



# **MARSHFIELD HIGH SCHOOL**

167 Forest Street  
Marshfield, Massachusetts 02050  
Phone: 781-834-5050  
Fax: 781-834-5040  
[www.mpsd.org/highschool](http://www.mpsd.org/highschool)

## MISSION STATEMENT

Marshfield provides a safe, healthy, and collaborative learning environment that fosters respect and responsibility, empowering all to achieve their maximum potential

### **Student Handbook**

**2021-2022**

**This Handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Student I.D. No. \_\_\_\_\_

## **History of Marshfield High**

Marshfield's first high school opened in 1888 in North Marshfield.

Since that time, the school has moved several times:

in 1895 to Ventress Hall;

In 1924, 1940, 1959 and 1973 new buildings were entered.

The present high school on Forest Street was completed in 2014.

## **School Colors**

Green, White, and Black



## **MARSHFIELD HIGH SCHOOL SONG**

There's a school we have all learned to know

It's the good old Marshfield High

Where the teams all show them how to go

And the students stand right by;

We will sing today and cheer away

For our colors are green and white;

We're the school that keeps the pep up,

And the members strive for right.

### *Chorus:*

So we'll be true to you, the school we love,  
as through each year we go;

And we will keep in mind to strive to hold  
the standard of our school;

And as we swing along we'll sing our song  
of good times we have had;

So here's to our school days  
and good old Marshfield High!

Words by: Carol Stetson, '42

Music by: Silvia Keene, '39

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167 FOREST STREET  
MARSHFIELD, MA 02050  
Telephone (781) 834-5050  
Fax (781) 834-5040



Mr. Robert E. Keuther, Jr., Principal  
Mr. Dominic J. Centorinio, Assistant Principal  
Mrs. Kristin M. Reid, Assistant Principal

## Marshfield High School

Office of the Principal

Marshfield High School Student Body,

Welcome to Marshfield High School and our 2021-2022 school year. We plan and trust that your four years with us at Marshfield High School will establish for you the educational foundation upon which your dreams will be realized.

Respect for each individual is the foundation on which we build our school culture and environment. With that in mind, we challenge each individual to take responsibility for themselves as we collectively maintain a respectful and safe school environment. You are expected to attend school daily and on time, to complete all assignments, and to behave appropriately. If each member of our learning community meets these expectations we will have an amazing school year filled with many new opportunities.

I challenge you to make a difference for yourself and our community. Our faculty and staff look forward to pursuing excellence with you. Have a great school year.

Respectfully,

*Robert E. Keuther Jr.*

Principal Keuther

Marshfield Public School District is an Equal Opportunity/Affirmative Action employer, Marshfield Public School District does not discriminate on the basis of race, gender, color, religion, national origin, sexual orientation, disability, or age in programs, activities, or employment

### MISSION STATEMENT

Marshfield provides a safe, healthy, and collaborative learning environment that fosters respect and responsibility, empowering all to achieve their maximum potential.

## **SCHOOL ADMINISTRATION**

**Robert E. Keuther, Jr., Principal**  
**Dominic J. Centorino, Assistant Principal**  
**Patricia C. Casey, Interim Assistant Principal**

### **Directors, Coordinators and Department Heads**

Meghan Dinsmore .....	Art Coordinator	Lindsay-Leigh Consolati.....	Math Department Head
Marybeth Battis.....	Director of Comprehensive Health	Paula Minchello.....	Director of Technical Educational
Caralie Ford.....	Guidance Head	Lesley Dimond.....	Science Department Head
Maura Bulman.....	World Language Department Head	Kristina Wakefield....	Interim English Department Head
Karen Kenney.....	Director of Instructional Technology	Erin Wiggin.....	Special Education Department Head
David Kaminski.....	Music Director	Stephen Waisgerber....	Social Studies Department Head

### **Administrative Support**

William Battis.....Director of Athletics  
Rebecca Hamburgess.....Librarian  
Samantha Cherry.....Nurse  
Amy McDonnell .....Nurse  
John Kopp.....Continuing Education & Summer School Director

**School Psychologist** – Dr. Bonnie Ream

**Adjustment Counselors** – Rebecca Helman  
Kim McLeod

### **Support Services**

Jan Lifrieri.....	Admin. Assistant	Judy Rossi.....	Admin. Assistant
Maria Medeiros.....	Admin. Assistant	Kathy Cugini.....	Admin. Assistant
Freida Galligan.....	Admin. Assistant	Barbara Last.....	Admin Assistant
Carl Howerton.....	Attendance Clerk	Lauren Plourde.....	Admin. Assistant
Charles Fletcher.....	Head Custodian		

### **School Committee**

LARA BRAIT, Chair, 339-221-4605  
24 Grace Lane  
Marshfield, MA 02050  
[lara.brait@mpsd.org](mailto:lara.brait@mpsd.org)  
Term Expires: 2022

BRIGID BOYD, Vice Chair, 339-236-1161  
P.O. Box 394  
Marshfield Hills, MA 02051  
[brigid.boyd@mpsd.org](mailto:brigid.boyd@mpsd.org)  
Term Expires: 2023

RICHARD GREER, Secretary 617-676-8376  
244 Winslow Street  
Marshfield, MA 02050  
[richard.greer@mpsd.org](mailto:richard.greer@mpsd.org)  
Term Expires: 2022

KENDRA STETSON CAMPBELL 617-893-1941  
255 Flaggler Drive  
Marshfield, MA 02050  
[kendra.campbellt@mpsd.org](mailto:kendra.campbellt@mpsd.org)  
Term Expires: 2024

SEAN COSTELLO, Chair, 781-799-1817  
229 Winslow Street  
Marshfield, MA 02050  
[sean.costello@mpsd.org](mailto:sean.costello@mpsd.org)  
Term Expires: 2024

### **Central Administration**

School Administration Building • (781) 834-5000 connecting all departments  
76 South River Street, Marshfield, MA 02050  
Jeffrey W. Granatino, Superintendent of Schools  
Dr. Ellen Martin, Assistant Superintendent of Schools  
Amy Scolaro, Assistant Superintendent/Special Education/Pupil Personnel  
Thomas Miller, Assistant Superintendent of Business & Finance  
David Cawthorne, Director of Technology  
Irene Ekstrom – Director of School Nutrition Department

## MARSHFIELD HIGH SCHOOL SCHOOL IMPROVEMENT COUNCIL

A school improvement council is a representative school building-based committee composed of the principal, parents, teachers, staff, community members and, at the secondary level, students. Teachers, staff, parents, and community members become more committed to improving the schools and more supportive of the public school system when they serve on a school council that help improves school programs.

The school council is a site-based decision making organization designed to improve student learning by uniting those closest to the teaching-learning relationship. The council creates, through the development of a shared vision and planning, a school environment which unites all members of the school community in a sense of belonging, commitment and growth.

### 2021-2022 MHS SCHOOL IMPROVEMENT COUNCIL MEMBERS

Robert E. Keuther, Jr.	Chair
Richard Greer	School Committee representative
Robert Gallagher	Faculty representative
Jayda Vitez	Faculty representative
Erin Wiggin	Faculty representative
Michael Jones	Student representative
Dell Nelson	Student representative
Sadie Ellwood	Student representative
Izzy Duane	Student representative
Kerri Doble	Parent representative
Stephanie Doren	Parent representative
Andrea Hayes	Parent representative
Laurel Egan-Kenny	Community representative
Marie Kurmin	Community representative

# MARSHFIELD HIGH SCHOOL

## 2021 \* TEACHING STAFF \*2022

### ART

**Meghan Dinsmore \* Coordinator**

Michelle Almeida  
Danielle Ruggiero  
Jane Zell

### COMPREHENSIVE HEALTH

**Marybeth Battis \* Director**

Joyce Biagini  
Jeffrey Burton  
Krista Chauvin  
Matthew Dwyer  
Gregory Levings  
Gwen Marchand  
Lori Sangster  
Todd Stoddard

### COMPUTER SCIENCE

**Karen Kenney \* Dept Head**

Kathleen Bandera  
Laureen D'Amato  
Christian Paris  
Jason Soslow

### ENGLISH

**Kristina Wakefield \* Dept Head**

Samantha Alongi  
Connor Boyce  
Denise Contrino  
Courtney Cotta  
Josiah Hardwick  
Rhian Hill  
Erica Magarian  
Nancy McLellan  
Megan Plumeri  
Benjamin Raymond  
Jennifer Sarnie  
Stephanie Scanlan  
Erin Timlin  
Jayda Vitez

### GUIDANCE

**Caralie Ford \* Dept Chair**

Amanda Bénard  
Daniel Carlon  
Katelyn Raymond  
Michael Ruuska  
Susan Smith

### LIBRARIAN

Rebecca Hamburgess

### MATH

**Lindsay-Leigh Consolati \* Dept Head**

Corey Donlan  
Nicole Downs  
Mark Dunn  
Kyle Egan  
Alyssa Gage  
Carol Herb  
Tammy Kantarowski  
Kaitlyn Keough  
Yvonne O'Brien  
Erica Paparazzo  
Cara Shattuck  
Daniel Stahelski

### MUSIC

**David Kaminski \* Director**

Laura Ridarelli  
Kara Vautour

### SCIENCE

**Lesley Dimond \* Dept Head**

Samantha Burke  
Kristen Burns  
Gailynn Citron  
Ross Clayton  
Jeremy Frey  
Devon Heath  
Jessica Leach  
Patrick LeClair  
James Merritt  
Christy Pitts  
Matthew Pomella  
Stacey Pomella  
Laura Rose  
Kathryn Schreiber

### SOCIAL STUDIES

**Stephen Waisgerber \* Dept Head**

Christopher Arouca  
Samantha Collins  
Todd Deely  
Elizabeth Ettridge  
Robert Gallagher  
Cynthia Goode  
John Kopp  
Kimberly McGourty  
Erin Palladino  
Abigail Rinard  
Norman Shacochis  
Kelly Steele  
Michelle Stevenson  
Devin Torossian  
Kate Tracey

### SPECIAL EDUCATION

**Erin Wiggin \* Dept Head**

Julie Baggia  
Jodi Burm  
Colleen Casey  
Mary Dietenhofer  
Travis Dupuis  
Samuel Gathungu  
Karen Granatino  
Brian Harty  
Jeremy Harold  
Rebecca Helman  
Douglas Johnson  
Jackie Lamothe  
Zachary Lamothe  
Susan Leary  
David Lehan  
Kimberly McLeod  
Kerry Nutting  
Bonnie Ream  
Thomas Tanner  
Daniel Veyda  
Elizabeth Veruti  
Theresa Weiand  
Jennifer Worden

### TECHNICAL EDUCATION

**Paula Minchello \* Director**

Meghan Ford  
Thomas Greland  
Dylan Macintosh  
Salvatore Reale  
Patti Ryan  
Brian Shacochis  
Ashley Stanford  
Jeremy Stanford

### WORLD LANGUAGE

**Maura Bulman \* Dept Head**

Sarah Bachi  
Mary Bradshaw  
Jennifer Despier  
Robyn Gay-Jennings  
Kelly Juliano  
Karen Kronewitter  
Karen Lehmann  
Alyssa Lieske  
Patricia Salamone  
Stacy West

### DIRECTOR OF INNOVATION, DESIGN & DIGITAL LEARNING

Aimee McAlpine

## MARSHFIELD HIGH SCHOOL

### MISSION STATEMENT

Marshfield provides a safe, healthy, and collaborative learning environment that fosters respect and responsibility, empowering all to achieve their maximum potential

#### Core Values

- **Respect** self and others
- Hold and reach **high standards**
- Promote **collaboration** in the school community
- Employ comprehensive approach to **continuous learning**
- Embrace **innovative** practices
- Demonstrate **responsibility**
- Ensure a **safe and healthy** environment

#### Vision of the Graduate

A Marshfield High School graduate will:

- **Read** Actively & Critically for a variety of purposes
- **Write** Effectively
- **Communicate** Clearly in Speech
- **Think Critically** and use multiple strategies to Problem Solve
- **Collaborate** effectively in diverse groupings
- Use multiple strategies to **Create** and Innovate
- **Serve** the community and **Contribute** to society



# DESERVING VICTORY!

MHS Students,

Marshfield High School has a rich tradition of excellence in all that it attempts. As we, the school community, embark on a “new” beginning, it is my hope that the student body will accept my challenge to be victorious in every facet of our school experience. To deserve victory on a daily basis, each student must practice some basic principles that will create an environment where our tradition of excellence can continue.

## **Basic Principle 1: Students who attend school will be successful.**

Attendance every day is an essential part of being victorious. It is my expectation that each student will excel in being in school every day, in class every period, and at each extracurricular activity every time. This commitment may seem a huge undertaking, but if we truly desire a victory every time we enter the classroom, the necessary foundation to accomplish this task has to be laid.

## **Basic Principle 2: Check your attitude at the door.**

The school community of Marshfield High School is a place of respect, responsibility, and resiliency. The person who is victorious maintains a positive, respectful attitude when communicating with a teacher, staff member, or another student. This must be our guideline as we create an environment of excellence. Attitude is also communicated in how we respect the rules (Do you follow them?) and our building (Do you throw your garbage in the can?). Our attitudes will determine what will be accomplished in our halls and classrooms.

## **Basic Principle 3: Expect to achieve!**

Achievement in the classroom will only come to those who expect it. We are a school committed to achievement at all levels and in all facets of our school experience. I expect you to reach for a higher goal. Believe in yourselves, set your standards high, and Go for It!

Victory or success for this school year will come only to those who deserve it, those who are willing to work long and hard at accomplishing these principles. The staff at Marshfield High School is committed to excellence and looks forward to a year of victory with you.

*Robert E. Keuther, Principal*  
Marshfield High School

**Marshfield High School**  
**Paving the Way to Straight A's!**  
**Attendance, Attitude, Achievement!**

## **GENERAL ACADEMIC GUIDELINES**

### **MARSHFIELD PUBLIC SCHOOLS POLICIES**

#### **STUDENT RECORDS POLICIES**

Student record policies and procedures are to be implemented as outlined in the document approved by the Marshfield School Committee on September 12, 2006. Please observe that Section 10, Notification, requires that students and parents receive a routine information letter annually (see sample SR no. 17 "Policy, Procedures, and Guidelines Regarding the Collection, Maintenance, and dissemination of Student Records").

