

# Oxford High School Student Handbook

## 2020-2021



**Acting Superintendent of Schools**

*Dr. Kristine E Nash*

**Principal**

*David Nugent*

**Assistant Principal**

*Robert Truax*

**Athletic Director**

*Kevin May*

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Step One: When a student has a total of five (5) unexcused days of non-attendance during the first marking period, the parent/guardian will be contacted to notify them of the unexcused absences and to develop action steps to improve student attendance (Massachusetts General Law Chapter 76, Section 1B) .....	l
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# INTRODUCTION/ORIENTATION

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## **About This Policy Manual**

This policy manual contains the official policies of the Oxford High School and references Oxford School Committee policies and Massachusetts state laws. A policy manual can never be 100% complete due to changes in state laws/regulations and the ongoing review and development of new policies by the Oxford School Committee. A current copy of this manual as well as reference School Committee Manual are available on the school website as well as in the main offices of Oxford High School and Oxford Public Schools.

## **Core Values & Beliefs**

**Perseverance**

**Reflective, Lifelong Learning**

**Independent Inquiry**

**Dedication**

**Empathy/Respect**

## **Mission Statement**

Oxford High School's mission is to prepare students to achieve their greatest potential, and take pride in the life which they live.

### ***We Believe:***

Rigorous curriculum must be provided for every student in every classroom, every day.

Students learn best in a safe environment which provides for the education of the whole student, including healthy habits of mind and body.

Students must develop creativity, a passion for excellence, and a commitment to lifelong learning.

Students must acquire the 21st century skills needed to become active contributors to the world in which they live.

## **21<sup>st</sup> Century Learning Expectations**

In today's world, information is more available than ever before. Students need to be equipped with communication skills, technological fluency, and the ability to learn independently as well as through collaboration.

### **Academic Expectations**

Communicate effectively through reading, writing, listening and speaking for a variety of purposes.

Utilize technology to enhance and promote critical thinking.

Demonstrate high-level understanding of content by solving complex problems and performing authentic tasks.

Discover and evaluate information through independent inquiry and exploration.

Collaborate to achieve goals by sharing ideas and considering different perspectives.

**Social and Civic Expectations**

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Respect diversity and develop awareness of multiple perspectives.

Demonstrate an understanding of civic responsibility by investigating relevant issues both within and beyond the Oxford High School community.

**Oxford High School Administrative Structure**

In order to best support and meet the needs of our students, families, and faculty members, the following administrative structure has been adopted at Oxford High School.

<b><u>Administration</u></b>			
Principal	David Nugent	dnugent@oxps.org	508-987-6081
Assistant Principal	Robert Truax	rtruax@oxps.org	508-987-6081 x 35104
Athletic Director	Kevin May	kmay@oxps.org	508-987-6081
Naval Science Instructor			
	David Youngsman	dyoungsman@oxps.org	508-987-6081

**Addressing Questions & Concerns**

- In an effort to help facilitate efficient communication, we ask that students and families address their questions or concerns at the appropriate level.
- Level 1: Teacher
  - Level 2: Appropriate Department Head
  - Level 3: Guidance Counselor
  - Level 4: Assistant Principal
  - Level 5: Principal

## STUDENT EXPECTATIONS

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### **Academic Requirements**

In order to obtain information about academic protocols, policies and requirements, please consult the 2019-2020 Program of Studies which is available online under the Guidance webpage, Useful Resources

<https://sites.google.com/a/oxps.org/ohs-guidance/useful-resources>

### **PROGRAM OF STUDIES**

#### **Graduation Requirements by Year of Graduation**

Our first objective is to bring all students up to proficient levels of achievement based upon the school's expectations for student learning. The subjects that are required are listed below.

#### **Total credit requirements for graduation:**

All students in the Class of 2020 must earn 120 credits including the completion of all core and non-core subject area requirements, and all required MCAS Competencies.

All students in the Classes of 2021 and beyond must earn 130 credits including the completion of all core and non-core subject area requirements, and all required MCAS Competencies.

All students are required to take 35 credits each year. Students must remain scheduled in all courses throughout the academic school year. Seniors must earn a minimum of 30 credits as part of their graduation requirement.

#### **Community Service Hours**

Community service provides valuable learning opportunities where students can apply what they have learned in classes. Community service requirement will begin as a tiered system: c/o 2020- 5 hours, c/o 2021- 10 hours, c/o 2022- 15 hours, c/o 2023 and beyond- 20 hours to meet the seventh school wide learning expectation. OHS will facilitate students' tracking of all community service hours performed through student advisories. Any activity that is done without pay for the good of the community may count. Students who already participate in community service as part of a class, team, club or civic organization will receive credit for their hours upon submission. Students not working through an established volunteer organization should obtain pre-approval for their proposed community service activity. Students who complete hours beyond the minimum may be considered for awards. Suggestions for community service, contacts and scheduling will be available through guidance and a faculty advisory group.

#### **Promotion Policy**

Promotion from grade-to-grade in high school is based on credit accumulation in conjunction with the fulfillment of core requirements and academic standards / expectations. The promotional credits below include annual English and Math courses. Regardless of the number of credits earned, if students do not earn a passing grade in English and Math in grades 8 -12, they will not be promoted to the next grade.

Sophomore	Junior	Senior	Graduate
Junior	Junior	Junior	Junior
Senior	Senior	Senior	Senior
Graduate	Graduate	Graduate	Graduate
30 60	60 60	95 60	130 60
95 130	95 130	95 130	95 130

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

Students must pass a minimum of 5 classes per term to be eligible to participate in any extra-curricular activity. A Student must pass a minimum of 4 core classes (Science, Math, English, and History).

### **PROMOTION & RETENTION POLICY**

Promotion from grade-to-grade in high school is based on credit accumulation in conjunction with the fulfillment of core requirements and academic standards / expectations. The promotional credits below include annual English and Math courses. Regardless of the number of credits earned, if students do not earn a passing grade in English and Math, they will not be promoted to the next grade.

Requirements designated to earn status as a:

Freshman- Passing grades in English and Math; Sophomore- 30 credits; Junior- 60; Senior- 95

*\*Please also note that hard copies of the 2019-2020 Program of Studies are available in the Main Office, Guidance and are to students during the course selection process.*

### **Senior Privileges**

Beginning with the Class of 2019, all seniors who remain in good academic standing (an average of 85 or above for all courses) will be eligible to receive the following privileges:

1. Any senior that has committed to a school athletic team, is enrolled in Honors and/or AP courses or is employed, will receive the highest consideration for enrollment in an Academic Lab.
2. Seniors enrolled in Academic Labs may enter school tardy (by 8:10am) on days in which the Academic Lab meets during first time slot, in addition, seniors enrolled in Academic Labs may leave early (12:45pm) when the academic lab meets during the final time slot of the school day. In order to take advantage of this privilege students MUST have a signed parental permission form on file in the Main Office and MUST sign in and out in the Main Office whenever exercising this privilege. Seniors taking advantage of this privilege may not abuse it by roaming the halls and MUST report directly to a classroom or exit the building.
3. Seniors with an average of 90 or better for the year in Non-AP courses will be exempt from the final exam in that course UNLESS they choose to take the final in an effort to improve their final average.

### **Final Examinations**

Final Examinations are required of all students as well as all students in Grade 12 who have not maintained a year-long average of 90 or better (see Senior Privileges). No student will be allowed to take a final examination prior to the scheduled date(s) without teacher consent. In the event that a request to take the final examination is denied by a teacher the decision may be appealed to administration for further consideration. If a student is absent for the exams at the end of the school year, he/she will receive an Incomplete on the report card and must make-up the exams no later than July 1. If the student is absent for the first semester exams, he/she must make up the exams within the two weeks following the close of the semester. Failure to make-up exams within the specified period will result in 0s for those tests.

## **Report Cards & Interim Progress Reports**

Report Cards are published quarterly in PowerSchool and reflect the student's academic achievement to date. Students and parents are encouraged to regularly review academic progress throughout the school year by accessing PowerSchool Parent Portal. Parents can obtain their own username and password. Whenever there are questions or concerns it is best to contact the teacher of record directly by phone or email. A complete listing of faculty email addresses is available online on the high school's website. Faculty members can also be reached by phone by calling 508-987-6081.

Interim Progress reports provide students and their families with a snapshot of the student's progress in the first half of each marking term. Interim Progress Reports should be used to focus student effort for the remainder of the marking period in order to improve their term average which is factored into the final average at the end of each course.

## **Make-Up Policy**

Making up work missed during an absence takes precedence over any other after school activity.

The completion of make-up work should be governed by the following policies:

- A. Students are expected to have all assigned work made up within a period of time equal to twice as long as the length of the absence (ex: if a student is out for 3 days, they will have 6 school days to submit missing work and/or complete missed exams, quizzes, labs, etc). Exceptions may be considered by the teacher if it seems appropriate based upon the nature of the absence.
- B. Requests for academic assignments missed due to excused absences may be made to the Guidance Counselor or directly to the teacher. Requests for academic assignments will be honored as soon as possible but no later than one school day. Assignments for students going on vacation will be given at the discretion of the teacher.
- C. Out-of-school suspensions are regarded in the same manner. Make-up of missed work will be permitted. Students returning after the suspension longer than three (3) days will be allowed a maximum period of two weeks after suspension to make-up missed work. Any make-up will be done outside of regular school hours. Long-range projects which come due while the student is under suspension will be accepted upon his/her return to school. Any work not made up within the specified period of time will receive a grade of zero (0).

## **Summer School**

- A. To be considered eligible to attend summer school to make-up a failed course, a student must maintain a grade of at least fifty (50) in that course. No more than three (3) courses may be made up in a single summer session without administrative approval.
- B. A student who has accumulated over eighteen (18) absences will be allowed to make-up courses provided that he/she has achieved a passing grade in each of the courses.

## **Student Government**

Student Leaders such as the Student Council play a significant role in the school, serving as a liaison between the student body and the administration. The Student Council is the organization through which elected student leaders take ownership of the school in an effort to cultivate school-wide PRIDE and further the school's Core Values and Beliefs.

**Student Council:** The Student Council is an open organization and any students from grades 8-12 that are in good academic and social standing can join.



**Class Officers:** Each class elects officers in the spring. Any student in good academic and conduct standing is eligible to run for class office upon securing ten student signatures of nomination as well as their core academic teachers' and class advisor's signature. The officers and advisors lead their respective classes in planning events such as proms, dances, ring day, graduation, etc. as well as represent their class whenever meeting with administration.

**Student Advisory Council:** The Student Council President with the support of class presidents of grades 8, 9, 10, 11, and 12 serve as an advisory body to the Oxford School Committee. This group provides a voice for students at the meetings of the school committee.

**Student Government Day:** Each year a senior is elected to represent Oxford High School at the Student Government Day in Boston.

**School Council Selection Process and Procedures:** A mailing goes out to students, parents, teachers and the community at large at the beginning of the school year informing them about the responsibilities and how they can become a member. The selection of School Council then takes place on the first open house that Oxford High School hosts. Members of the School Council shall be subject to the provisions of sections twenty-three B and twenty-three C of Chapter thirty-nine. The School Council shall meet regularly with the Principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of a school improvement plan.

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## GENERAL RULES AND REGULATIONS

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### **Student Behavior**

Appropriate behavior is synonymous with good citizenship. Students are expected to demonstrate courtesy and respect toward all faculty and staff members and toward fellow students. The general guidelines for proper student behavior should always be governed by a regard for the needs and rights of others. All infractions of school rules are addressed according to their severity as follows:

### **Progressive Infraction Levels**

- Level 1: Uncooperative/Noncompliant Behavior
- Level 2: Disorderly/Disruptive Behavior
- Level 3: Aggressive or Injurious/Harmful Behavior
- Level 4: Seriously Dangerous or Violent Behavior

The Charts that follow are intended to identify many common violations that occur within a school setting and are not intended to identify every possible violation of the school code of conduct. Therefore, the possible behavioral interventions and/or disciplinary responses identified are similarly meant to identify a range of consequences that may be used by administration with the ultimate goal being to modify behavior by replacing the inappropriate behavior with an acceptable behavior.

***It should be noted that whenever a behavior warrants a possible criminal investigation the administration will contact the Oxford Police Department or other law enforcement agency as deemed appropriate by the administration.***

**Level 4: Conduct issues are addressed by the Principal and/or Superintendent of Schools.** Infractions outlined in Level 3 that are deemed likely to have a substantial detrimental effect on the general welfare of Oxford High School. **Consequences for Level 4 offenses may include :** referral to alternative educational setting, exclusion or expulsion. This may include incidents acted upon under Chapter 37 H ½ .

**Level 3: Conduct issues are addressed by the Assistant Principal.** Level 3 conduct referrals included repeated Level 2 conduct referrals in addition to any behaviors that disrupt the school assembly, compromise the safety of the school, and/or involve criminal charges inside or outside of school. **Level 3 interventions/consequences may include:** all Level 2 interventions/consequences in addition to Long Term Suspension, Exclusion, or referral to an alternative educational setting. This level may include a long term suspension hearing.

**Level 2: Conduct issues are addressed by the Assistant Principal.** Level 2 conduct referrals include any Level 1 behavior that is repeated without any change in the behavior despite attempts at intervention/consequences. **Level 2 behaviors may include the following:** swearing at the teacher, repeated disruption to the learning environment, insubordination (i.e. steadfast refusal to comply with teacher directions), any behavior that comprises the safety of the classroom or school, plagiarism or academic dishonesty, behavior that creates a hostile environment, etc. **Level 2 interventions and/or consequences may include:** one to one conferencing between Dean & Student, parental notification, administrative conference w/parents, students, and administration, referral to community based organization, office detention, In School Suspension, or Out of School Suspension.

**Level 1: Conduct issues are addressed by the classroom teacher.** Level 1 conduct referrals are frequent behaviors that are not appropriate but that are easily addressed by the teacher. These behaviors may include: talking while others are talking, failure to follow directions, tardiness to class, inappropriate language when conversing with their peers, disrespectful comments in response to teacher request, behavior that is disruptive or distracting to peers, failure to complete work, etc. **Level 1 Conduct issues should be addressed by the teacher with appropriate interventions and/or consequences.** These interventions and/or consequences may include: one to one conferencing between teacher & student, use of proximics to diffuse situation or behavior, use of classroom rituals and routines to minimize unwanted behaviors, use of non-verbal cues/reminders, parental notification, teacher detention w/at least 24 hours notice, individual student behavior contracts. **No conduct referrals for Level 1 conduct issues should be made to the Assistant Principal until the behavior has become repeated and the interventions/consequences above have been implemented without change in the student behavior.**

### **Level 1 Uncooperative/Noncompliant Behavior**

<b>Infractions</b>	<b>Behavioral Interventions</b>	<b>Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions</b>
<p>Unexcused absence from school</p> <p>Failing to conform to the school dress code</p> <p>Cutting classes (reporting to school and failing to attend one or more scheduled classes)</p> <p>Being late for school or class</p> <p>Using electronic devices in violation of the school's Acceptable Use Policy</p> <p>Displaying affection deemed inappropriate by a faculty member</p> <p>Failing to be in one's assigned place on school premises</p> <p>Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library or hallway)</p> <p>Engaging in verbally rude or disrespectful behavior</p> <p>Posting or distributing material on school premises in violation OXHS policy and/or without prior approval from administration</p> <p>Failing to provide school officials with required identification</p> <p>Using school computers, fax machines, telephones or other electronic equipment or devices without appropriate permission</p>	<ul style="list-style-type: none"> <li>• Parent outreach</li> <li>• Intervention by counseling staff</li> <li>• Guidance conference(s)</li> <li>• Restorative Approaches</li> <li>• Individual/group counseling</li> <li>• Peer mediation</li> <li>• Mentoring program</li> <li>• Conflict resolution</li> <li>• Development of individual behavior contract</li> <li>• Short-term behavioral progress reports</li> <li>• Referral to SST (Student Support Team)</li> <li>• Community service (with parental consent)</li> <li>• Referral to a Community Based Organization</li> </ul>	<p>A. Redirection by school staff</p> <p>B. Student/teacher conference</p> <p>C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)</p> <p>D. Parent conference</p> <p>E. In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, or communal lunchtime, referral to In School Student Support Center)</p> <p>F. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during a semester, a suspension may be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.)</p>

