, and these disciplinary rules will be applied equitably.

As set forth in Mass. General Laws, chapter 71, §§ 37H, 37H<sup>1</sup>/<sub>2</sub>, and 37H<sup>3</sup>/<sub>4</sub>, students who are suspended or expelled from school shall have the right to continue to earn credits, as applicable, and make up assignments, tests, papers, and other school work as needed to make academic progress during their removal from school. Any students suspended or expelled for more than 10 days shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements through a school-wide education service plan. A copy of that plan is available in the Main Office.

A student who is suspended or expelled shall not trespass on school property during the time of his/her removal. The student must follow the admittance process as outlined in the letter of suspension. School property involves the school buildings and any area of the school grounds. A student on suspension is also excluded from participating in or attending any school-related or school-sponsored functions, activities or events, including athletics.

Suspensions and expulsions of students and the attendant due process rights are governed by G.L. c. 71, §§ 37H, 37H<sup>1</sup>/<sub>2</sub>, and 37H<sup>3</sup>/<sub>4</sub> and 603 CMR 53. Pursuant to Chapter 222 of the Acts of 2012 and 603 CMR 53, expulsion is available as a disciplinary measure ONLY as permitted under G.L. c. 71, §§ 37H and 37H<sup>1</sup>/<sub>2</sub>. All suspension and expulsion decisions will be made at the discretion of the principal or his/her designee.

### **Notices Of Suspension/Expulsion**

For the purposes of this section, unless otherwise specified, all notices shall be written in plain language in English and the primary language spoken at home, if different than English. All written notices shall be delivered 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.

### **In-school Suspension Pursuant To G.L. C. 71, § 37h <sup>3</sup>/<sub>4</sub>**

An “in-school suspension” is defined as removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.02. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

The following due process will be provided for full days of in-school suspensions of ten (10) or fewer school days, consecutively or cumulatively during a school year (see 603 CMR 53.10):

1. The principal or his/her designee shall inform the student of the disciplinary offense charged and the basis for the charge and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident.
2. If the principal or his/her designee determines that the student committed the disciplinary offense, the principal or designee shall inform the student of the length of the in-school suspension (not to exceed ten (10) school days consecutively or cumulatively in one school year).
3. On the same day as the in-school suspension decision, the principal or designee shall make reasonable efforts to notify the parent/guardian orally of the offense, the reasons for his/her conclusion, and the length of the in school suspension. The principal or his/her designee shall also invite the parent/guardian to a meeting on the day of the suspension, if possible, or as soon as possible thereafter to discuss the incident, the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior.
4. The principal or his/her designee shall send written notice of the in-school suspension to the student and parent/guardian on the day of the suspension. The notice shall include the reason and length of the suspension and invite the parent/guardian to a meeting with the principal (described in paragraph 3, above), if such meeting did not already occur.

Students must follow the established procedures when placed into in-school suspension: For in-school suspensions of more than ten (10) days, please see the section discussing long-term suspensions, below.

#### **Out-of-school Suspension Pursuant To G.L. C. 71, § 37h<sup>3/4</sup>**

Unless otherwise specified, "suspension" for the purposes of this section means short-term suspension and long-term suspension. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not constitute a suspension.

A student must be picked-up by a parent/guardian immediately once a suspension is imposed. Any exception to this policy will be made at the discretion of the principal or his/her designee.

#### **Short-term Suspension**

A short-term suspension is defined as the removal of a student from the school premises and regular classroom activities for ten (10) consecutive days or less. When a student is disciplined with a short-term suspension, the student may not attend school and is not allowed on the school property for the duration of the suspension. A short term suspension may be served in school, in which case, the in-school suspension policies (above) apply.

A student who receives a short-term suspension for a disciplinary offense is entitled to the following due process procedures:

1. The principal or his/her designee shall provide oral and written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place. The notice shall set forth the following:
  - a. the disciplinary offense;

- b. the basis for the charge;
  - c. the potential consequences, including the potential length of the student's suspension;
  - d. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
  - e. the date, time, and location of the hearing; and
  - f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate. The principal or his/her designee shall make reasonable efforts to orally notify the parent/guardian of the opportunity to attend the meeting. A hearing may be held without the parent/guardian once the principal or his/her designee meets his/her obligation to provide reasonable notice.
2. The student shall meet with the principal regarding the alleged offense. The purpose of the meeting is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and parent/guardian, if present, also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate. 603 CMR 53 does not confer the right to counsel or the right cross-examine witnesses.
  3. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
  4. The principal shall provide written notice to the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. Under normal circumstances, students will be expected to make up work within an agreed upon time frame.

### **Long-term Suspension**

A long-term suspension is defined as the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The student may not attend school and is not allowed on the school property for the duration of the suspension.

Except for students who are charged with offenses under G.L. c. 71, §§ 37H or 37H½ (discussed more below) no student may be placed on long-term suspension for one or more



disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day the student is removed from school. Suspensions under G.L. c. 71, § 37H¾ may not extend beyond the school year in which the suspension is imposed.

A student who receives a long-term suspension for a disciplinary offense is entitled to the following due process procedures:

1. The principal or his/her designee shall provide oral and written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place. The notice shall set forth the same information as provided in the short-term suspension notice (described above), plus the following information:
  - a. the rights afforded to the student during the long-term suspension hearing, as provided in 603 CMR 53.08(3)(b) and described below; and
  - b. the right to appeal the principal's decision to the superintendent. The principal or his/her designee shall make reasonable efforts to orally notify the parent/guardian of the opportunity to attend the meeting. A hearing may be held without the parent/guardian once the principal or his/her designee meets his/her obligation to provide reasonable notice.
2. The student shall meet with the principal regarding the alleged offense. The purpose of the meeting shall be the same as for a short-term suspension and, in addition to all the rights afforded students in a short-term suspension meeting, students shall have the following rights in a long-term suspension hearing:
  - a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
  - 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; and
  - e. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.
3. Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.
4. The principal shall provide written notice to the student and parent/guardian of the determination and the reasons for it. If the principal decides to suspend the student, the written determination shall:
  - a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

- b. Set out the key facts and conclusions reached by the principal;
  - c. Identify the length and effective date of the suspension, as well as a date of return to school;
  - d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);
  - e. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:
    - i. 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
    - ii. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
5. Under normal circumstances, students will be expected to make up work within an agreed upon time frame upon their return from a long-term suspension.

### **Appeal Of Long-term Suspension**

A student placed on long-term suspension following a principal's hearing has the right to appeal the suspension to the superintendent. The long-term suspension will remain in effect unless and until the superintendent reverses the principal's decision on appeal. The superintendent may uphold the principal's decision or impose a lesser penalty but may not impose a suspension greater than that imposed by the principal.

The appeal of long-term suspension must be in writing, within five (5) calendar days of the effective date of the long-term suspension. The student or parent/guardian may request an extension of up to seven (7) calendar days to submit this request for an appeal.

The superintendent or his/her designee shall hold an appeal hearing within three (3) school days of receiving the student's request for an appeal. The student or parent/guardian may request an extension of up to seven (7) calendar days for this appeal hearing to be held. The superintendent or his/her designee shall make a good faith effort to include the parent/guardian in the meeting but may proceed without the parent if the superintendent or his/her designee made efforts to find a day and time for the hearing that would allow the parent and the superintendent/designee to attend.

The superintendent or his/her designee shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. At the hearing, the student has the same rights afforded him/her at the principal's hearing for long-term suspensions. The superintendent's meeting will be audio recorded and the student/parent may receive a copy of the recording upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

The superintendent will issue a written decision within five (5) calendar days of the hearing, either upholding or lessening the suspension. The notice will contain the same information as a long-term suspension notice, except for information on the right to appeal.

The superintendent's decision will be the final decision of the school district.

### **School Offenses Which May Result In Suspension**

The following offenses may result in an in-school, long-term, or short-term suspension. The length of the suspension and whether it will be served in-school or out-of-school will be determined by the principal in his/her discretion.

Some of the offenses listed below may also subject a student to expulsion pursuant to G.L. c. 71, §§ 37H and 37H½:

1. A threat or verbal abuse toward a staff member or other school employee will not be permitted. This rule is not limited to school property or school hours. Threats toward the school (electronic or otherwise) will result in suspension.
2. Extortion.
3. Setting a fire.
4. Turning a false alarm.
5. Involvement in the theft, willful destruction of, or vandalism of school employee's property, or student and/or school property. In addition, the offender(s) may be billed for the cost of repairing or replacing the property and police will be involved.
6. Possession or use of dangerous material(s) or items or use of firecrackers; smoke or stink bombs or similar disruptive items.
7. Driving on school grounds after being told not to (e.g. as a result of reckless or dangerous driving, or causing chronic tardiness situations, etc.).
8. Behavior which is a danger to any person(s) including the person(s) involved.
9. Serious disruption of a classroom, lunch room, assembly, or other school activity.
10. Harassment or intimidation of a staff member or fellow student.
11. Refusal to follow the directions of an administrator.
12. Refusal to provide (correct) name to inquiring faculty/staff member or substitute teacher.
13. Any violation of national, state, or local laws on school grounds or involving the school or school personnel will make the student liable for suspension. The Police will be notified when the law has been broken.
14. Repeated Honor Code violations.

**Extracurricular Activities And Athletics During Suspension/Expulsion**

Students may not participate in any extra-curricular activities or school-sponsored events during the period of their suspension (whether in-school or out-of-school) or expulsion.

**Expulsion Pursuant To G. L. C. 71, §§ 37h & 37h½**

Expulsion is defined as the removal of a student from the school premises, regular classroom activities and school activities for more than ninety (90) school days, indefinitely, or permanently as permitted under G.L. c. 71, §§ 37H or 37H½ for: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction or adjudication or admission of guilt with respect to such felony, if the principal determined that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§ 37H and 37H½.

Expulsion is not available for other offenses pursuant to G.L. c. 71, § 37H¾.

Offenses under G.L. c. 71, §§ 37H and 37H½, are not subject to the limitations of 37H¾ concerning the duration of a student's removal from school, and may result in an expulsion or suspension longer than 90 days or that extends beyond the school year.

**Expulsion Under G.L. c. 71, § 37H**

Massachusetts General Laws, Chapter 71, Section 37H, provides as follows:

(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, an 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 its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

#### **Expulsion Under G.L. c. 71, § 37H½**

Massachusetts General Laws, Chapter 71, Section 37H ½, provides as follows:

(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 or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written

testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an 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 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.

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 its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

#### **Emergency Removal Pursuant To G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub>**

A principal, in his or her discretion, may temporarily remove a student from school when the student is charged with a disciplinary offense and, in the principal's judgment, the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no adequate alternative to alleviate the danger or disruption. The emergency removal shall not exceed two (2) school days following the day of the emergency.

The student may not be removed until adequate provisions have been made for the student's safety and transportation.

During the emergency removal, the principal or his/her designee shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal and other information required for short- or long-term suspensions, as applicable;
2. Provide written notice to the student and parent that complies with the requirement for written notices for short- and long-term suspensions;
3. Provide the student an opportunity for a hearing with the principal that complies with the requirements for a short- or long-term suspension hearing, as applicable, and provides the parent an opportunity to attend the hearing, before the expiration of the two (2)

school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notices for short- or long-term suspensions, as applicable.