Pursuant to 603 CMR 23.07 Marshfield High School forwards the complete record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place as a state mandate.

Your child's test scores will be checked carefully and maintained in the temporary record as long as your child attends school in Marshfield. If your child transfers to another school system, you must request that his/her permanent records be forwarded to the new school system. No individuals or agencies outside of the Marshfield Public Schools will be permitted to inspect your child's school records without your written permission.

If you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with your student's Guidance Counselor. A copy of the general provisions of the Massachusetts Student Record Regulations, regarding parent/student rights is available at the High School. If you have any questions concerning this letter or your child's rights under the Student Record Regulations please contact the School Administration.

#### **COURT RESTRAINING ORDERS**

All written temporary or permanent court restraining orders should be brought to the attention of the school authorities. Appropriate action will be taken by the school administration with respect to the conditions set forth in the written court order.

#### **TOWN-WIDE TESTING**

The administration, teachers and School Committee of Marshfield have approved a town-wide testing program designed to provide information concerning the proficiency of the children in the schools on standardized tests of academic achievement and aptitude.

These test results provide a continuing record of each child's academic progress in comparison with national or regional norms. They are also an excellent aid to your child's teacher and school counselor in determining individual strengths and weaknesses to provide more effective individualized instruction.

## **MCAS**

*(Massachusetts Comprehensive Assessment System)*

All 10<sup>th</sup> grade students must take the MCAS. The content areas tested are: English, Mathematics, Science and Technology/Engineering. The standards are tied directly to state academic learning standards in each curriculum frameworks. Each student is to attain a score of 220 or better on the ELA, Math, and Science assessment to attain the competency determined by the State for graduation requirements. Beginning with the Class of 2010 students scoring between 220 to 238 on the ELA or Math MCAS assessment are required to take and complete an Educational Proficiency Plan (EPP). The EPP will be designed by the parent, student, and school officials. Ninth graders taking honors biology will be taking the MCAS Science assessment.

## **MCAS 2.0**

Beginning with the graduating Class of 2021 all students must pass the MCAS 2.0 Assessment to meet competency determination to graduate.

## **HOMEWORK**

The School Committee recognizes homework as a valuable element in the educational process. The frequency, quantity, and content of homework are indicated below.

1. Homework should be given to reinforce specific skills or concepts.
2. Homework should be explained carefully by the teacher.
3. The returning of homework in a timely fashion and correct manner is a major goal. Daily review of your student's Aspen account and of progress reports are expected. Grade 9-12 students can expect up to four hours of homework per night.

## **HOMEWORK GUIDELINES**

Homework is considered to be an integral part of the instructional program. Assignments shall be in accordance with guidelines and procedures approved by the School Committee.

### **General**

Homework will be given to teach the responsibility of completing assignments; to reinforce skills learned in the various subject matter areas; and to enrich the school program. Homework may be a one night assignment or a long-term assignment such as a social studies project or a book review. Parents are urged to understand what the child is assigned and to have the student verbalize and explain what s/he is doing.

## **INTERNET POLICY**

*Please also refer to Appendix 24: Acceptable Use Policy for Digital Learning and Communications*

Marshfield Public Schools is required to monitor all student in-school use of email, chat rooms, instant messaging, hacking, and other electronic communications. This monitoring will occur as part of the normal classroom routine. Any and all violations of this policy by a student shall be subject to school discipline up to and including expulsion. Any unauthorized activity or unauthorized disclosure, use or dissemination of personal information by a student or others will be dealt with through the appropriate disciplinary procedures as outlined in this Student Handbook. Repeated proven infractions may result in discipline up to and including suspension or expulsion.

Marshfield Public Schools will use appropriate "CIPA" compliant filters and firewalls through our current Internet service provider and will make its best effort to maintain and update a list of blocked websites.

**All student users are prohibited from attempting to override the filtering system and/or firewall. Such action will result in the loss of the privilege to use the Internet and may result in further disciplinary action up to and including suspension or expulsion.**

The use of chat rooms or social networks i.e. Facebook, etc. by students is strictly prohibited unless authorized by the building principal. All students are prohibited from using email unless under the guidance of teachers and with parental permission. All permitted emails will be monitored by a teacher in charge.

### **INTERFERENCE WITH SCHOOL COMPUTER OPERATION**

Many courses are being offered where students have access to school and town operated computer terminals. The computer operation for the school and the town is protected by password safeguards. Students are not allowed access to these passwords or to the school or town data banks. Any student who alters, misuses or interferes in any way with the orderly operation of the school or town computer operation or violates the internet use policy will be subject to disciplinary action which may result in suspension as described under general regulations-*Suspensions and Expulsion*-on page 46 and removal from the computer course.

#### **Guidelines for Network Use**

The Internet is a vast network of thousands of computers located in universities, high school, science labs, government agencies, libraries, business and individual's homes throughout the world. It enables users to communicate with any other computer on the network. (For purposes of this document the term network will be used to describe access to the services provided locally at the Marshfield Public Schools, and the access to other external networks, called the Internet). Users are able to explore thousands of data bases, download print and graphic materials and copy public domain computer programs. This opens up vast, diverse and unique information resources for teachers and students and will help promote educational excellence in school by facilitating resource sharing, innovation and communication.

Because of the size of the Internet, many kinds of materials eventually find their way onto the Internet which are not always appropriate in a school setting or of educational value. The Marshfield Public Schools has taken precautions to restrict access to such materials. However, it is impossible to control access to all controversial materials and the user is responsible for reporting to the assigned supervisor any inappropriate sites he/she encounters and shall refrain from downloading material and shall not identify or share the location of this material with other students. While there is the potential for abuse, we believe the benefits of accessing the network outweigh the disadvantages.

Access to the network is a privilege. The most important conditions for someone to be granted entry to the network is that they agree to use the network in an ethical and legal manner and that they use it for educational purposes. Each user will take full responsibility for his/her own actions. The Marshfield Public Schools will not be liable for the actions of anyone connecting to the network. In addition Marshfield schools are not responsible for information or materials transferred. The Marshfield Public Schools make no guarantees, implied or otherwise, regarding the reliability of the data connection nor shall be liable for any loss or corruption of data resulting while using the network.

Failure to adhere to the policy and guidelines for the use of the network will result in the revocation of access privileges.

Examples of unacceptable user actions include, but are not limited to;

1. Gaining unauthorized access to other systems on the network
2. Illegal copying of software in violation of copyright laws (pirating)
3. Using profanity
4. Reposting (forwarding) personal communication without the author's prior consent
5. Using the network for financial gain, commercial or any illegal activities
6. Sharing his/her password or account with anyone
7. Harassing anyone
8. Trespassing in another's folder files or work
9. Attempting to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses
10. Failing to report a security problem you have identified or suspect exists on the network to a computer system administrator.

Note that the computer system administrators will have access to all user accounts, including e-mail. They may review files and communications, at any time, to insure that users are in compliance with these regulations. All students seeking to use the Internet must have a signed User Agreement and Parental Consent Form on file with the system administrator or his/her representative.

### **USER AGREEMENT AND PARENTAL CONSENT FORM PROCEDURES**

ALL students are required to have an *USER AGREEMENT and PARENTAL CONSENT FORM* in order to use the school's computers to access the Internet. The form has to be signed by both the student and a parent or guardian. Students are NOT allowed to use any of the school's computer equipment until they have submitted this form.

These forms are distributed to incoming freshman by their Homeroom Teacher. The form, SIGNED BY BOTH THE STUDENT AND PARENT/GUARDIAN, should be returned to the Homeroom Teacher by the required date. If the parent/guardian does **NOT** want the student to have access to the school's technology, the form should still be returned to the Homeroom Teacher with a written statement (on the form itself) saying that the student does NOT HAVE PERMISSION to access the school's technology.

Students entering Marshfield High School at other times during the year will receive a copy of the Computer Use Agreement Form from the Guidance Department when the student is registered. The procedure outlined above should be followed with the signed form being returned to the Guidance Department when the registration process is completed.

### **STUDENT & PARENT 1:1 DEVICE AGREEMENT**

This Agreement represents an outline of the Marshfield Public Schools Internet, Digital Information and Communication Technologies Acceptable Use Policy for Digital Learning and Communications. By signing this Agreement, students and parents/guardians agree to abide by the policies & procedures of the Marshfield Public Schools.

## Student Responsibilities

- I have received and agree to abide by the MPSD Network Access and Acceptable Use Policy and abide by all local, state, and federal laws.
- I am submitting my consent for my son/daughter to access and use Google Apps Education Edition and Office 365 managed by the Marshfield Public Schools. The Marshfield Public Schools assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. COPPA is a regulation that requires parental consent for the online collection of information about users under 13.
- I agree that my use of MPSD technology is for educational purposes only.
- I agree that use of MPSD technology is a privilege. I am responsible for the proper care of my MPSD issued device, as well as any other MPSD technology equipment I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and other network access.
- I agree not to use any other student's or teacher's password to access the network and other school systems.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or MPSD administration.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible educational communication.
- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by the MPSD Technology Department
- I will not remove programs or files from my MPSD issued device.
- I understand that all files stored on my MPSD issued device will not be private. MPSD personnel can review devices and/or files at any time.
- I understand that it is my responsibility to store and backup my files outside of my device and Google Drive.
- I will not attempt to repair my MPSD issued device nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my MPSD issued device to the MPSD Technology representative at my school.
- I will treat my MPSD issued device with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.
- I will return my MPSD issued device and all of its accessories upon my withdrawal from the Marshfield Public Schools or whenever requested by the MPSD administration.
- By paying your annual fee electronically acknowledges receipt of and your agreement to abide by the terms of the Device Agreement as set above.
- I understand when devices are off-site Internet usage will not be protected by the MPSD. Internet content filter.
- Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the Device Accidental Damage/Loss Policy.

## COMMUNICATION BETWEEN HOME AND SCHOOL

The success of our students is dependent on good home / school cooperation and collaboration. Ongoing communication between you and your child's teachers is an essential part of this process. There is a plethora of communication tools available for use today. To ensure that parents and teachers are able to reach each other in a timely manner, your child's teacher(s) will inform you of the best form of communication to be used in making contact through their course syllabi. Teachers can be reached electronically through e-mail using addresses available on their departmental website.

## WEBSITE

All school websites can be accessed through <http://www.mpsd.org>. School websites provide enhanced communication between school & home. Look here for our school handbooks.

## GUIDANCE SERVICES

(781)834-5055

The Guidance Department provides a variety of counseling services designed to promote the educational, vocational, personal and social development of all students. The staff is available to assist students with personal and family issues, school adjustment concerns and educational decision-making. In addition, much time is devoted to scheduling and monitoring academic progress, formulating career plans, and securing post-secondary options. Students may see their counselor before and after school, during study hall or lunch, or with permission from a teacher. Appointments are encouraged but not required. Guidance counselors represent a broad spectrum of education and career opportunities.

Guidance counselors and other personnel shall represent to students a broad spectrum of education and career opportunities. School personnel shall not present race, color, sex, gender identity, religion, national origin or sexual orientation as limiting factors in career determination. No materials, tests or procedures shall be employed for guidance purposes that discriminate and/or limit choices on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation. The opportunity to receive guidance and counseling in a student's primary language will be made available to students from homes where English is not the primary language spoken.

## COUNSELOR ASSIGNMENTS

### **Freshmen, Sophomores & Juniors**

<b>A-Cam, W-Z</b>	<b>Mr. Carlon</b>	<a href="mailto:dcarlon@mpsd.org">(dcarlon@mpsd.org)</a>	<b>Hap-Ken</b>	<b>Ms. Ford</b>	<a href="mailto:cford@mpsd.org">(cford@mpsd.org)</a>
<b>Can-E</b>	<b>Ms. Damaris</b>	<a href="mailto:kdamaris@mpsd.org">(kdamaris@mpsd.org)</a>	<b>Keo-M</b>	<b>Mr. Ruuska</b>	<a href="mailto:mruuska@mpsd.org">(mruuska@mpsd.org)</a>
<b>F-Han, Shay-V</b>	<b>Mrs. Benard</b>	<a href="mailto:abenard@mpsd.org">(abenard@mpsd.org)</a>	<b>N- Shaw</b>	<b>Mrs. Smith</b>	<a href="mailto:ssmith@mpsd.org">(ssmith@mpsd.org)</a>

### **Seniors**

<b>A-Cho, Tu-Z</b>	<b>Mr. Carlon</b>	<a href="mailto:dcarlon@mpsd.org">(dcarlon@mpsd.org)</a>	<b>Hap-Ken</b>	<b>Ms. Ford</b>	<a href="mailto:cford@mpsd.org">(cford@mpsd.org)</a>
<b>Chr-E</b>	<b>Ms. Damaris</b>	<a href="mailto:kdamaris@mpsd.org">(kdamaris@mpsd.org)</a>	<b>Keo-Mol</b>	<b>Mr. Ruuska</b>	<a href="mailto:mruuska@mpsd.org">(mruuska@mpsd.org)</a>
<b>F-Han, Shay-Tr</b>	<b>Mrs. Benard</b>	<a href="mailto:abenard@mpsd.org">(abenard@mpsd.org)</a>	<b>Mom- Shaw</b>	<b>Mrs. Smith</b>	<a href="mailto:ssmith@mpsd.org">(ssmith@mpsd.org)</a>

## SCHEDULING PROCEDURES

The course selection process is critical to ensuring that every student at Marshfield High School is able to benefit from the most valuable and appropriate education possible. To do this effectively requires thoughtful collaboration amongst students, teachers, parents, counselors and administrators, and should be guided by the following scheduling policies:

### **Course Change Requests:**

Once the Course Selection period has closed, course changes will only be made as a result of a course not being run or a conflict in scheduling. In these cases, the student will be notified and alternative selections will be honored to the extent possible.