## **Level 2 Disorderly Behavior**

<b>Infractions</b>	<b>Behavioral Interventions</b>	<b>Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions</b>
<p>Smoking and/or possession of tobacco products (including electronic cigarettes and/or vape) paraphernalia, matches or lighters</p> <p>Gambling or card claying</p> <p>Using profane, obscene, vulgar, or lewd language, gestures, or behavior</p> <p>Lying to, giving false information to, and/or misleading school personnel</p> <p>Misusing property belonging to others</p> <p>Engaging in or causing disruptive behavior on the school bus</p> <p>Leaving class or school premises without permission of supervising school personnel</p> <p>Engaging in scholastic dishonesty which includes but is not limited to: a. Cheating b. Plagiarizing c. Colluding (engaging in fraudulent collaboration with another person in preparing work)</p> <p>Engaging in a pattern of persistent Level 1 behavior in the same school year (Whenever possible and appropriate, prior to imposing a Level 2 disciplinary response, school officials should have exhausted the disciplinary responses and guidance interventions in Level 1.)</p>	<ul style="list-style-type: none"> <li>• Parent outreach</li> <li>• Intervention by counseling staff</li> <li>• Guidance conference(s)</li> <li>• Restorative Approaches</li> <li>• Individual/group counseling</li> <li>• Peer mediation</li> <li>• Mentoring program</li> <li>• Conflict resolution</li> <li>• Development of individual behavior contract</li> <li>• Short-term behavioral progress reports</li> <li>• Referral to SST (Student Support Team)</li> <li>• Community service (with parental consent)</li> <li>• Referral to a Community Based Organization</li> <li>• Referral to appropriate substance abuse counseling services</li> <li>• Referral to counseling services for youth relationship abuse or sexual violence</li> <li>• Referral to counseling services for bias-based bullying, intimidation, or harassment</li> </ul>	<p>A. Redirection by school staff</p> <p>B. Student/teacher conference</p> <p>C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)</p> <p>D. Parent conference</p> <p>E. In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, or communal lunchtime, referral to In School Student Support Center)</p> <p>F. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during a semester, a suspension may be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.)</p>

### **Level 3 Aggressive or Injurious/Harmful Behavior**

Infractions	Behavioral Interventions	Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions
<p>Defying or disobeying the lawful authority or directive of school personnel in a way that substantially disrupts the educational process</p> <p>Entering or attempting to enter a school building without authorization or aiding any unauthorized person in entering school grounds</p> <p>Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability</p> <p>Shoving, pushing, or engaging in an altercation or towards students or school personnel, or throwing an object/spitting at another person</p> <p>Tampering with, changing or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means</p> <p>Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others</p> <p>Taking, attempting to take or knowingly being in possession of property belonging to another or belonging to the school without authorization</p> <p>Engaging in sexual conduct on school premises or at school-related functions</p> <p>Making sexually suggestive comments, innuendoes, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g. touching, patting, pinching, lewd or</p>	<ul style="list-style-type: none"> <li>• Parent outreach</li> <li>• Intervention by counseling staff</li> <li>• Guidance conference(s)</li> <li>• Restorative Approaches</li> <li>• Individual/group counseling</li> <li>• Peer mediation</li> <li>• Mentoring program</li> <li>• Conflict resolution</li> <li>• Development of individual behavior contract</li> <li>• Short-term behavioral progress reports</li> <li>• Referral to SST (Student Support Team)</li> <li>• Community service (with parental consent)</li> <li>• Referral to a Community Based Organization</li> <li>• Referral to appropriate substance abuse counseling services</li> <li>• Referral to counseling services for youth relationship abuse or sexual violence</li> <li>• Referral to counseling services for bias-based bullying, intimidation, or harassment</li> </ul>	<p>A. Redirection by school staff</p> <p>B. Student/teacher conference</p> <p>C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)</p> <p>D. Parent conference</p> <p>E. In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, or communal lunchtime, referral to In School Student Support Center)</p> <p>F. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during a semester, a suspension may be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.)</p> <p>G. Short term suspension</p> <p>H. Long term suspension</p> <p>I. Notification of Law Enforcement Agency</p>

### **Level 4 Seriously Dangerous or Violent Behavior**

<u>Infractions</u>	<u>Behavioral Interventions</u>	<u>Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions</u>
<p>Threatening to use or using force to take or attempt to take property belonging to another</p> <p>Using force against, or inflicting or attempting to inflict serious injury against students, school personnel or others</p> <p>Planning, instigating, or participating with another or others, in an incident of group violence</p> <p>Engaging in threatening, dangerous or violent behavior</p> <p>Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity</p> <p>Selling or distributing illegal drugs or controlled substances and/or alcohol</p> <p>Possessing, using or selling any weapon or firearm</p> <p>Using any weapon to threaten or to attempt to inflict injury upon school personnel, students, or others</p>	<ul style="list-style-type: none"> <li>• Parent outreach</li> <li>• Intervention by counseling staff</li> <li>• Guidance conference(s)</li> <li>• Restorative Approaches</li> <li>• Individual/group counseling</li> <li>• Peer mediation</li> <li>• Mentoring program</li> <li>• Conflict resolution</li> <li>• Development of individual behavior contract</li> <li>• Short-term behavioral progress reports</li> <li>• Referral to SST (Student Support Team)</li> <li>• Community service (with parental consent)</li> <li>• Referral to a Community Based Organization</li> <li>• Referral to appropriate substance abuse counseling services</li> <li>• Referral to counseling services for youth relationship abuse or sexual violence</li> <li>• Referral to counseling services for bias-based bullying, intimidation, or harassment</li> </ul>	<p>A. Parent conference</p> <p>B. In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, or communal lunchtime, referral to In School Student Support Center)</p> <p>C. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during a semester, a suspension may be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.)</p> <p>D. Short term suspension</p> <p>E. Long term suspension</p> <p>F. Notification of Law Enforcement Agency</p>

### **Student's Rights and Responsibilities:**

As one segment of the total society, the school must safeguard the rights of all individuals; it must use the appropriate procedures – due process – for administering these rights.

### **Due Process:**

Right to a Hearing – Every student has a right to the details of the alleged offense or to read a description of the offense as reported to the principal or other official. The hearing, at which the student must be advised of his/her rights, is conducted prior to the imposition of a penalty, except in the case of emergency.

Right to Appeal – Students and their parents have the right to appeal to a level beyond the principal by referral to the Superintendent of Schools for any suspension of 10 days or more. In no case does the Oxford High School wish to limit or interfere with the rights of individual students. It should be understood, however, that no person has the right to infringe upon the rights of another individual or group. Neither does any person have the right to disrupt the educational process within a classroom or within the school.

Just as students have rights, all school personnel have equal rights, one which is to be treated with courtesy and with respect for the positions to which they have been appointed: administrators, teachers, substitute teachers, clerical and custodial staff, cafeteria personnel and aides.

Students, therefore, have responsibilities, as well as rights, namely, to take full advantage of the free public education which is their right, and to behave in a manner which is in the best interest of themselves, other students, school personnel, and the school staff.

## **Disciplinary Responses**

The primary responsibility of the school and its staff is to ensure that all students receive the free and appropriate public education to which they are entitled. The school must also, therefore, assume the responsibility of promoting appropriate and responsible behavior in order to ensure that the school is an orderly, and safe learning environment free from any behavior that might interfere with the process of educating all students. Whenever disciplinary responses are required they will be administered by faculty or administration in accordance with this handbook; the ultimate goal being to replace the inappropriate behavior with an appropriate and acceptable one.

### **Teacher Detention**

Each teacher establishes rules of conduct and discipline for his/her classroom that conform to the general rules and regulations of Oxford High School as outlined in this handbook. Teachers and administrators have authority in all sections of the school facility. Level 1 conduct offenses will be addressed by the faculty member observing the inappropriate behavior.

Teacher Detentions will be assigned by teachers for violations of the general rules and regulations as well as for violations of classroom rules. (Students may be required to remain after school for failure to do academic assignments or make-up work, both of which are measured by the student's grade/effort mark.)

A student who is given a Teacher Detention of up to one hour will serve the detention time WITH THAT TEACHER on the day designated by the teacher. A minimum of 24 hours' notice will be given to the student and the teacher will attempt to notify the parent/guardian of the date, time and reason for the assigned detention.

If the student fails to report after school, as directed, the teacher will submit the student's name to the assistant principal, who will intervene to ensure that the student serves an office detention. In the event that the student fails to serve the Office Detention the student will then be assigned an additional office detention to be served. In the event the student fails to serve the additional office detention the student will then be assigned In-School Suspension and a meeting may be scheduled between administration, the student and their parent(s)/guardian(s).

Transportation for any student assigned to detention is the sole responsibility of the parent and/or student; however on many days a free late-bus is provided by the school.

### **Office Detention**

Office Detentions are assigned by administration for conduct offenses identified as chronic level one offenses and/or level two offenses. Office Detentions are supervised by faculty members and are scheduled from 1:50pm until 3:00pm. Students who fail to serve Office Detention will be subject to progressive disciplinary action being taken up to and including In-School Suspension. In addition, chronic refusal to serve Office Detention may result in a Parental Conference as well as Social Suspension for a length of time determined by the administration.

### **Saturday Detention**

Students may be assigned to Saturday Detention for repeated violations of school rules, missed office detention or offenses that are non-violent in nature. Students assigned to Saturday Detention will spend up to four hours of detention at school on a Saturday morning. Failure to attend Saturday Detention or violate detention rules will result in-school suspension. The following guidelines are in effect:

1. Students will report to the Saturday Detention room at 8:00 AM with all books and study materials.
2. Students are responsible for bringing academic assignments or outside reading books to detention.
3. Any student who fails to abide by detention rules will be suspended IN- School the following school day.
4. The Saturday Detention supervisor will decide if detention credit is granted at the conclusion of detention, based on behavior and work completion.

### **In-School Suspension**

Purpose: In-School Suspension is designed to reduce out-of-school time due to suspension by providing students with the additional support necessary to develop the skills necessary to self-monitor and correct conduct before it becomes a violation of the school code outlined in this handbook. Since suspension from school results in an educational and social loss to the student, the intention of Oxford High School is to provide students requiring additional support, an opportunity to remain in the environment and to continue with academic class assignments while also expecting students to work on developing the behavioral skills necessary to remain a member of the Oxford High School community. Students serving an In-School Suspension in the In School Student Support Center will develop individual plans designed to minimize future conduct related issues and will receive follow-up from the In-School Student Support Coordinator, Administration, Guidance and/or the School Adjustment Counselor.

In-School Suspension may only be assigned by the administration. **Students who are assigned ISS** should report to the main office promptly at 7:15 a.m. The In-School Student Support Coordinator will meet them there and escort them to the In-School Student Support Center where they will remain until 1:45p.m.



### **Out-of-School Suspensions**

Following due process and after an investigation is conducted by the administration an out-of-school suspension may be imposed. The duration of the suspension will be determined by the administration after careful consideration of all facts of the case.

Any student serving an outside suspension will not be allowed to participate in any school sponsored events for the duration of their suspension.

### **Social Suspension**

Social Suspension is the exclusion from participation in or attendance at all extracurricular and co-curricular events, including senior activities and the graduation ceremony. A student's right to park on campus may be revoked for the duration of the social suspension. A student may be placed on social suspension for up to thirty (30) school days, if he or she is suspended out of school or given ISS more than 4 times during the school year.

A student who chronically violates any of the other rules found within this handbook, may be placed on social suspension at the discretion of and for a duration determined by administration.

The duration of social suspension will be measured in school days and include all events and activities scheduled on weekends, holidays and vacations during the suspension period.

If a student serving a social suspension is assigned additional days, the new days be added to the end of the original suspension period.

Suspension, Exclusion and Expulsion will be in accordance with the Education Reform Law of 1993 as well as Session Law Chapter 222 of 2012.

### **Community Service**

Students will be given community service for infractions like damaging the building or for other infractions deemed appropriate by Administration.

### **Disciplinary Responses Involving Students on an Individual Educational Plan or 504 Plan**

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, requires that additional provisions be made for students who have been found, by an evaluation TEAM, to have special needs and whose program is described in an Individual Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students.

The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.

The Principal (or designee) will notify the Special Education Office of the outside suspension of a special needs student and a record will be kept of such notices.

When it is known that the suspension(s) of a 504 or special needs student will be ten (10) consecutive or accumulated days in a school year, the team must convene to determine if the reason for the suspension is a manifestation of the student's disability for special education. The TEAM will make a finding as to the relationship between the student's misconduct and his/ her handicapping condition. If the reason or misconduct is considered a manifestation of the student's disability the team must complete an assessment of the behavior and recommendation(s) for changes to the student's IEP and/or placement can be considered. If the special needs student's suspension exceeds 10 days, the team will provide for the delivery of special education services during the suspension and any needed modification of the IEP. Students out of school for greater than 10 days will receive services in an interim alternative setting for up to 45 days at which point the team will convene to determine appropriate placement.

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

### **Physical Restraint**

The Oxford Public Schools is committed to maintaining a safe, secure and orderly school climate which supports academic achievement while respecting the rights of the individuals comprising the school community. Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. At times, physical restraint of a student may be necessary to protect that student or other individuals.

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. Physical restraint shall only be used when needed to protect a student and/or a member of the Oxford Public Schools community from assault or imminent, serious, physical harm. Furthermore, any such physical restraint shall be administered so as to prevent or minimize any harm to the student.

This policy shall be reviewed annually and provided to the Oxford Public Schools staff and made available to the Parents of enrolled students. Nothing in this policy precludes any teacher, employee, or agent of the Oxford Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

This policy complies with the revised physical restraint regulations at 603 CMR 46.01 et seq., effective on January 1, 2016.

REF: Oxford School Committee Policy Manual - Physical Restraint And Behavior Support (JKAA)

### **Safety Related Conduct Offenses**

A student shall not possess, use or attempt to use any drug or weapon on school premises or at any school sponsored event. In order to protect the students of the Oxford Public Schools, by law, Oxford High School will adhere to Massachusetts General Laws Chapter 71 Section 37H and 37H 1/2.

Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a weapon, including but not limited to, a gun, a knife, or a controlled/counterfeit substance or paraphernalia as defined in Chapter 94C, including, but not limited

to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the superintendent of his/her 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 provision of this section.

***Chapter 71: Section - 37H1/2 Felony complaint or conviction of student, suspension; expulsion; right to appeal.***

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 reason for such suspension prior to such suspension taking effect. The student has the right to appeal such decision to the superintendent in writing within five days of the issuance of 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 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 has the right to appeal such decision to the superintendent in writing within five days of the issuance of the expulsion.

**Hazing**

Hazing means any conduct or method of initiation into any student organization or requirement for acceptance to any group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any 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. Hazing is a form of bullying. Consent or willingness of a person to undergo hazing is not a defense for those engaged in hazing. Students will be subject to appropriate sections of the OHS Tiered Discipline. In the most serious cases, the Oxford Police Department and the courts will be involved.

## **Breathalyzer**

Students and parents/guardians should be aware that the administration can and will use passive alcohol screening devices at school events or as needed during the school day to ensure student safety as well as compliance with the Districts' drug and alcohol policy. Submission to a passive alcohol screening is a requirement for attendance at all school sponsored dances, activities, and other events as deemed appropriate by the school administration.

## **Plagiarism**

Academic integrity is of the utmost importance at Oxford High School. As a result, any allegation of academic dishonesty is taken extremely seriously. Plagiarism is one of the most common forms of academic fraud and is defined by *The American Heritage Dictionary* in the following way:

- A. To steal and use the ideas or writings of another as one's own.
- B. To appropriate passages or ideas from another source and use them as one's own.

The following is taken from the *McGraw-Hill College Handbook* and presents ways to avoid plagiarism:

**Explanation** – You commit plagiarism whenever you present words or ideas taken from another person as if they were your own. The easiest way to avoid plagiarism is always to use quotation marks when you quote directly from a source and always to acknowledge a source when you borrow or even allude to someone else's idea.

### **Checklist to avoid plagiarism:**

Always acknowledge your sources.

Always keep your own notes and comments about a subject separate from the words you copy from other sources. Students sometimes commit plagiarism accidentally because their notes fail to distinguish between what is their own and what they have copied.

Always use quotation marks when you are quoting directly, even if you choose to quote only a short phrase or clause.

Even when you are not quoting directly from a source, always be sure to attribute striking ideas to the person who first thought of them.

Always cite your sources for interpretations, statistical data, and facts that are not common knowledge.

Plagiarism is a very serious offense. At the high school level, plagiarism may result in disciplinary action being taken, including removal from the National Honor Society. Any work, which is plagiarized entirely or in part, will not receive any credit.