### **Academic Progress During Suspension Or Expulsion**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension or expulsion under G.L. c. 71, §§ 37H, 37H½, and 37H¾ shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his/her removal. The principal shall inform the student and his/her parent/guardian of this opportunity in writing when the suspension or expulsion is imposed.

Students who are expelled or suspended for more than 10 consecutive days will have an opportunity to receive education services and make academic progress toward meeting state and local requirements during their removal from school pursuant to the school-wide education service plan. The plan is available at the Main Office.

The principal shall notify the student and his/her parent/guardian 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.

### **With the following items, the first occasion will result in a consequence designed to fit the offense**

This may include detention, Saturday School, in-school suspension, out-of-school suspension with appropriate assignments, written or school-related tasks (e.g. helping a custodian pick up papers on school grounds).

1. Verbal abuse of a fellow student. This includes, but is not limited to racial, ethnic, or sexist remarks;
2. Gambling (dice, cards, betting);
3. Using a fire extinguisher without just cause;
4. Distribution or display of obscene materials;
5. Wearing clothing displaying foul or obscene language, pictures or clothing advertising illegal substances. Personal appearance, dress and grooming must not disrupt the education process or threaten the health or safety of any individual, as determined by the administration.
6. Calling school and impersonating a parent or guardian to give an absence excuse or cause another student's dismissal;
7. Excessive tardiness to school (excused or unexcused);
8. Forging an absent, tardy, or dismissal note or forging a pass;

9. Throwing snowballs or other objects which can endanger others;
10. Refusal to follow a teacher's directions (insubordination);
11. Using vulgar or profane language;
12. Lying.
13. An offense which does not exactly fit the above guidelines, but for which the student has been warned on a previous occasion that if he/she repeats the offense, he/she will be issued Saturday School or suspended (e.g. if a student causes a disturbance to classes in an area of the school and is told not to return to that area without permission).

## Fighting/Assault/Aggressive Resolution/Peer Mediation

## Physical

## Contact/Conflict

All parties involved in the incident will be dealt with according to the circumstances involved. Suspension of one, both, or all parties involved may be necessary up to ten (10) days. Parents will be contacted in all cases. The police will be notified and criminal charges may result.

Conflict Resolution Program. In place is a program called Peer Mediation in which students who have been trained in conflict resolution act as a neutral third party to confidentially help arrange a solution to a disagreement between other students. This is a voluntary process and involves students only, so many issues that would not ordinarily be dealt with by adults can be resolved and the quality of students' school experiences can be improved. Students, teachers and the administrators may make referrals. Referral forms are located in the Guidance and Counseling Offices and the Main Office.

## Stealing, Shoplifting, Defacing, or Destruction of Property

Anyone involved in the willful destruction, defacing or theft of school property will be subject to discipline, up to and including suspension from school for a period not exceeding ten (10) days.

Anyone involved in shoplifting during a field trip or school-sponsored event will be subject to discipline, up to and including suspension from school for a period not exceeding ten (10) days.

Anyone caught stealing or vandalizing property belonging to another student will be held responsible for restitution and will be subject discipline, up to and including suspension for a period not exceeding ten (10) days.

Anyone caught stealing or vandalizing property belonging to a school employee, whether in school or away from school, will be held liable for the damage and will be subject to discipline, up to and including suspension for a period not exceeding ten (10) days.

Police will be notified in all above cases. Legal ramifications may include felony charges. Additionally, the student(s) will be held responsible for the cost of repairing or replacing the destroyed or stolen property or for repairing or cleaning the damage.



## Harassment Policy

The Monomoy Regional School District is committed to maintaining a school and work environment free of harassment of any kind, including harassment based on race, color, religion, gender, national origin, age, sexual orientation, gender identity, homelessness, or disability. The Monomoy Regional School District expects all members of the school community, including but not limited to, administrators, teachers, staff members, students and vendors, to conduct themselves in an appropriate and professional manner and with concern for fellow members of the school community.

Paramount is the maintenance of a safe and civil environment in which adults can work and students can learn and achieve high core academic standards. All persons are to be treated with dignity and respect.

Harassment in any form will not be tolerated. Harassment is any behavior which has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or behavior that creates a hostile work or educational environment. It may be verbal, non-verbal, written, physical or psychological in nature. Such behaviors may include, but are not limited to:

1. Unsolicited remarks, including threats, intimidation, rumors and name-calling
2. Unwelcome or intimidating gestures
3. Display or circulation of written materials or pictures of a derogatory nature
4. Unwelcome touching, cornering or other physical contact
5. Deliberate social exclusion
6. Cyber bullying, the use of electronic information and communication technologies to threaten, harass or intimidate a person or group of persons (including, but not limited to, e-mail messages, instant messaging, text messaging, cell phone communication, internet blogs, internet chat rooms, social networking websites).

Harassment may take place on school grounds, at school-sponsored activities, at an official school bus stop, or on school-provided transportation. Harassment may be overt or subtle, but regardless of what form it may take, i.e. verbal, non-verbal or physical, harassment can be insulting and demeaning to the recipient and will not be tolerated in the Monomoy Regional School District. Determinations about whether or not behavior is considered harassment will be viewed from the perspective of a reasonable person. As such, what one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

In addition, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions;
- Such conduct interferes with an individual's job duties, education or participation in extracurricular activities; or
- The conduct creates an intimidating, hostile or offensive work or school environment.

Under certain circumstances, harassment (particularly sexual harassment) may constitute child abuse under Massachusetts General Law 1. Chapter 119, Section 51A. The District shall comply with state law in reporting suspected cases of child abuse.

The Superintendent of Schools shall appoint a district Title IX/Section 504 of the Rehabilitation Act, Chapter 622 Coordinator to communicate the requirements of the law relative to harassment and the contents of this policy. The Superintendent or his/her designee shall establish a district grievance procedure for reporting and investigating allegations of harassment.

Individuals who believe that they have been subjected to harassment or discrimination may file their complaint with the Coordinator, Building Principal or Superintendent. Any teacher who receives a complaint from a student or parent is expected to immediately refer the complaint to the Coordinator, Building Principal or Superintendent. This will allow the school department to quickly investigate and resolve complaints. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of harassment and to take corrective action with allegations that have been substantiated. The results of the investigation shall be made known to the complainant and the alleged harasser as soon as possible.

An individual who believes that they have been subjected to harassment or discrimination of any type may also choose to contact and/or file a formal complaint with the appropriate state and/or federal governmental agencies responsible for enforcing the laws prohibiting harassment:

Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
1-800-669-4000

Massachusetts Commission Against Discrimination  
(MCAD)  
The John McCormack Building  
One Ashburton Place  
Room 601  
Boston, MA 02108  
(617) 994-6000

U.S. Dept. of Education, Office of Civil Rights (OCR)  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
617-289-0111

Each Administrator, in conjunction with the Coordinator, shall be responsible for enforcing this policy to assure compliance with Federal and State laws and district policy governing harassment within their respective schools or areas of responsibility.

Adult members of the school community shall lead by example and enforce this policy among the student population.

Student to student harassment will not be tolerated.

Where an allegation of discrimination or harassment has been substantiated, the Monomoy Regional School District shall act promptly to address the matter and with the intent to prevent any future occurrence. Any employee, student or other individual in the school community found to have engaged in harassment may be subject to discipline, including but not limited to verbal warning, written warning, reprimand, suspension, expulsion (students) or termination (employees) subject to applicable procedural requirements. The severity of the disciplinary action shall be based upon the circumstances, nature of the infraction, prior discipline, or any other factors deemed relevant by the administration.

Individuals who engage in harassing behavior should also be aware that their conduct may subject them to private legal action under state or federal law by the individual complainant.

Monomoy Regional School District also prohibits any retaliation against those who make a complaint of harassment. Any individual who retaliates against a complainant, or any person who testifies, assists or participates in the investigation, proceeding or hearing will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Any individual who deliberately files an untrue complaint or knowingly provides false information in the context of an investigation, hearing or other proceeding will also be subject to disciplinary action by the school district.

Persons who have been subject to harassment will be provided with support and assistance as appropriate in meeting their needs within the school environment, and will be aided in seeking further assistance if they so desire through referral to appropriate sources.

Notice of this Policy shall be circulated to all the schools in the district and incorporated annually in staff and student handbooks. It shall be posted in the main office of each school and in all faculty lounges. Training sessions on this policy and prevention of harassment shall be held annually for all staff members and students in an age appropriate format.

Legal References: Title VII of the Civil Rights Act of 1964  
Title IX of the Education Amendment of 1972  
Section 504 of the Rehabilitation Act; Title II of the ADA  
M.G.L. c. 151B and c. 151C  
M.G.L. c. 76, section 5  
M.G.L. c. 119, section 51A  
M.G.L. c. 71B, section 1 Revised: 101712009

## Harassment/Discrimination Grievance Procedure For Students

### When The Offender Is An Adult

If you believe that you or someone you know has been the victim of harassment or discrimination by an adult or if you have questions or concerns about this issue, seek the help of another adult who you trust, such as a teacher, counselor, your parent or guardian, or an Assistant Principal. With the help of a trusted adult or friend you should bring the complaint to the attention of the Principal. As soon as the Principal is advised of your concern, an investigation will be conducted.

If it is determined that an adult has harassed or discriminated against a student, disciplinary action will occur from verbal warning to dismissal depending upon the circumstances and nature of the incident.

### When The Offender Is A Student

If you believe you or someone you know has been the victim of harassment or discrimination by another student or if you have questions about this issue, seek the help of an adult who you trust such as a teacher, counselor, your parent or guardian. With the help of a trusted adult or friend you should bring the complaint to the attention of an Assistant Principal. The Assistant Principal will conduct an investigation and submit a written record of the investigation to the Principal.

If it is determined that a student has harassed or discriminated against another student, the offending student will be subject to discipline, up to and including extended exclusion from school.

## Retaliation

Any individual who retaliates against any person who reports alleged harassment or discrimination, or anyone who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## Intimidation, Harassment and Bullying During Sports Activities

It is our intent that the leadership values learned through the competitive and extracurricular experience will help students become more productive members of our community. It is expected that team members and members of extracurricular groups will not use their position to intimidate, harass or bully others. The consequence for such behavior will be permanent removal for the rest of the calendar year from the team or activities by the coach, athletic director, advisor and/or administration. The school's harassment policy also applies.

## Victim Assistance

Persons who have been subject to harassment or discrimination will be provided with support and assistance in meeting their needs to the extent possible within the school environment and will be aided in seeking further assistance if they so desire through referral to appropriate sources.

Complaints alleging discrimination shall be made to the appropriate compliance coordinator, or shall be referred to the coordinator if received by other persons within the institution.

Civil Rights and Equal Educational Opportunities

Director of Student Services, Melissa Maguire

Monomoy Regional School District

425 Crowell Road, Chatham, MA 02633

508-945-5130

## Monomoy Regional School District / Civil Rights Coordinator 2021-2022

Coordinator: Melissa Maguire, Director of Student Services, (508) 945-5130

Address: 425 Crowell Road, Chatham, MA 02633

## Title VI Of The Civil Rights Act Of 1964

Statue prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these protected categories (42 USC S2000d). This statue has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.