### **Level Change Requests:**

In the spring, teachers work closely with students and counselors to make appropriate recommendations for courses and levels for the following year. Counselors meet with students individually to review teacher recommendations and to ensure that student's programs are appropriate for their continued academic success and future goals. Teachers review course recommendations again in June and may change recommendations based upon a student's final average or the student's failure to meet the required prerequisite. As changing courses and course levels can be both disruptive to a student's schedule and academically problematic, **any drops or changes must be made before grades close for quarter one and will be documented as a withdrawal passing (WP) or withdrawal failing (WF) based on the student's grade.** Level change request must be approved by the teacher, the department head, the parents and the principal, before being implemented. *Proposed changes will only be considered if space/resources allow.*

### **Prerequisites**

The study of certain subjects requires an adequate foundation of initial success in courses studied prior to them. These prerequisites are included in the course descriptions where applicable. In some cases there is a grade which must be attained in the prior course; e.g., a B- is required for continuation in all Honors courses. A student may not take a course without having attained the stated prerequisite.

### **Waiver Policy**

In special situations a course prerequisite may be waived with written permission of the Department Head and the Principal. To request a waiver the student must complete a waiver form and write a personal narrative explaining why the waiver is being requested. Consultation with the department chair is required, prior to submitting the request. Decisions granting waivers are based upon the department chair's recommendation, the student's record and available space.

**Exceptions to these policies will be made at the principal's discretion.**

## **HIGH SCHOOL COURSE CREDIT**

### **COURSE CREDIT**

All students must take a minimum of six major classes, equivalent to 24 credits per year. In addition, Physical Education must be taken and passed each year. Course credit will be determined as follows:  
Courses meeting:

3X per 6 day cycle for a full year = 4 credits	1X per 6 day cycle for full year = 2 credits
3X per 6 day cycle for a half year = 2 credits.	1X per 6 day cycle for half year = 1 credit.
6X per 6 day cycle for a full year = 8 credits	

The High School Principal will be responsible for interpretation of transfer credits from other schools and will determine graduation requirement fulfillment in any unusual circumstances.



## **PROMOTION AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND 2022**

Eligibility for promotion to the next grade level requires that the student earns the minimum number of credits each year.

- Promotion to grade 10 requires 24 credits (20 for probationary status)
- Promotion to grade 11 requires 48 credits (44 for probationary status)
- Promotion to grade 12 requires 72 credits (68 for probationary status)

All students must obtain 96 credits, as certified by the principal, and must meet all requirements to walk at graduation. It is each student's responsibility to select a program with sufficient credits for promotion each academic year and to make adjustments when necessary due to failure or lack of a prerequisite grade. Courses taken and failed receive no credit unless retaken in summer or night school. For a more detailed description of the curriculum and information related to courses, consult the Program of Studies, which may be found on the MPSD website.

### **GRADUATION REQUIREMENTS**

Four credits are awarded for the successful completion (grade of D or better) of each full year course. Successful completion of courses which meet for less than a full year earn credit on a pro-rated basis.

In order for students in the classes of 2020, 2021 and 2022 to receive a Marshfield High School diploma, they must earn **96** credits including the courses listed below, and pass the state required competency determination assessment through participation in MCAS testing.

ENGLISH	16 Credits	(English 1,2,3 and 4)
MATHEMATICS	12 Credits	(8 from Math dept.)
SOCIAL STUDIES	16 Credits	(World Cultures, U.S. History1& 2 Govt/Ec or AP Euro)
SCIENCE	12 Credits	(including Biology)
WORLD LANGUAGE	8 Credits	(in the same language)
COMPUTER APPLICATIONS	4 Credits	(see below for options)
ARTS	4 Credits	(see below for options)
HEALTH	2 Credits	(9 <sup>th</sup> grade Health, 11 <sup>th</sup> grade Health)
PHYSICAL EDUCATION	(Must take and pass all 4 years)	

### **Courses That Fulfill MHS Graduation Requirements**

#### Science/Tech Ed Requirement:

The third year Science requirement may be fulfilled by passing any course from either the Science or the Technology Education Department (not including Business Courses).

#### Computer Requirement:

The computer requirement may be fulfilled by passing any one of the courses listed below:

160 Advanced Theatre Projects	636 Digital Media
611 BASIC(Coding & Game Design)	728 Tech of Printing (Visual Mktg & Graphics)
612 Micro Office (Gen Z Tech)	746 Computer Aided Drafting (CAD)
613 Creative Digital Design	1051 Music Theory 1
614 Tech and Prog. Essentials (Intro to Comps)	1055 AP Music Theory
623 Tech Service & Support (IT Cert. Prep)	1061 Jazz Theory & Improv

### Mathematics Requirement:

The third year Math requirement may be fulfilled with a course from the Math department or by passing  
641 College Accounting.

### Arts Requirement:

The Arts requirement may be fulfilled by passing any course from the Art or Music department, or one of the following:

156	Intro to Theater	726	Drafting
157	Theatre 1	727	Engineering Design
717	Technical Drawing	736	Architectural Drawing
718/719	Manufacturing Technology	960	Principles of Nutrition

### **PROMOTION AND GRADUATION REQUIREMENTS, BEGINNING WITH CLASS OF 2023**

Four credits are awarded for the successful completion (grade of D or better) of each full year course. Successful completion of courses which meet for less than a full year earn credit on a pro-rated basis.

#### **PROMOTION**

Eligibility for promotion to the next grade level requires that the student earns a minimum number of credits each year. It is the student's responsibility to select a program with sufficient credits for promotion each academic year and to make adjustments when necessary due to failure or lack of prerequisite grades.

- Promotion to grade 10 requires 26 credits (22 for probationary status)
- Promotion to grade 11 requires 52 credits (48 for probationary status)
- Promotion to grade 12 requires 78 credits (74 for probationary status)

All students must obtain 102 credits as certified by the principal, and must meet all requirements to walk at graduation. It is each student's responsibility to select a program with sufficient credits for promotion each academic year and to make adjustments when necessary due to failure or lack of a prerequisite grade. Courses taken and failed, receive no credit unless retaken in summer or night school. For more detailed descriptions of the curriculum and information related to courses, consult the Program of Studies which may be found on the MPSD website.

Beginning with the MHS Class of 2023, students must earn **102** credits including the courses listed below, and pass the state required competency determination assessment through participation in MCAS testing to earn a Marshfield High School Diploma.

#### **Required Courses:**

ENGLISH	16 Credits	(English 1,2,3 and 4)
MATHEMATICS	12 Credits	(3 yrs required, 4 required by MA state colleges)
SOCIAL STUDIES	16 Credits	(World Cul, US Hist 1&2. Govt/Ec AP Euro or Gov)
SCIENCE	12 Credits	(including Biology)
WORLD LANGUAGE	8 Credits	(in the same language; 2 yrs required,3 rec.)
FINE, APPLIED AND TECHNICAL ARTS	12 Credits	( 3 classes in Computer Science, Tech Ed, Consumer Science, Business, Art, Music or Theater, or any combination thereof)
ELECTIVES	20 Credits	(5 classes of the students' choosing in any area)
HEALTH	2 Credits	(9 <sup>th</sup> grade Health, 11 <sup>th</sup> grade Health)
PHYSICAL EDUCATION	4 Credits	(must pass every year)

**Total = 102 Credits**

## NEW GPA CALCULATION SYSTEM FOR 2023

Beginning with the MHS Class of 2023, two Grade Point Averages will be calculated for students.

### ***MHS CORE GPA:***

In an effort to most accurately represent a student's academic grade point average, the CORE GPA will take into account only those courses taken in the five CORE academic areas; English, Math, Social Studies and World Language. Course levels will be weighted according to the new GPA Weighting Scale (see page 19) and will be reported on both the student's report card and high school transcript.

### ***MHS Weighted Combined GPA:***

A student's overall experience at Marshfield High School cannot be adequately depicted in a simple academic GPA, so the MHS Weighted Combined GPA is provided to reflect all of the leveled courses a student takes throughout their four years of high school. This measure is an indicator of a student's combined educational experience at MHS and will be used to determine National Honor Society eligibility as well as being reported on the student's report card. Only the MHS CORE GPA will be reported on the transcript.

## GRADE POINT AVERAGE (GPA) AND CLASS RANK

Class rank is determined by computing a weighted grade point average (GPA) for each student, based on course level and grade attained. A student must be enrolled at Marshfield High School from the *beginning of grade 10* to be calculated into class rank. A student's Grade Point Average is reported both on the quarterly report card, as well as on the student's final transcript.

The three weighted academic levels computed into GPA are:

**Level 0** (Honors/AP\*)- represents Advanced Placement (where indicated) and Honors Level coursework, which is among the most rigorous and extensive in depth and breadth of content coverage.

**Level 1**- denotes accelerated, in-depth and highly-challenging college-preparatory coursework.

**Level 2**- denotes a fully comprehensive college preparatory course of studies that meets college level standards.

**\*Note for AP Courses:** Completion of the AP examination is required in order for the AP designation to appear on the transcript and the additional weighting calculated in the GPA.

**Beginning with the Class of 2021; Class rank will no longer be reported to students or to colleges. A student's standing in their class relative to their peers will be reported in terms of decile percentages.** The rank will be run for purposes of determining valedictorian, salutatorian and to meet some scholarship requirements but will not be reported.

## GPA CALCULATION SYSTEM FOR THE CLASS OF 2020, 2021, AND 2022

Letter Grade	AP/Level 0	Level 1	Level 2
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0

**Beginning with the Class of 2023, AP classes will receive additional weighting and the GPA Calculation system below will be used:**

### Grade Weighting Scale > 2023

Letter Grade	Level 2	Level 1	Level 0	AP
A	4.0	4.5	4.8	5.0
A-	3.7	4.2	4.5	4.7
B+	3.3	3.8	4.1	4.3
B	3.0	3.5	3.8	4.0
B-	2.7	3.2	3.5	3.7
C+	2.3	2.8	3.1	3.3
C	2.0	2.5	2.8	3.0
C-	1.7	2.2	2.5	2.7
D+	1.3	1.8	2.1	2.3
D	1.0	1.5	1.8	2.0
D-	.7	1.2	1.5	1.7

#### **ON-COURSES**

On-line courses or outside of MHS are student's expense) of the principal. maximum of one content area over questions and these courses to the Guidance be determined by through the Counselor. As the courses is primarily enrichment, these on the transcript but unweighted and calculated into a

#### **LINE/OUTSIDE**

courses taken permitted (at the with prior approval Students may take a such course in each four years. All issues regarding should be addressed Counselor and will the Principal Guidance intent of these credit recovery or courses will appear will remain will not be student's GPA.

## **SENIORS WHO DO NOT MEET GRADUATION REQUIREMENTS**

Seniors who have not fulfilled the Marshfield High School Graduation Requirements by the Tuesday prior to graduation may not participate in the graduation ceremony. Students who had planned on graduating from Marshfield High School but do not fulfill graduation requirements within these timelines, may still earn a MHS diploma. A plan to satisfy graduation requirements will be developed through consultation with the guidance counselor and will be signed by the student, parent, counselor and the Principal or his/her designee. If the student does not graduate with his/her class, all credits and requirements needed must be completed by December 31<sup>st</sup> of that calendar year in order to be considered a member of that year's graduating class.

Students who fail to meet the requirements of their graduating class by December 31 of the "graduation" year, are required to meet all State and local high school graduation requirements pertaining to their actual year of graduation. Students 21 years old and younger, who complete their graduation requirements after December 31<sup>st</sup> of their "graduation" year, may participate in the Marshfield High School graduation ceremony if they have communicated with the Principal in writing by May 1<sup>st</sup> of their intention to walk at graduation. Students who complete and receive their diploma or HISET Certificate from an outside institution are not permitted to participate in the Marshfield High School ceremony. *"Graduation year" is defined as the year when the student is initially expected to graduate, typically beginning with the student's ninth grade year of High School.*

## **REPORT CARDS and GRADES**

Formal electronic report cards are issued through Aspen at the close of each of four marking periods. Grades are:

- A+ 100.0 -96.5
- A 96.49 -92.5
- A- 92.49 -89.5
- B+ 89.49- 86.5
- B 86.49 -82.5
- B- 82.49 -79.5
- C+ 79.49 -76.5
- C 76.49- 72.5
- C- 72.49 -69.5
- D+ 69.49 -66.5
- D 66.49 -62.5
- D- 62.49 -59.5
- F 59.49 - 0.0

## **HONOR ROLL**

Highest Honors - All grades of A with one B- allowed

Honors - All grades of B- or better

The above includes all graded subjects with the exception of Physical Education.

### **ELECTRONIC PROGRESS REPORTS/LIVE GRADE BOOKS**

Monitoring of academic performance is an important component of school/parent partnership. To assist parents with academic progress, Electronic Progress Reports (EPR) are distributed to parents/students eight times during the school year. EPR's are accessed by parents through the internet and are electronically distributed with each report card and at the midpoint of all four terms. Parents are expected to access their student's reports through the Aspen account that was established when their student entered Marshfield High School. Students have live Grade Books for every class they are enrolled in at Marshfield High School, and when assigned homework, tests, projects,

classwork, or essays are turned in, each teacher has up to ten school days to post grades on Aspen. Parents who cannot access their student's account and are in need of assistance should contact the Data Processing Office 781-319-3546 at Marshfield High School for assistance.