Whenever cases of suspected plagiarism occur, teachers will discuss concerns directly with the student to determine if there is reasonable suspicion to conclude that plagiarism has been committed. The teacher will submit a conduct referral to the Assistant Principal for further investigation. In the event that the Assistant Principal determines plagiarism has likely occurred or there is an admission, the student will not receive any credit for the plagiarized work and will be assigned Office Detention until the assignment has been completed in full. The made up assignment can only earn a maximum grade of 50. Additional disciplinary responses may be administered by administration in accordance with the disciplinary responses identified for Level 2 conduct offenses.

## **Code of Acceptable Dress**

The responsibility for the dress and appearance of students rests with individual students and parents/guardians. Clothing must meet the following guidelines:

Must not be destructive to school property;

Must comply with requirements for health and safety; and

Must not cause disorder or disruption.

The administration is authorized to take action in instances where individual dress does not meet the above stated guidelines. Students will not be prevented from attending school or a school function, or otherwise be discriminated against as long as their dress and appearance meet the requirements set forth above.

Suggested clothing includes crew neck or collared long-sleeve or short-sleeve shirts, denim or chino pants, and shoes or sneakers. Parents and students may opt for Oxford High School pride-wear which may be purchased through our Campus Store or issued by our athletic department and/or school sponsored clubs and activities.

In addition, the following guidelines may be useful in helping parents to determine acceptable school attire, as the following items are **permissible**:

Clothing and footwear that are not considered “sleepwear”

Tops that cover the shoulders, chest, back, midriff and undergarments

Bottoms that fall to at least mid-thigh and cover undergarments

Clothing that may not in any way be construed as sexual, obscene or violent, or as advertising drugs, alcohol or tobacco products; also, items that may not be perceived as gang-related

Apparel, accessories or other modes of appearance (such as tattoos) that do not in any way promote hatred regarding another person’s race, color, sex, national origin, religion, sexual orientation or gender identity

Jewelry, footwear, and other apparel that do not pose a threat of bodily harm to the wearer or other individuals

Headwear (Hats, hoods, bandanas) is permissible outside of the building only; upon entering the building headwear(Hats, hoods, bandanas) should be removed immediately and hats/bandanas are to be placed securely in the student’s locker

## **Dance Guidelines**

All school rules apply at all school sponsored events; including all dances. As a result, any violation of school rules will be dealt with according to the disciplinary code outlined in this handbook.

Oxford High School reserves the right to search all bags, handbags, etc. of any student or guest prior to them entering any dance. In addition, excessively provocative dancing will not be tolerated and may result in the student being sent home from the dance early at which point parental notification will be made.

Any Oxford High Student who wishes to bring an outside guest (one who does not currently attend Oxford High School) must fill out the appropriate form. Forms can be obtained in the main office

and must be completed and returned no less than one week prior to the dance in order to allow administration time to complete the required background check.

## DISTRICT POLICIES

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### Non-Discrimination

*“The Oxford School District does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, pregnancy, pregnancy related condition, or homelessness.”*

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy, or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy, or pregnancy related condition, their complaint should be registered with the Title IX compliance officer.

SOURCE	MASC
LEGAL REF:	Title VI, Civil Rights Act of 1964 Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375 Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education for All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; Amended 2011  
M.G.L. 76:16  
BESE regulations 603CMR 26:00 Amended 2012  
BESE regulations 603CMR 28.00

[Adopted - November 1, 2001]  
[Reviewed - October 2007]  
[Revision Adopted - April 9, 2012]  
[Revision Adopted - March 28, 2016]  
[Revision Adopted - September 25, 2017]  
[Revision Adopted – May 14, 2018]

## **Programs For Students With Disabilities**

In keeping with the intention of the State of Massachusetts to offer educational opportunities to all students which will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

[Adopted - December 8, 1998]  
[Reviewed - September 26, 2016]

## **Harassment Policy**

The Oxford Public School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent, or visitor.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, medical condition, sexual orientation, disability, marital status, veteran status, citizenship status, or other protected group status.

Harassment occurs when:

Such conduct has the purpose or effect of substantially interfering with an individual's work or education performance, or creating an intimidating, hostile, or offensive working or educational environment.

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or success as a student.

Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

## **Harassment Investigation:**

On receiving a complaint, the Harassment Grievance Officer (Principal or designee) will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Harassment Grievance Officer will also interview the person alleged to have committed harassment. When the Harassment Grievance Officer has completed his/her investigation, he/she will, to the extent appropriate inform the person filing the complaint, the person alleged to have committed the conduct, and, in the case of students, their parents or legal guardians of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the offending conduct, and where it is appropriate the District will also impose disciplinary action.

### Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of the District's employees and/or students, the District will take such action as is appropriate under the circumstances. Such action may include counseling, termination from employment, or, for students, counseling, suspension, expulsion, or other forms of disciplinary action as the District deems appropriate under the circumstances.

[Adoption Date - August 15, 2001]

[Reviewed Date: September 2009]

{Revision Adoption Date - September 28, 2009]

[Review Date - March 28, 2016]

### **Non-Discrimination On The Basis Of Sex**

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

LEGAL REF: Title IX of the Education Amendments of 1972, 45 CFR, Part 86  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Regulations Pertaining to Access to Equal Educational  
Opportunity, adopted 6/24/75, amended 10/24/78.

[Adopted – November 1, 2001]

[Reviewed – October 2007]

[Reviewed – March 28, 2016]



# **Sexual Harassment Policy**

## **Introduction**

It is the goal of the Oxford School Committee (The “Committee”), as chief executive officer of the Town of Oxford Public Schools (“The District”) to promote an environment that is free of sexual harassment. Sexual harassment of employees as well as students occurring in the environment or in other settings in which employees and/or students may find themselves in connection with the School District is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees and/or students. (For purposes of this policy, the word “employee” means anyone in the service of the Committee, either on a paid or volunteer basis.)

Because the District takes allegations of sexual harassment seriously, it will respond promptly to complaints of alleged sexual harassment and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

## **Definition of Sexual Harassment**

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or a student’s status; or

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a basis for employment decisions or student status decisions; or

Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee’s and/or students work performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female employees and/or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute

sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its persuasiveness:

Unwelcome sexual advances – whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences; and,

Discussion of one's sexual activities.

All employees and/or students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the Committee.

### **Complaints of Sexual Harassment**

If any of our employees and/or students believes that he or she has been subjected to sexual harassment, the employee and/or student has the right to file a complaint with the appropriate person listed below. This may be done in writing or orally.

The District has designated Sexual Harassment Grievance Officers. If you would like to file a complaint you may do so by contacting the current Sexual Harassment Grievance Officers as follows:

### **Personnel**

As to any complaint regarding alleged sexual harassment by building level staff, the Sexual Harassment Grievance Officers are the Principal/Director of the school where you believe the incident to have occurred, or the Director of Student Services as alternate.

As to any complaint regarding alleged sexual harassment by other Central Office staff, the Sexual Harassment Grievance Officers are the Superintendent of Schools, or the Director of Student Services as alternate.

As to any complaint regarding alleged sexual harassment by a Principal, the Sexual Harassment Grievance Officers are the Superintendent of Schools, or the Director of Student Services as alternate.

As to any complaint regarding alleged sexual harassment by the Director of Student Services, the Sexual Harassment Grievance Officers are the Superintendent of Schools, or the School Committee Chairperson as alternate.

As to any complaint regarding alleged sexual harassment by the Superintendent of Schools, the Sexual Harassment Grievance Officers are the School Committee Chairperson, or the School Committee Vice Chairperson as alternate.

As to any complaint regarding alleged sexual harassment by a student, the Sexual Harassment Grievance Officers are the Principal/Director of the building in which the harassment took place, and the Director of Student Services as alternate.

If any employee or student believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint regarding alleged sexual harassment by contacting the Sexual Harassment Grievance Officer as soon as possible. The employee or student should file the complaint promptly following any alleged incident of harassment. The employee or student should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the District to reconstruct what occurred. The employee or student will be requested to write out his or her complaint to document the charge or to sign a written statement. Employees or students will not have to go through the regular chain of reporting procedures when reporting sexual harassment. If the employee or student is uncomfortable contacting the Sexual Harassment Grievance Officer because he or she believes the Sexual Harassment Grievance Officer may not receive the complaint impartially, the employee or student may contact the Alternate Sexual Harassment Grievance Officer.

Sexual Harassment Grievance Officers are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### **Sexual Harassment Investigation**

On receiving the complaint, the Sexual Harassment Grievance Officer will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Sexual Harassment Grievance Officer will also interview the person alleged to have committed sexual harassment. When the Sexual Harassment Grievance Officer has completed his/her investigation, he/she will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the offending conduct, and where it is appropriate the District will also impose disciplinary action

### **Disciplinary Action**

If it is determined that inappropriate conduct has been committed by one of our employees and/or students, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or, for students, from counseling to suspension or expulsion and may include such other forms of disciplinary action as the District deems appropriate under the circumstances.

### **State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint regarding alleged sexual harassment with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint

with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 180 days; MCAD – 6 months).

**The United States Equal Employment Opportunity Commission (“EEOC”)**  
One Congress Street – 10th Floor, Boston, MA 02114  
(617) 565-3200

**The Massachusetts Commission Against Discrimination (“MCAD”)**  
Boston Office: Springfield Office:  
One Ashburton Place – Room 601 424 Dwight Street, Room 220  
Boston, MA 02108 Springfield, MA 01103  
(617) 727-3990 (413) 739-2145

[Adopted - July 7, 2003]

[Revision Adopted - September 28, 2009]

[Revision Adopted - September 25, 2017]

### **Smoking on School Premises**

Use of any smoking products and materials including, but not limited to, tobacco, electronic devices, vaping, e-cigarettes, and cannabis within the school buildings, school facilities, or on school grounds or school buses by an individual, including school personnel and students, is prohibited at all times.

Any contraband confiscated will not be returned to students or parents. The item will be logged and tagged and the school resource officer will be notified.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF: M.G.L. 71:37H

[Adoption Date - June 23, 1997]

[Review Date - October 2007]

[Revision Adoption Date - May 9, 2016]

### **Drugs and Weapons Policy**

Policy on possession or use of weapons, drugs/counterfeit drugs, paraphernalia and additional security measures.

A student shall not possess, use or attempt to use any weapon on school premises or at school related situations.

In order to protect the students of Oxford Public Schools, by law, the Oxford School District will adhere to Massachusetts General Laws Chapter 71, Section 37H.

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

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal or counterfeit substances, paraphernalia or weapons, the use of force, vandalism, or violation of other student's civil rights. Propping of doors is considered security violations and put all students and staff at risk.

Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect at the beginning of each school year. The annual review shall cover all areas of student conduct, including but not limited to, those outlined in this section. Notwithstanding, any general or special law to the contrary, all student handbooks shall contain the following provisions:

Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled or counterfeit substance or paraphernalia as defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

Any student who assaults a principal, 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.

Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing, an opportunity for a hearing will be provided and, that student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, no school or school district within

the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling the said student a written statement of the reasons for said expulsion.

For purposes of this policy, a “weapon” includes, but is not limited to, a gun, knife, slingshot, blowgun, blackjack, metallic knuckles, including a ring intended to be worn on more than one finger (“fused rings”) or knuckles of any substance that could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoo bow, also known as clackers or kung Fu sticks, or any similar weapon consisting of two pieces of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance of a cestus of similar material weighted with metal or other substance and worn on the hand, or manriki gusari chain or similar length of chain having weighted ends, any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

This policy will be implemented according to the due process provisions of the Oxford Public Schools Discipline Code applicable to regular and Special Education students.

All lockers available to the students are the property of the Oxford Public Schools. Use of lockers by the students is regulated by the school administration and all lockers are subject to inspection by the school administration at any time. Any weapon found in a locker in violation of school policy may be considered to be property of the student assigned to the locker for purposes of disciplinary action under this code.

For security reasons, students will not be permitted to wear outerwear (coats, jackets and hats) or carry large book or gym bags with them throughout the school day. Students must store all books, bags, gym bags, and outerwear (coats, jackets, and hats) in their lockers during the school day.

[Adopted - May 12, 2004]

[Reviewed - April 2018]

### **Alcohol, Tobacco, And Drug Use By Students Prohibited**

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

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

This policy shall be posted on the district’s website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REF: M.G.L.71:2A; 71:96; 272:40A

CROSS REF: IHAMB, Teaching About Alcohol, Tobacco and Drugs  
GBEC, Drug Free Workplace Policy

[Adopted - October 5, 2016]

## **Vandalism**

In all cases of vandalism, the School Committee will demand full restitution or thereupon, the School Committee will institute court action for such restitution.

Oxford Public Schools should be respected as teaching and learning environments where students, staff, parents and community members can feel safe and secure. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions. The District, in attempting to ensure that reparations are made and proper disciplinary action is taken, is instituting this policy on vandalism to send a clear and concise message to students and parents that vandalism will not be tolerated and any monetary burden will have to be borne by the parents of the perpetrator.

Vandalism not only affects the aesthetics of the building or property, but also sends the wrong message to our younger students, presents a negative appearance of our District and campuses to the community, promotes further acts of vandalism and could even encourage violence. These acts are also counterproductive in that they disrupt the normal flow of activities in and around the school or District and costly staff time and energy is invested in cleaning and repairing. In cases of severe damage, valuable instruction time may be lost if students are displaced from their classrooms.

Every person who commits any of the following acts with respect to any real or personal property not his or her own, in cases other than those specified by state law, is guilty of vandalism: 1. Defaces with graffiti or other inscribed material; 2. Damages; 3. Destroys.

“Vandalism” has a number of definitions, all of which have the common elements of destruction, damage, injury, or defacement of another’s property. In recognition of the debilitating impact of vandalism, current law (see below) provides for criminal penalties, the of student discipline, as well as civil liability for students and their parents.

In order to curtail vandalism and ensure that proper respect is shown of the property of others acts of vandalism involving District property or the property of District employees and/or students will be considered serious offenses. Any student(s) who commits an act of vandalism against District property or the property of a fellow student or District employee related to school attendance or a school related activity, will be held strictly accountable. Such accountability will include appropriate disciplinary action by the District including, but not limited to suspension or expulsion; personal and parental liability and responsibility for damages; and, where appropriate, referral to the criminal justice system. In addition to payment of the cost of damages, vandalism to a school bus will result in suspension of the student’s riding privilege. The degree of severity of punishment will be determined principal, following Mass General Laws, Case Law, 603 Code Mass Regulations and District policy.

As a part of the disciplinary process, full restitution for damages, including monetary restitution will be considered part of any rehabilitation and/or readmission plan. In recognition of parental responsibility and involvement, parents/guardians of any student who commits vandalism of District property or the property of a District employee shall be responsible for restitution of damages to the

maximum extent permitted by law, and if necessary, the School Committee will authorize pursuit of a court action for collection of such damages.

Mass General Laws 2004: Ch. 15 sec. 1, Ch. 34A, Ch 34B, Ch. 34D, Ch. 44, sec. 53 (b), Ch. 59C, Ch. 69, sec. 1d, Ch. 71, sec. 37, Ch. 71, sec. 37h, Ch. 71B, sec. 1 & 3.

Case Law: Board of Education vs. School Committee of Quincy, Nicholas B. vs. School Committee of Worcester, Stock vs. Massachusetts Hospital School.

603 Code Massachusetts Regulations: 603 CMR 3.10, 603 CMR 23.02, 603 CMR 23.07, 603 CMR 30.02, 603 CMR 40.00.

Chapter 44: Section 53 City, town or district funds; use and disposition

Section 53. All moneys received by any city, town or district officer or department, except as otherwise provided by special acts and except fees provided for by statute, shall be paid by such officers or department upon their receipt into the city, town or district treasury. Any sums so paid into the city, town or district treasury shall not later be used by such officer or department without specific appropriation thereof; provided, however, that (1) sums allotted by the commonwealth or a county to cities or towns for highway purposes and sums allotted by the commonwealth or a county to cities or towns for highway purposes and sums allotted by the commonwealth to cities, towns or districts for water pollution control purposes shall be available therefore without specific appropriation, but shall be used only for the purposes for which the allotment is made or to meet temporary loans issued in anticipation of such allotment as provided in section six or six A, (2) sums not in excess of twenty thousand dollars recovered under the terms of fire or physical damage insurance policy and sums not in excess of twenty thousand dollars received in restitution for damage done to such city, town or district property may be used by the officer or department having control of the city, town or district property for the restoration or replacement of such property without specific appropriation and (3) sums recovered from pupils in the public schools for loss of school books or paid by pupils for materials used in the industrial arts projects may be used by the school committee for the replacement of such books or materials without specific appropriation.