## Title IX Of The Education Amendments Of 1972

Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal assistance. Title IX requires that schools adopt and publish a policy against sex discrimination, including sexual harassment. State law requires Massachusetts' employers to have a policy against sexual harassment. (M.G.L. Ch. 151B,53A)

## Section 504 Of The Rehabilitation Act Of 1973

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap.

(34 CF 104.33)

## Americans With Disabilities Act Of 1990

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

## Equal Education Opportunities Act Of 1974

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

## Massachusetts General Laws Ch 76,S5 (Also Known As Chapter 622)

This state law provides that "no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, disability, gender identity, national origin, housing status or sexual orientation.

## Mckinney-Vento Homeless Assistance Act

School districts must ensure that homeless children and youth are identified and have full and equal access in academic, non-academic and extracurricular school offerings. Homeless students have the right to continue their education in the school of origin when they became homeless and have rights to transportation services.

Coordinator: Mr. Marc Smith, Director of Curriculum, Instruction and Assessment, (508) 945-5130

Address: 425 Crowell Road, Chatham, MA 02633

## Title I Of The Elementary And Secondary Education Act Of 1965

Title I is designated to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs.

## ELE - English Learner Education

School districts have an obligation to identify, evaluate, and provide services to students with limited English.

Parents must be given every opportunity to participate in school activities and translated documents must be made available. Home Language Surveys are requested of all new students.

## Bullying

Bullying is a serious infraction, which will not be tolerated by the Monomoy Regional Public Schools. Bullying is defined as the repeated use by one or more students or by a member of school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to extracurricular or paraprofessional of a written or electronic expression or a physical or emotional harm to the victim that

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

For the purposes of this section, bullying shall include cyberbullying.

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee or to the superintendent or designee when the principal or an Assistant Principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

An overview of the various resources available to address bullying is available in the Guidance Office and may also be found in the District's Bullying Prevention and Intervention Plan, which can be viewed on each school building's administrative landing page.

## Hazing

The Monomoy Regional School Committee recognizes the right of all students to participate through competition or open admission to all clubs, activities and sport programs and, therefore, prohibits the practice of "hazing."

The Commonwealth of Massachusetts: An Act Prohibiting the Practice of Hazing Chapter 269 of the General Laws includes:

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

Section 18 – Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to 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 \$1,000.



Section 19 – Each secondary school and each public and private school or college shall issue to every group or organization a copy of this Act. Each group or organization shall distribute a copy of Sections 17 and 18 to each of its members annually. An officer of each such group or organization, and each individual receiving a copy of Sections 17 and 18 shall sign an acknowledgment stating that such group, organization, or individual has received a copy of these sections.

Any student who is found to be in violation of the hazing law (Mass. General Laws, Chapter 269, Sections 17, 18 and 19) or found harassing another student by abusive and humiliating language or action may be subject to discipline in accordance with applicable laws.

# Health and Safety

## Health

### Masking to Assure Safety of Students

Monomoy Regional School District is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the district's ability to continue providing students with an in-person learning experience.

The guidance noted here expands on the [MRSD Reopening Plan for 2021-2022](#), which calls for universal masking of all students and staff while inside MRSD buildings and on school buses to start the 2021-2022 school year. As more information is available on vaccination rates and COVID rates in our school community, these guidelines may be adjusted.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. On July 19, 2021, the American Academy of Pediatrics (AAP), issued a face mask recommendation, given the prevalence of COVID and the lack of vaccines for all students. The AAP advised that all students over the age of 2 wear face masks when at school unless prohibited by a medical or developmental condition. The AAP guidance also strongly encourages all eligible individuals to receive the COVID-19 vaccine.

Therefore, using the guidance and recommendations from the AAP, Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the District may require students to wear masks indoors at school or on a school bus. Face coverings may also be required outside when social distancing cannot be observed.

Masks are expected to follow CDC recommendations, which include:

- Be at least two-ply and can be either disposable surgical style masks or reusable ones made of washable and breathable fabric
- Completely cover the student's nose and mouth
- Fit snugly against the sides of the student's face, without gaps
- Ideally have a nose wire to prevent air from leaking out of the top of the mask.

If there is a question on the appropriateness of a mask, the principal will make final determination relative to a mask's appropriateness and, if necessary, will give the student an alternative mask to use.

Masks or face coverings will not be required for anyone who has a medical, behavioral, or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Exceptions to this guideline under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks
- while eating or drinking
- during physical education classes
- while outside

A student's mask or face covering is to be provided by the student's family; however, the district will supply disposable face coverings for individuals who arrive at a building, or board school transportation, without one, or if the student's mask becomes unusable during the school day.

Students who are in violation of the masking rules will initially be given the option of properly using one of the school-provided masks or an appropriate mask of their own. The building principal will consult with the parent/guardians to determine whether an exception is appropriate. Further mask violations will involve progressive discipline, and ultimately a student's repeated refusal to mask, deliberately ignoring the potential for COVID-19 transmission, will be considered to have a substantial detrimental effect on the general welfare of the school, and will result in suspension.

A student's vaccination status may dictate whether the student needs to be masked in school, as determined by the district's approach to minimizing COVID-19 transmission, following guidance of local Health Boards, the district physician, AAP, CDC, and DESE/DPH.

This masking handbook language largely follows the MASC recommended [face coverings policy language](#) (EBCFA).

## Student Health Services

Monomoy Regional School District has a full time school nurse on staff at each school. The school nurse strengthens and facilitates the educational process by improving and protecting the health status of children. A major focus of school nursing services is the prevention of illness and injury, and the early detection of health problems. Please help the school nurse care for your child by:

- Updating the school nurse if there are any changes in your child's health status throughout the school year
- Notifying the school nurse if your child has any chronic or acute illness/injury/hospitalization
- Communicating with the nurse directly if there are changes in medication, health needs, or exposure to communicable disease
- Informing the school nurse if there is an event at home or in the family that may impact your child at school (serious illness or death in the family)
- Keeping your child home from school if he/she has a temperature 100.4 F or above, has diarrhea, a strep infection, ringworm, or impetigo. Contagious infections must be treated with medication for at least 24 hours before returning to school. Students need to be fever free for 24 hours without fever reducing medication prior to returning to school
- Keeping your child home if your child vomits within 24 hours prior to the start of the school day. If they are sent home from school because they have vomited, they must not be in school the next day - 24 hours must pass free of vomiting and without medication, before returning to school
- Contacting your child's healthcare provider for a rash of unknown origin

## Illness and First Aid

Assessment of student illness or injury occurring during school hours is a significant part of school health care services. Care is provided as needed in the health office of each school building. If a student becomes ill or injured during the school day, he or she should report to the nurse for assessment. Students should not be dismissed due to illness/injury without being assessed by the school nurse. If the nurse is not in the Health office, students should report to the main office.

The school will make every effort to reach the parent/guardian or emergency contact person listed in Aspen to notify them of any significant injuries or signs of illness that may require further intervention or follow-up with the student's health care provider. In the event of a medical emergency, local Emergency Medical Services (EMS/911) may be activated. If a student is taken to the hospital, a school employee will stay with the student until the parent/guardian arrives.

Automated External Defibrillators (AEDs) are available in public areas of every school building and are accessible to the general public in the event of a cardiac emergency in the building when school is not in session. Please look for them when you visit your child's school (they are located in the front lobby and gymnasium lobby). You may help save a life!

## Health Screenings

Screenings are conducted by health services staff according to the Massachusetts Department of Public Health regulations. If screening results indicate the need for follow-up, the

parent/guardian will be notified. Parents may choose to opt their child out of a specific screening by sending a letter in writing to their child's school nurse.

Vision and Hearing Screenings - Screenings are performed annually in accordance with Commonwealth of Massachusetts regulations. Students may be screened at any time during the school year or upon request.

Growth Screening - Height and weight are measured in accordance with the Commonwealth of Massachusetts regulations and are recorded in the students' medical record.

## Physical Exams

We have a consulting physician for the Monomoy Regional School District. A physical exam is required upon entry for all students one year prior to school entrance or within 30 days after school entry. An updated physical exam is required again in grades 4, 7 and 10.

A current annual sports physical is required for participation in all school sponsored athletic activities.

## The Role of the School Nurse

The role of the professional school nurse is to facilitate health and wellness so each student has the opportunity for academic success. Responsibilities in this setting include the following:

## Development of an Individualized Health Care Plan (IHCP)

Please talk with the school nurse if your student has a specialized medical need or diagnosis, which must be assessed, managed and monitored during school hours, such as asthma, a life threatening allergy, diabetes, or seizure disorder. The nurse will meet with the parent/guardian to review medical information, health care provider's orders, and current evidence based practice. The IHCP is then reviewed and signed by the parent and physician (if necessary) and shared with appropriate school staff to ensure optimal integration of your child's health needs into the school setting.

## Medication Administration

The school nurse will work with you and your child to ensure medications prescribed for administration during school hours are taken as directed. All prescription and over the counter medications (e.g. Tylenol, Advil, eye drops) are administered during school hours only by the registered nurse and when a current physician order and the parent/guardian consents are on file in the nurse's office. Medications are dispensed from the nurse's office only. There are, however, special situations defined by state law when a student may carry and administer his/her own medication (self-administration) due to a specific medical need such as asthma, diabetes, cystic fibrosis, and life-threatening allergy. Self-administration may also be determined

by the school nurse and parent for other medications in accordance with the district's medication policy.

It is necessary for parents/guardians to bring all medications (no more than a 30-day supply) into the health office to discuss medication administration specifics and complete consent forms. Once the consents have been completed, replacement medication may be delivered by the parent/guardian or other responsible adult. Do not send medications into school with your child. Medications must be in the original labeled pharmacy container, not a plastic bag. Always let the school nurse know if the doctor has added or changed a medication or the amount of medication the child is taking. All medication changes during the school day require a new order from the prescribing physician as well as parental consent.

Please ask your school nurse about medication administration and our policies; for more details, visit: [Medication Forms](#).

## Products Used in the Health Office

During the school day many students may require the use of common products to treat minor conditions such as dry/chapped skin, minor rash or irritation, itchy insect bites and sunburn. The products used in the School Health Office include: moisturizing lotion for dry skin, Caladryl for itchy rashes and bug bites, vaseline for chapped lips, and Bactine for cleaning minor cuts and scrapes. The school physician has reviewed the use of each of these products for the above conditions and has approved their use in the Health Office as safe and effective. If you have any questions or concerns about these products, or if your child is sensitive to anything on the list, please call the Health Office.

## Immunizations and Communicable Disease Control

According to Massachusetts state law, students must be properly immunized before they enter school. Monomoy Regional School District requires that immunizations are up to date for entry into school and up to date as per Massachusetts Department of Public Health immunization standards. Parents/guardians are responsible for keeping immunizations current and informing the school nurse when their child has received additional immunizations. For a complete listing of immunization requirements for each grade, please ask your school nurse or visit: DPH Immunization Guidelines

Monitoring of infections and other diseases are important functions of the school nurse. The school nurse works with parents, administrators, school staff, and health care providers, local and regional Boards of Health, and other professionals to maintain a healthy environment. Upon recommendation by the school nurse to the building principal, students may be excluded from school if immunizations are not up to date or if a student has a communicable disease to prevent transmission of the disease in the school.