### **EXTRA CURRICULAR – ACADEMIC/ATHLETIC ELIGIBILITY**

A student must pass five 4-credit subjects or the equivalent with a grade of C- or better, and pass Physical Education, in the marking period immediately preceding his/her participation in an extra-curricular activity. In the case of first semester courses, the quarter grade will determine eligibility not the final grade. Participation in extracurricular activities is a privilege. Any student not participating in Physical Education due to a medical excuse will not be able to participate in athletic activities either. **End of the year grades are used to determine eligibility for fall extracurricular or athletic activities.**

### **SCHOLARSHIPS, AWARDS & RECOGNITIONS**

Each year many local groups and organizations award local scholarship assistance to Marshfield High School Seniors through the Marshfield High School Scholarship Program. These scholarship awards are available only to Marshfield High School students and recipients are selected by the individual scholarship committees outside MHS. A booklet containing a list of these scholarships and their sponsoring organizations is distributed in early spring by the Guidance Office along with specific application instructions. Scholarships and awards are presented on Awards night the Thursday prior to Graduation. Students who wish to apply for these awards should do the following:

- READ the scholarship descriptions and note the requirements to determine the qualifications.
- APPLY for as many scholarships as you wish.
- COMPLETE one application for each scholarship applied for.
- SUBMIT completed applications to the Guidance Office by the designated deadline.

Students who will be attending a prep school after graduation may be excluded from consideration due to scholarship requirements.

Students chosen to speak at Graduation will be the top three students at the end of the first semester of their senior year.

### **PUBLICATION of STUDENT NAMES for PUBLIC RECOGNITION**

From time to time during the school year, the school may release for publication a student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards, and post high school plans. If you object to this, please contact the principal.

## **ATTENDANCE and ACADEMIC AWARDS**

Public recognition will be given to those students who have perfect attendance records and/or academic records during their high school careers. Perfect attendance for one year is defined by no days absence from school and no more than one tardy per quarter.

## **CONTINUING EDUCATION OPPORTUNITIES SUMMER SCHOOL AND NIGHT SCHOOL REGULATIONS**

### **1. ACADEMIC CREDIT:**

- A. Credit for Summer School courses may be earned only if the student has PREVIOUSLY COMPLETED but failed that subject during a regular school year.
- B. If a student attends Summer School in order to meet prerequisite requirements for a course, it may be necessary for the student to pass a departmental qualifying examination.
- C. After a review of grades from terms one and two Night School opportunities may be extended to seniors who are in danger of failing for the year.
- D. Continuing Education Programs are funded by student tuitions. No credit will be awarded before full payment of tuition has been made to the Town of Marshfield.
- E. Courses taken in Summer School may not meet academic eligibility requirements for the NCAA.

### **2. ACADEMIC REQUIREMENTS:**

A student must have at least a 50% average for a course given during the school year in order to be eligible to receive credit for summer school.

### **3. ATTENDANCE REQUIREMENTS:**

- A. A student must have met the attendance policy requirements established for the regular school year (i.e. full-year course, class absences may not exceed 10; in a half-year course class absences may not exceed 5).
- B. An administrator may waive the above attendance policy on an individual basis. Absences exceeding fifteen will not be waived excepting those derived from excused medical issues.
- C. Past Summer School performance will be considered when determining eligibility for that program.

### **4. LEVEL OF CREDIT:**

- A. MHS Summer School and Night School courses are not weighted and are only offered in level 2.
- B. Summer School, Night School, and Enrichment Courses are not weighted and do not count towards a student's GPA.

### **5. PRIVATE TUTORING:**

- A. The regulations for Summer School in regard to credit, prerequisites, and eligibility requirements also apply to private tutoring.
- B. The high-school principal must approve, in writing, all proposals for the granting of credit from private tutoring, prior to the beginning of the tutoring. Such proposals are to be submitted in writing to the High School Principal and must include the number of hours to be tutored, the name and qualifications of the tutor, and the signature of the department head who will administer and grade the final or prerequisite examination.
- C. Students tutored privately for credit only, may be required to pass a departmental final examination, which will be administered and graded by the Department Head.

- D. Students tutored privately for prerequisite credit, may be required to pass a departmental final exam, which will be administered and graded by the Department Head.
- E. The above examinations must be taken by the student prior to the beginning of the next school year (Sept.--June).

6. ON LINE COURSES:

- A. On line courses taken under the supervision of the Continuing Education Director are subject to all the conditions and provisions described elsewhere in this handbook.

7. THE APPEAL PROCEDURE:

- A. Interpretation of these regulations may be appealed to and ruled on by the High School Principal.

### **FINAL EXAMS**

All students taking final examinations are required to take their exams during the scheduled examination time. Only students who provide a doctor's medical note or professional note will be allowed to reschedule their exams. These exams will occur during the makeup exam period upon return to school.

### **FINAL EXAM EXEMPTION**

#### *For superior Academic Achievement and Attendance*

Seniors who have unexcused or excused absences for four (4) days or less in a full year course or two (2) days or less in a semester course and have a B+ or better average will not be required to take the final exam in that course. Seniors must certify their attendance and grade with each teacher. The grade will be determined by the average on the last day of class. Approved field experiences and three senior college visits will not count in determining this qualification. For unusual or extenuating circumstances, appeals may be made directly in writing to the building principal.

### **GUIDELINES GOVERNING THE SELECTION OF FILM MATERIALS**

Classroom teachers and building administrators are ultimately accountable as to the appropriate use of all audio-visual materials in their classrooms and schools. However, each school will keep an updated inventory of all its audio-visual materials available for parental perusal and review. Any questions or objections about these film materials should be directed first to the classroom teacher who will handle such issues as professionally and expeditiously as possible. Above all, teachers should use good judgment and employ sound pedagogical, personal and professional practices in order to enrich the academic experiences of our students when showing a film.

In accordance with the educational goals of the Marshfield Public Schools, the following criteria must be met in the selection of films for academic use:

- a. Individual student learning modes, teaching styles, curricular needs, faculty and student needs and student maturity all must be carefully considered when choosing a film.
- b. Films must contribute and be relevant to the objectives in the instructional program; represent artistic, literary and intellectual qualities; reflect the problems, aspirations and ideals of society; be appropriate to the level of the user; represent a balance of differing viewpoints on controversial subjects. Materials shall be judged according to the criteria listed above and will be accepted or rejected on the basis of these criteria. All films, regardless of rating, must be previewed in their entirety by the teacher using them in class. All films, if not being shown in their entirety, should be edited to meet the needs of the unit being taught and to meet the guidelines of the policy.



## **POLICY GOVERNING THE SELECTION OF FILM MATERIALS FOR ACADEMIC USE**

To the extent consistent with this policy, responsibility for the selection of film materials for academic use is delegated to the professionally trained personnel who are familiar with the courses of study, the methods of teaching, and the individual differences of pupils in the schools for which the materials are provided. The criteria for selection of such materials are listed in the Guidelines Governing the Selection of Films, approved by the Marshfield School Committee,

Film materials rated "PG" that meet the criteria outlined in the Guidelines Governing the Selection of Films may be shown to students in all grade levels.

Student generated projects using audio-visual materials are subject to these same guidelines. Films rated other than "PG" that meet the criteria of the Guidelines Governing the Selection of Films may be shown only upon the completion of the following:

- a. The showing of any such film will be approved, in writing, by the appropriate department chair, coordinator and/or by the building principal.
- b. Parents/guardians have granted written permission for the student to view the material.
- c. Films will be edited for classroom use when the staff person showing the film or the approving department chair, coordinator or building principal deems it appropriate.
- d. Appropriate alternate educational activity is provided to students who are not duly authorized (see "b" above).
- d. Parents/guardians will be informed of the Policies & Procedures Governing the Selection of Films.

## **PHYSICAL EDUCATION**

### **GENERAL RULES AND REGULATIONS:**

- A. Clothing: All students must report to class and appropriate clothing must be worn during physical education (PE). This will be determined by the PE Department.
- B. Attendance: Students will be allowed 4 excused absences per semester. Any student having over four absences in a term must make up the excess absences. All excused absences (field-trips, doctor's appointments, college visits, and meetings) are expected to be made up if the student has more than four absences. **NOTE: ALL MAKE UP OF EXCUSED ABSENCES MUST BE COMPLETED BEFORE THE END OF THE FOLLOWING MARKING TERM.**
- C. Participation: Students not participating in PE classes will receive a zero for the class
- D. Cuts: Cannot be made up and the student will receive a zero for the class.
- E. Medical excuses: Medical notes should be presented to the Physical Education Instructor and Guidance Counselor at the beginning of the school year or at the time of the injury/illness. After cleared by a Doctor, the student is expected to return immediately to Physical Education. If a student is to be excused from participating in a class, they must have a note from a parent/guardian or school nurse.
- F. Valuables: Students are required to lock all valuables in a gym locker or to secure them with a Physical Education teacher. Lost or stolen items are the responsibility of the student and must be reported to the Physical Education teacher or Administration.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

A student is required to receive a passing grade each term they are scheduled for Physical Education in order to be eligible to participate in athletics or extra-curricular activities. A student is required to take part in Physical Education class in order to participate in practice sessions, games, and other extra-curricular activities. A student that is medically exempt from Physical Education is not eligible to participate in Athletics.

## **GRADING AND MARKING REGULATIONS**

- A. Letter grades are used for grading in Physical Education.
- B. Any student receiving an (F) because of excessive absences for the term, or activities must make up those classes before the end of the next marking term.
- C. A student can make up a physical education class at the discretion of the teacher.

## **HEALTH**

Health is a graduation requirement. All students are expected to pass a semester of 9<sup>th</sup> grade health and a semester of 11<sup>th</sup> grade health.

## **WORK-STUDY OPPORTUNITIES**

The work-study program offers students in special circumstances an opportunity to **earn credits** towards graduation for working a minimum of 20 hours per week. Prior to working for credit, students must submit the following to the Marshfield High School Guidance office for Principal's approval:

- a completed *work-study application*
- a letter from the employer verifying employment and hours worked
- a letter requesting work study from the student's parent/guardian

Work-study applications are available in the Marshfield High School Guidance office.

## **WORK-RELEASE OPPORTUNITIES**

Work-Release is a privilege offered to seniors who are academically in good standing, have a non-academic last block of the day, and are employed a minimum of 20 hours per week. Prior to being placed on work release, students must submit the following to the Marshfield High School Guidance office for Principal's approval:

- a completed *work-release application* to the Principal
- a letter from the employer verifying employment and hours worked
- a letter requesting work release from the student's parent/guardian

Work-release applications are available in the Marshfield High School Guidance office. If approved, the student is issued a special pass enabling them to be dismissed to work on their early days. Failure to comply with school rules and regulations, at any time, may result in the loss of the work-release privilege. Students must maintain an average of C- or higher to be eligible for work release.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization which promotes scholarship, community service, leadership and character.

### **Selection of Members**

1. A candidate must be a junior or senior to be eligible for membership. Candidates must also be in attendance at MHS for one semester.
2. A candidate must have a GPA of 3.5 or above to be eligible for membership. If so, candidates will receive forms in the fall in their homerooms to be completed and submitted to the NHS advisor within two weeks or ten school days. They must be submitted by the deadline established.
3. The faculty council will then meet and evaluate each candidate on the basis of their community service, leadership and character. Evidence of each of the three qualities will be obtained in the application and from teachers and staff at MHS.
4. A letter will then be sent to each candidate explaining the faculty council's decision. If they so choose, a candidate may appeal the decision of the faculty council within a time frame established by the faculty council. A second appeal is possible to the principal within a time frame established by the faculty council.

### **Dismissal Procedure**

1. Members and candidates who fall below the academic standards (minimum 3.5 GPA) which were the basis of their selection will first be notified by the chapter advisor with a written warning and given one term to correct the deficiency. If non-compliance continues, that member will be subject to a dismissal hearing. The service requirement of fifteen (15) hours and fifteen (15) NHS Activity Points (for participating in NHS projects) must be met by the end of each school year. Seniors must meet this requirement by the deadline established.. If in non-compliance, the senior will be subject to a dismissal hearing. A junior must also meet this requirement by the deadline established. If in non-compliance, a junior will be subject to a dismissal hearing.
2. Any member or candidate that is involved in a flagrant violation of school rules as articulated in the student handbook or civil or criminal laws will be subject to expulsion from National Honor Society. Violations may include but not be limited to cheating, plagiarism, substance use or theft. A member does not necessarily have to be warned in these cases. These students will be subject to a dismissal hearing.
3. In all cases of impending dismissal, a member will be given the opportunity to a hearing first before the faculty council. The member may be accompanied by their parents or other interested parties. Following the faculty council's decision, the member also has the opportunity of an appeal relative to a question of process to the principal if he or she so chooses.

## **CODE OF CONDUCT**

### **ATTENDANCE REGULATIONS**

Pursuant to the Education Reform Act students are expected to attend school for 990 hours (full enrollment) per year in order to meet graduation requirements.

### **ABSENCE NOTES**

In order to verify that a parent or guardian is aware of a student's absence the student must bring a note from the parent or guardian stating the date(s) and reason(s) for the absence. This note is to be presented to the Homeroom Teacher on the day that the student returns to school. Failure to bring in a note will result in the absence not being excused. Homeroom teachers must send all excuse notes to the attendance clerk on the last school day of each week.

### **ATTENDANCE and CREDIT**

Daily attendance is essential to a student's academic progress and achievement. Daily attendance is the responsibility of the student and the parent, together with the best efforts of teachers and administrators. A maximum cooperative effort of all will result in a maximum academic experience for the student. Marshfield High School will not provide virtual access to a classroom for a student absent from school. It is the responsibility of the student to communicate with their teacher for their make-up work (see Make-Up Work page 30).

**A STUDENT WHO EXCEEDS TEN (10) ABSENCES IN A FULL YEAR COURSE OR FIVE (5) ABSENCES IN A HALF-YEAR COURSE WILL RECEIVE THE EARNED GRADE BUT WILL NOT RECEIVE CREDIT.**

Absences that COUNT toward the five (5) or ten (10) excessive days absence:

1. Illness unless verified by doctor's note.
2. Family trips, employee interviews, driver's license tests, medical appointments, bereavement of non-family member.
3. Tardiness and/or dismissals that result in the loss of more than 45 minutes of class time.
4. Truancy and class cuts.
5. Out-Of-School Suspensions.