LEGAL REF: M.G.L. 266:98; 71:37; 71:37H; 71:37½; 71:34A; 71:34B; 71:34D; 603 CMR 23.00

[Adopted - December 11, 2000]

[Adopted - August 11, 2004]

[Revision Adopted - November 27, 2017]

## **Electronics Devices**

### **Electronics/Cell Phones/Earbuds**

Students shall not use electronic devices such as MP3 players, iPods, cellular phones, smart watches, cameras, DVD players, laptop computers, iPads, games, ear buds or any other miscellaneous electronic devices to be determined by administration during class time. Students should have them in their bags or lockers prior to entering the classroom. The only exception to this is if a teacher specifically gives permission to a student to use their electronic device or earbuds for academic purposes only. Electronic devices and earbuds may be used before the start of the day, during the five (5) minutes of passing time, and during lunch in the cafeteria. Electronic devices and earbuds shall not be used at any other time during the school day. If a student chooses to take their



electronic device or earbuds out during class time or in the hallways when it is not passing time, the consequences shall be:

1st offense: Item is confiscated by administration, student picks it up at the end of the day.

2nd offense: Item is confiscated by administration, parent/guardian permission is required to pick it up.

3rd offense: Item is confiscated by administration, parent/guardian is required to pick it up.

4th offense: Item is confiscated by administration, parent/guardian is required to pick it up. Student is assigned one day of In-School Suspension

5th offense: Item is confiscated by administration. Parent/guardian and student are required to attend conference with administrator; device will be returned at the end of conference.

### Consequences for Non-Compliance

If a student refuses to comply with administrator's request to surrender their phone(s):

- Parent contact is made by administrator
- Immediately assigned In-School suspension for the remainder of the school day

## **Bullying Policy**

- A. It is the policy of the Oxford Public Schools to take pro-active, reasonable measures designed to provide a learning and working atmosphere for students, employees and other members of the school community free from sexual harassment, bullying, hazing and intimidation. These terms are referenced herein as "harassment", which is more particularly defined below. The District in the strongest possible terms condemns harassment, whether based on race, color, religion, national origin, age, gender, sexual orientation, disability, or any other reason.
- B. It is a violation of policy for an administrator teacher or other employee, or any student or other member of the school community, to engage in or condone harassment in school, on school grounds or at or in a school-related function, activity, communication or contact, or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- C. This policy is not designed or intended to, nor shall it, limit the school's authority to take disciplinary action to take remedial action when such harassment occurs out of school, but has a sufficient nexus to school under applicable law, or is disruptive to an employee's or student's work or participation in school-related activities.

Reports of harassment, including but not limited to cyber-bullying by electronic or other means, occurring in or out of school will be reviewed, and, when a sufficient nexus to school or school-related work exists, will result in discipline.

- D. It is the responsibility of every employee, student and parent to recognize acts of harassment and take reasonable action to see that the applicable policies and procedures of this school district are implemented. All members of the school community are and must act as partners in such efforts if we are to have any reasonable chance of success in preventing or minimizing activity of this type which is harmful to both the victim and the perpetrator. The children attending our schools are in critical, formative stages of their lives. To the extent that we, working together, are able to show them a better way, they will reap immeasurable, lifelong benefits.
- E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive reasonably prompt and appropriate handling of the

complaint. While proper enforcement of this policy foreseeably may require disclosure of any or all information received, all reasonable efforts will be made to maintain confidentiality to the extent consistent with such enforcement.

- F. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

### **Prohibition and Definitions**

Harassment, including bullying, may take a variety of forms. It is utterly unacceptable in a school or work environment. As a result, neither any student, nor employee nor other member of the school community shall be subjected to harassment, intimidation, bullying, or cyber-bullying in any public educational institute.

- A. "Harassment", including "Bullying", the latter including but not limited to "cyber-bullying", as used in this policy means an unwelcome written, electronic, verbal or physical communication, act or gesture which: (1) reasonably causes a student or employee to feel coerced, intimidated, harassed or threatened and (2) under the circumstances foreseeably may cause: (a) a reasonable person to suffer physical or emotional harm, or (b) damage to a student's or employee's property, or (c) a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

1. that are being offered by or through the school district; or
2. during any district-related educational program or activity; or
3. while in school, on or using school district property or equipment, in a school vehicle, on a school bus, at school-designated bus stops, at school-sponsored activities, at school-sanctioned events; or
4. through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute related to or provided or facilitated by the district; or
5. in circumstances otherwise having a sufficient nexus with the school district.

- B. "Electronic communication" as used in this policy means any communication through an electronic device, including but not limited to a telephone, cellular phone, computer or pager.

### **Guidelines and Procedures for Investigating and Processing Harassment Claims**

Harassment may take many forms. In a school district, such could involve an instance of staff member to staff member, staff member to student, student to staff member, or student to student. It conceivably could also include parent to a student other than the parent's child, staff member to parent, or parent to staff member. This listing is illustrative and the procedures set forth herein are not intended to limit the definition of harassment, nor the District's authority to take appropriate action as to same except to the extent that specific subject matter is expressly addressed herein.

Guidelines and procedures for dealing with any charge of harassment are as follows:

- A. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
- B. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. If possible victim should sign the complaint. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result, no disciplinary action shall be taken on anonymous complaints unless verified by what the administration in the good faith exercise of its reasonable discretion deems to be clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard, namely whether the administration in the exercise of its aforementioned discretion, taking into account all material information and circumstances, concludes that a violation of this policy more likely than not has occurred.
- C. Any school employee who has reasonably reliable information that would lead a reasonable person to suspect that a person may be a target of harassment, bullying or intimidation shall immediately, as a condition of employment report it to the administration. Each school shall document each prohibited incident that is reported and confirmed, and report each such incident and the resulting consequences, including discipline and referrals if any, to the Superintendent's office in timely fashion and without any avoidable delay.
- D. A good faith report from a staff member is not grounds for any legal liability and, since such reports are a condition of the staff member's employment is considered to have been made in the course of employment for purposes of employment the Municipal Tort Claims Act, M.G.L. c. 258. As a result, the employee would not be subject to damages simply by reason of making such a report, and in the event of a suit based solely thereon would be covered by the school district's insurance policy which provides defense of such suits.
- E. If an instance of student to student harassment, as defined in Sec. II above, is reported to a staff member other than an administrator, the staff member must inform the Building Principal/ Designee in timely fashion. If the alleged harasser would otherwise be responsible for conducting an investigation, the Alternate Harassment Coordinator designated by the Superintendent or District School Committee, who is presently the Curriculum Coordinator, shall conduct the investigation and report to the alleged harasser's immediate supervisor.
- F. If a situation involving a charge of staff member to student harassment, as defined in Sec. II. above, is brought to the attention of any staff member, the staff member should notify the Building Principal immediately.
- G. Once a charge of harassment has been made, the following course of action should be taken.
  - 1. The Building Principal or such Principal's designee should conduct a reasonable, factual investigation by means of discussions with the individuals involved, any other witnesses if any, review of any documents and other, written or electronic materials, etc.

If the Principal himself or herself does not conduct the investigation, he or she should review the designee's report and supporting documentation (by way of example only, any written, signed statements by the complainant setting forth the allegations, any such statement by the accused and witnesses, and any other materials such as those

mentioned above), as appropriate to the then current stage of the investigation and before making any determination as to whether a violation more likely than not has occurred, and if the Principal deems such necessary or advisable should conduct direct interviews himself or herself during or following such review and before making a determination.

In situations involving allegations against an employee, the employee should be accorded all rights provided by any applicable statute and/or collective bargaining agreement, including but not limited to being informed of his/her right to have a third party present at the time of the discussion if apt, and in the case of a teacher of the right to counsel if the any discussion could conceivably lead to a suspension (see, M.G.L. c. 71, sec. 42D).

In situations involving harassment of students, the Principal should conduct an investigation with the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions if warranted.

Parents of students alleged to have engaged in harassment as to whom suspension is imposed shall be notified that they, or one of them must attend a meeting at which the behavior, words or images giving rise to the complaint may be reviewed. Before any final decision is made as to whether to impose discipline exceeding ten (10) school days, and the nature of such discipline, the student and her or his parent(s) will be informed in reasonable detail of the factual allegations underlying the complaint and given an opportunity to respond to and provide any information material to same.

In the school administration's discretion, depending on its preliminary assessment of the seriousness of a reported incident of alleged harassment, a student accused of harassment may be suspended from school under the procedures for suspension set forth in the student-parent handbook and not readmitted to the regular school program until the student and his or her parent(s) attend such meeting. A ten (10) school day suspension if deemed reasonably necessary by the administration may be imposed prior to such a meeting, but before any such were imposed the student shall be informed of the ground(s) for such possible suspension in sufficient detail to allow the student to respond to the charge(s). A satisfactory conference with the student and his or her parent(s) or legal guardian(s) must occur prior to the student's readmission.

It is important that each situation be resolved as confidentially and as quickly as circumstances reasonably permit.

2. At any stage of the proceedings the alleged harasser and the victim may discuss the matter at a resolution meeting in the presence of the Principal/Designee and/or parent when appropriate. During this discussion, the offending behavior should be described by the victim and the administration. If warranted a request for a change in behavior should be made, and a promise should be made that the described behavior will stop and not recur. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution, if any, is voluntarily reached at such a meeting will result in appropriate discipline. The Principal or his or her designee at the close of the meeting shall prepare a written summary of the discussion held at the meeting and of any resolution, if any,

agreed to at same, and shall ask the parties attending the meeting to review, date and sign the agreement. The administrator shall sign the summary, and if any party to the meeting refuses to sign shall note that fact thereon. No such memorandum must be included in a student's school record or an employee's personnel file unless otherwise required by law, but the Principal shall keep a copy of same in her or his records.

H. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following may occur:

1. In instances involving student to student or student to staff member harassment, subject to applicable law and the disciplinary procedures set forth in the student-parent handbook, the student may be subject to discipline, including but not limited to counseling, suspension or expulsion.
2. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action, up to and including discharge from employment, may also be initiated at this point, consistent with applicable law and collective bargaining agreement.
3. In all cases where in the good faith judgment of the Principal or Superintendent the circumstances so warrant, a referral to law enforcement will be made. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

### **Retaliation**

In the event of retaliation in any form against any person who has made or filed, or provided any information as to, a complaint relating to harassment, any employee or student found to have engaged in same shall be subject to discipline in accordance with applicable law. In the case of an employee, up to and including dismissal from employment, and in the case of a student up to and including expulsion. If warranted a referral to law enforcement shall also be made.

### **Confidentiality**

Reports of harassment should be kept completely confidential to the extent consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

LEGAL REF: Title VII of the 1964 Civil Rights Act, Section 703

Title IX of the 1972 U.S. Civil Rights Act

Chapter 151C, Massachusetts General Laws

M.G.L. Chapter 76 §5

M.G.L. Chapter 269 § 17, 18, 19

M.G.L. Chapter 71, §§82, 84

[Adoption Date - May 10, 2010]

[Revision Adoption Date – March 13, 2017]

## **Student Record Policy**

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate

school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L. c. 71, s. 34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth," and under M.G.L. c. 71, s. 34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of School Committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

Reference School Committee Policy Manual: Student Records (JRA)

### **Computer and Internet Acceptable Use Policy**

The purpose of this policy is to meet the requirements of state and federal law (i.e., Children's Internet Protection Act, CIPA) and to provide guidelines for safe, legal, moral, and ethical use of District Technology by our students and staff, both within and outside of the District. In order to comply with CIPA, this document will serve as the Oxford Public Schools' Internet Safety Policy. Questions regarding this policy or computer use should be directed to the Director of Technology, Principal, Superintendent or his/her designee.

**A PRIVILEGE NOT A RIGHT:** Use of the District computer network, including hardware, software (both locally installed and web-based), Internet access, the District website, and e-mail is a privilege, not a right. All users must complete and return, the appropriate "agreement acknowledgement".

### **USERS WILL**

- Only access the District's computers, network, Internet, applications and e-mail with the username(s) and password(s) assigned to them.
- Keep private the username and password assigned to them.
- Change their password(s) frequently and when requested.

### **USERS WILL NOT**

- Access the district's computers, network, Internet, applications, or e-mail with the username(s) and password(s) of others.
- Store their assigned username and password in a location where others may easily find it.
- Use password(s) that can be easily guessed such as names and birthdates.

**NO EXPECTATION OF PRIVACY:** The District reserves the right to monitor all computer use and reserves the right to access and examine all data stored on or accessed from District computers or its network. Users are advised that they should have no expectation of privacy.

#### **USERS WILL**

- Respect the privacy and confidentiality of others.

#### **USERS WILL NOT**

- Attempt to access or delete the files of others.

#### **LIABILITY AND RESPONSIBILITY:**

The District will not be liable for the actions of users; each user bears full legal and financial liability for their use of District technology. The District takes no responsibility for any information or materials that are accessed or transmitted by users via the Internet.

#### **USERS WILL**

- Take full moral, legal, and financial responsibility for their actions while using District technology.
- Limit their use of District technology to purposes deemed appropriate by the District.
- Demonstrate appropriate etiquette when using District technology.
- Inform a staff member if they receive or intercept a threatening or inappropriate message or file.

#### **USERS WILL NOT**

- Use the District's technology to engage in illegal activity, such as the purchase or sale of drugs, criminal gang activity or "hacking."
- Violate any local, state, or federal statute.
- Create, copy, distribute material that is threatening or obscene.
- Use profane, vulgar, racist, sexist, harassing or other inappropriate language or images.
- Use the system for political lobbying or commercial purposes.

**CONTENT FILTERING AND SECURITY:** The District maintains a firewall that filters material deemed obscene or harmful to minors, including child pornography. Anti-virus software protects the network and computers. The District will monitor the activities of users for compliance with this policy.

#### **USERS WILL**

- Only access websites that are not blocked by the District's content filters.
- Immediately close out of a website if the content displayed is inappropriate.
- Inform a staff member if they become aware of a possible security issue.

## **USERS WILL NOT**

- Attempt to subvert network security or to impair the functionality of any District technology.
- Attempt to bypass the District's content filters and restrictions.
- Post chain letters, distribute spam, create and/or infect the District's network with a virus.

**HARDWARE AND SOFTWARE:** The District provides users with hardware and software appropriate for use in an educational setting. Users will respect District owned technology and use personal devices with caution.

## **USERS WILL**

- Understand that computers and peripherals are the property of the District.
- Be permitted to use personal portable devices in conjunction with district technology as long as they are not left in the District overnight. This includes the use of laptops, memory sticks, digital cameras, etc.
- Ensure their personal laptops are running an up-to-date anti-virus program.
- Only use software purchased by and licensed to the District on District computers.
- promptly disclose to a teacher, administrator or the Technology staff any misuse of or damage to equipment
- abide by the same acceptable use policy for District-owned devices that are used off-site

## **USERS WILL NOT**

- Take any action that impairs the operation of any piece of the District's technology.
- Bring large technology devices into the District. This includes desktop computers, monitors, printers, scanners, televisions, etc.
- Place food or beverages in close proximity to District technology.
- Attempt to install software on District computers.
- Copy District owned software or use District computers to copy software owned by others.

**INTERNET ACCESS AND SAFETY:** The District provides Internet access to staff and students for the purpose of research, dissemination of information, collaboration, and access to curriculum/ professional materials.

## **USERS WILL**

- Participate in Internet safety instruction provided by the District. Instruction will occur annually by assembly, guided lessons or distributed materials.



- Only use District computers and Internet for educationally relevant purposes and school related business.
- Access only oxps.org e-mail accounts from District computers. Personal accounts, including but not limited to AOL, Hotmail, Charter, Yahoo, et al., are not allowed.
- Inform a staff member if they become aware of a safety issue.

## **USERS WILL NOT**

- Use other Internet services to display information/material to students on school property. Internet access through an outside provider is not allowed.
- Post or share personal information about themselves or anyone else on the Internet.
- Access social websites including, but not limited to, Myspace, Twitter and Facebook, as well as, chat rooms and instant messaging services.
- Use District technology to offer, provide, or purchase products or services.

## **COPYRIGHT AND PLAGIARISM:**

### **USERS WILL**

- Agree to use copyrighted material only when permission has been granted.
- Correctly cite all materials referenced in their work.

### **USERS WILL NOT**

- Take the ideas or writings of others and present them as their own.
- “copy/cut and paste” from the Internet or other digital sources to a document which they will submit as their work.

## **CODE OF CONDUCT**

### **USERS WILL**

- Respect others' right to freedom from bullying, harassment and intimidation.