For example, if there is a chickenpox outbreak at school and your child does not have documentation of having had either chickenpox or the chickenpox vaccine, your child will not be allowed to go to school for a length of time specified by the MA Department of Public Health.

Although we encourage every child to have a health care provider, immunizations are offered by appointment at the following:

- Barnstable County Department of Health - 3195 Main Street/Old Jail Building, Barnstable, MA. Please call 508-375-6617 for more information and hours.
- VNA of Cape Cod Public Health & Wellness Department - Cranberry Plaza, 434 Route 134, South Dennis, MA. Please call 508-957-7423 for more information and hours.

## Concussions/Head Injuries

A concussion is a type of brain injury that can change the way the brain normally works. Children and adolescents are at great risk for concussions. The potential for a concussion is high during activities where collisions can occur, such as during physical education class, playground time, or sports activities. Proper recognition and response to a concussion can help prevent further injury and promote recovery. Supporting a student who is returning to school after a concussion requires a collaborative approach among school and health care professionals, the student, and the family. Please notify the school nurse if your child has sustained any type of head injury.

## Medical Excusal from Physical Education

All students well enough to attend school are expected to participate in physical education. Students unable to participate in physical education will need a medical excuse from a licensed medical provider. Documentation should include a date the student will return to the physical education class and what activities the student may participate in.

## Health Records

An individual health record (paper and computerized) is maintained for each student throughout his/her school career. The record contains medical information submitted to the nurse, such as physical exams, immunization records, and health history completed by the parent/guardian when the student entered the school system. Screening and visits to the health office during school hours are recorded. Parents/guardians are asked to communicate student health concerns and medical reports to the school nurse. Access to this record is restricted to school health office staff and other school staff on a need-to know basis only, as determined by the school nurse. Parents/guardians may have access to the health record upon request. The health record is transferred with the academic record when the student moves to another school or district. Graduating seniors are given their health record at the time of graduation, or the record may be picked up by the parent/guardian. Unclaimed health records are maintained at the school for a maximum of seven years after the student leaves the system.

## Other Special Nursing Services

### **Services for Pregnant Students**

A student's marital, maternal or parental status shall not affect that student's rights and privileges to receive a public education or to take part in any extracurricular activity offered by the school. Pregnant students are encouraged to continue in school in all instances. The rights and privileges of the expectant mother to receive a public education shall not be affected. Nor shall the student's right to participate in any extracurricular activity offered by the school be affected unless said activity is deemed to be hazardous to the health of the expectant mother or unborn child.

### **Student Accident Insurance**

The School Department provides school-time Student Accident Insurance coverage for all students attending Monomoy Regional Schools. Student Accident coverage compensates for covered accident expenses resulting from participation in school supervised and sponsored activities. The School Department coverage also includes those students who are participating in extracurricular activities, interscholastic sports and intramural athletic events. Parents/guardians may wish to consider purchasing additional 24/7 accident coverage available from the district's insurance vendor. Applications are available each school year at the Main Office of each building. Information is available on the district's website [www.monomy.edu](http://www.monomy.edu) under For Parents - Voluntary Insurance Coverage.

### **Health Insurance**

The Commonwealth of Massachusetts now requires all residents to have health insurance. If your child is without health insurance, Massachusetts has several plans that will provide uninsured children and families with affordable health care (restrictions may apply). If your child is without a healthcare provider, the school nurse can assist you. Please see your school nurse for more details.

## Food Allergy Information

Food allergies are on the rise among children in America. A significant number of students in our school have life threatening food allergies. In some instances the smallest trace of the allergen - even if not ingested - could cause a severe allergic reaction (anaphylaxis). Anaphylaxis is a sudden, severe reaction that is potentially fatal. There are eight foods that are responsible for 90% of food allergies: peanuts, tree nuts, milk, eggs, fish, shellfish, soy and wheat. Other common allergens are insect stings, medications, and latex.

In order to create a safe school environment for all students, Monomoy school buildings and classrooms are designated as "Allergy Aware." Allergy Aware indicates an effort on the part of the school to make the community (students, staff, families, etc) aware that there are students with food allergies in the classroom or building. We ask that they be respectful of those around them who might have allergies by refraining from bringing foods that contain allergens into school as much as possible. Food sharing of any kind while at school or on the bus is not



permitted. Families of students with food allergies are asked to partner with our schools by teaching their child about their specific allergen(s), what foods should be avoided, how to read food labels, how to recognize symptoms of a reaction, how to self advocate in regards to their allergy, and what to do if a reaction occurs. Students should be reminded that food of any kind should not be shared at school or on the bus. Parents/guardians should inform the school nurse of any known allergies and provide a doctor's order, allergy management plan, and any required medications to the nurse at the beginning of each school year.

If a student with food allergies chooses to buy food at school, parents/guardians should review menu choices at home and help to decide what is safe for their individual child. [School menus can be found here](#). Allergy Aware tables will be available in the cafeteria (in Elementary and Middle Schools). Students with allergies can choose to sit at these tables along with non-allergic students whose lunch does not include allergens. Again, sharing/trading of food is not permitted.

## Emergency Cards

Emergency cards are sent home every fall to update important information concerning each child.

All parents are asked to update the emergency cards fully and accurately, and return promptly to the child's teacher.

Day Care provisions must be in place by parents in the event that an emergency requires us to dismiss children prior to the end of the day.

Parents are asked to contact the Office with any changes that occur in telephone numbers (home or work), residential address, or person(s) to be contacted in the case of emergency. It is imperative that the school be able to reach a parent or guardian in case of an emergency.

## Safety

### Safety/Fire Drill Regulations

Under the direction of their teacher, students are to leave the building as quickly as possible following the exit plan posted in each room. Unless otherwise instructed, students are to stay with their teacher/class at all times throughout fire/emergency drills and situations. Fire drills occur four times a year or more upon the discretion of the fire department/administration.

## Memorandum of Understanding Between MRSD and the Harwich Police Department and Chatham Police Departments

The purpose of this MOU is to develop a strong and consistent policy to continue the partnership that has been formulated between the Chatham and Harwich Police Departments

and the Monomoy Regional School District. The goal of this partnership is the preservation of safety, order, and discipline within the schools. This policy must be one that can be constantly reviewed and modified as the needs of the Police Departments and District change, and can be viewed online.

The fact that this MOU exists among the above agencies shall be clearly stated in the Student Handbook for each school so that there will be no misunderstanding within the Monomoy School Community as to the cooperative atmosphere that exists between all involved Parties.

## Security Camera Procedures

The Monomoy Regional School District is committed to ensuring a safe and secure learning environment for both students and staff. To assist in fulfilling this part of our mission, the school district has installed a digital video surveillance system which deploys a series of video cameras both inside and outside of our schools. In general, cameras are focused on the main entrances to our schools, parking lots, and in strategic areas within the schools.

The following procedural rules are in effect for the use of this video security system:

- All persons entering the premises will be informed of the presence of the cameras.
- The cameras provide a live image and record images which will be stored digitally for thirty days.
- The live feed from the cameras will not be monitored on a full-time basis.
- Each school office will have a video monitor which will display the front entrance and will be monitored as needed by office staff.
- Video and still images can be retrieved and may be used by school administrators or the police department to aide in any investigation of a school related incident.
- Video and still images may be used as evidence for purposes of discipline.
- In the case of violation of law, upon their request, the video evidence will be provided to the police department for possible prosecution.
- Under no circumstances will the video surveillance system be used to focus on the activities or behavior of any individual student or specific group of students.
- Access to the school's surveillance system will be limited to the schools' administrators, and the Harwich Police Department, unless otherwise required by Court order.

# School Activities

## Athletic Handbook

### Philosophy

The Athletic Policy of Monomoy Regional shall provide all students with the information and opportunities necessary to participate in a successful athletic program. It is in the understanding that participation in athletics is a privilege, not a right. No student shall be excluded from or discriminated against obtaining the advantages and privileges of our athletic programs on account of race, sexual orientation, color, gender, gender identity, religion, national origin, homelessness, or disability provided they meet all eligibility requirements. Participation in interscholastic activities offers student-athletes significant lifetime learning experiences that cannot be duplicated in any other instructional setting. At Monomoy Regional the athletic program is an extension of the academic program, and all student-athletes are encouraged to strive for excellence in both the classroom and on the athletic field. Good sportsmanship, commitment to the team and school, and the development of skills and strategies necessary for interscholastic competition are essential to a successful athletic program. Interscholastic athletics at Monomoy Regional embodies spirit, social presence, cooperative behavior, discipline and responsibility.

The Monomoy Regional athletic program aims to:

- Assist each student in developing his/her talents and desire to put forth his/her best effort in order to excel in the sports of his/her choice.
- Provide an environment for the student to learn and practice self-discipline, cooperation, good sportsmanship, school spirit and loyalty, and to appreciate the abilities of others.
- Encourage the student-athletes to recognize and embrace the importance of good academic standing. It is the philosophy of Monomoy Regional that athletes are students first. As such, after-school academic assistance takes precedence over athletic practice for our student-athletes. It is the responsibility of the student-athlete to notify his/her coach if they will be late for practice due to after-school academic help.
- Foster the qualities of respect for self and others, honesty, commitment, reliability, and perseverance through the promotion of both life skills and sports skills.
- Inform students of post high school opportunities.

### Massachusetts Interscholastic Athletic Association (MIAA)

All rules and regulations governing secondary school interscholastic athletic contests and practices are established by the Massachusetts Interscholastic Athletic Association (hereafter referred to as the MIAA). The MIAA Rule Book is provided for every coach and is available in the Athletic Director's office as well as online at [www.miaa.net](http://www.miaa.net). There are many more MIAA rules than we cannot possibly print in this packet. Athletes are urged to become familiar with the

MIAA Rule Book. Student-athletes and parents should check with the athletic director regarding special issues or with questions.

## Sportsmanship Policy

The ideals of good sportsmanship, ethical behavior, and integrity should permeate all interscholastic athletics in our community. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Our athletic fields should be the laboratory to produce good citizens reflecting “fair play” in every area of life.

### **Expectations of Parents, Guests, and other fans:**

- Game attendance is a privilege; our expectation is that fans will be supportive and positive.
- Respect the entire playing of the National Anthem.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Become aware of the purpose of the league and rules to keep winning in its proper place.
- Respect fans, coaches and participants.
- Be a fan... not a fanatic!
- Recognize outstanding performances on either side of the playing field.

### **Suggested Positive Behavioral Guides:**

- Applaud during introduction of players, coaches, and officials.
- Accept decisions by officials, they are doing their best under often stressful circumstances.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game.
- Search out opposing participants to recognize them for outstanding performance or coaching.
- Applaud at the end of contest for performances of all participants.
- Demonstrate concern for injured player, regardless of team.
- Encourage supporting people to display only sportsmanlike conduct.

*Amended from the Case for Sportsmanship, MIAA*

### **Athlete Ejected from a Contest**

In the event that a Monomoy student-athlete is ejected from a contest for: fighting, inappropriate language, abuse of an official or any other unsportsmanlike behavior, he/she must meet with his/her coach and the Athletic Director before returning to participation in that sport. In addition, as outlined by the MIAA guidelines, any ejected student-athlete must complete the NFHS online Sportsmanship course and submit to the Athletic Director a copy of the certificate of completion

of said course before returning to play. The student-athlete may be subject to additional sanctions.