Absences that DO NOT COUNT towards five (5) or ten (10) excessive days absence:

1. Death in the immediate family.
2. Illness verified by doctor's note.
3. Religious Holidays.
4. Court appearances.
5. School sponsored and/or approved activities that fall within the guidelines of the time on learning regulations of the Department of Education.
6. College visits up to a maximum of three (3) during the senior or junior year will be considered excused absences from school as long as verification of attendance at the college with a note from the admissions office is provided to your Guidance Counselor.
7. Documentation must be received by an Administrator no later than five school days following the student's return to school. The decision on the validity of an absence relative to the five (5) or ten (10) day rule will be made by an Administrator.

8. Measures will be taken to begin the withdrawal process for students who are 16 years of age or older and have unexcused absences for 15 consecutive school days. The parent/student must contact the Guidance Department in writing to request an extension.

Ordinarily, absences incurred due to Out-Of-School Suspensions are not excused. However in extenuating circumstances these absences may be appealed to the Principal. **IMPORTANT:** The 10 days excessive absence policy is not to be interpreted as permission to be absent from school for 10 days. Absence should be only for a serious reason.

### **DISMISSALS**

Student dismissals raise safety concerns for the school and disrupt the academic work of the class. In accord with the Ed. Reform Act that requires 990 hours of school attendance, dismissals will be confined to medical, legal, or emergency matters. Directed study is included in the 990 hours of instruction. Students may not leave the school building during school hours except with permission from the Nurse, School Attendance Clerk, or the Administration. A note signed by a parent or guardian giving the date, time, a phone number where the parent or guardian may be reached, and the reason for dismissal must be given to the homeroom teacher no later than the day of the dismissal. The student will be given a dismissal pass to report to the main office to sign out of school. All students being dismissed must sign out in the main office and check with security before leaving school grounds. A parent may sign the child out through the main office, but no student will be dismissed by phone except in an extreme emergency situation. No student can be dismissed without parental approval. Students leaving the building without appropriate approval will be subject to a Due Process Hearing. A student dismissed prior to 10:27am who is not readmitted by 12:20pm, will not receive credit for that school day. Any student dismissed from school may not participate in any after school activities without a doctor's note, or be on a work release program.

**This regulation also applies to students who have reached their 18th birthday.**

Unless a student is enrolled in a work study/release program, no students will be dismissed for work. Students on work release must carry their work release pass at all times.

### **HOME TUTORING**

Home and hospital tutoring services are provided to students who are determined by their physician to be medically unable to attend school and requires a *Physician's Affirmation of Need for Temporary Home or Hospital Education for Medically Necessary Reasons* form be on file at the school. This form may be obtained in the guidance office or downloaded at <http://www.doe.mass.edu/sped/28mr/28r3.doc>.

### **MARSHFIELD AFTER SCHOOL TUTORING (MAST)**

Students who return to school from a lengthy illness or disciplinary action may have an opportunity to access our MAST program. This program runs from 2:00 to 4:00 pm on Tuesdays and Thursdays (excluding early release days). The MAST program provides our students alternative academic activities when referred by an administrator/guidance counselor.

### **MAKE UP WORK**

Students are responsible for make-up work. Unless other arrangements are made between the student and teacher, make-up work is due at the second class meeting following the student's return to school. Announced tests, quizzes, writing assignments, and projects are to be completed the day the student returns to class or at the discretion of the teacher. Absences from class do not excuse responsibility for long-term essays, term papers, or projects with previously established due dates.

If a student is expected to be out for four days or more for an excused absence the guidance office should be notified as soon as possible by the parent. Guidance will notify teachers and they will be asked to prepare assignments for the time the student will be out. Missed assignments are available on Canvas. Assignments not available electronically may be requested to be picked up through the student's Guidance Counselor. It is the responsibility of a student who plans to be absent from school because of a family trip, to have their schoolwork completed upon return from the trip.

## **REGULATIONS GOVERNING THE GENERAL CONDUCT OF PUPILS**

### **DISCIPLINE**

Students shall be required to behave in compliance with the rules and regulations of Marshfield High School. A student guilty of violating the rules of the School or of being a detriment to the morals, welfare or education of any student is subject to the disciplinary measures contained in this Student Handbook and/or as determined by the school administrator within the limits set by the school committee policy and the laws of the Commonwealth of Massachusetts. The rules apply to any school sponsored activity, trip, on or off school grounds, or at an activity sponsored by a school in which the student is not enrolled. Behavior, which is in violation of the Law, shall be immediately referred to the police authorities and the administration will cooperate fully in providing information necessary to the police investigation.

Disciplinary measures for students with special needs as defined under Chapter 766 will be handled at the discretion of the individual school administrator, in compliance with the law and regulations pursuant thereto. In most instances conduct will be what is expected of all students within the disciplinary regulations of their respective school.

### **LASER POINTERS, HATS, HEADGEAR or SUNGLASSES**

Marshfield High School does not allow any laser pointers to be used in school, nor does it allow hats (baseball caps, winter hats, etc.), headgear or sunglasses to be worn in school. If students use any of the above items in school, or wear hats or headgear in school, those items will be confiscated. A parent or guardian may call the school and make an appointment to retrieve any item confiscated. Students may be required not to bring these items to school at the request of school administration.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones/Electronic devices are not allowed to be used in the classrooms unless so directed by the specific classroom teacher. Teachers are permitted to confiscate cellphones or other electronic devices that they consider disruptive to their class. In order to insure student confidentiality, students are not permitted cell phone use in the nurse's clinic without prior permission of the nurse. Any electronic device at Marshfield High School that creates a safety and/or security concern, including, but not limited to inappropriate text messages, or video or still camera photography depicting an incident with violence or sexual content will result in a Due Process Hearing and the device will be confiscated.

### **SCHOOL SPORTS EQUIPMENT RESPONSIBILITIES LOCKS, LOCKERS AND SPORTS EQUIPMENT**

Physical Education students and athletes are required to lock all personal belongings and athletic equipment in lockers during class, practice, and/or games. MHS does not provide security for items that are not properly locked in the appropriate lockers.

Students will be given a lock and locker to safeguard their personal property. The school is not responsible for items lost, damaged or stolen in lockers. Students should never share their combination with another student. Students should make sure their lockers are closed and locked after class, practice, and/or games. A student who damages or defaces school property (including locks, lockers and/or uniforms) will be responsible for all replacement costs associated with the damaged property.

Students' use of the locker does not diminish the school's ownership or control of the lockers. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

### **STUDENT BEHAVIOR**

Students are expected to conduct themselves properly and respectfully at all times and not impose their current relationships upon others. Public display of affection will be stopped by the faculty and administration. Abusive, obscene, profane, sexually or racially offensive language, gestures or physical actions directed toward any member of the school community, students, faculty, secretaries, aides, custodians, or administrators shall be punishable by up to 10 days out-of-school suspension, and/or a recommendation of expulsion, or possible legal action. All school sponsored events and activities follow all regulations of this Student Handbook and students are expected to conduct themselves properly and respectfully. Students removed from an event will be subject to a Due Process Hearing and additional school consequences.

All public schools shall strive to prevent harassment or discrimination based upon students' race, color, sex, religion, national origin or sexual orientation, and all public schools shall respond promptly to such discrimination or harassment when they have knowledge of its occurrence.

### **HARASSMENT and BULLYING: (See Policy Appendix #10)**

**Harassment is not tolerated at Marshfield High School.** Harassment exists when a person willfully acts to irritate, bully, distress, humiliate, or torment another person. Although harassment is often thought of as behavior that is continuous, it also includes initial behavior when it should be known by the offender that the activity would irritate, distress, humiliate, or torment another person. Whether or not certain behavior is considered harassment is based on the reasonable views of the offended individual. In those instances, the offended person should tell the offender to stop. This simple directive advises the offender that the level of tolerance of the offended person has been reached. If the activity is repeated after the offender has been told to stop, the behavior will be treated as harassment. In this handbook, the term harassment also includes, but is not limited to, bullying, discrimination, hazing, libel, sexual harassment, and slander.

**Bullying will not be tolerated at Marshfield High School.** Bullying is defined as a direct or indirect verbal, physical, written, electronic action or behavior that is intentionally cruel and repetitive. Bullying is characterized by an imbalance of physical, psychological or emotional power. Bullying actions will include, when appropriate, referral to law enforcement officials. The Marshfield Public Schools will support this policy in all aspects of its activities, including curricula, instructional programs, staff development, extracurricular activities and parent involvement.

#### **Process for Responding to a Report of Bullying/ Harassment:**

If an incident involving Bullying is witnessed by any student, staff member or adult it should be reported immediately to the administration. The administration will follow the procedures outlined in the Appendix #10 of this handbook.

#### **Discrimination**

Discrimination is unfair treatment or denial of normal privileges to persons because of race, age, gender, sexual orientation, nationality, or religion.

#### **Hazing**

Hazing is any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student. Any intention or occurrence of hazing must be reported to the administration immediately.

#### **Libel**

Libel is a false and damaging statement regarding another that is expressed in print, writing, pictures, or signs. Libel includes notes and emails that ridicule another or hurt that person's reputation.

#### **Slander**

Slander is a false and damaging oral statement or gesture concerning another. Slander includes spreading false rumors and telling lies that damage another's reputation.



**Confidentiality**

Marshfield High School will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all. A confidentiality request may limit the school's ability to respond.

**Reporting Harassment**

Any person who believes that he or she has been the victim of harassment at Marshfield High School by anyone, including staff, students or visitors, should bring the matter to the attention of one of the following persons:

**Mrs. Marybeth Battis (781)319-3528**  
**Mr. John Kopp (781) 319-3749**  
**Marshfield High School**

This may be done orally or by filing a written complaint which can be obtained from the above named staff. Marshfield High School will not tolerate any retaliation against any person who files a complaint or against anyone who cooperates in any investigation into possible harassment. Disciplinary action will be taken against any person who engages in retaliation.

**SEXUAL HARASSMENT AND REPORTING SEXUAL HARASSMENT**

**Sexual Harassment:** Federal law protects students from sexual harassment in all of the school's programs or activities, whether they take place in the facilities of the school, on a school bus, or at a class or training program sponsored by the school at another location. Sexual harassment can take two forms, "quid pro quo" and "hostile environment".

Quid Pro Quo Harassment occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity.

It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, if a teacher threatens to fail a student unless the student agrees to date the teacher, that is quid pro quo harassment. It would not matter whether the student refused to submit to the teacher's demands and suffered the threatened harm nor did what the teacher wanted to avoid the harm. It would be unlawful sexual harassment in either case.

Hostile Environment Harassment occurs when unwelcome sexually harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school.

Some examples of sexual conduct which, when unwelcome, may constitute sexual harassment are; sexual advances; touching of a sexual nature; graffiti of a sexual nature; displaying or distributing of sexually explicit drawings, pictures and written materials; sexual gestures; sexual or "dirty" jokes; pressure for sexual favors; touching oneself sexually or talking about one's sexual activity in front of others; and, spreading rumors about or rating other students as to sexual activity or performance.

Sexual harassment of any kind will not be tolerated at Marshfield High School. Disciplinary action will be taken against any person who is found to have engaged in such conduct.

If there is an issue of sexual harassment, the following sequence is suggested:

1. The target should communicate in a timely manner with an administrator, guidance counselor, adjustment counselor, or trusted teacher.
2. The person contacted will immediately communicate the incident to the principal who will be in charge of the investigation.
3. The target will be encouraged to describe the incident in writing.
4. The complaint will be dealt with in a timely manner.
5. An adult will discuss the incident with the alleged harasser to gain additional information and will determine if discipline is warranted.
6. The course of action will be discussed with the student bringing the complaint. It may result in a warning, detention, suspension or exclusion.
7. If the target is dissatisfied with the results or progress of the investigation the student may discuss the issue with the Superintendent of Schools

**REPORTING SEXUAL HARASSMENT:** Any person who believes that he or she has been the victim of sexual harassment at Marshfield High School by anyone, including staff, students or visitors, should bring the matter to the attention of one of the following persons:

**Mrs. Marybeth Battis (781)319-3528**

**Mr. John Kopp (781) 319-3749**

**Marshfield High School**

This may be done orally or by filing a written complaint which can be obtained from the above named staff. Marshfield High School will not tolerate any retaliation against any person who files a complaint or against anyone who cooperates in any investigation into possible harassment. Disciplinary action will be taken against any person who engages in retaliation.

### **CONSEQUENCES of SEXUAL HARASSMENT**

If the investigation of any sexual harassment substantiates the complaint, immediate and appropriate corrective action, up to and including discharge, or expulsion in the case of a student, will be taken to stop the harassment and prevent recurrence. If validity of the complaint can not be determined, all parties will review this Policy and its requirements for maintaining a learning and working environment free from sexual harassment.

### **STUDENT DINING**

All students must report to the Student Dining and remain there during their assigned lunch period. No student may leave the Student Dining during lunch without a written pass. **Students are responsible for keeping their areas picked up. Food and drink must remain in student dining.** The designated outside student dining areas may be opened periodically as a privilege to seniors. Access will be by ID card only. Students will be required to present their ID Card to make a purchase in student dining. (See page 56 regarding lost ID cards.)”

## **DIRECTED STUDY PROCEDURES and REGULATIONS**

Attendance is taken in classroom directed study. Studying is required in all assigned study areas. Activity inconsistent with study is not allowed. Failure to attend Study will be considered a class cut (see page 44).

### **APPEARANCE/PERSONAL DRESS GUIDELINES**

The Marshfield School District encourages students to dress for school in an appropriate manner, which reflects self-confidence and respect for the learning environment. Appropriate dress is the responsibility of the student and his/her parents or guardians. However, in the interests of maintaining the required school climate essential to meaningful teaching and learning, the administration may ban dress that is a disruption to the educational process or is inappropriate due to health and/or safety.