### **USERS WILL NOT:**

- engage in cyber bullying
- use school owned devices or networks to engage in the bullying and harassment of others
- Send any material that is likely to be offensive, objectable or could be deemed as harassment or threatening to recipients.
- Create or send abusive, threatening, repetitive, or clearly unwanted messages or use inappropriate language.
- Create or copy files containing any profanity, obscenity, or other inappropriate materials.
- Intentionally or otherwise interfere with others' work.

## **TAKING DEVICES HOME**

District-owned devices that are allowed home are expected to follow the same guidelines of this acceptable user agreement for the Oxford Public Schools.

### **WEBSITE:**

The District maintains and posts an up-to-date website for the benefit of faculty, staff, students, parents, guardians and the community at large. Users granted permission to post information will do so using good judgment. All guidelines listed in this document apply to the use and design of the District's website.

### **USERS WILL**

- Only post information that is educationally relevant and/or related to school business.

### **USERS WILL NOT**

- Attempt to disable or impair the functionality of the District website.

### **EXCEPTIONS**

In order to allow individual users and groups to function and operate as necessary, the following exceptions are allowed:

- The NJROTC unit is required, and therefore authorized, to utilize computers to purchase supplies required for unit operation.
- Faculty and staff may access e-mail accounts other than oxps.org using the computers designated as teacher workstations, as long as such use does not violate other sections of this policy.
- The Superintendent and/or Director of Technology may approve additional exceptions to this policy.

Requests for exceptions must be submitted and approved in writing. Exceptions will not violate local, state or federal statute nor compromise student safety and the security of the network.

### **CONSEQUENCES OF MISUSE**

Prohibited conduct may result in loss of computer/network privileges, disciplinary action and/or criminal or civil prosecution under State and Federal law.

- For students, violations of any of the above guidelines may result in the loss of access and/or additional disciplinary action as deemed appropriate at the building level.
- For staff, a violation of this policy may result in disciplinary action ranging from a verbal warning or suspension of system privileges up to discharge from employment.
- For students and staff, when applicable, the District will advise appropriate law enforcement agencies of suspected illegal activities conducted through the District's network.

Parents who do not want their child to use the Internet at school must notify their principal in writing.

The District reserves the right to seek reimbursement and/or indemnification from the user, for any losses incurred or penalties paid as a result of a user's disallowed activities. District

administration will make the final determination as to what constitutes unacceptable use and their decision is final.

## **SOCIAL NETWORKING POLICY OF THE OXFORD PUBLIC SCHOOLS**

### **Internet Acceptance Use Policy Still in Force**

This policy is adopted in addition to, and not as a substitute for, the School District's Internet Acceptable Use Policy, which governs use of the school district's technological resources.

### **General Concerns**

The Oxford Public Schools recognizes the proliferation and, in some instances, usefulness, of online conversation between employees and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. Should an employee "friend" a student on Facebook, subscribe to a student's "twitter" account, regularly engage in email "chat" with a student, exchange text messages with students or engage in other electronic communication, the school district is concerned, and the employee should be concerned, that such activities may undermine the employee's authority to maintain discipline, encourage inappropriate behaviors and compromise the employee's ability to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the employee's, as well as the school districts', ability to retain public records in accordance with the requirements of the Commonwealth's public records laws.

The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, an employee communicates outside of these resources, such information is not retained. The burden falls on the employee to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

### **Expectations of Staff**

With these concerns in mind, the Oxford Public Schools has instituted this "Social Networking Policy," and announces its expectations for staff members' use of social networks such as but not limited to Facebook, Linked-In, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.

Before endeavoring to establish any social networking account, employees should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be "private" becomes "public" due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.

You must also know that any information you share privately with a recipient could be redistributed by such recipient, without your knowledge or consent. The same principles you apply to in-person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly “private.”

The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an employee wishes to establish a Facebook or personal email account through which he or she will communicate with students, he or she should establish a Facebook identity and email identity that is separate from his/her “personal” Facebook identity or personal email account. He/she should only use his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The “friends” associated with such educational Facebook account should only be members of the educational community, such as administrators, employees, students, and parents of such students. It is strongly recommended that employees will reject friend requests from individuals who do not fit into any of these categories.

At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an education Facebook account, an employee may not post confidential student information on the “wall”, the “information” section, or through any part of that Facebook account that would be accessible to other of the Employee’s Facebook “friends” associated with that account. If an employee wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.

Employees are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or teacher web pages. Use of one’s personal email account or social networking account to discuss school business with students and parents is discouraged. It should be noted that, just because an employee uses his/her personal email as opposed to school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district’s automatic email archiving system. We again remind employees that information sent or received by them, even through personal email or social network accounts that are related to their capacity as a school employee, are still subject to public records retention, exemption and disclosure requirements.”

If an employee conveys school related messages to students and parents on his/her private account, he/she should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and regard its privacy, as he/she would any other document concerning that student. The employee should forward copies of any such emails or online communications to his or her

school based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or received by a public employee in his or her capacity as such is subject to retention, and perhaps disclosure under the public records law.

No matter what medium of communication an employee selects, he/she should adhere to appropriate employee/student boundaries. You are a role model, not a student's friend, and you should always conduct yourself in accordance with this understanding.

This policy is not intended to infringe upon an employee's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of your job duties. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee and not as a citizen, restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an employee who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

Employees are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an employee. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student that such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. An employee may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school sponsored events for which employees serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school based email accounts, school provided telephones or school based web pages. In such limited circumstances, the district anticipates that employees will make reasonable use of their cell phones or smart phones to convey time sensitive information on scheduling issues and the like.

Employees may not access their personal email accounts or private Facebook accounts using school district computer resources.

If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you "speak for the school district." Therefore, all of your online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district.

In the use of your Facebook account or other social networking site, you may not, without express permission from the Superintendent of Schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.

References to "Facebook" are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy.

Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

[Adopted - March 8, 1999]

[Revision Adopted - September 5, 2003]

[Revision Adopted - June 22, 2009]

[Revision Adopted - September 26, 2016]

### **Computer and Internet Acceptable Use Policy Agreement Acknowledgment For Students, Parents/Guardians.**

Computer and Internet Acceptable Use Policy Acknowledgment for students and parents is included as part of the Handbook Acknowledgment. This form is sent home with each student at the beginning of each school year and must be signed by both the student and parent regardless of age. Copy of the Handbook Acknowledgment is on the last page of handbook.

## **1:1 INITIATIVE - CHROMEBOOKS**

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### **Initiative Guidelines OHS 1:1**

Initiative As part of our school improvement work, we are excited to propose launching a 1:1 initiative at Oxford High School in grades 8-12. A 1:1 initiative would position Oxford High School to allow us to be the premiere school in the area and would ensure that ALL students have access to 21st Century technology. Professional development will be provided throughout.

All students enrolled in Oxford High School will be issued a 1:1 device to be used as an educational tool and should be used in that capacity. Students and families are responsible for any costs associated with repairing or replacing any device due to damage, negligence or theft.

### **Why 1:1?**

More engaged learners. A four-year study of 5,000 middle school students in Texas found that those engaged in laptop immersion programs were less likely to have disciplinary problems (but slightly more likely to be absent from school) than students in schools without laptops (Shapley et al., 2009).

Better technology skills. The Texas study also found that the technology skills of students in the laptop programs improved significantly— so much so that after three years, low-income students in the laptop schools displayed the same levels of technology proficiency as wealthier students in the control schools (Shapley et al., 2009).

Cost efficiencies. Proponents of one-to-one programs also assert that such programs create savings in other areas, including reduced costs for textbooks, paper, assessments, and paperwork, as well as a reduction in disciplinary actions (Greaves, Hayes, Wilson, Gielniak, & Peterson, 2010).

## **General Information**

The procedures and information within this document apply to the Chromebooks that are distributed at the Oxford High School. Teachers may set additional rules, expectations, and requirements for use in their classroom.

### **A. Receiving your Chromebook**

1. Chromebooks will be distributed during scheduled times with a student's homeroom teacher and will take place during the school day. Parents & students must sign and return the Chromebook Acceptable Use and Student Pledge document, return the Chromebook Option selection document, and provide any applicable payment before the Chromebook can be issued to their child.

### **B. Returning your Chromebook**

1. If a student transfers out of the Oxford Public School District during the school year, the Chromebook will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Oxford High School for any other reason must return their Chromebook with accessories on the date of termination.

### **C. Security**

1. Students are responsible for the security of their devices at all times. Any loss or theft must be reported to the school, technology staff and/or local police immediately. If you purchase the appropriate insurance, you should submit a claim. If not, a check with the total cost of replacement will be given to the school.
2. Each device is issued and registered to an individual student. The student is responsible for their assigned device at all times.
3. For the Chromebook, students need to log out of their device to keep their content secure.
4. Compliant Internet Filtering (CIPA) and monitoring is available within our school network but is NOT available for home use. It is the sole responsibility of the parents/guardians to monitor and filter their home wireless Addendum to Student Handbook Approved by School Committee September 26, 2016 network.
5. Wireless network services are available within the High School.

### **D. Responsibilities**

1. Cost for replacement and/or the repair due to damage, negligence or theft that occur to the device while it is assigned to the student are the sole responsibility of the undersigned parent/guardian.
2. Devices and accessories must be returned in good condition and in working order as determined by the Oxford Public Schools Technology staff.
3. Devices must be returned to the school if the student is no longer enrolled at the school.

4. Students are responsible for the charging of their device and ensuring that the charged device is available for all of their classes. Students should plan on charging their devices while at home for use the next school day. Options for charging at school are limited.
5. Personal use of the devices in school should be limited and only allowed with a teacher's permission.
6. Taking appropriate care of the device will help ensure the device stays in good condition.

#### E. General Care

1. Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
2. Care should be taken to prevent the devices, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
3. Avoid exposure to long-term temperature extremes.
4. The screen of the devices can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.
5. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type. Do not lean on or place anything heavy against the screen.
6. If carrying a device in a backpack, take care it does not receive extreme or uneven pressure against the screen. Dropping or banging a backpack while carrying the device can result in damage to the device.

#### F. Security and Identification

1. Devices are very portable and can be taken easily. Students must secure the device at all times and take precautions to prevent it from being stolen.
2. Devices should not be stored in a vehicle and should never be left in view inside a vehicle.
3. Students should ensure the label with their names is present and visible on the back of the device for easy identification. All devices must be registered with the school, including the device's serial number.
4. All devices must be attached to the management system as set up during deployment. Removing a device from the management system will be subject to disciplinary action.

#### G. Downloading Content

1. Students are prohibited from gaming, downloading of movies, or any such activities in any Oxford Public School building as stated in the district's Acceptable Use Policy unless explicitly directed to by a teacher.

#### H. Personal Media

1. Appropriate personal content, e.g. photos, videos, music and personal apps, are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.



2. Inappropriate media may not be stored on the devices at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, Addendum to Student Handbook Approved by School Committee September 26, 2016 alcohol, drugs, and violence. Possession of pornographic materials associated with minors is governed by both school policy and by law. Students are advised that any infractions of this policy may be dealt with as a criminal offense. Please refer to school policy.

#### I. Software and App Updates

1. Students should perform all updates on the devices as required.

#### J. Device Backup and Data Security

1. For the Chromebook, typically all content is saved and stored on the student's Google drive so minimal data is saved to the device itself. The Google drive is accessible from any device with an internet connection. Use of the devices at School
2. Students are required to bring the device to school every day. Students must bring their device to all classes, unless specifically instructed not to do so by their teacher.
3. Devices must be brought to school each day fully charged. Options to charge at school will be limited. To ensure they are charged, students should charge the devices at home each night.
4. Not having a device or not having your device in working order will not be an excuse for not participating in class or not completing assignments.
5. Each class may have individual consequences for students who do not bring their devices.
6. If students leave their device at home, they are still responsible for getting the course work completed on time.
7. Coursework not complete due to not having the device in class will be subject to the same consequences as other incomplete work.

#### K. Devices Left in Unsupervised Areas

1. The device is the sole responsibility of the student. Under no circumstances should devices be left in an unlocked or unsupervised area. Any device left unattended is at risk of being stolen or damaged. If a device is found and is unclaimed, it will be taken to the main office.

#### L. Sound, Music, Games and Headphone Use

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students may not wear headphones to listen to music or other media on the devices or other device unless it is directly related to the classroom instruction and directed by the teacher.
3. Students may not play non-instructional games on the devices at any time. Instructional games may be used under the direction of the teacher.

## M. Printing

1. Many assignments will be distributed, collected and filed electronically with the device. This will reduce the need for some printing. Students will be given instruction on how, when and where to print content from the devices at school.

## N. Internet Access

1. Students will be instructed regarding the setup of wireless networks at school.
2. Students are prohibited from taking any action to bypass Oxford Public Schools' security and filtering systems on any device or machine while on school property.
3. Students are permitted to set up additional wireless networks on their devices for off-campus use. Devices on the school network will have internet activity filtered and monitored. Appropriate Use Addendum to Student Handbook Approved by School Committee September 26, 2016
4. Students are responsible for the safety, maintenance and activity of their own device. Students must never loan the device to another student for any reason.
5. Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include but are not limited to texting, FaceTime and social networking, and are not permitted during class time.
6. Students will not alter the device in any way. Removal of the device from the management system and or removal of security certificates are prohibited and will result in a disciplinary action.
7. Unauthorized access to another's devices or accounts, will be treated as theft or hacking and will be handled according to school policy.
8. Copyright laws, plagiarism and computer hacking are punishable offenses. If a student is in doubt, it is the student's responsibility to seek guidance from a teacher or the Media Specialist.

## O. Audio/Video Recording and Photos

1. Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach or responsible faculty member.
2. At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
3. Students must not share any audio, video or photographic likenesses without express consent from all parties involved.
4. No recording in private areas such as bathrooms and locker rooms. Recording or photo equipment is not to be used in these areas at any time.
5. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

## P. Managing Files and Saving Student Work

1. Students need to manage and save their own work. They are responsible for understanding how to do this with their Chromebook. Assignment instructions will be provided by classroom teachers. Support is available in the media center and by the helpdesk staff.

#### Q. Privacy

1. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

#### R. Reporting Damage or Other Chromebook-Related Issues

1. Students should notify a staff member or contact Tech Support at [techsupport@oxps.org](mailto:techsupport@oxps.org) immediately if a device is damaged or miss

### **Insurance Policy**

All Chromebooks purchased for the Oxford Public Schools 1:1 program are covered by a 3 year manufacturer's warranty. This covers the Chromebook for manufacturing defects, parts and labor. This does not cover damage, loss, or theft. Any issues not covered by the warranty will be paid by the student or parent including full replacement value of the Chromebook.

We will offer additional, optional insurance coverage to families. The coverage offered provides full replacement coverage for a full calendar year. The Chromebook would be covered for accidental damage including drops, spills, theft, fire, flood, and natural disaster. The cost for this insurance will be \$30 and must be renewed annually.

Acknowledgement of Receipt and Insurance form are sent home with students at the beginning of the school year. A copy of this form can be found at back of handbook.

## **ATTENDANCE POLICY**

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Oxford High School is committed to offering quality instruction to all students on a daily basis. Students need to be in the classroom to benefit from teacher instruction and from interactions and exchanges of ideas with peers in accordance with Massachusetts General Law Chapter 76, Sec 1. Parents/guardians have the responsibility for ensuring that students attend and remain at school daily (Massachusetts General Law Chapter 76, Sec 1). When a child is going to be absent, the school district requires the parent/guardian to call the school to inform them of their child's absence (Massachusetts General Law Chapter 76, Sec 1A). To call your child out absent, please call (508)978-6081 and follow the prompts. Please note: a parent call does not excuse your child's absence. If a student is absent and the school is not notified, the school will notify the student's parent/guardian (Massachusetts General Law Chapter 76, Sec 1B). Therefore, it is important that parents/guardians provide their current contact information to ensure proper notification can be made. Note that students who are absent during the school day are not permitted on the school campus for any after school activities of any type on that day. Exceptions may only be granted at the discretion of the administrator.