### **Fan Ejected from a Contest**

In the event that a Monomoy spectator, including students and parents, taunts a coach, player, game official or other spectators, appropriate management may give the spectator one warning. Any subsequent offense will be subject to ejection and/or further disciplinary action. In addition, any ejected spectator will be required to complete the online NFHS Sportsmanship course and submit a copy of the certificate of completion to the Athletic Director. Upon submission of the course certificate, the Athletic Director in conjunction with the Principal, will schedule a meeting with the violator to review the incident and reiterate expected fan behavior. Any further incidents could result in spectator removal for the remainder of that season and/or the school year. If the incident is deemed severe enough, permanent removal of spectator status could result.

## **Monomoy Athletic Program 2021-2022**

### **FALL**

<b>Football</b>	<b>Field Hockey</b>	<b>Soccer (Boys)</b>	<b>Soccer (Girls)</b>	<b>Golf (Boys)</b>	<b>Cross Country</b>	<b>Cheerleading</b>	<b>Unified Basketball (Coed)</b>
Varsity	Varsity	Varsity	Varsity	Varsity	Varsity Boys	Varsity	Varsity
Junior Varsity	Junior Varsity	Junior Varsity	Junior Varsity	Junior Varsity	Varsity Girls		

### **WINTER**

<b>Basketball (Boys)</b>	<b>Basketball (Girls)</b>	<b>Ice Hockey (Boys)</b>	<b>Ice Hockey (Girls)</b>	<b>Cheerleading</b>
Varsity	Varsity	Varsity	Varsity	Varsity
Junior Varsity	Junior Varsity			
Freshman	Freshman			

### **SPRING**

<b>Baseball</b>	<b>Tennis (Girls)</b>	<b>Tennis (Boys)</b>	<b>Lacrosse (Boys)</b>	<b>Lacrosse (Girls)</b>
Varsity	Varsity	Varsity	Varsity	Varsity
Junior Varsity			Junior Varsity	Junior Varsity
Freshman				

<b>Sailing (co-ed)</b>	<b>Softball</b>	<b>Track (Girls)</b>	<b>Track (Boys)</b>	<b>Golf (Girls)</b>	<b>Unified Track (Coed)</b>
Varsity	Varsity	Varsity	Varsity	Varsity	Varsity
	Junior Varsity			Junior Varsity	

### Athletic Seasons:

FALL: 2nd Friday preceding Labor Day through Thanksgiving Day

WINTER: Monday after Thanksgiving through the second week in March.

SPRING: Third Monday in March through June.

### Coaches Evaluation and Term Of Contract

All varsity coaches will be evaluated on a yearly basis by the athletic director with sign off to include the coach and administration. Coaches may submit, in writing, a response to written evaluation which will be retained as part of the official documentation. All coaches will provide the athletic director with a written summary at the conclusion of each sport season. Included in this document will be: a complete inventory of uniforms and equipment, expected needs for the following season, an overview of the season, highlighting team and individual accomplishments, as well as a brief evaluation on the effectiveness of all coaches under his/her direction.

In accordance with School Committee recommendation, varsity head coaching positions that are contested will be interviewed by a screening committee consisting of one parent member of the school council or booster club, one student and the Athletic Director. The Principal shall make the final recommendation to the Superintendent for appointment of all coaches after considering input from the Athletic Director and/or the screening committee. The Athletic Director shall oversee the interviews of all non-contested positions as well as the selection of sub-varsity coaches.

## Governing Bodies

Monomoy is a member in good standing of the MIAA. With membership, the Principal and Athletic Department agree to abide by all rules and regulations of the MIAA. One of the primary functions of the MIAA is to sponsor and conduct post-season tournaments leading to the determination of geographical district and state champions. When varsity teams qualify for and enter such tournaments, they are subject to specific rules and regulations that govern each tournament, as set by the MIAA. The MIAA does not sponsor or sanction any sub-varsity tournament competition.

## Athletic Eligibility

During the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a Monomoy Regional High School student must secure a passing grade in the equivalent of six subjects. If a student-athlete is passing the equivalent of five courses, they will be permitted to practice with the team as determined by the Head Coach but are not permitted to play in games and/or travel with the team. The student-athlete may attend home games and sit with the team but they may not be in uniform. Upon the issuing of Progress Reports for the immediate following term, if the student-athlete is passing all of their classes, they will be able to regain full playing status and return to game play as determined by the Head Coach. If however at Progress Report times the student-athlete has 1 or more failing grades, the practice privilege is revoked and the student-athlete will be ineligible until the next report card. Incomplete grades may not be counted toward eligibility.

- Please refer to grades for withdrawal from courses.
- A student cannot count eligibility for any subject taken during the summer vacation, unless that subject has previously been pursued and failed.
- Student receiving services under Chapter 766 whose individualized educational plan is a 502.4 or more restrictive prototype, may be declared academically eligible by their principal provided that all other eligibility requirements are met.
- A student who is placed on academic or disciplinary probation shall be automatically restricted from participating in any interscholastic activity during the period of probation. This includes team managers.
- If a member of a team is dismissed for any medical, legal, personal or school appointment, they must present written documentation in order to participate in practice or a contest that day and receive permission from the Principal or his/her designee.
- If a member of team is absent from school, they are not eligible to practice or participate in a contest that day unless permission is given by the Principal or his/her designee. Exceptions may be made for college visits, funerals or other such excused absences.
- If a member of team is absent from school on a Friday or the day prior to the start of vacation, they are not eligible to practice or participate in a contest the following day unless permission is given by the Principal or his/her designee.
- For game-day dress code; please refer to the Dress Code section (under Code of Conduct) of this Handbook.

## Commitment

When trying out for a team and after being selected to be a member of a team, Monomoy Regional High School students are expected to attend all practices and games of that team. Practices will average two hours in duration. Weekend practice sessions vary by sport, as well as the level of participation and should be expected. Teams frequently practice and compete during the school vacation periods. Interscholastic athletics demands much more commitment than a club or recreational activity.

In all organizations there is a chain of command or a hierarchy, athletic teams are no exceptions. For our athletic teams it is as follows:

- The Coach
- The Athletic Director
- The Principal
- The Superintendent
- The School Committee

If an issue arises the expectation is that student-athletes and parents will honor this hierarchy and attempt to resolve the issue at the first level, the coach. If the matter is not resolved, then proceeded up the hierarchy would be the appropriate course of action. In addition, issues regarding “playing time” are a matter that should and will be discussed with the student-athletes and not the parents and/or guardians.

## School/Family Vacations; Extended Absences

Every team member is expected to be present for all team practices and games. Because of scheduling parameters, many of our teams practice and/or play during scheduled vacations. Any student who plans to be absent for an extended period of time due to vacation or a planned extended absence, should discuss this situation with the coach prior to trying out for the team. Any student-athlete who misses scheduled games due to vacations, family trips, etc. will be ineligible for participation until they make up the number of games missed. Any missed scheduled practices will be handled by the coach of each of the respective teams. Mandatory school sanctioned trips are considered excused absences. Exceptions to this rule can only be approved by the Principal and/or the Athletic Director prior to the anticipated absence.

## Chemical Health Regulations

Please refer to the “Chemical Health Regulations” section (under Health and Safety) of this Handbook.

## Physical Examination, Insurance, Parental Permission

1. All student-athletes are required to register on [www.familyid.com](http://www.familyid.com) before being allowed to practice or play on a team. Included in this registration will be:
  - a. Signature of parent or guardian



b. Statement that student is covered by medical, hospital, and surgical insurance. The school is not responsible for payment of medical costs resulting from injuries received in a practice or a game.

c. Signature of both student-athlete and parent/guardian indicating that any knowledge of any previous head injury/concussion.

2. All students participating in a varsity or sub varsity sport must receive clearance through the nurse that a current physical exam is on file. Following are the general rules of physical examination requirements:

a. A student wishing to participate in fall, winter, or spring sports must have proof of physical examination completed within the last 13 months.

b. If the physical examination is not within 13 months, the student will be required to have an examination by his/her private physician.

c. Some students with special medical concerns may be required to have a physical examination before each varsity sport.

## Dismissal From A Team

A member of a team may be dismissed for the remainder of the team's current season or schedule:

1) If he/she doesn't maintain the minimum academic standards.

2) When a student receives an out of school suspension during an athletics season, for each day of the suspension he/she will lose eligibility during the suspension. Once back in school, the coach will determine when the student athlete is able to regain full playing privilege. A second suspension during the season will result in dismissal from the team for the remainder of the season and post-season play.

3) If a student violates the Monomoy Honor Code, he/she will lose eligibility for any and all games occurring during that time period (this student will be allowed to practice).

4) When a student violates the Monomoy Chemical Health Policy for a second time during the same season.

5) If he/she displays unreasonable conduct on or off the field of play, including stealing, while under the supervision of the coach.

6) Continued violation of team rules that may result in removal from the team.

In the case of any dismissal by a coach, a subsequent appeal may be made to the Athletic Director.

## Transportation

All athletes and athletic teams must be transported to and from an athletic event by the school vehicles. In rare cases parents may drive their student-athlete home from an away game with a pre-approved transportation waiver on file in the athletic office. It is understood that such exceptions will be kept to a minimum and granted by the Principal or their designee or the Athletic Director only in case of emergency.

## Early Dismissal For Athletic Contests

Often students must be excused from classes early in order to participate in away athletic contests. The time of departure from school will be determined by the Athletic Director and Administration so athletes will not miss school any longer than is deemed absolutely necessary. Regarding early dismissals, an athlete's first responsibility is to his/her academic work. He/she must understand that being dismissed from classes for competition is a privilege.

If a student athlete is in danger of failing, a teacher may request in writing to the Athletic Director, the student athlete forfeit his/her early dismissal privilege. Requests must be made at least 2 weeks in advance of the scheduled dismissal and are subject to review by the Athletic Director and Principal for a final determination regarding the request. The Athletic Director will promptly contact the parent/ guardian of any student athlete with a forfeited early dismissal privilege.

An athlete who becomes a "chronic (repeat) offender" of school rules may lose his/her early dismissal privilege.

## Interchange of Team Members

Athletes will not be permitted to change sports after five practice days have passed. Exception to this policy will be made only when both coaches and the Athletic Director agree that the change would serve the best interest of the student. Such exceptions will be kept to a minimum.

## Letter Awards: Eligibility Requirements

In order to qualify for a letter, each participant must:

- 1) Participate in 30% of all scheduled varsity games, periods, matches or meets. A Head Coach may override this requirement if he/she feels there are extenuating circumstances for an individual student-athlete.
- 2) Complete the scheduled season, attend all scheduled contests:
  - a) Exceptions may be made for injury, illness or conflicting school events
  - b) Exceptions for extenuating circumstances may be granted by the Athletic Director.
- 3) End of season banquets/celebrations will be held jointly at the conclusion of each sports season.

## Post Season Contests and Tournaments

Monomoy Regional High School teams will not compete in post-season games or in tournaments except those officially sponsored or sanctioned by the MIAA or prior approval of the Athletic Director.