Listed below are guidelines, which are intended to define appropriate attire:

- Dress must not be a safety hazard, disruptive to the school environment, or destructive to school property.
- Students may not wear any belts, jewelry, or clothing items that contain protruding objects that can cause injury to self or others or damage school property. Teachers, at their discretion, may ask students to remove any jewelry that is considered unsafe in any class or any class activity.
- Pants and a shirt together should cover a student's abdomen/torso area.
- Skirts and shorts must be of appropriate length for natural movement within the building including sitting at a desk, walking up stairs, and bending over at locker, etc., all while maintaining proper coverage. One guideline for appropriate length of shorts and skirts is the finger-tip rule. Final discretion belongs to administration.
- The following clothing items should not be worn: see through, bare-back, halter, low-cut, and spaghetti straps, as well as tube-tops, and tank-tops. All shirts must have wide straps. Please remember that "layering pieces," such as tank tops, are meant to be worn under additional clothing.
- Obscene or profane language, or pictures on clothing and/or jewelry, as well as, clothing that depicts images of violence, weapons, alcohol and illegal or inappropriate for juveniles, are not to be worn.
- Hats, bandanas, hoods, and sunglasses are not considered appropriate attire for safety reasons.

In the event that a student's choice of dress is deemed to be out of compliance by any member of the staff, discreet and respectful efforts will be made to remedy the situation. Remediation may include contacting the parents/guardians and providing appropriate clothing.

Special dress may be allowed on special occasions, but this dress is left to the discretion of the school administration.

## STATEWIDE MASK MANDATE

In August, 2021, the Department of Elementary and Secondary Education (DESE) imposed a statewide mask mandate for all students ages 5 and up in Massachusetts public schools. Accordingly, and until further notice, all MPSD students, grades PK-12, (along with all staff and visitors) are required to wear masks on buses, while inside MPSD Public School buildings, and while attending school-sponsored indoor activities. Students will be provided mask breaks throughout the day, and masks will not be required during lunch while students are eating. Students will not be required to wear masks during outdoor recess, if applicable, or while outside of the buildings for any other reason.

A failure to adhere to this masking requirement will be treated as a school-readiness matter, just as if a student had arrived at school inappropriately dressed or otherwise not in a condition to attend school in a manner that is safe for the student and others in the building. As such, a student who does not comply with this requirement will meet with the building Principal or designee, to discuss whether the student can come into compliance and return to class in a manner that is safe for all. If necessary, the student's parent or guardian will be contacted. Students may be subject to progressive discipline for deliberate non-compliance.

Requests for student exemptions will be considered based on the existence of a documented medical or behavioral issue, which might be aggravated by the wearing of a mask. Such requests must be accompanied by a note from your child's physician and documentation may be subject to further review by a member of the Districts' Health Safety Team (Nurse Director, School Nurse and/or the School Physician) and Superintendent of Schools. Until such a student exemption request has been received by your child's building principal and has been reviewed and approved, masks need to be worn on buses/vans and in school.

## AREAS OFF LIMITS TO STUDENTS

Students are not allowed to pass between classes on the outside of the high school building at any time during the regular school hours. Usage of the courtyard for passing to classes is permitted only during passing times."

## CHEATING and PLAGIARISM

The faculty and administration are proud of the outstanding integrity and uprightness of our students and encourage each student to produce his/her own best work. **When a teacher determines that a student has cheated during a quiz, test or any other such activity the student will receive a "zero" for that activity and the parents will be notified.** When a teacher has determined that a student has plagiarized a term paper, book report, project or other assignment the student will receive a "zero" for that activity, the parent will be notified, and additional disciplinary actions may be taken. An Academic Integrity Incident Report Form will be turned in to the student's assistant principal. Additional disciplinary actions may be taken. Members of the National Honor Society may be subject to dismissal pending a due process hearing.

## **SCHOOL BUS CROSSING POLICY**

*No student should ever be in the Danger Zones.*

Students crossing in front of a bus must observe the following safety rules:

- Cross only after receiving permission from the bus driver.
- Cross at least ten feet in front of the bus.
- Establish “eye contact” before starting across.
- Look both ways and enter the roadway only after receiving an “all clear” sign from the bus driver.
- Never cross behind the bus.

Safety First:

1. Always be at the bus stop on time.
2. Wait in line for the school bus. Don't play in the street.
3. Wait for the bus to stop completely then enter the bus one at a time using the hand rail for support.
4. Always find a seat quickly and stay seated. Talk quietly. Do not eat or drink and don't leave trash on the bus.
5. Listen to the bus driver.
6. Never put your head or arms out the bus windows.
7. Know where the emergency exits are. Do not play with them.
8. Never throw things while on the bus.
9. Wait for the bus to stop completely before leaving your seat. Then get off in single file.
10. Walk a safe distance away from the bus so the driver can see you and know that you are out of danger.
11. If you must cross in front of the bus, make sure the driver can see you. Wait for the driver's signal to cross. Look both ways. Walk 10 steps forward. Cross the street carefully. Do not run.

## **SCHOOL BUS RULES and REGULATIONS**

School buses are extensions of the school and are governed by similar rules of behavior. The school authorities, the bus operator and the police work closely together to ensure safe operation at all times.

Students are expected to comply with all safety rules.

1. Any student opening a bus door without the permission of the bus driver will be excluded from the bus for one week.
2. Any student damaging the bus will be excluded from the bus until restitution is made to the bus contractor.
3. Failure to stay in assigned seat, abusive language, fighting, refusing to obey, unusual noise, throwing objects on the bus or at the bus, putting head or arm out of the window or improperly entering or leaving the bus will be cause for suspension from the bus for a length of time determined by the school administrator. The nature of the offense, age of the student, and any other considerations shall determine the kind of disciplinary action. Appropriate action may include: assigned seat on the bus, informing parents of misbehavior on bus, and/or suspension of bus privileges
4. Smoking or Vaping on the bus is not allowed.
  - First offense: 3 days suspension from the bus
  - Second offense: 1 week suspension from the bus and a smoking fine citation.
  - Third offense: indefinite suspension from the bus and a smoking fine citation.

5. Any student who refuses to follow instructions of the bus driver or whose actions severely endanger the safety and wellbeing of the passengers, may be removed by the bus driver. In the event of an emergency disciplinary action as listed above, the driver must immediately notify the school administrator in person or on the telephone when The last pupil has left the bus, as to the exact names of those student who were removed. Action of this nature should be extremely limited. The bus driver is expected to act in a responsible and prudent manner if he/she removes a student from the bus. The student's right to due process will be protected with the burden of proof for the action taken placed on the bus driver.
6. Changes from the regularly assigned school bus must be approved by the appropriate school administrator.

### **STUDENT PARKING**

Student parking at Marshfield High is a privilege and limited to a maximum 370 parking permits. Only currently licensed Seniors and Juniors whose cars display the appropriate permanent parking sticker will be allowed to park on the campus of Marshfield High School. Students **MUST REGISTER** and purchase a parking permit at a cost of \$50.00 for the school year by the designated date for any car they intend to park on campus during school hours. Registration deadlines will be established and followed when administering parking stickers. All student cars must be parked in their individual assigned/numbered parking space with the appropriately numbered parking sticker permanently affixed to lower left front windshield. Depending on availability, parking stickers may be awarded by lottery organized by the principal or designee. Parking on school property during the school day or when participating in school sponsored activities is a privilege and not a right. As such, cars brought onto school property may be subject to a search by school officials. Providing parking that is safe and orderly is imperative, particularly because Martinson Elementary School and Furnace Brook Middle School are in such close proximity. All students will be prohibited from parking on school property for certain events i.e. Election Day

### **MARSHFIELD HIGH SCHOOL PARKING GUIDELINES**

1. All student cars must be parked in their individual assigned/numbered parking space with the appropriately numbered parking sticker permanently affixed to the lower left front windshield.
2. Student parking is identified with green parking-lined and numbered spaces only.
3. Students' cars are to be driven in a responsible manner that meets school and Registry of Motor Vehicles' safety requirements, including the use of seat belts for drivers and all passengers in the vehicles. Parking privileges may be revoked and further appropriate disciplinary action may be taken for speeding and dangerous driving.
4. Students may not return to their cars during the school day without permission and signing out in the Main Office. Students who do not have a valid parking permit will not be allowed to access their cars during the school day.
5. Students who park their cars illegally in unregistered cars or in unmarked or non-approved spaces or parking lot may have their cars ticketed or towed at the student's expense.
6. Students may obtain a temporary parking pass in the Security Office/Rm. 311 should their registered car require repairs for a maximum of three days. All temporary passes not returned to the Security Office after the three day time period may result in the revocation of the original parking permit as well as illegal parking violation fees. Vehicle information changes may be made to [bholden-last@mpsd.org](mailto:bholden-last@mpsd.org) or in person in Room 311.
7. Violation of any school policies and/or procedures including having previous parking violations and/or excessive school tardies may result in a student's loss of parking privileges.

8. All financial obligations must be met, and lost chromebooks, chargers, books, uniforms, technology, and other MPSD property must be returned or replaced prior to obtaining a sticker. If you are not sure whether you have an obligation, please contact the Main Office at 781-319-3802.
9. Please use the crosswalks for safety.

#### Designated Student Parking Areas

Student Lots 9 & 10: Senior Parking (in front of James Anderson Field) when available  
Student Lot 11: MHS Student Parking – rear Furnace Brook Middle School lot  
Student Lot 12: side Furnace Brook Middle School lot near skating rink

### **VIDEO SURVEILLANCE POLICY**

**PURPOSE:** The Marshfield School Committee shall endeavor to ensure that students, staff and all property owned by the District are protected at all times from possible damage, outside intrusion or disturbances occurring on the school grounds or in school buildings. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed in any or all District buildings, or in District vehicles to protect District property. Outside lighting and/or video surveillance devices may be installed and maintained at each school building to provide illumination and observation of the immediate grounds. The District shall cooperate with all law enforcement agencies to support its passive surveillance measures. It is understood that no system is foolproof or able to cover all areas equally. Passive electronic surveillance is designed to supplement the actions of staff to insure safety and security.

**IMPLEMENTATION:** The School Committee recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff and shall periodically review and update its passive surveillance systems.

**PROCEDURES:** The building principal shall take all necessary steps to ensure that the video surveillance system installed at his/her building is operating properly. The principal shall ensure that assigned staff is trained to operate the surveillance equipment, and that an archived storage of tapes/CD's, etc., is properly maintained.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Students or staff in violation of District policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies.

Having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order and discipline, the School Committee authorizes the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

- A. All main entrances shall be monitored. To the extent possible, electronic surveillance shall be provided for other exterior doors and hallways.
- B. The District shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The District shall incorporate said notice in the student handbook.

- C. The use of video surveillance equipment on transportation vehicles shall be supervised by the District transportation supervisor. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or other responsible administrator.
- D. The use of video recordings from surveillance equipment shall be subject to other policies of the District including policies concerning the confidentiality of student and personnel records.

### **ALCOHOL BEVERAGES REGULATIONS**

A student who is found in possessing of, or consuming, or under the influence of alcohol on school property or at any school function, in addition to the ***Expulsion and Suspension Penalties***, will be subject to social probation of one full term (9 school weeks). (See page 49 for Rules for Social Probation.)

When entering a school dance or other designated school sponsored events, students will be subject to a Breathalyzer test. If a student tests positive for alcohol he or she will receive an additional opportunity to take the test. Students who test positive for alcohol, or students who refuse to take a breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

1. Any student who is suspected of being under the influence of alcohol on school property or at a school sponsored event will be subject to taking a breathalyzer test if available.
2. Any student who is found on school premises or at a school-sponsored or school related event, including athletic games, who has alcohol on his/her breath, or is determined to be under the influence of alcohol, is found to be possessing, consuming or transporting any alcoholic beverage, will be suspended out-of-school for five school days. If possible, this will be confirmed by two administrators or any other person(s) acting in an official capacity. In addition, the student will be placed on social probation for the equivalent of one full term (9 school weeks). A parent conference will be required.
3. Any student who is determined to have sold or distributed any alcoholic beverage on school property or at a school function shall be suspended from school for ten (10) school days and will be subject to social probation.
4. Any second offense for possession, consumption or being under the influence of an alcoholic beverage shall result in a ten (10) day suspension of the student.
5. Any student who is present at a school sponsored activity, function or sports event and has alcohol on his/her breath, or is determined to be under the influence of alcohol, or is found to be in possession of alcohol shall be barred from that school sponsored activity, function or sports event. If possible, the alcohol violation will be confirmed by two administrators or any person(s) acting in an official capacity. The student will be subject to the five day out-of-school suspension and the nine week social probation.
6. For the safety of the student, the supervisor in charge of the activity, function or sport will attempt to contact the parent or guardian of the student who has violated the alcohol policy.
7. Matters involving violation of the law shall immediately be referred to the appropriate police authorities and the administration will cooperate fully in providing information necessary to permit proper police investigations.
8. Disruptive behavior at a school function will be handled by the supervisor in charge according to the severity of the situation.
9. In addition to penalties imposed, a student showing possible emotional and psychological problems may be referred to the appropriate guidance and/or adjustment counselor within the school.
10. Any student/student participant in any extra-curricular activity is also subject to MIAA Chemical Health Rule 64.1.



## **TOBACCO POLICY**

Massachusetts State Law M.G.L. C 71, Sec. 2A

Prohibiting the Use of Tobacco in the Public Schools

It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds during normal school hours. Tobacco products are prohibited within the school buildings, the school facilities and the school grounds and on school buses by any individual.

Each school committee shall establish a policy dealing with students who violate this law. This policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

Regulation: No student shall use a tobacco product in any form within the school building or on school property at any time. Tobacco products are prohibited within the school buildings, the school facilities and the school grounds or on school buses by any individual.

### *Rationale for Tobacco Use Policy*

1. Tobacco use is against State Law.
2. Tobacco use is a serious health hazard that affects smokers and nonsmokers.
3. Undue hardship is placed on students who need to use restrooms and upon custodians who must clean them.

### *Long Range Goal*

**Foster a tobacco free school.**

### *Short Range Goals*

1. Educate students on the hazards of tobacco use.
2. Establish a deterrent for those who are tobacco users and for those who are experimenting with tobacco.
3. Insist that parents (guardians) of tobacco users become involved in the problem and the solutions.
4. Students may participate in a cessation program.