### **Absences**

- A. While we encourage students to attend school each and every school day, there are times when being absent from school is appropriate and legitimate. Legitimate absences from school are excused. Absences from Oxford High School for the following reasons will be excused:

1. a long-term illness (four or more consecutive school days) or medical condition verified by a physician's letter upon a student's return to school
2. short-term illness verified by a physician's letter upon a student's return to school
3. disability related absences verified by appropriate documentation
4. bereavement absences after the death of an immediate family member verified by a note from a parent/guardian upon a student's return to school
5. court appearances as verified by court documentation upon a student's return to school
6. school-sponsored events such as field trips, assemblies, etc., with prior approval from administration
7. school-imposed absences for suspensions (OSS and ISS)
8. religious holidays verified by a note from parent/guardian upon a student's return to school
9. college visits (a maximum of two days per term in the junior and senior years) when accompanied by documentation from the college upon return to school
10. extenuating circumstances as approved by administration

B. Students who are chronically absent (attend school less than 90% of the time) for reasons other than those identified above are subject to the following guidelines:

1. Credit **may be** forfeited for all full year courses in which a student has accrued 18 or more **unexcused** absences pending review by the Student Support Team
2. Credit **may be** forfeited for all semester-long courses in which a student has accrued 9 or more **unexcused** absences pending review by the Student Support Team
3. Upon notification of the Student Support Team's decision to deny credit to a student the student may appeal the decision in writing to the Principal within one week (seven days)
4. Appeal Hearings will be conducted by the Principal within one week of the request

**\*Please note that filing an appeal does NOT guarantee that credit will be restored, as a result, students should make every effort to maintain good attendance as the loss of credit may result in a student being denied promotion to the next grade and/or failing to graduate on time.**

**\*\*Parents and students are encouraged to make medical appointments outside of school time (7:15am-1:45pm) whenever possible. In the event that a medical or dental appointment must be made during the school day it is expected that the student be dismissed from school and return to school upon conclusion of the appointment with a medical/dental note.**

#### C. Administrative Corrective Procedures for Absences

Administration and Guidance monitor student attendance on a daily basis. The following procedures will be used for monitoring student absences:

**Step One:** When a student has a total of five (5) unexcused days of non-attendance during the first marking period, the parent/guardian will be contacted to notify them of the unexcused absences and to develop action steps to improve student attendance (Massachusetts General Law Chapter 76, Section 1B)

**Step Two:** When a student has a total of seven (7) full days of non-attendance in 1<sup>st</sup> and 2<sup>nd</sup> quarter or 10 absences in 3<sup>rd</sup> or 4<sup>th</sup> quarter, then a letter will be sent to the student's parent(s) or guardian(s) warning the family that the student is at risk of requiring an intervention and requesting them to contact the school to arrange a meeting with the school counselor. The meeting will focus on the concerns associated with the student's attendance and develop an action plan to support improved attendance (Massachusetts General Law Chapter 76, Section 2).

**Step Three:** If a student continues to be absent from school and the number of non-attendance day's reaches fourteen (14), a meeting will be held with students, their families, school counselors, and administrators to explore ways to improve school attendance. If following interventions school attendance continues to be a concern a consult will be made between the school, DCF, and Dudley District Juvenile court as to further action.

Continued absenteeism for students above the age of 16 may result in the loss of social privileges within the school community (i.e. attendance of extra-curricular activities, participation in clubs/activities/athletics, the right to drive to school, etc.)

### **Dismissal and Tardy**

Requests for early dismissal from school should only be made for serious reasons that are unavoidable. Medical and other appointments should be scheduled for after-school hours whenever possible. In the event that a dismissal is necessary the following procedures will be observed:

#### **A. Dismissals**

1. Students who must be dismissed from school before 1:45 p.m. are required to present a note from a parent or guardian to the Main Office prior to the first period. Parental requests for early dismissal of a student, whenever possible, will be verified through a telephone call to the parents making the request.
2. Written documentation of the appointment must be submitted to the main office upon return.
3. All students must sign out at the Main Office and leave the school campus promptly through the Main Entrance only.
4. Approval for dismissal is at the discretion of the administration. Students dismissed early will not be allowed to participate in after-school activities on that date without prior administrative approval.
5. In the case of a student's illness at school, the school nurse will authorize the dismissal and will notify the parent. For the dismissal to be authorized, the parent or other responsible person must provide transportation. In cases of emergency, the school will make arrangements for transportation.

#### **B. Tardies**

Oxford High School begins each day promptly at 7:15 am. All students are expected to be in their assigned classes at that time. Any student who has not reported to their appropriate class prior to the bell is considered tardy. Students that are chronically tardy to school will face the following disciplinary action:

1. After 5th Tardy: Office Detention
2. After 8th Tardy: Call to parent or guardian.
  - a. Social Suspension up to one week
3. After 10th Tardy: Meeting with administration and parent or guardian.
  - a. Social Suspension up to two weeks
4. Any Additional Tardies: Progressive Disciplinary Action and Parental Meeting Required.

\*Social Suspension includes, but is not limited to:

Athletics- participation and/or attendance

School Sponsored Activities/Events- dances, clubs, non-instructional field trips, class trips, prom

Driving Privileges

Senior Privileges

[Approved by School Committee, August 21, 2017]

## **STUDENT SERVICES**

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### **Counseling Services**

Oxford High School recognizes providing students with access to comprehensive counseling services is a necessary support in order to ensure that all students graduate college and career ready. As a result, the Counseling Services Department at Oxford High School consists of three guidance counselors whose role is to primarily provide academic advisement (course selection, college and career search and application, regular transcript review, etc.) and one school adjustment counselor whose role is to provide social-emotional support as well as coordinate communication between the school and any outside agencies that may be working to support the social-emotional and mental health needs of our students.

In order to request an appointment students are asked to sign up with the guidance department secretary before school, during passing time, during lunch or after school and to provide a general reason for the request (i.e. academic counseling, personal, etc.). The appropriate counselor will then schedule a time to meet with the student in order to eliminate missed instructional time. In the event of an emergency a counselor or member of administration will be notified immediately to assist the student in need.

### **Schedule Changes**

Students are scheduled to classes that they elected to take. As a result, schedule changes will only be honored for legitimate reasons. Some examples of reasons that schedule changes may be made include but are not limited to:

Prerequisite coursework not yet completed

Academic challenge (i.e. moving up from College & Career Success Prep to an Honors level course)

Schedule a course required for graduation or promotion

College or career interests (within the first two weeks of the course only)

Students will not be allowed to change schedules merely because of a conflict of personality with a teacher. In the event that there is an issue between the student and a teacher the appropriate chain of communication is expected to be followed as outlined in this handbook under the section "Addressing Questions & Concerns."

In the event that a schedule change must be made then the student will be required to complete a change of schedule form which should be signed by a parent/guardian and returned to guidance. Students are expected to report to their assigned class until the form has been returned AND approved by guidance.

### **Withdrawal and Transfer From School**

**Withdrawal:** A student may not withdraw from school before the age of sixteen. After the age of sixteen and before the age of eighteen, a student may withdraw only with written permission from his/ her parent or guardian. All books, equipment, and other items that belong to the school must be returned and the student must meet with guidance and administration in order to complete an exit interview during which time guidance will provide available alternative educational programming information to the student and their parent/guardian.

**Transfer:** A student who transfers from Oxford High School to another school should follow this procedure.

- A. Notify their guidance counselor AND administration of the intention to transfer
- B. Return all books, equipment, and other items that belong to the school.
- C. Provide information about the school to which the student will be transferring so that guidance can verify the transfer and ensure all necessary educational documents are sent to the new school.

***\*Failure to comply with this rule will delay the issuance of transfer papers.***

### **Health Services**

The Health Office is located on the first floor adjacent to the Main Office. A registered nurse is on duty during the school day.

Students must comply with the following regulations for visiting the school nurse:

In cases of illness, injury, or emergency, notify one's teacher and go immediately to the Health Office.

In cases of non-emergencies, students should visit the nurse during passing time, before or after school, during lunch or at a time that is least disruptive to instruction.

A dismissal from school for illness or injury may be authorized only by the nurse or by an administrator and only if the parent/guardian or other responsible person named by the parent/guardian is able to provide transportation.

Any student taking prescribed medication should notify the nurse of this fact.

**Immunizations:** Proof of required immunity per state regulations must be present prior to entrance. Mandatory booster vaccines will be brought to your attention as necessary during the school year.

**Physical Examinations:** All entering students are required to have a current physical examination within 1 year prior to entrance or within 30 days after school entry, and grade 10. To participate in a sport, a physical examination is required **every 13 months** and must be given to the school nurse prior to trying out.

**Medication:** Under Massachusetts law the school nurse must have a medication note from the doctor to administer any medication whether it is prescription or over-the-counter (OTC). Prescription medications that must be taken during school hours are to be brought to school by a responsible adult, in the original container, with the correct pharmacy label. A school permission form must be signed by the parent/guardian. All short term prescription medications (under 10 days) may be given without an individually signed doctor's order if brought to school in the pharmacy labeled container. All long term, or OTC medications will require a doctor's order in order to be given by the school nurse. All medications will be kept locked in the health office and administered by the school nurse at the appropriate time with an effort made not to disrupt class time.

Reference School Committee Policy Manual

Administering Medicines to Students - JLCD

### **Library Media Center**

Students are encouraged to utilize the library facilities. The purpose of the library is to make available a variety of books, periodicals, research materials, and computer software that stimulate learning and interest. Students should conduct themselves with consideration for the rights of others.

The library may be used during the student's academic lab or after school. A student desiring to use the library during an academic lab should observe the following procedure:

- A. Obtain a library pass from his/her academic lab teacher.
- B. Report directly to the library. A student arriving after the late bell rings will not be allowed to enter the library, but will report, instead, to the academic lab.
- C. Sign in with the librarian at the main desk. Names of students in the library will be forwarded by the librarian to the respective academic lab.
- D. Remain in the library for the entire period.
- E. To request lavatory privileges, follow the rules which apply in the classroom and academic lab. A pass slip must be obtained from the librarian.



# ATHLETICS

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Interscholastic athletics at Oxford High School are governed by the rules of the Massachusetts Interscholastic Athletic Association, by the rules of the Southern Worcester County League, and by the additional regulations established by the school and the individual sports.

Athletic Council – The purpose of the Athletic Council, comprised of the principal, the assistant principal, the athletic director, a guidance counselor, and the coaches of Varsity Sports, is to develop the philosophy of, and to formulate rules and policy governing, interscholastic competition.

The group meets during the school year whenever necessary to resolve matters regarding its attention.

## **Eligibility for Participation in Interscholastic Athletics**

Each participant in interscholastic sports must have a physical examination within one calendar year of the starting date of practices: which is good for 13 months from the date of the exam by the school or family physician prior to participating on school teams.

Massachusetts Interscholastic Athletic Association (MIAA) rules will be followed to determine eligibility.

Each participant must have written permission, on file, from his/her parent or guardian. Students must pay an Athletic User Fee to participate in sports. \$100.00 for the first sport, \$50.00 for the second sport, and students who play a third sport will play at no cost. There is a maximum payment of \$300.00 per family.

Travel – All travel to and from school sponsored athletic events must be in school-authorized conveyances.

A student must pass at least five full-time courses to be eligible to try-out or participate in a sport.

## **MIAA (Massachusetts Interscholastic Athletic Association) Part I – Chemical Health Rule, Rule 62: Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco**

**62.1** During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

The MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

### **Minimum Penalties First Violation:**

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

# of Contests per Season	# of Contests Suspended
1-7	1
8 - 11	2
12 - 15	3
16 - 19	4
20 or over	5

### **Second & Subsequent violations:**

When the Principal confirms, following an opportunity for the students to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e., all fractional part of an event will be dropped when calculating the 60% of the season.

# of Contests per Season	# of Contests Suspended
1 - 3	1
4	2
5- 6	3
7 - 8	4
9	5
10 - 11	6
12 - 13	7
14	8
15 - 16	9
17 – 18	10
19	11
20 or over	12

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of

a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. all fractional part of an event will be dropped when calculating the 40% of the season.

# of Contests per Season	# of Contests Suspended
1 - 4	1
5 - 7	2
8 - 9	3
10 - 12	4
13 - 14	5
15 - 17	6
18 - 19	7
20 or over	8

### **Participation in Events After Absence or suspension**

Students will not be allowed to participate in an athletic event on the same day they are absent from school unless the absence has been excused in advance by the principal or unless the absence is the result of a school-sponsored activity such as a field trip.

Students who have been given out-of-school suspension will not be permitted to participate in, nor attend, a school sponsored event.

### **Behavior of student-athletes**

The student-athlete, as a representative of his/her school and town, must, at all times, exhibit self-discipline, common sense, and respect for the rights and property of other individuals.

On the playing field and court, players must demonstrate good sportsmanship and fair play. In addition, they must not, by their actions, do anything to encourage inappropriate conduct among spectators.

### **Disciplinary action**

Violation of school or team rules may result in suspension or expulsion from the team.

### **Concussion Policy**

**For Athletes:** All athletes, prior to trying-out, must be aware that the Oxford Public Schools conforms to the concussion policy put forth by the Commonwealth of Massachusetts. This policy includes mandatory education regarding concussions, for both student and the parents/guardians. Our education program follows guidelines set forth by the Centers for Disease Control. The family unit is to complete an online course, and sign a form stating that this has been done, and that the student and parent/guardian have read and discussed the written information provided. This form is to be returned to the Athletic Director.

For all suspected concussions, the athlete must be immediately removed from play. The student must then be evaluated by qualified healthcare personnel i.e. Emergency Room Physician, Urgent Care Physician, or Primary Care Physician on the same day. Written documentation of the medical evaluation must be turned in to the school nurse the next day the student returns to school Included in this documentation should be the length of time the doctor advises the athlete to be out of play.

This documentation will then be forwarded from the school nurse to the coach, and Athletic Director. After the recovery period has concluded, the student must again receive a medical evaluation, and written documentation that the student may return to play. This again is forwarded from the nurse to the coach, and Athletic Director.

Concussions affect not only the athletic participation, but the ability to complete schoolwork. Once notified that a student has suffered a concussion, the classroom teachers will be notified so that the student may follow a Post-concussion Graduated Reentry Plan.

**For All Students:** Once a student has suffered a concussion, even outside of school, the school nurse must be notified, as the classroom teachers must be made aware, and if the student is currently in Physical Education, the student must have medical documentation stating how long the student must sit out.

After the recovery period has concluded, the student must be medically evaluated again, and written documentation from the doctor be presented to the nurse stating that the student may resume P.E. Please note this policy adheres to State Law. Young children and teens are more likely to get a concussion, and can take longer to recover than adults.

**Athletic Awards**

The awarding of letters and other athletic honors will be determined by the rules established by the Athletic Council.

An athletic season begins on the practice date of that season and ends on the final post-season competition date and/or last state tournament of any sport in that given season regardless of whether or not the athlete participates in that tournament.

**Athletic Programs**

Oxford High School Athletic Programs		
Fall	Winter	Spring
Cross Country	Basketball	Baseball
Cheerleading	Cheerleading	Softball
Field Hockey	Winter Track	Spring Track & Field
Football		
Golf		
Soccer		

## TRANSPORTATION

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### **Bus Transportation & Regulations**

Students who are transported to and from school by bus are under the jurisdiction of the school administration from the time they head to the bus stop in the morning until the time they return home in the afternoon.

During the transportation period, therefore, students must comply with the rules and regulations which apply during the school day, as well as the specific regulations listed below. At the bus stop and on the bus, students should always remember that courtesy and safety are the most important criteria for behavior.

### **Bus Regulations**

- Arrive at the bus stop on time. Observe safety traffic rules while waiting for the bus.
- After boarding the bus, take a seat and remain seated until the bus reaches its destination. Use emergency doors and windows for emergencies only. Avoid touching any safety equipment on the bus.
- Do not litter.
- Do not deface or damage any part of the bus. Students who do so will be required to make restitution for the damage.
- Do not smoke on the bus.
- Keep all articles, such as books, musical instruments, athletic equipment, etc., out of the aisles.
- The school bus driver has the same authority on the bus that the teacher has in the classroom. Any reported violation of rules will result in penalties, possible revocation of the student's right to ride the bus.
- Students are expected to follow any other posted or communicated regulations for behavior as implemented by the Bus Co. not specifically articulated in this handbook.

REF: Oxford School Committee Policy Manual = Student Conduct on School Buses (EEAEC)

### **Automobiles and Parking**

Students' ability to drive to and from school and park on school property is a privilege that can be revoked by school administration.

Only registered vehicles will be allowed on school property. The safe operation of motor vehicles is absolutely essential. Failure to exercise the proper care and caution in operation of motor vehicles will result in loss of parking privileges at school and may also result in progressive disciplinary action being taken by administration.

In order to receive a school parking permit students must be academically eligible, by MIAA Standards, to drive to school. Specifically, no student will be allowed to receive or maintain a

parking permit unless they have received a passing grade in 4 courses, (must be 5 credit courses), the previous marking period. Students who do not meet this standard will be reviewed again when grades for the next marking term are officially distributed on report cards only, (no mid-term progress reports).