## MIAA Loyalty To The High School Team Rule

Under the current MIAA guidelines, a student may practice or compete for his/her school team and a club team on the same day. Athletes must remain loyal to their high school team first and foremost, see Bona Fide team member rule in the MIAA handbook.

## Tryouts

Participation in athletics is a privilege; students try out voluntarily and on some of our teams, risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. It is the student's responsibility to demonstrate to the coach that he/she can meet these expectations. Students cut from a team are encouraged to try out for another team if there is space on that team and the final cuts, if any, have not been made. Students who are cut from a team will be informed as to the reasons for the cut. After tryouts begin no athlete may voluntarily leave one team and try out for another without the consent of the Athletic Director.

## Levels of Participation

### **A. Freshmen & Junior Varsity Teams**

This is a developmental level 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. Some of the factors that will determine an individual's playing time will include: attendance at practice, effort, attitude, commitment and athletic skill. This is the level(s) where athletes have the opportunity to show their potential and demonstrate to the coaching staff that they are ready for varsity level competition.

### **B. Varsity Teams**

This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. Varsity teams will compete against opponents at the highest possible level and there will be a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. Regarding seniors, their playing time will be determined on their ability to help achieve the above stated goals and not simply because they are in their last year of eligibility.

## Daily Team Attendance

It is extremely important that a coach be notified if a student is not going to be present at a practice or a game. Practice is where plans for upcoming contests are devised and perfected. The coaches in our program expect their athletes to be present at all team-related activities. Suspension or dismissal from a team may take place as a result of such absences.

## Time Allowed For Participation

A student has four consecutive years of participation from the day he/she enters grade nine. This means twelve consecutive athletic seasons of eligibility. A fifth year student is ineligible to compete in his/her fifth year even if he/she has not played in one of the previous years. Any extenuating circumstance regarding participation should be brought to the attention of the Athletic Director.

## Age

A student must be less than 19 years of age on September 1 of the current school year. A freshman cannot participate on a freshman team if they have turned 16 by September 1.

## Team Rules and Regulations

At the start of each season a coach, with the approval of the Athletic Director, may issue a set of team rules and regulations to his/her team. It is suggested that these be in written form and passed out to the athletes and their parents at a preseason meeting.

## Care of Equipment

Students have an obligation and responsibility for all equipment issued to them. Each student is responsible for the proper care and retention of the equipment from the date of issue to the date of return. Equipment should be stored in a locked locker at all times when not in use.

Experience has shown that most losses are due to lockers left open, unlocked, or equipment left unattended. If a student loses school equipment or fails to return the same, he/she is responsible to meet the current replacement cost of the equipment. Payment is required prior to the next season of athletic involvement or graduation, whichever comes first. No student will be allowed to try out for another sport until all outstanding equipment has been returned or paid for. If an athlete leaves a team during the season due to injury, academics, discipline, or quitting, it is his/her responsibility to return all school equipment immediately.

## Team Captains

It is the coach's decision as to how team captains are selected. They may be elected by the team, appointed by the coach, elected or appointed on a game by game basis. It is expected that team captains be leaders of their team and should be ready to assume duties as outlined by their coach. Captains are expected to communicate with the coach and team in the event of any problems that may affect the team or its members. Captains may be asked to meet with the Athletic Director during the school year to discuss the athletic program. Captains of teams may be relieved of their duties for violation of team or school rules.

## College Guidance / Counseling Center

One of the most important decisions facing high school student athletes is what to do with their lives after high school. The members of the Monomoy Regional High School athletic staff are willing and eager to assist student athletes with this very important decision. Staff members fully understand the importance of this assistance. They may be able to answer questions, contact schools and/or coaches, send video tapes if available, and write letters of recommendation. They may also be able to guide students to a more knowledgeable resource that can help with decisions. If a student athlete's goal is to compete athletically at the collegiate level it is very important to be aware of the ever-changing NCAA regulations.

Our Guidance Department has and is a wealth of information on NCAA regulations. They also have copies of the NCAA Clearinghouse Registration Forms, which must be completed by all student athletes planning to participate at the college level.

## Team Placement

Coaches will verbally communicate with all players after the tryout period, on which team each player will participate. Although the cutting of students from teams is not desired, in some cases, it may be necessary. Coaches will explain the reasoning to players who have been cut. The Athletic Director is available for further clarification if necessary. Coaches will try their best to keep all freshman and 8th graders on the freshman team, however in some cases, this might not always be possible.

## Recognition of Seniors

Recognition of senior athletes is not mandatory. If a team would like to honor its seniors, such recognition should be planned by the coach, players, and parents for that specific team, and held on or near the last regular season home game. Recognition ceremonies shall be brief pre-game ceremonies to recognize each senior on that team. The recognition ceremony should start 15 minutes prior to game time and not last more than 15 minutes.

## Jawsome Hour/Lunch

The fundamental purpose of MRHS is to ensure all students learn at high levels. Jawsome Hour has been designed to provide students with additional time and support for learning when they struggle, and extend and enrich learning when they have mastered expected outcomes. Jawsome Hour is a 54-minute block of time carved out of the school day wherein all students have their lunch and are free to wisely choose how to spend the remainder of the 54-minutes. It is our belief that students given time during the school day to focus on individual improvement, and the ability to work with teachers eager to support them, will result in improved academic performance for all students. Available Jawsome Hour choices are: club activities, class meetings, enrichment, student led initiatives, open gym, study groups, guidance meetings, extra help, academic boot camps, homework help, work on a project, peer tutoring, and more (current Jawsome Hour opportunities are posted on MyFlexLearning. Once every seven-day cycle, students will sign up for specific offerings. Faculty will also schedule various students based on need for Academic Overtime (AOT) and periodic mandatory assemblies. Students are required to attend AOT when assigned by a teacher until they no longer need support. Students may be assigned AOT when they:

- Have a zero on any assignment
- Need to make up work
- Have an incomplete in any course

**Students who have a grade below 70% will be assigned AOT.**

Students who do not meet behavioral expectations as described in our student handbook will lose their “choice” privilege and may serve detentions during Jawsome Hour.

In summary, the Goals of Jawsome Hour are to:

- Increase opportunities to support ALL learners.
  - Allow time for student involvement in enrichment/extracurricular activities.
  - Allow more efficient use of staff and student time during the lunch block.
  - Allow for personalization of education.
  - Decrease number of overall students with a grade below 70% in any course.
- 
- Increase overall class averages for all students.

## Food Services

MRSD serves breakfast and lunch each school day. These school meals for the 2021-2022 school year are free of charge to all students. Students may also bring a lunch and drink from home, if desired. For the 2021-2022 school year, breakfast and lunch will be free for all students. Students will be able to purchase a la carte items and extra meals but only if they have cash or money in their account.

[To find school meal menus, along with nutritional data and other information, click here.](#)

It is still important for families to complete the Free and Reduced Meal application if applicable, as free and reduced benefits can offer additional support to families and can also include certain other fees being waived or reduced. The data also impacts overall school and district funding, in some cases.

[Click here for the Free and Reduced Meals guidelines, information, and applications.](#)

Monomoy Regional School District utilizes a computerized Point of Sale payment system in all of the district's cafeterias called Nutrikids. Every student has their own personal meal account based on their own PIN. Students can access their accounts on the PIN pads located at every register. This PIN will be the same PIN as the students' progress through the school district and will be the same year after year.

We encourage families to deposit money into the student's [MySchoolBucks](#) account, although they may still pay cash. Monies paid into a student account can be used for the purchase of additional meals and a la carte items. This system allows students to charge only if there is money in their account – we won't allow any negative balances to occur.

[MySchoolBucks](#) provides a quick and easy way to add money to your school meal account using a credit/debit card or electronic check.

1. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add yourself and your students using the school name and student/staff ID.
4. Make a payment to your account with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged. If your student has qualified for [free or reduced price lunches or breakfasts](#), this information is securely contained within the system and the meal will be

processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for the student.

Breakfast at all Monomoy schools costs \$1.50, with a reduced price of \$.30 to qualifying families. Lunch at the High School costs \$3.00, with a reduced price of \$.40 for qualifying families. Free and reduced meal program applications are available in the Main Office year round.

During Jawsome Hour lunch, students may choose to eat their lunches in various locations throughout the school that are not carpeted. Trays are to be returned to the cafeteria, and all trash is to be deposited in the trash barrels. Food and drink are not to be carried/consumed in the hallways or classrooms other than during Jawsome Hour. However, at individual teacher discretion, coffee/beverages only are permitted at the start of the school day and through the conclusion of first block. Water bottles are permitted at all times in all locations. Appropriate behavior and language is expected at all times. And remember, DO NOT THROW FOOD: the result will be discipline, up to and including suspension from school.

## Food Deliveries

MRHS DOES NOT permit food deliveries to the school from area vendors/restaurants for student meals. Food deliveries violating this policy will be refused and monetary accountability will be between student and the provider.

## Food Allergies

Monomoy Regional High School is an “allergy aware” school and is not “nut-free.” However, we make specific accommodations to protect students with life-threatening food allergies including the designation of “nut-free” individual classrooms, as well as a section in the cafeteria. Field trips are “nut-free”. Caregivers are notified in advance if their child is in one of these designated situations. We appreciate your cooperation in creating a healthy and safe learning environment for all children.

We recommend that students with life-threatening allergies have an “Allergy Action Plan” formulated in consultation with their MD, the School Nurse and caregiver(s). Allergic students are to keep a dose of their prescribed epi-pen at school and are allowed to carry their own epi-pens with proper documentation and medical orders. A table is designated in the cafeteria for students in need of a nut-free eating area. Proper hand washing is essential to health and good hygiene.

If you are concerned about a food allergy that your student has please notify the cafeteria and the school nurse with this information. A warning will appear on the cashier’s screen allowing for a review of the items on the student’s meal tray.

If you have any questions, contact Garth Petracca, Food Services Director, at 508-237-5016 or [gpetracca@monomoy.edu](mailto:gpetracca@monomoy.edu).

## School Activities and Field Trips

All school rules and policies apply to all school activities and field trips. These include smoking, drug and alcohol policies. Students are expected to take school-provided transportation to and from the field trip site unless other plans have been approved in advance by administration.

## Student Council

This is the officially recognized voice of the student body. It serves to facilitate communication and understanding between the students, the faculty, and the administration. Members are elected to the Council. The major concerns of the Student Council are:

1. Promotion of school spirit and a positive atmosphere for learning
2. Encouragement of cooperation among the classes
3. Coordination of student activities
4. Fostering leadership and responsibility qualities among all MRHS students

Students are encouraged to explore the creation of new clubs/extracurricular activities, including the location of potential advisors, and then propose such ideas to the high school administration.

## Library Media Center

The Library Media Center provides a wide variety of books, eBooks, audio books, periodicals, and databases for student use to complete school assignments as well as for pursuit of personal interests. Books circulate for two weeks and may be renewed once. Students who have overdue materials may not check out additional library materials until outstanding materials are returned. Students are responsible for the materials that they check out; therefore, if an item is lost or damaged the student who checked it out must make arrangements to pay for its replacement.

The Library Media Center is open from 8:00 AM Mondays through Fridays. Hours will be revised based on Faculty Meetings and early release Wednesdays. Please check the Library Media Center website for updates to this schedule. Food and drink are not permitted in the Library Media Center.