**TOBACCO VIOLATIONS** are subject to a Due Process Hearing.

## **OPEN DISPLAY OF TOBACCO OR ELECTRONIC CIGARETTE PRODUCTS**

Open display of tobacco products is prohibited and shall result in the confiscation of the products by the administration. The student may receive the same penalty as a tobacco violation.

### **Procedures for Students who violate the Marshfield High School Tobacco Policy**

#### **Penalties**

##### 1<sup>st</sup> Offense:

- Formal written warning.
- One (1) Saturday school detention.
- Letter and Phone call to parent/guardian and scheduled conference between student, administrator and parent/guardian.
- Cessation Program classes.

### 2<sup>nd</sup> Offense

- Fine of fifty dollars (\$50.00) for violation of MHS tobacco policy.
- Due Process Hearing.
- All the consequences defined for a student who has had a prior tobacco violation.

### 3<sup>rd</sup> Offense

- Fine of one hundred dollars (\$100.00) for violation of MHS tobacco policy.
- Due Process Hearing.
- All the consequences defined for a student who has had a prior tobacco violation.

### 4<sup>th</sup> Offense

- Fine of one hundred dollars (\$150.00) for violation of MHS tobacco policy.
- Cessation Program classes.
- All further offenses will merit the one hundred and fifty dollar (\$150.00) fine.
- All the consequences defined for a student who has had a prior tobacco violation.

### Athletic Consequences

Students who partake in athletic privileges at MHS and who are caught smoking on school grounds will be notified of the offense. Further punishment for offense may be given with coach's discretion.

### Payment of Fines

Fines will be treated similar to paying a parking ticket. Students who fail to pay fines within the set payment date will have to attend a court hearing. Students may request a town hearing in regards to paying the fine or if they can prove that they are in good standing with a cessation class to have the fine possibly removed.

### Cessation Programs

Any student attending a cessation program or who chooses to attend a cessation program and can provide proof that he/she is in good standing with the class may have suspensions cleared and first three (3) fines cleared.

## **DISCIPLINARY OFFICE REFERRALS**

Any student removed from class will report **immediately** to the Assistant Principal's Office. **Any student not reporting to that office immediately will be subject to a Due Process Hearing.** A Behavior Report will be written by the teacher stating the reasons for the removal. The first offense will normally result in teacher or office detentions. Depending on the nature of the offense the student may be suspended from the class for a period of time. Additional offenses may result in removal from the class for an extended period, detentions, or suspension. Parents or guardians will be contacted following any of the above disciplinary actions.

## **DETENTIONS**

### **I. Office Detentions:**

It is very important that the Office Detention (1:55 p.m. – 2:40 p.m.) be served when assigned. Parental cooperation is very important in this matter. Athletic competition or after-school work does not excuse the student from attending the Office Detention.

Students are expected to report to the Office Detention on the day of the offense and follow the prescribed rules of detention. If a student is unable to attend the Office Detention on the day of the offense arrangements must be made with the Administrator. The following day a written note from the parent or guardian explaining the student's absence must be presented to the Administrator. Failure to present the note will be treated as failure to attend the original detention.

Failure to attend an Office Detention will result in a Saturday Detention. Failure to attend a Saturday Detention will result in a Due Process Hearing. Stronger punitive penalties will be given for repeated offenses. Extracurricular activities do not take priority over office detentions.

## **II. Teacher Detentions:**

Students are expected to report to a detention given by a teacher on the day of the offense. Parental cooperation is very important in this matter. Athletic competition or after school work do not excuse the student from attending a Teacher Detention. Teacher Detentions begin at 1:55 p.m. and last up to one hour. If a student is unable to attend the Teacher Detention on the day of the offense, arrangements must be made with the teacher. The following day a written note from the parent or guardian explaining the student's absence must be presented to the teacher. Failure to present this note will be treated as a failure to attend the original detention. If a student does not attend a Teacher Detention the student will be referred to the assistant principal by the teacher.

## **SATURDAY MORNING DETENTIONS (SMD)**

If the student chooses not to attend the SMD without sufficient reason, the student will be subject to an Out-of-School Suspension. On Monday morning before going to first block the student should meet an Administrator with a written note from a parent or guardian explaining the circumstances of her or his absence. If there is no note, the absence will be considered a cut. In no case should the student give a self-imposed suspension for Monday. If the meeting on Monday, with an Administrator determines that the student did not have a valid excuse for not attending the SMD the student will be suspended out-of-school the following day, Tuesday. This will give the student time to see teachers and obtain homework. The parent will be called to explain the out-of-school suspension. To be readmitted the student should return to school on Wednesday morning in the company of a parent or guardian for a conference with an Administrator. The student must then complete the missed SMD on the upcoming Saturday.

When a student is assigned a Saturday Morning Detention the parent or guardian will be notified by letter and if possible by phone.

## **SATURDAY MORNING DETENTION (SMD) PROCEDURES**

The following are procedures regulating the attendance and conduct of students assigned to Saturday Morning Detention: **Saturday Morning Detention runs from 8:00 a.m. to 11:00 a.m.**

### **I. Attendance Procedures**

- A. Students assigned to SMD will report to the detention room at 8:00 AM.
- B. A student who does not attend a SMD must meet with an Administrator on the following Monday.
- C. A list of present and absent students will be provided to the Assistant Principals each Monday morning.

### **II. Academic Work in SMD**

- A. Only school work will be allowed. Students must do academic work in silence.
- B. Students who fail to bring school work will be given an opportunity to take part in community service work.
- C. Students must obtain their class work the week prior to the SMD and come prepared to the SMD with books and materials necessary to complete their work.

### III. SMD Room Discipline

Although the SMD is not held during the traditional school day SMD students are subject to the discipline policies that govern student conduct and behavior as contained in the Marshfield High School Student Handbook. In particular, those policies governing Alcohol page 39, Tobacco page 40, Reasons for SMD and Detentions page 42, Out-of-School Suspension and Expulsion page 46, Hazing page 102 and Expulsion and Suspension Statutes page 85 are in force. Students who violate these regulations will be subject to the same penalties as students who violate them during the traditional school day or at school sponsored activities.

#### A. Students are expected to behave in a manner appropriate to any classroom situation.

Inappropriate, disruptive or disrespectful behavior will not be tolerated. Violations and disturbances will be handled as follows:

1. 1<sup>st</sup> offense- verbal warning and explanation of subsequent actions.
- 2<sup>nd</sup> offense - verbal warning that an additional infraction will result in immediate removal from the SMD and a Due Process Hearing on the first school day following the SMD.
- 3<sup>rd</sup> offense - removal from the SMD room and a Due Process Hearing on the first school day following the SMD.

Suspended students may not be readmitted to school until the student, parent or guardian has had a successful meeting with an administrator.

#### B. Cases of extreme misbehavior or flagrant disrespect or violations of the disciplinary regulation contained in the MHS Handbook will result in immediate removal from the SMD room and the student must meet with an Assistant Principal on the following Monday morning. Depending upon the infraction and the penalties contained in the Student Handbook the student may be Suspended Out-of-School or Excluded.

#### C. Materials not appropriate to SMD include: food, non-educational reading materials, cigarettes, lighters, matches, radios, walkmans, tape recorders, beepers, cameras, phones, cards, or any materials, or objects prohibited from the regular school environment. Students in possession of these items will surrender them to the SMD teacher until the end of the SMD session.

#### D. Lavatory Procedure:

1. Two lavatory passes issued per student at the discretion of the SMD teacher.
2. Passes to be issued to students, one at a time, at the discretion of the SMD teacher.

## REASONS FOR DISCIPLINARY ACTION

1. Leaving School Property Without Prior Permission. **This is not an open campus.** Parents may dismiss a student by means of a dismissal note to be turned into the homeroom teacher by the student or by contacting the appropriate administrator or by seeing a secretary in the general office to release the student PRIOR TO THE STUDENT LEAVING SCHOOL GROUNDS. All dismissal times must be noted on the bulletin. Failure to follow this procedure includes leaving school property without prior permission.  
**Consequence:** Due Process Hearing. Parent or guardian will be notified.
2. Class Cuts\* - Failure to Attend Class, Study, Homeroom or other assigned activity. Class cuts are dealt with in a progressive manner including office detentions, Saturday detentions and Due Process Hearings. All students will be afforded Due Process.  
**First Cut:** Teacher or office detention and the student will receive a zero for class work.  
**Second Cut:** (2) two General Detentions  
All class cuts will result in a zero for class work and assessments. Failure to report to detention will result in a Saturday Morning Detention.  
**Third Cut:** (3) three General Detentions.  
All class cuts will result in a zero for class work and assessments. Failure to report to Saturday Morning Detention will result in a Due Process Hearing.  
**Fourth Cut:** Saturday Morning Detention.  
\* Please note: a cut is counted whether it be in the same class or not.  
**Fifth Cut:** Due Process Hearing
3. Smoking, Vaping or Use of Tobacco in any form on School property (including parking lots) at any time.  
**Consequence:** Due Process Hearing - see Tobacco Use Policy (Page 40)
4. Misrepresentation of Parental and/or Teacher Communication.  
(Dismissal and/or absence notes, response to academic reports, corridor passes, etc.)  
**Consequence:** Saturday Morning Detention. The parent or guardian will be notified.
5. Truancy (Absence from School without the knowledge or the consent of the Parent or Guardian).  
**Consequence:** Saturday Morning Detention.
6. Failure to Report to the Office When Sent by a Teacher.  
**Consequence:** Due Process Hearing.
7. Presence in Unauthorized Areas  
**Consequence:** Due Process Hearing
8. Unauthorized Presence in the Student Parking Lot.  
**Consequence:** Due Process Hearing.
9. Parking Parking in Unauthorized Areas. in Unauthorized Areas. (See page 37)  
**Consequence:** Loss of parking privilege.

10. Student in Corridors or Lavatories During Class Time Without an Authorized pass.  
**Consequence:** Office Detention.
11. A student removed from class for disciplinary reasons.  
**Consequence:** Due Process Hearing.
12. Disciplinary action may be taken for any conduct after hours or off school grounds
13. Tardiness: Students will report to their block one class by 7:15 a.m. Students are tardy if they enter after that time. Students who are tardy must go immediately to the attendance officer to sign into school. Students who arrive after first block should report directly to the attendance officer to sign into school. Each quarter, a student's first tardy before 7:45 a.m. will be considered excused. Tardies are cumulative for the school year. Progressive discipline will be assigned as described below:
  - a. The third unexcused tardy, and every subsequent third unexcused tardy will be counted as one absence from class. One detention will be assigned at the third unexcused tardy.
  - b. On the sixth (6th) unexcused tardy, the student will be assigned a SMD.
  - c. On the ninth (9th) unexcused tardy, a Due Process Hearing will be held.
  - d. Students with excessive tardiness may be subject to the loss of their parking privileges.
  - e. No tardies will be excused unless: A parent or guardian, not an older sibling, accompanies the tardy student to the office and explains the reason for the tardiness. Acceptable reasons may include: sickness, sickness or death in the family, a verifiable medical appointment or court appearance.
  - f. A student is considered absent if he arrives after 10:27 a.m.
  - g. Excessive tardiness for acceptable reasons may require further medical documentation by the parent when requested by Administration.
14. Failure to attend homeroom.  
**Consequence:** First offense - Office Detention and parent will be called  
Second offense – SMD
15. A student who possesses or uses a water pistol.  
**Consequence:** Confiscation of water pistol and/or disciplinary action appropriate to the nature of the offense: detention or suspension.
16. A student who possesses or wears chains or studs that can be considered a dangerous weapon.  
**Consequence:** Confiscation of chains and/or disciplinary action appropriate to the nature of the offense: detention or suspension.
17. A student who carries or rides a skate board, rollerblades, or footwear with wheels, on school property and/or within the school building.  
**Consequence:** Confiscation of the skate board and/or disciplinary action appropriate to the nature of the offense: detention or suspension.
18. Depending on the circumstances, and/or if the infractions are chronic, persistent, or excessive, the Administrator will have the option to alter the severity of the penalty by assigning an Office or Teacher Detention, a Saturday Morning Detention or Out-of-School Suspension.

19. Saturday Morning Detention. A student who misses an assigned SMD must meet with an Administrator immediately upon return to the building. If the student did not attend SMD without a valid reason, the student will be subject to a Due Process Hearing.

## OUT OF SCHOOL SUSPENSION AND EXPULSION

It is impossible to list all situations for which a student might be suspended from school. When all other methods of discipline have failed to bring about the desired change, or in cases of extreme misbehavior or flagrant disrespect, the student will be suspended from school. Repeated offenses could evoke progressively stronger punitive measures. Parent or guardian will be notified as soon as possible. **For re-admittance to school, at the termination of the Out-Of-School Suspension period, the parent or guardian and the student must meet with the administrator.** Students are responsible for making up any schoolwork missed during the term of their Out-Of-School Suspension. The length of the third or subsequent suspensions will be determined by the high school administration. In a serious case, a student may be suspended for up to ten days and/or may be subject to social probation. Suspensions of up to ten school days may be appealed to the Building Principal or his designee. Only suspensions of over ten days may be appealed to the Superintendent of Schools. There is no further appeal process.

In addition, matters involving violations of the law shall immediately be referred to the appropriate police authorities and the administration will cooperate fully in providing information necessary to permit a proper police investigation.

The following are general reasons for which a student may be suspended for up to ten days. A period of social probation as defined on page 46 and/or a referral to the superintendent and/or the School Committee may also be invoked. Students are reminded again that referral to the Superintendent may well result in a recommendation to the School Committee for exclusion of the student for the balance of the school year. Exceptions may be made at the discretion of the administrators involved.

1. Physical violence or a verbal, cyber or physical expression of intent to harm or otherwise cause bodily injury directed toward any member of the school community.
2. Obtaining money, material goods or favors by threat or physical harm.
3. Malicious destruction or theft of school or personal property shall be repaid in full by the student.
4. Setting a fire to any part of the school building or grounds.
5. Setting off the fire alarm system without probable cause.
6. Possession, distribution, threats of or setting off of fireworks or explosives.
7. Inciting or attempting to incite other students to create a disturbance.
- 8 Use or possession of any weapon, instrument, article or substance which is capable of causing injury.