Any student that drives a motor vehicle to school must register their vehicle by completing the online Parking Permit Form found on the Oxford High School website. Student will be issued a numbered permit which can be picked up in the main office. Parking permits must be displayed in plain view.

## GENERAL INFORMATION

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### Advisory Program

The first week of school each student will be assigned to an Advisory. The purpose of the Advisory Program is to establish a formalized program in which every student has a strong, positive relationship with an adult other than their guidance counselor. The program will therefore seek to promote a sense of belonging as well as engage students in forming the habits of mind necessary to achieve academic success. In an effort to ensure that the relationship is strong, students will remain with the same advisory teacher for the duration of their time at Oxford High School. In addition to their regularly scheduled Advisory Periods, the advisory program may meet at various times throughout the school year as announced by administration.

### Lockers and Authorized Locks

On the first day of school, each student is assigned a locker for the storage of books and other equipment necessary for school or a school sanctioned activity.

Master locks will be provided to all students on the first day of school. Students are expected to keep these locks while they are at Oxford High School and return them when they leave. Students will be assessed a fee of \$5.00 for lost locks. Students who fail to fulfill their responsibilities for lost school items, including locks may forfeit the privilege of participating in senior week activities, including attending the prom and/or graduation.

Student owned locks are not allowed on any locker in the school (School locks are available to PE students through the PE teacher). Any personal locks will be cut unless authorized by the administration.

Students are required to abide by the following regulations:

Keep the locker in good, clean condition

Keep the locker locked at all times

Do not exchange lockers with another student except with permission of the main office. Do not store valuables in the lockers

Obtain materials from your locker before school, during passing time, and/or lunch period as your schedule permits **(Regardless of when students use their locker, they are expected to arrive to class on time)**

Students who misplace their school-issued lock are encouraged to purchase a new school lock immediately to secure his/her locker as the school is not responsible for items stolen or misplaced from lockers; in addition unauthorized locks will be cut from lockers

## **Search of Students' Lockers**

All lockers available to students are the property of the Oxford Public Schools. Use of lockers is regulated by the school Administrators have therefore have the right to search a locker or lockers when they have reason to believe that the content of such locker or lockers might jeopardize the safety or well-being of the school population and/or the school building. If at all possible, the student whose locker is being searched should be present at the time of the search.

REF: Oxford School Committee Policy Manual: Drugs And Weapons Policy (JICH)

## **Assemblies**

Assemblies are held at various times throughout the year for the purpose of presenting awards, for inductions, and for the presentation of educational and/or entertaining performances.

Unless otherwise directed by administration, students should comply with the following procedure(s):

- At the appropriate time, proceed to the auditorium promptly and quietly with the class and teacher to whom they are assigned at the assembly start time.
- Give courteous and respectful attention to the speaker(s) and/or performers.
- Leave the assembly when dismissed and report directly to the class for which they are scheduled to be in at the time of the assembly's dismissal.

## **Fire Drills**

In compliance with State Laws, Oxford High School holds fire drills at regular intervals throughout the school year in partnership with the Oxford Fire Department. The purpose of fire drills is to ensure a speedy and orderly evacuation of the building in case of actual fire or other serious emergencies.

Teachers will acquaint their students with the directions for fire drill procedures, which are posted prominently in each room. When the fire alarm is sounded, teachers are responsible for the evacuation of their classrooms. Students will be quiet and orderly and will, under the direction of their respective teachers, vacate the building as quickly as possible and report to the designated evacuation location. If the alarm sounds during the passing period, students will proceed immediately to the nearest exit. Everyone will remain outside the building until administration in conjunction with emergency personnel gives the signal that it is safe to return to the inside of the building.

The elevator should not and will not be used by any student or faculty member during the fire drill procedures.

## **Lockdowns**

During some emergencies, teachers and students will be asked to lockdown and shelter in place. During lockdowns administration or another building leader will initiate the lockdown. Teachers, students and staff members should remain locked down until administration has given the all clear signal.

## **Intruders or Violent Emergencies (A.L.I.C.E.)**

Unfortunately in today's day and age the possibility of school intruders and violent emergencies exists. As a result, teachers, students and all staff members must be prepared to react quickly in order to protect lives. In order to empower our faculty, students and staff, the Oxford School District has endorsed and implemented the A.L.I.C.E. protocol as our response to such emergencies.

A.L.I.C.E. is an acronym meant to help teachers, students and staffs react quickly and to make decisions based upon their best judgement under what will undoubtedly be extremely stressful conditions. ***The A.L.I.C.E. protocol is therefore not intended to be followed step by step, but is meant to help guide the response of all Oxford High School community members.***

**Alert-** The building will be notified of the exact threat that may be in the building

**Lockdown-** Staff and students to go to a locked room, move away from the door and remain silent.

**Inform-** Staff will wait for any real time updates to be prepared to make decisions of possible evacuation.

**Counter-** Staff and students will prepare to counter and disrupt the intruder if they enter the room.

**Evacuate-** Staff will determine if it is safe to evacuate or remain in lockdown until the crisis is over.

This protocol is reviewed and practiced periodically by teachers and students in order to ensure emergency preparedness for all members of the Oxford High School community.

### **Elevator Use**

The use of the elevator at Oxford High School is reserved for those students who are handicapped or temporarily incapacitated. Permission to use the elevator must come from the administration. To do so, a student must obtain a pass from the nurse or from the Main Office and return it daily to the Main Office. Instructions for the use of the elevator will be provided by the administration. A student using the elevator will be allowed to have only one other student help him/her. ***The elevator is not to be used by anyone during fire drill procedures.***

Students who need use of the elevator will be issued a key daily. Key will be returned to the Nurse at the end of each day. Loss of key will result in student reparation for replacement key.

### **Bulletin Boards**

The purpose of the bulletin boards located throughout the building is to inform students and staff about official school news, promote Pirate pride, school sponsored events, and celebrate student achievement. Students must obtain permission from the administration before posting any notice, announcements, other written information or pictures. The use of bulletin boards by outside groups is allowed only with special permission from the administration.

### **Announcements**

At the beginning of the 3 period of each day, announcements are made over the public address system. These announcements keep the entire school population informed of meetings, events, and changes in schedule.

Any member of the school community who wishes to have an item included in these daily bulletins should, on the preceding day, email information to the Principal's Secretary no later than 2:15 p.m. the prior day. ***The only exception is for the purpose of sharing student performance results from school sanctioned events which should be emailed directly to the Principal by 7:15 a.m. each day in order to be included in the daily announcements.***



## **Lost and Found**

Lost and found is located in the Main Office. Faculty, students and staff are expected to turn in for safe keeping any item of value that is found in the school building. Whenever possible, administration will immediately return lost items to their rightful owner. In the event that it is not possible to determine who a lost item belongs to it will remain in the Main Office for one month after which time it may be disposed of or donated to charity.

Faculty, students and staff are advised not to bring in valuable items or large sums of money into school. The loss of a valuable item should be reported immediately to the office. The school, however, will not assume responsibility for lost or stolen items.

## **Work Permit**

Students aged sixteen or over may obtain a work permit from the Main Office. Proof of age – a birth certificate, driver's license, or baptismal certificate must be submitted. Students under the age of sixteen must obtain work permits from the office of the Superintendent of Schools. These students must also submit proof of age.

## **School Closings and Delays**

The decision to cancel or delay the opening of school for any reason is made by the Superintendent of Schools. Whenever school is closed or opening delayed an announcement will be made via local media stations, as well as through the use of social media and/or the school's website.

Announcements regarding closings or delays can often be found on Fox 25, Ch. 4 (WBZ), Ch. 5 (WCVB) and Ch. 7 news and on the Oxford Public Schools web page [www.oxps.org](http://www.oxps.org).

## **PARENTAL NOTIFICATION RELATIVE TO HUMAN SEXUALITY EDUCATION**

In accordance with General Laws Chapter 71, Section 32A, Oxford High School adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At various time, as needed, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that cover primarily human sexual education or human sexuality issues. The course instructors are responsible to assure the sending of the sexual education notices, to assure that parents know when sensitive topics are being discussed i.e.: AIDS/Sexual Education.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may: (a) Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the School Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy will be given an alternative assignment. (b) Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/ guardians may arrange with the Principal to review the most updated materials.

REF: Oxford School Committee Policy Manual:

Parental Notification Relative To Sex Education (IHAMA)

## **Animals in School**

No animal shall be brought to school without prior permission of the Building Principal.

The Oxford Public Schools are committed to providing high quality educational programs to all students in a safe and healthy environment.

School Principals, in consultation with the school nurses in each building, shall utilize the Department of Public Health publication "Animals in the Classroom: Recommendations for Schools," the Centers for Disease Control and Prevention publication "Guidelines for Animals in School Settings," and the Department of Elementary and Secondary Education publication "Dissection and Dissection Alternatives in Science Courses," as well as review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

REF: Oxford School Committee Policy Manual: Animals in School (IMG)

## **STATE AND FEDERAL LAWS**

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Oxford High School operates in compliance with the following State and Federal Laws:

### **Massachusetts State Law – Conduct and Discipline**

#### **Title XII, Chapter 71, Section 37H, 37H ½, 37H ¾**

**Section 37H:** The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

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

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention

plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

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

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

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

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

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

**Section 37H1/2.** Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending 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 expulsion.

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

**Section 37H3/4.** (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school

year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

## **Massachusetts State Law – Mandated Reporter**

### **Title XVII. Chapter 119. Section 21 and 51A**

**Section 21.** As used in sections 21 to 51H, inclusive, the following words shall have the following meanings, unless the context clearly otherwise requires:?

"51A report", a report filed with the department under section 51A that details suspected child abuse or neglect.

"Advocate", an employee of a governmental or non-governmental organization or entity providing appropriate services, or a similar employee of the department of children and families who has been trained to work and advocate for the needs of sexually exploited children.

"Appropriate services", the assessment, planning and care provided by a state agency or non-governmental organization or entity, through congregate care facilities, whether publicly or privately funded, emergency residential assessment services, family-based foster care or the community, including food, clothing, medical care, counseling and appropriate crisis intervention services, provided: (i) that such agency, organization or entity has expertise in providing services to sexually exploited children or children who are otherwise human trafficking victims; and (ii) that such services are provided in accordance with such regulations that the department of children and families may adopt or the policies of such department.

"Child", a person under the age of 18.

"Child advocate", the child advocate appointed under chapter 18C.

"Child requiring assistance", a child between the ages of 6 and 18 who: (i) repeatedly runs away from the home of the child's parent, legal guardian or custodian; (ii) repeatedly fails to obey the lawful and reasonable commands of the child's parent, legal guardian or custodian, thereby

interfering with their ability to adequately care for and protect the child; (iii) repeatedly fails to obey the lawful and reasonable regulations of the child's school; (iv) is habitually truant; or (v) is a sexually exploited child.

"Commissioner", the commissioner of children and families.

"Custody", the power to: (1) determine a child's place of abode, medical care and education; (2) control visits to a child; and (3) consent to enlistments, marriages and other contracts otherwise requiring parental consent. If a parent or guardian objects to the carrying out of any power conferred by this paragraph, that parent or guardian may take application to the committing court and the court shall review and make an order on the matter.

"Department", the department of children and families.

"Family requiring assistance", a parent, guardian, custodian, sibling and any relative or caretaker responsible for a child requiring assistance.

"Habitually truant", a school-aged child, not excused from attendance under the lawful and reasonable regulations of such child's school, who willfully fails to attend school for more than 8 school days in a quarter.

"Mandated reporter", a person who is: (i) a physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, optometrist, osteopath, allied mental health and human services professional licensed under section 165 of chapter 112, drug and alcoholism counselor, psychiatrist or clinical social worker; (ii) a public or private school teacher, educational administrator, guidance or family counselor, child care worker, person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth or licensed under chapter 15D that provides child care or residential services to children or that provides the services of child care resource and referral agencies, voucher management agencies or family child care systems or child care food programs, licenser of the department of early education and care or school attendance officer; (iii) a probation officer, clerk-magistrate of a district court, parole officer, social worker, foster parent, firefighter, police officer; (iv) a priest, rabbi, clergy member, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, person performing official duties on behalf of a church or religious body that are recognized as the duties of a priest, rabbi, clergy, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, or person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis; (v) in charge of a medical or other public or private institution, school or facility or that person's designated agent; or (vi) the child advocate.

"Parent", a mother or father, unless another relative has been designated as a parent as defined in section 1 of chapter 118 for the purposes of receiving benefits from the department of transitional assistance.

"Relative", the father or mother of a child; a stepfather, stepmother, stepbrother, stepsister, or any blood relative of a child, including those of the half blood, except cousins who are more distantly related than first cousins; any adoptive relative of equal propinquity to the foregoing; or a spouse of any such persons.

"Serious bodily injury", bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

"Sexually exploited child", any person under the age of 18 who has been subjected to sexual exploitation because such person:

(1) is the victim of the crime of sexual servitude pursuant to section 50 of chapter 265 or is the victim of the crime of sex trafficking as defined in 22 United States Code 7105;

(2) engages, agrees to engage or offers to engage in sexual conduct with another person in return for a fee, in violation of subsection (a) of section 53A of chapter 272, or in exchange for food, shelter, clothing, education or care;

(3) is a victim of the crime, whether or not prosecuted, of inducing a minor into prostitution under by section 4A of chapter 272; or

(4) engages in common night walking or common streetwalking under section 53 of chapter 272.

"Young adult", a person between the ages of 18 and 22.

Section 51A: Reporting of suspected abuse or neglect; mandated reporters; collection of physical evidence; penalties; content of reports; liability; privileged communication

Section 51A. (a) A mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (ii) neglect, including malnutrition; (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the department orally and, within 48 hours, shall file a written report with the department detailing the suspected abuse or neglect; or (iv) being a sexually exploited child; or (v) being a human trafficking victim as defined by section 20M of chapter 233.

If a mandated reporter is a member of the staff of a medical or other public or private institution, school or facility, the mandated reporter may instead notify the person or designated agent in charge of such institution, school or facility who shall become responsible for notifying the department in the manner required by this section.

A mandated reporter may, in addition to filing a report under this section, contact local law enforcement authorities or the child advocate about the suspected abuse or neglect.

(b) For the purpose of reporting under this section, hospital personnel may have photographs taken of the areas of trauma visible on the child without the consent of the child's parents or guardians. These photographs or copies thereof shall be sent to the department with the report.

If hospital personnel collect physical evidence of abuse or neglect of the child, the local district attorney, local law enforcement authorities, and the department shall be immediately notified. The physical evidence shall be processed immediately so that the department may make an informed determination within the time limits in section 51B. If there is a delay in processing, the department shall seek a waiver under subsection (d) of section 51B.



(c) Notwithstanding subsection (g), whoever violates this section shall be punished by a fine of not more than \$1,000. Whoever knowingly and willfully files a frivolous report of child abuse or neglect under this section shall be punished by: (i) a fine of not more than \$2,000 for the first offense; (ii) imprisonment in a house of correction for not more than 6 months and a fine of not more than \$2,000 for the second offense; and (iii) imprisonment in a house of correction for not more than 21/2 years and a fine of not more than \$2,000 for the third and subsequent offenses.

Any mandated reporter who has knowledge of child abuse or neglect that resulted in serious bodily injury to or death of a child and willfully fails to report such abuse or neglect shall be punished by a fine of up to \$5,000 or imprisonment in the house of correction for not more than 21/2 years or by both such fine and imprisonment; and, upon a guilty finding or a continuance without a finding, the court shall notify any appropriate professional licensing authority of the mandated reporter's violation of this paragraph.

(d) A report filed under this section shall contain: (i) the names and addresses of the child and the child's parents or other person responsible for the child's care, if known; (ii) the child's age; (iii) the child's sex; (iv) the nature and extent of the child's injuries, abuse, maltreatment or neglect, including any evidence of prior injuries, abuse, maltreatment or neglect; (v) the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; (vi) whatever action, if any, was taken to treat, shelter or otherwise assist the child; (vii) the name of the person or persons making the report; (viii) any other information that the person reporting believes might be helpful in establishing the cause of the injuries; (ix) the identity of the person or persons responsible for the neglect or injuries; and (x) other information required by the department.

(e) A mandated reporter who has reasonable cause to believe that a child has died as a result of any of the conditions listed in subsection (a) shall report the death to the district attorney for the county in which the death occurred and the office of the chief medical examiner as required by clause (16) of section 3 of chapter 38. Any person who fails to file a report under this subsection shall be punished by a fine of not more than \$1,000.

(f) Any person may file a report under this section if that person has reasonable cause to believe that a child is suffering from or has died as a result of abuse or neglect.