## Lockers

The school has lockers on both floors. If a student would like to request one for the school year, they may do so in the main office. Students are responsible for the contents of their lockers. It is



the student's responsibility to secure their locker at all times. Lockers and locker combinations are not to be shared.

Lockers are provided by and owned by the school, are not to be decorated on the outside and may be opened and checked by the administration at any time. There should be no expectation of privacy in the use of Monomoy Regional High School lockers. Items or materials which are illegal or against school rules are not to be stored in a locker. Lockers will be searched whenever necessary. Monomoy Regional High School has an agreement with the police departments to have police dogs check lockers, the entire school, and parking lots for drugs on a random basis under the supervision of school administration.

## Extracurricular Activities

REQUIREMENTS: In order to participate in any extracurricular activity a student is required to pass six credits of academic course work the preceding marking period or receive a waiver of this requirement from the principal, in their discretion. The final grades in the courses serve as the standard for the first marking period of the following school year. The Monomoy High School Chemical Health Policy applies to all extracurricular activities.

[Click here for a complete list of clubs and extracurricular activities.](#)

## Chemical Health Regulations for Athletics and Extracurricular Activities

Throughout the school year, beginning with the first day of school (the first day of fall sports practice for Fall athletes), a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away:

- a. Any beverage containing alcohol
- b. Marijuana, steroids or any controlled substance as defined in Chapter 94C MGL.
- c. Prescription drugs\* used inappropriately
- d. Aerosol products used as inhalants
- e. Any other chemical substance deemed inappropriate by the school administration
- f. Use or possession of tobacco products including clove products, smokeless tobacco, inhalant and vaping products.

\*It is not a violation for a student to use a legally defined drug specifically prescribed for the student's own use by his/her doctor. If such a medication must be taken during school hours, it must be done in the Nurse's office under her supervision. Such medication must be kept in the Nurse's Office and not in a student's car, locker, among his/her possessions or on his/her person.

### PENALTIES:

#### **1. First Violation**

When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred the student shall be removed from all extracurricular, club, and team participation, for the next twelve (12) consecutive weeks. The athlete may not practice, dress, or travel with the team. In the case of a club or activity, the student shall be removed from all club meetings and functions for twelve weeks. A student may elect to reduce the above penalty from twelve to six weeks if they successfully complete a six-week Monomoy Regional High School approved "Healthy Choices" Program or another similar six-week program pre-approved by Monomoy Regional High School administration. The MIAA rule of non-participation in 25% of all interscholastic contests will be enforced. If the 25% restriction has not been completed in the current season, the remainder will carry over and be in effect in the next interscholastic season in which the student participates. An athlete who participates in the Healthy Choices option may practice with the team but may not participate in games, scrimmages and team travel; athletic eligibility would be restored upon completion of the MIAA sanctioned 25% non-participation.

Vaping violations will result in the student taking an eight-week course called Project Connect. For athletes, the MIAA rule of non-participation in 25% of all interscholastic contests will be enforced. As above, athletes would regain athletic eligibility upon completion of the MIAA sanctioned 25% non-participation.

## **2. Second Violation and subsequent violations over the four years of high school.**

When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a second violation occurred, the student shall be removed from all teams, clubs and extracurricular activities for a period of one calendar year from the date of the hearing for the second offense. Athletes cannot practice, dress, or travel with any team.

Valid reporters of an offense under these two sections are:

- a. Self-admission
- b. School personnel, parents or any other reliable, verifiable source
- c. An arrest, summons or report by the police department

After the second or subsequent violation, if the student of his/her own volition becomes a participant in a pre-approved chemical dependency program or treatment program\*, the student may be certified for reinstatement to extracurricular, club and athletic activities after a minimum period of six calendar months from the date of the second hearing. Regarding athletes with a 2nd violation, the MIAA rule of non-participation in 60% of all interscholastic contests will be enforced.

\* Participation in such a program independent of a policy violation is not an admission of guilt.

### **Regarding 1st, 2nd and/or subsequent violations:**

- Any reports will be confirmed and used in conformance with due process. If disciplinary action is taken, a student may appeal the action and have the case reviewed. An appeal is to be made to the next level of administration. Appeal notification must be made within 2 school days of issuance of the penalty. The Superintendent will only consider appeals regarding suspensions of 10 school days or more. Appeals will not be accepted if a

student admits to the violation and states that (s)he is only appealing due to displeasure with the consequences.

- The penalty periods for athletics and extracurricular clubs and activities will only extend into the next academic year if the penalty is not completed prior to the start of the fall season or prior to the start of the extracurricular clubs and activities.
- In addition to the clubs, athletics and activities listed in this handbook, the following activities covered by this policy include, but are not limited to the following list: theatrical performances, the Prom, Senior Banquet, talent shows, Class Officer positions (Band, Chorus and Theatre class performances are not included because these are requirements for credit-earning courses).

## National Honor Society

The National Honor Society is an organization that recognizes and encourages academic achievement while also developing the ideals of character, service, and leadership. The Monomoy Regional High School Chapter of the National Honor Society considers membership to students at the end of their sophomore and/or junior year. The Chapter's academic requirement is a cumulative scholastic GPA of 3.7 (90%). Averages are taken after the second marking period of the sophomore year and/or junior year. Candidates must have spent at least one semester (18 weeks) at MRHS, and must be a member of the sophomore or junior class. Students who qualify academically are invited to complete a student activity form providing proof of character, service, and leadership.

Selection is not automatic and is not considered on the basis of grades alone. The student must positively reflect the three other criteria; Character, Service, and Leadership. Selection is determined by a majority vote of the Chapter's Faculty Council, appointed by the Advisor in conjunction with the principal. The chapter advisor serves as an exofficio, non-voting member of the council. An appeals process is contained within the chapter by-laws for any student who was not selected for membership.

Membership in the National Honor Society is both an honor and a commitment. Members should understand fully that they are liable for probation, suspension, or dismissal from the society if they do not maintain the standards of scholarship, leadership, service, and character that were used for the basis of their selection. Once selected, members have the responsibility to demonstrate the qualities of scholarship, leadership, service, and character, not only during the school day, but at all times, including vacation periods. Those who fall below these standards can face disciplinary action. Depending on the violation and its severity, the action can be in the form of a warning, written by the faculty advisor, or may involve an appearance before the faculty committee. The faculty committee will determine actions that may result in probation, suspension, or dismissal from the society. Members who resign or are dismissed are never again eligible for membership. If the member's grade falls below the GPA required for membership, the member will have one quarter to correct the deficiency. In addition, members are required to attend all meetings if possible. In a case when a member cannot make a meeting, he/she is to notify the chapter advisor as to the reason. A member with more than two unexcused meeting absences will receive a warning letter.

[Copies of the National Honor Society Constitution and Chapter by-laws are available on the high school website.](#) A hard copy for on-site review will be maintained in the Guidance Office.

## Work Permits

For the Work Permit Application use this link:

<https://www.mass.gov/doc/youth-permit-process-2020pdf/download>

### **If you attend MRHS:**

Complete the Work Permit Application. Be sure you complete these 3 sections of the application:

- 1) Promise of Employment
- 2) Physician's Certificate of Health (if you are not yet 16 years old)
- 3) parent/guardian and minor's name/ signature

### **If you do not attend MRHS:**

You will need the Work Permit Application completed as above, and additionally you will need:

- 4) proof of age (birth certificate or passport)
- 5) letter from your current school confirming your enrollment

The minor is to bring the paperwork to us, and we will complete the process at that time.

# Student Support Services

## Guidance/Counseling

The Guidance and Counseling Department at Monomoy Regional High School is a counseling and future planning resource for the school's students, families, faculty and the school community as a whole. The Department values a continual process of professional growth and development. The department maintains an awareness of present middle school, high school and college curricula and requirements for college entry. The department keeps current in the field by learning about new techniques regarding adolescent and societal issues and concerns. The staff's primary goal is to foster the development of each student by working on academic planning, future planning and personal issues and concerns through small group and individual meetings. Counselors are available to students and parents/ guardians to discuss such issues and to assist students in making responsible decisions regarding their social and emotional development. Students and parents/ guardians are encouraged to contact a Guidance Counselor or School Psychologist if they would like to discuss any issues of academic or personal concern.

## Counseling Curriculum Presented by Grade Level

**Ongoing Tasks:** Academic Counseling; Personal/Social Counseling; Workplace Readiness Counseling; Special Populations Counseling; Systemic Initiatives; Counseling Professional Development

**8th Grade:** New Student Orientation; Town Hall Meetings; Schedule Adjustment Meetings; Classroom: Naviance Strengths Explorer; Scheduling for Upcoming Year; Final Schedule Changes

**9th Grade:** New Student Orientation; Town Hall Meetings; Schedule Adjustment Meetings; Classroom, Naviance Career Clusters; Scheduling for Upcoming Year; Final Schedule Changes

**10th Grade:** New Student Orientation; Town Hall Meetings; Schedule Adjustment Meetings; Classroom, Career Interest Inventory; PSAT Assembly, Administration & Results; POS Grade Level Assembly; Charter School Assembly; AP Breakfast & Exams; Scheduling for Upcoming Year; Final Schedule Changes

**11th Grade:** New Student Orientation; Town Hall Meetings; Schedule Adjustment Meetings; PSAT Assembly, Administration & Results; HOBY Awards; Future Planning & Individual Meetings; POS Grade Level Assembly; AP Breakfast & Exams; Scheduling for Upcoming Year; Final Schedule Changes; Junior Book Awards

**12th Grade:** New Student Orientation; Town Hall Meetings; Schedule Adjustment Meetings; “Fall Focus” Classroom Presentations; Individual Planning/Credit Meeting; College Applications & Recommendations; CCC Pathways Program; Credit for Life Program; Failure Warning Letters & Meetings; AP Breakfast & Exams; Convocation & Awards Ceremony; Graduation/Commencement

## Crisis Prevention/Intervention

The Monomoy Regional School District recognizes that from time to time circumstances may occur within the school community which constitute a crisis and require prompt and immediate action. A crisis is defined as a tragedy, disaster, or a dangerous situation occurring during or after school hours, which could profoundly impact students, staff and/or parents/ guardians. Monomoy Regional High School has trained personnel available to attempt to prevent a crisis or to intervene when a crisis occurs. Support services are available from Guidance Counselors, School Psychologists, the School Nurse, and other trained faculty for dealing with any situation that could profoundly impact students, staff, and parents/ guardians. Anyone may make a referral through the Guidance Office. In order to assist school staff in identifying and helping students who may be in crisis, all students are encouraged to report to a teacher, school nurse, guidance counselors, or the Principal/Assistant Principals any student behavior which may be troubling such as talk of depression, suicide, or any other strange behavior. All student reports will be held in strict confidence.

## Abuse/Neglect Policy

The faculty and staff of the Monomoy Regional School District are mandated by law to promptly report any suspected case of child abuse or neglect. Under Massachusetts General Laws Chapter 119, Section 51A, a mandated reporter who has reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse including sexual abuse, or from neglect, shall immediately report such condition to the Department of Children and Families (DCF). Mandated school reporters include teachers, educational administrators, psychologists, attendance officers, social workers, day care providers and health care professionals. Parents/ guardians or other individuals may also report suspected abuse/neglect to the DCF through the At-Risk Hotline: 800-792-5200.