(g) No mandated reporter shall be liable in any civil or criminal action for filing a report under this section or for contacting local law enforcement authorities or the child advocate, if the report or contact was made in good faith, was not frivolous, and the reporter did not cause the abuse or neglect. No other person filing a report under this section shall be liable in any civil or criminal action by reason of the report if it was made in good faith and if that person did not perpetrate or inflict the reported abuse or cause the reported neglect. Any person filing a report under this section may be liable in a civil or criminal action if the department or a district attorney determines that the person filing the report may have perpetrated or inflicted the abuse or caused the neglect.

(h) No employer shall discharge, discriminate or retaliate against a mandated reporter who, in good faith, files a report under this section, testifies or is about to testify in any proceeding involving child abuse or neglect. Any employer who discharges, discriminates or retaliates against that mandated reporter shall be liable to the mandated reporter for treble damages, costs and attorney's fees.

(i) Within 30 days of receiving a report from a mandated reporter, the department shall notify the mandated reporter, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child and the services that the department intends to provide to the child or the child's family.

(j) Any privilege relating to confidential communications, established by sections 135 to 135B, inclusive, of chapter 112 or by sections 20A and 20B of chapter 233, shall not prohibit the filing of a report under this section or a care and protection petition under section 24, except that a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner need not report information solely gained in a confession or similarly confidential communication in other religious faiths. Nothing in the general laws shall modify or limit the duty of a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner to report suspected child abuse or neglect under this section when the priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner is acting in some other capacity that would otherwise make him a mandated reporter.

(k) A mandated reporter who is professionally licensed by the commonwealth shall complete training to recognize and report suspected child abuse or neglect.

Firearms is defined in this act will not be permitted in Oxford Public Schools. Students who are guilty of firearms (loaded or unloaded) may be suspended from school and are subject to arrest and punishment by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment for not more than one (1) year or both. (This is in accordance to Mass. Gen. Law Ch. 150.)

## **Federal Laws**

### **(20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA))**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to

disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information please refer to the U.S. Department of Education, <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> ,

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
1-800-872-532

## **MISCELLANEOUS**

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### **School Sponsored Field Trips**

The School Committee recognizes that firsthand learning experiences provided by field trips can be a most effective and worthwhile means of learning. It is the desire of the Committee to encourage certain field trips as part of and directly related to the total school program and curriculum.

All field trips must have approval of the principal and comply with the following requirements:

**Educational Relevance:** All trips shall have an Itinerary and Purpose, which shall contribute substantially to the Massachusetts Department of Education Curriculum Standards and the District's educational program. Trips of this nature will be deemed academic and count toward meeting structured learning time requirements.

Permission and Acknowledgement of Behavior Standards: – Each student must have an appropriate permission form executed and signed by a Parent or Guardian for each trip. All school rules as per Student Handbooks shall apply and be in place for each trip.

Parents/Guardian shall be informed of all rules and regulations and any consequences of related infractions. Signed permission forms shall contain a statement of understanding and acceptance of these by the student. Permission forms for overnight trips shall include authorization to obtain emergency medical care and any pertinent insurance data such as name of carrier, insurance number, preferred provider, etc. It shall be the responsibility of the Administration to obtain and maintain appropriate written permission forms for each trip. Appropriate Adult Supervision: All trips shall be supervised and accompanied by school personnel.

It shall be the responsibility of the Administration to qualify and orient each chaperone. All chaperones shall comply with the duties and responsibilities guidelines promulgated by the Administration.

Private Vehicles: The use of private vehicles for field trips is discouraged. Student vehicles are not permitted for transportation to field trips. Should other private vehicles be used, evidence of valid registration, driver's license, and liability insurance coverage in the minimum amounts of \$100,000 – \$300,000 must be provided.

Extended/Overnight Trips: All extended (overnight) trips and excursions except those required for student participation in tournament competitions or contests must have advance approval of the School Committee. The School Committee will deem if the trip is academic or non-academic in nature at that time. Prior to each trip, chaperones shall review (with all students and parents/guardians) all standards of conduct and emergency procedures that provide for their safety and circumstances under which serious offenders may be sent home immediately at parent's'/guardians' expense.

Business fundraising for any field trips shall be subject to prior approval by the School Committee.

REF: School Committee Policy Manual - School Sponsored Field Trips (IJOA)

[Adopted - May 22, 2000]

[Revision Adopted - May 13, 2002]

[Revision Adopted - January 28, 2008]

[Revision Adopted - September 26, 2016]

[Revision Adopted - March 13, 2017]

### **Guidelines for Chaperones**

1. Each chaperone must satisfactorily complete a criminal records check (CORI) each school year according to CORI Policy for both daytime and overnight events. Chaperones must also complete a national fingerprint background check a minimum of two weeks prior to an overnight event.
2. Chaperones should review (with all participants) all standards of conduct and emergency procedures that provide for their safety and circumstances under which serious offenders may be sent home immediately at parents'/guardians' expense.
3. Chaperones should obtain and review trip itinerary and list of participants including information relative to emergency references, health peculiarities if any, and any approved special individual activities on the trip.

4. Chaperones should review and become familiar with major school rules including but not limited to:
  - Code of Conduct
  - Alcohol, Tobacco, and Other Substance Use Policies
  - Harassment Policies
5. Chaperones should ensure that students are never permitted to move about or remain alone in a location away from the school.
6. Chaperones should be available at all times and respond to all emergencies in a timely manner.
7. Chaperones should ensure that students follow established schedules and check-in at prescribed times and places. Missing students should be sought after immediately.
8. All Chaperones will be required to read and provide written acknowledgement to the
9. Building Principal of a Chaperone Agreement one week prior to event attendance.

Ref: School Committee Policy Manual

Guidelines for Chaperones – IJOD

[Adopted - March 13, 2017]

### **Volunteers**

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The principal will approve all volunteers and volunteer programs. All volunteers must satisfactorily complete a criminal background check (CORI) each school year (July 1st – June 30th).

REF: Oxford School Committee Policy Manual – School Volunteers (IJOC)

[Adopted - December 8, 1998]

[Revision Adopted - March 13, 2017]

### **School Visits**

The Oxford School District believes that it is important for parents and community members to be in the schools so they can observe the instructional process and extracurricular programs that take place Oxford High School. At the same time we must maintain a balance so not to disrupt the educational process and protecting the safety and welfare of our students and staff members.

#### **Guidelines For Visitors During School Hours**

A visitor to the school is anyone other than staff and students who work at/attend Oxford High School, this includes parents, volunteers, delivery personal, contractors and other Oxford School District staff not assigned to the Oxford High School

All visitors must enter through the main entrance and report to the main office where they must sign-in and obtain a visitor's pass (school district employees may use their School ID), which should be visible while in the school.

Visitors requesting to see a specific teacher need to make an appointment in advance so we are not disrupting the educational activities in the school.

Visitors will be escorted by staff member while they are in the school. Visitors are not allowed to go to any other area in the school without their escort.

Upon departure, visitor must sign out in the main office.

### **Classroom Observations**

Oxford High School believes in partnering with colleges and allowing student observations when requested.

All classroom observations must be approved in advance by the building principal.

Any requests for multiple dates to observe may require requestor to complete a background check which may include completion of CORI and Fingerprinting.

Any person approved to observe in a classroom are considered a visitor to the school and must follow the protocol for school visitors.

Request to observe special education classrooms is handled through the Special Education Director or their designee and must follow guidelines as stated in the Oxford School Committee Policy Manual.

REF: Oxford School Committee Policy Manual  
Visitors to the Schools (KI),  
Observations of Special Education Programs  
Background Checks Requirements (ADDA)  
Dcjis Model CORI Policy (ADDA-R)

### **Local Wellness Policy**

The Oxford Public Schools is committed to providing a school environment that enhances learning and development of lifelong wellness practices, as stated in Section 204 of Public Law 108-265 CHILD NUTRITION and WIC.

As stated in Section 204 of Public Law 108-265 CHILD NUTRITION and WIC REAUTHORIZATION ACT of 2004

To accomplish these goals:

Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.

Nutrition education is provided and promoted by administrators and classroom teachers, support staff, and health educators reinforcing eating of breakfast and bringing healthy snacks to school and /or lunch items.

Physical activity outside of physical education classes will be promoted and encouraged. All school-based activities are consistent with local wellness policy goals.

All foods and beverages made available on campus (including vending, concessions, ala carte, rewards, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans and all food safety and security guidelines.

A designated person or committee will oversee the implementation and evaluation of the policy recommendations.

**Life-Threatening Allergies (Ltas)**

**BACKGROUND**

Allergic reactions span a wide range in the severity of symptoms. The most severe and life-threatening reaction is anaphylaxis. Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, both of which are potentially fatal. The most common causes of anaphylaxis in children include allergies to the following:

- Foods (most commonly peanuts, tree nuts, milk, dairy products, soy, wheat, fish and shellfish) •
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

The Oxford Public Schools guidelines developed within this document are applicable to students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs. Anaphylaxis can occur immediately or up to two hours following allergen exposure. Therefore, it is important to identify students at risk, to implement appropriate preventative policies and to be prepared to handle these emergencies when they arise.

**GOALS**

As part of its Life-threatening Allergies policy, Oxford Public Schools has developed the following four chief goals:

1. Maintain a system-wide protocol for responding to students’ needs
2. Minimize the risk of exposure to allergens that pose a threat to students with life-threatening allergies
3. Prepare for possible allergic reactions, and to respond appropriately to any allergy emergencies
4. Work to prevent occurrence of life-threatening allergic reaction

Oxford Public Schools cannot guarantee to provide an allergen-free environment for students with life-threatening allergies. However, an overall purpose of the Life-threatening Allergies policy is to develop a system-wide effort to educate all stakeholders - educators, parents, students and community about LTAs.

**School Committee School Lunch Charge Policy:** High School students will be allowed to charge one meal. Payment can be made online (must sign up for My School Bucks) or in the form of cash or check (checks payable to Food Service Department).

<b>Breakfast:</b>	\$1.50 Full Price	\$ .25 Reduced Price
<b>Lunch Prices:</b>	\$3.35 Full Price	\$ .40 Reduced Price

### **Free and Reduced Price Lunch Program**

Students whose family income falls within the range specified in the Federal Guidelines are eligible for a free or reduced price lunch. Forms are distributed at the beginning of the school year, families must apply at the beginning of each school year.

REF: School Committee Policy Manual

Local Wellness Policy (ADF)

Life-Threatening Allergies (LTA's) (EBA)

School Lunch Charging Policy (EFD)

### **Clubs and Activities**

Oxford High School believes that students learn beyond the classroom and encourage their involvement school sponsored programs that extend beyond Athletics. Student Clubs and Activities that are currently available at Oxford High School are listed below.

<b>Student Clubs &amp; Activities</b>		
Band	Jazz Band	Senior Prom Committee
Best Buddies	Junior Prom Committee	Ski Club
Bowling Club	National Honor Society	Student Council
Cultural Club	Naval JROTC Unit	Theater Production
Gaming Club	Robotics	Ultimate Frisbee
Gay Straight Alliance (GSA)	Select Choir	Yearbook

### **Guidelines for Clubs and Activities**

Must be made available to all students

Posters/Flyer and Announcements

1. Posting at Oxford High School must be approved by principal or assistant principal
2. Flyers being sent home to students at other schools must be approved by Central Office. As of August 2018 all flyers will now be distributed through Electronic Backpack via the school website.

All Clubs/Activities must comply with Oxford High School Rules and Regulations stated in the Student Handbook apply and must be followed. Any infraction of these regulations may result in disbandment of the Club/Activity.

Student Fundraising Activities must comply with the Local School Wellness Policy and Student Fundraising Activities Policy which includes:

1. Approval of activity by building principal
2. No sales of food can take until 30 minutes after school hours.



3. For fundraising programs (i.e. catalogue sales) at least 75% of items should not involve sale of food or beverage.

New Clubs and Activities are not limited to those listed. If a student would like to request the start of a new programs they would need to follow below steps.

1. Propose Club/Activity to building principal and request permission to proceed.
2. All Clubs/Activities must have a staff advisor. It is the responsibility of the coordinator to find a staff member who will volunteer their time.
3. Club/Activity follow Guidelines as outlined above.

REF: Oxford School Committee Policy Manual

Student Fundraising Activities (JJE)

Local Wellness Policy (ADF)

## **Animals In School**

No animal shall be brought to school without prior permission of the Building Principal.

The Oxford Public Schools are committed to providing high quality educational programs to all students in a safe and healthy environment.

School Principals, in consultation with the school nurses in each building, shall utilize the Department of Public Health publication “Animals in the Classroom: Recommendations for Schools,” the Centers for Disease Control and Prevention publication “Guidelines for Animals in School Settings,” and the Department of Elementary and Secondary Education publication “Dissection and Dissection Alternatives in Science Courses,” as well as review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

REF: Oxford School Committee Policy Manual – Animals in School (IMG)

## **ACKNOWLEDGEMENT OF RECEIPT**

of the Student 1:1 Device & OXPS Guidelines

Student's Last Name:\_\_\_\_\_ First Name:\_\_\_\_\_ YOG\_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I have read and understand the terms of the OXPS 1:1 device guidelines as well as the Acceptable Use Policy concerning technology in OXPS schools.

Parent/Guardian (please print):\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_

As a student, my signature indicates that I have read and understand the terms of the Oxford Public School 1:1 device guidelines as well as the Acceptable Use Policy concerning technology in OXPS schools. I accept responsibility for abiding by the terms and conditions outlined in those documents.

(High School)Student (please print):\_\_\_\_\_

(High School)Student Signature:\_\_\_\_\_ Date:\_\_\_\_\_

### **Insurance Policy**

All Chromebooks purchased for the Oxford Public Schools 1:1 program are covered by a 3 year manufacturer's warranty. This covers the Chromebook for manufacturing defects, parts and labor. This does **not** cover damage, loss, or theft. Any issues not covered by the warranty will be paid by the student or parent including full replacement value of the Chromebook.

We will offer additional, optional insurance coverage to families. The coverage offered provides full replacement coverage for a full calendar year. The Chromebook would be covered for accidental damage including drops, spills, theft, fire, flood, and natural disaster. The cost for this insurance will be \$30 and must be renewed annually.

\_\_\_\_\_I request to purchase insurance policy at \$30 for the 2019-2020 school year. This policy expires on August 31, 2020

\_\_\_\_\_I decline the insurance policy but understand I am responsible for the full cost of the device if it is damaged or stolen

Parent/Guardian (please print):\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Payments for Insurance will not be collected until Thursday, September 5, 2019**

**Checks made payable to: Town of Oxford**

Please put student's name on memo line - one check can be written for multiple students, both forms should be submitted with check

### **Oxford Public School District Use Only:**

Chromebook Serial Number:\_\_\_\_\_ Initials of District Staff Member: \_\_\_\_\_

Cash/Check #: \_\_\_\_\_

Payment Date: \_\_\_\_\_

## ACKNOWLEDGMENT OF RECEIPT

### **SIGNATURES OF ACKNOWLEDGMENT OF RECEIPT of Student Handbook and Policies**

I have read and reviewed the Oxford High School Student Handbook, located on the OHS website at [www.oxps.org](http://www.oxps.org), which includes the computer and internet acceptable use policy as well as the code of conduct which all students are expected to follow. I understand that it is my responsibility to familiarize myself with its contents. I hereby agree to comply with the terms and conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I acknowledge that I have read and reviewed the electronic copy of the Policies and Procedures from the Oxford School Committee: Computer and Internet Acceptable Use, Chemical Health/Alcohol / Drugs/Tobacco, Drugs and Weapons, Field Trip/Chaperone, Bullying, Harassment, Nondiscrimination, Sexual Harassment, Wellness, Vandalism Policies and Procedures and M.G.L c. 269, sections 17-19 (Anti-hazing Law). I hereby agree to comply with the terms and conditions. As parent/legal guardian of the above-named student, I grant permission for my child to use District technology and access networked computer services, including Internet access and electronic mail ("e-mail"), if provided. I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media contained on the Internet. I agree to take whatever steps I can to ensure that my child complies with this Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I agree to indemnify and hold harmless the Town of Oxford and the Oxford Public Schools for any liability, legal or otherwise, incurred as a result of violations of the Policies outlined throughout the handbook.

Please return this form to Oxford High School upon review of the Student Handbook. Students who fail to return the signature sheet are still expected to comply with all school policies, rules and regulations.

Print Name of Student: \_\_\_\_\_

Print Name of Parent: \_\_\_\_\_

[updated 7/28/17]