## Special Education Services

Special education, under federal and state mandates, provides services to children from the ages of 3 to 22 who have been diagnosed with certain disabilities that impact their learning. Monomoy Regional School District strives to provide high quality programs to meet the unique learning needs of all students. Special Education staff, along with highly trained teaching assistants, provide services primarily in the classroom setting. Some services are provided to students in a specialist's classroom (speech and language room, the occupational therapy room, the special needs teacher's classroom) if the Team deems it more conducive to meeting the student's needs. Our primarily inclusive program is designed to allow special needs students

to maximize their academic potential by providing access to the general education curriculum as mandated by the State Frameworks. Individual modifications, accommodations and specialized instruction within the classroom afford children with special learning needs the opportunity to demonstrate success and understanding of the general curriculum in the least restrictive environment. A coordinated team approach is carefully designed to deliver this service model in a manner that promotes self-esteem and peer acceptance of diverse learning styles. A team approach is used to coordinate services for students with individualized education plans. Consultations with the guidance counselor, physical therapist, occupational therapist, special education teacher, principal, classroom teacher and caregivers occur on a regular basis to develop and modify the program that best meets the needs of each student.

Caregivers, teachers or other concerned parties may make a referral for a special education evaluation if they suspect the child has a disability that impacts learning. A comprehensive evaluation will be conducted to determine if the student meets the eligibility criteria. Eligible students must have a diagnosed disability, and they must be failing to make effective progress in the classroom setting as a result of the disability and require specially designed instruction or special education. If you have concerns about your child's development or believe that your child may be entitled to special education services, please contact your child's teacher.

## Student Support Team and Response to Intervention

The Student Support Team (SST) brings together the classroom teacher, principal/assistant principal and school specialists to review student progress on an individual basis. Our SST meets regularly at the recommendation of teaching staff to plan, implement and monitor interventions to support student academic and social emotional needs. Student progress is monitored closely and updated plans will be developed as needed.

### **Response to Intervention Team**

Response to Intervention Team (Rtl) is a general education resource that provides an immediate response to a classroom teacher's concerns about a student. When a teacher observes that a child is experiencing academic or social difficulties, the team convenes to provide suggestions and an objective perspective on methods and approaches to assist and support the child. The team may consist of the principal, classroom teachers, the guidance counselor and often the reading specialist or special educators. Rtl is an internal process that does not generate reports to caregivers, although your child's teacher may tell you that s/he is seeking assistance from the Rtl teams. Meeting notes are recorded, but are not entered into a child's record.

## 504 Accommodation Plans

Section 504 is a federal statute that prohibits discrimination based upon a disability, among other provisions. A student may be considered disabled if s/he has a diagnosed emotional or physical impairment that substantially limits one or more of his or her major life activities. An Accommodation Plan may be designed for students who meet the criteria of a disabling

impairment under section 504. The Coordination Officer for 504 Accommodation Plans at Monomoy Regional High School is the principal or designee. The District-wide Section 504 Coordinator is the Director of Student Services.



# Volunteers/Visitors

## Volunteer/Visitor Guidelines

Visitors and volunteers are welcome at the school. All visitors are required to sign in at the main office and wear a visitor badge while they are in the school. Visitors wishing to observe or volunteer in a classroom must make arrangements with the classroom teacher and/or principal prior to the visit. All volunteers must have an up-to-date CORI check. Depending on circumstance, mentors/chaperones may need to have fingerprints completed and sent to the district office. Please call the district central office for more information and required code.

## Monomoy Regional High School Council

The Monomoy Regional High School Council consists of representatives from caregivers, students, faculty and the community who have specific responsibilities under the Education Reform Act of 1993. School Council members are elected each year. The School Council will meet monthly under the direction of the Principal.

# MRSD Policies and Regulations

MRSD policies are voted upon and enacted by the Monomoy Regional School Committee, and guide activities throughout the district. For a full list of Monomoy Regional School District policies, please [click here](#).

Partial list of policies and regulations:

## [Bullying Prevention Policy](#)

(click for complete policy and forms)

Bullying is a serious infraction, which will not be tolerated by the Monomoy Regional Public Schools. Bullying is defined as the repeated use by one or more students or by a member of school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to extra-curricular or paraprofessional of a written or electronic expression or a physical or emotional harm to the victim that:

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

(For the purposes of this section, bullying shall include cyberbullying.)

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

An overview of the various resources available to address bullying is available at <http://www.monomoy.edu/> and may also be found in the District's Bullying Prevention and Intervention Plan, which can be viewed on each school building's administrative landing page.

## [Hazing Policy](#)

(click for complete policy)

The Monomoy Regional School Committee recognizes the right of all students to participate through competition or open admission to all clubs, activities and sport programs and, therefore, prohibits the practice of “hazing.”

## [Computer Policy](#)

(click for complete policy)

The use of telecommunications equipment by students is for educational purposes. The use of such equipment, software and peripherals at school is a privilege and not a right. All students and staff are expected to use Internet resources for appropriate and legitimate educational objectives. It is expected that no one will use the Internet in any inappropriate ways: to engage in cyberbullying, to solicit or conduct illegal activities, to view pornographic or sexual materials, to access social networking sites or to use E-Mail, Instant Messenger or Newsgroup activities in any improper manner. Students may only use telecommunications equipment under the direction of an approved "Supervisor". Students utilizing Harwich Elementary School's telecommunications equipment must be oriented or trained in the proper use of equipment and adhere to the responsible use procedure.

## [Restraint Policy And Regulations](#)

(click for complete policy)

In order to insure that Monomoy Regional School District provides a safe environment for both students and staff, it is obligated to notify all parents and legal guardians that it is in compliance of 603 CMR 46.00 on Physical Restraint which has been in effect since April 2, 2001, in this notification. In order to protect student(s) or school personnel from imminent, serious, physical harm school personnel may have to physically restrain a child. Physical restraint would not be used as a method to punish students or as a response to property destruction, disruption of school order or verbal threats. **Please be aware that physical restraint is a method of last resort.**

## [Suspension/Expulsion Policy And Regulations](#)

(click for complete policy)

It is the policy of the Monomoy Regional School District to follow all applicable laws concerning discipline and to provide students facing discipline with their rights to due process pursuant to all applicable laws and regulations, including but not limited to Mass. General Laws, chapter 71, §§ 37H, 37H½, and 37H¾ and 603 CMR 53.00.

## [Emergency Removal](#)

(click for complete policy)

The principal(s), in his or her discretion, may temporarily remove a student from school when the student is charged with a disciplinary offense and, in the principal's judgment, the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no adequate alternative to alleviate the danger or disruption. The emergency removal shall not exceed two (2) school days following the day of the emergency.

## [Policy On Disciplining Students With Special Needs](#)

(click for complete policy)

Federal and state special education laws govern the disciplining of students with disabilities eligible for special education and the regulations promulgated thereunder. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq.*, and Section 504, its implementing regulations 34 C.F.R. 300 *et seq.*; and Massachusetts General Laws, Chapter 71B and its implementing regulations, 603 C.M.R. 28.00.

## [Academic Progress During Suspension](#)

(click for complete policy)

## [Stealing, Shoplifting, Defacing, Or Destruction Of Property](#)

(click for complete policy)

## [Non-discrimination Policy](#)

(click for complete policy)

## [Harassment Policy](#)

(click for complete policy)

## [Harassment/Discrimination Grievance Procedure For Students](#)

(click for complete policy)

# Monomoy Regional School District Synopsis Of Federal Civil Rights Laws And District Coordinator Information

## Victim Assistance

Persons who have been subject to harassment or discrimination will be provided with support and assistance in meeting their needs to the extent possible within the school environment and will be aided in seeking further assistance if they so desire through referral to appropriate sources. **Complaints alleging discrimination shall be made to the appropriate compliance coordinator below or shall be referred to the coordinator if received by other persons within the institution.**

Complaints alleging discrimination shall be made to the appropriate compliance coordinator, or shall be referred to the coordinator if received by other persons within the institution.

Civil Rights and Equal Educational Opportunities  
Director Student Services , Dr. Melissa McGuire  
Monomoy Regional School District  
425 Crowell Road  
Harwich, MA 02633  
508-945-5130

## Synopsis of Federal Civil Rights Laws and District Coordinator Information

<p>Synopsis of Laws and Contact Information</p> <p>Please contact Central Office (508-945-5130) for specific and current coordinators for the following:</p>
<p>Title VI of the Civil Rights Act of 1964</p> <p>Coordinator: Business Manager/ Director Student Services</p>
<p>Statute prohibits discrimination on the grounds of race, color or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in programs or activities receiving federal funds (or the benefits of) on account of their membership in one of these</p>

protected categories (42 USC §2000d). This statute has been interpreted to prohibit the denial of equal access to education because of a language minority student's limited proficiency in English.
<p align="center"><b>Title IX of the Education Amendments of 1972</b> Coordinator: Director of Student Services</p>
<p>Title IX of the Education Amendments of 1972 provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which students can complain of alleged sex discrimination, including sexual harassment. State law requires Massachusetts employers to have a policy against sexual harassment. (M.G.L. Ch. 151B, S3A) <b>The Monomoy Regional School District's policies are available at: <a href="http://www.monomoy.edu/">http://www.monomoy.edu/</a></b></p>
<p align="center"><b>Section 504 of the Rehabilitation Act of 1973</b> Coordinator: Director of Student Services</p>
<p>Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)</p>
<p align="center"><b>Americans with Disabilities Act of 1990</b> Coordinator: Director of Student Services</p>
<p>The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (28 CFR 35.107(a))</p>
<b>Equal Educational Opportunities Laws</b>
<p align="center"><b>Equal Educational Opportunities Act of 1974</b> Coordinator: Director of Student Services</p>

<p>This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including race, color, sex, or national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 USC §1703)</p>
<p><b>Mass. General Laws CH. 76, § 5 (also known as Chapter 622)</b></p> <p><b>Coordinator: Director of Student Services</b></p>
<p>This state law provides that “[n]o person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.””</p>
<p><b>Title I of the No Child Left Behind Act of 2001</b></p> <p><b>Coordinator: Director of Student Services</b></p>
<p>Title I has been reauthorized through the No Child Left Behind Act of 2001. Title I is a federal supplemental education program to improve student achievement. Funding is determined by municipal census poverty levels. Monomoy Regional School District are designated as Targeted Assistance for Title I.</p>
<p><b>Title X (Part C) of the No Child Left Behind Act of 2001 (McKinney-Vento Homeless Education Assistance Improvements Act of 2001)</b></p> <p><b>Coordinator: Director of Student Services</b></p>
<p>The Education for Homeless Children and Youth program is intended to ensure that homelessness does not cause these children to be left behind in school. Homeless children and youths should have access to the education and other services that they need to meet the same challenging state student academic achievement standards to which all students are held.</p>
<p><b>Special Education</b></p>
<p><b>IDEA 2004</b></p> <p><b>Coordinator: Director of Student Services</b></p>
<p>The Individuals with Disabilities Act of 2004 provides eligible disabled students with free and appropriate public education.</p>

# Signature Page

[Please click here to submit your digital signature to acknowledge that you have received and read this handbook.](#)