9 Violation of the Alcoholic Beverage Regulations Page 39.

10. Disruptive or potentially disruptive, inappropriate, obscene, abusive or profane language or gestures including racial, religious, ethnic or sexual references.
11. Fighting.
12. Failure to properly identify oneself or to follow the direction of a staff member, administrator, teacher, substitute teacher or other staff member or any act of insubordination or open and continued defiant behavior.
13. Use of clothing or costumes which disrupt the educational process.
14. Throwing snowballs, food or other objects.
15. Abusive, obscene, profane, sexually or racially offensive language, gestures or physical actions directed toward any member of the school community, students, faculty, secretaries, aides, custodians, or administrators may be punished by up to 10 days out-of-school suspension, and or a recommendation of expulsion, or possible legal action.
16. Gambling, card playing, use of radios, tape recorders, cameras, phones or other technology related items disruptive to the educational process.
17. Inhaling, vaping or ingesting any substance that intoxicates or impairs consciousness.
18. A student who does not serve a Saturday Morning Detention must meet with an Assistant Principal on the following Monday. If the Assistant Principal determines the student cut the Saturday Morning Detention the student will have a Due Process Hearing.
19. Tobacco Violations (see page 40).
20. Any conduct after hours or off school grounds which directly impacts fellow students or school personnel and which disrupts the efficient operation and administration of our school or any other school or educational environment.
21. Violation of the Expulsion & Suspension Policies (See Appendix 8, page 81)
  - A. part (a) dangerous weapon & controlled substance.
  - B. part (b) assaults on educational staff.

Any student who having been afforded due process, is determined by appropriate school personnel to have violated these provisions shall be suspended immediately for no more than 10 school days or up to the date of the scheduled expulsion hearing which shall be scheduled at a date no more than 10 days from the original violation.



C. Obstructive Behavior

Failure to cooperate, refusal to respond and/or interference with the efforts by school officials to inquire about or investigate any violation of school regulations shall receive a penalty equal to the alleged violation of up to ten days Out-Of-School Suspension including exclusion.

D. Possession of drug paraphernalia (pipe etc.) will be subject to up to a 10 day out of school suspension.

22. Interference with school computer operation see Page 11.

23. Any action not listed herein which endangers the health and safety of students or staff; impedes the teaching/learning process or disrupts the orderly operation of the school or at school sponsored or school related events including athletic games.

**PROCEDURES for LONG TERM SUSPENSIONS or EXPULSIONS**

Suspensions of longer than ten school days, or expulsions for remainder of the school term, or permanently, generally require the following procedural rights for the students:

1. Written notice of the charges.
2. The right to be represented by a lawyer or advocate (at the student's expense).
3. Adequate time to prepare for the hearing.
4. Access to documented evidence prior to the hearing.
5. The right to request that witnesses attend the hearing, and to question them. The student's right to confront and cross examine student witnesses may be outweighed by the need to protect the witnesses from possible retaliation.
6. A reasonably prompt written decision including specific grounds for the decision.
7. See Expulsion/Suspension Statues - Page 80.

**SCHOOL-WIDE EDUCATIONAL SERVICE PLAN  
SEPTEMBER 1, 2020**

For students suspended from school:

Students suspended from school will have the opportunity to attend the Marshfield After School Tutorial (MAST) program to meet their educational services.

For students suspended for 10 consecutive school days:

Students suspended for 10 consecutive school days from school will have the opportunity to attend the Marshfield After School Tutorial (MAST) program to meet their educational services.

If a student is determined by school administration that a student's attendance to MAST would be detrimental to the overall safety and security of the high school, that student would be referred by administration to an outside of school tutorial opportunity to meet their educational services.

For students expelled from school:

If a student is expelled from school, that student would be referred by administration to an outside of school tutorial opportunity to meet their educational services. Alternative programming could be determined by the school in collaboration with the expelled student to meet their educational services.

### **SOCIAL PROBATION**

Social probation means that a student may not attend or participate in any volunteer school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, dances, trips, banquets and graduation.

#### **Social Probation may be assigned for the following reasons:**

1. Violation of the Alcohol Regulations.
2. Violation of the Drug Regulations.
3. Any offense resulting in a ten day suspension.
4. Repeated offenses resulting in three (3) or more SMD and/or out-of-school suspensions.
5. Disruption or disturbance of any school sponsored activity or public assembly.
6. Any action not listed herein which the administrator deems appropriate for social probation.
7. A student who is under Out-of-School suspension is automatically under social probation from the moment it is assigned by the administration until the morning of the return date or the date designated by the administrator.
8. The period of social probation is determined by the scheduled days that school is in session. Students on social probation during holidays or school vacation cannot attend school sponsored activities or events.
9. Seniors are reminded that Social Probation may include Senior Activities such as the Senior Night Out, Field Day, Senior Banquet and Graduation.
10. Social Probation may carry over to the following school year.
11. Malicious destruction or theft of school or personal property.
12. In addition, students removed from an athletic contest because of inappropriate/disrespectful behavior (as determined by the site supervisor) will also incur athletic social probation for five weeks for the first offense, and athletic social probation for the remainder of the school year for the second offense.

### **DUE PROCESS OF THE STUDENT IN PROCEDURES**

1. A student who is accused of an offense for which he/she may be suspended is given an opportunity to hear the charges made against him/her and state his/ her side of the situation. The school administration will make every effort to determine the facts of the situation and make a fair and reasonable judgment based upon these facts and the school's regulations. After this hearing a student may be suspended for up to ten days. If the administrator determines that a 37H violation has occurred, a referral for an additional hearing with the Principal will occur.

2. If, in the judgment of the administrator, a student is to be suspended from school, every attempt will be made to notify the parents by phone and a letter will be sent home indicating the definite duration of the time the student will be suspended. Normally, the parents will be requested to meet with the administrator, with the student present, before re-admittance to school. This conference should be held as soon as possible.

3. In addition to any penalties imposed a student showing possible emotional and psychological problems may be referred to the appropriate guidance and/or adjustment counselor within the school. Students are responsible to make up the work missed during a suspension within a reasonable period of time.

4. A suspended student is not allowed on school property nor is he/she allowed to attend or participate in any school function during this suspension. Failure to comply with this regulation will result in an extension of the suspension.

5. A suspension is considered in effect until the morning of the return date to school upon formal readmittance. Exceptions may be made at the discretion of the administrator involved.

6. All cases of suspension shall be reported to the Superintendent. These reports should be as complete as possible and shall clarify the nature of the offense (i.e., whether it is an attack on a teacher or pupil, or whether it is of such nature as to constitute a threat to the health, morals or educational rights of other pupils, and/or whether the case is a first offense or a repetition of offenses, particularly after warning, amounting to habitual defiance of the rules and regulations of the school whether repeated attempts at correction have been to no avail). Repeated offenses could invoke progressively stronger punitive measures.

7 Reports of all suspensions shall be kept in a confidential file and referred to the committee when the committee is acting upon a particular problem within the scope of its official duties as defined by the Student Records Regulations of the State Department of Education, in accordance with Federal & State regulations these records will be periodically reviewed and destroyed at a two year period. Such records are not included in the student's permanent record files. The Superintendent may extend the temporary suspension up to ten days when he/she believes such action is warranted.

8. With the exception of issues affected by the new Expulsion and Suspension statutes, before a student may be suspended for more than ten days the case shall be considered by the school committee at its next regular meeting or at a special meeting called for this purpose. Prior to such hearing, the student and his parents shall be notified in writing of the charges held against the student, of the date, place and time of the meeting at which those charges will be heard, and of the right of the student to be present and to present evidence on his/ her own behalf. The Superintendent of Schools shall make available to the School Committee all information pertinent to the case. The Superintendent, the Principal involved and if necessary teachers or other personnel shall be available to assist the School Committee in reaching its decision.

#### 9. Guidelines for Student Search

a. Students are protected from unreasonable searches and seizures by public officials and teachers.

b. A student search will be found reasonable if

(1) there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school, and

(2) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of infraction.

- c. "Reasonable Grounds" for a student search may include, for example, a school's official's personal observation that the student possesses contraband material on school premises or the official's receipt of a report to that effect by a teacher, another school employee, a student or some other reliable source. Even a report from an anonymous source may constitute reasonable grounds for search. In general, the more serious the threat to public safety posed by the contraband material possessed by the student (e.g. a weapon) the more likely reasonable grounds would be found for school officials to act swiftly to conduct a search.

### **CHANNELS FOR THE APPEAL OF GRIEVANCES REGARDING PUPIL DISCIPLINE**

Parents who wish a hearing before the Committee shall submit the request in writing stating the specific facts of the matter to the Superintendent of Schools. Action on said letter will be taken only after all appropriate steps in the chain of command have been taken (conference with the Teacher, Guidance Counselor, Assistant Principal and Principal). See also page 76 on Grievance Procedure.

### **SPECIAL EDUCATION REGULATIONS**

338.0 Disciplining students with special needs either on IEP or 504 Plans: Procedures applicable when suspension(s) will accumulate to more than (10) ten days in the school year.

The following provisions shall apply whenever a school committee or educational collaborative proposes to suspend a student with special needs for more than ten cumulative days in a school year. Whenever the term "school" is used in 338.0, it shall include "educational collaborative".

1. 338.1 Definition of Suspension: Suspension shall be defined as any action which results in the removal of a student from the program prescribed in his/her IEP or 504.

338.2 General Requirements: Each school committee and educational collaborative shall ensure that:

338.2 (a) Its Code of Conduct is on file with the Department of Education, and the Code and all student handbooks contain the specific procedures in these regulations for the suspension of a student with special needs;

338.2 (b) It has an appropriate procedure to notify the Administrator of Special Education or designee of the misconduct for which suspension of a student with special needs for more than ten (10) cumulative days is proposed so that the procedures required by these regulations can be implemented consistently;

338.2 (c) The number and duration of suspensions of students with special needs is recorded and maintained by school officials;

338.2 (d) The IEP of every student with special needs indicates why the student is or is not expected to meet the regular discipline code, and, if not, what modification of the code is required. If a modified discipline code is required, such modifications shall be described in the IEP; and

338.2 (e) No student with special needs is suspended for more than ten (10) cumulative days in the school year except as provided in 338.5-338.7.

338.3 Meeting to review IEP and student's special needs: When it is known that the suspension(s) of a student with special needs will accumulate to ten days in a school year, a review of the IEP will be conducted as provided in 1333.0. Participants in the meeting shall include, but not be limited to individuals who are trained in the area of the student's special needs. At the review, the review TEAM will determine whether the student's misconduct is related to the student's special needs, or results from an inappropriate special education program/placement or an IEP that was not fully implemented. Depending on the result of the determination, suspension may or may not be implemented as provided in 338.4 and 338.5. If the student has demonstrated repeated instances of dangerously assaultive or self-abusive behavior, an emergency evaluation and placement may be made with parental consent pursuant to 331.0.

338.4 Circumstances under which the student may not be suspended for more than ten cumulative days:

338.4(a) If the TEAM concludes that the student's misconduct is related to the student's special needs or results from an inappropriate special education program or placement or an IEP that was not fully implemented, the student shall not be suspended. Instead, the student's IEP shall be revised to reflect a new program or placement designed to meet the student's needs more effectively, or, if the misconduct resulted from an appropriate IEP that was not fully implemented, all necessary steps shall be taken by the school to ensure that the IEP is fully implemented. If revision of the student's IEP is required, the provisions of these regulations pertaining to development of the amended or new IEP shall apply.

338.4(b) If a new program or placement is designed for the student as a result of the review, the program or placement shall be implemented immediately following parental approval of the IEP. If the parent refuses consent to the IEP, the school committee or parent may request a hearing to determine the appropriateness of the program pursuant to 401.0. Alternatively, the parties may seek mediation to resolve the dispute. If a hearing is requested, during the pendency of the hearing, the student shall remain in the last agreed upon educational placement (the placement in effect when the dispute arose), unless another placement is agreed to by the school committee and the student's parent, or a court order permits the school committee to change the student's placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student or to others. If a court order is sought, the provisions of 338.6 shall apply.

338.5 Circumstances under which suspension may be imposed for more than ten (10) cumulative days:

- 338.5 (a) If the school wishes to impose a suspension which will result in more than ten (10) cumulative days of suspension in the school year, and the TEAM concludes that: the student's misconduct is not related to the student's special needs; is not the result of an inappropriate special education program/placement; and the current IEP was fully implemented, the school shall:
- 338.5 (a) (i) Provide an alternative plan for the delivery of special education services to the student during the period of suspension, which shall be referred to as "the alternative plan;"
- 338.5 (a) (ii) Secure the approval of the alternative plan by the Division of Special Education as provided in 338.6 and
- 338.5 (a) (iii) Before the student is suspended for more than ten (10) cumulative days, present the alternative plan to the student's parent along with the written notice required by 317.0. The failure or refusal of the parent to consent to the provision of services under the alternative plan shall not prevent implementation of the suspension. However if the parent requests a hearing pursuant to 402.0, the provisions of 338.5(b) shall apply.
- 338.5(b) If the parent requests a hearing pursuant to 402.0, the student shall continue in the last agreed upon educational placement (the placement in effect when the dispute arose) pending the hearing unless another placement is agreed to by the parties, or a court order permits the school committee to change the student's placement based on a showing that the student's continued presence in school presents a substantial likelihood of injury to the student.

## **COMMON GUIDELINES**

### **ANNOUNCEMENTS**

Announcements will be made over the public address system at the close of school and/or during homeroom. All student generated announcements must be received and approved by an Assistant Principal or designee.

### **CHANGE OF ADDRESS, TELEPHONE, or E-MAIL**

Any student who changes his /her home address, telephone number, or e-mail during the school year should notify the Main Office immediately.

### **CLOSING or DELAY of SCHOOL on STORM DAYS**

Whenever a decision to close or delay school for emergency reasons is made by the Office of the Superintendent, local broadcastings stations are notified. You are reminded that usually the decision to close schools is not made until early in the morning of the day in question. Except in very unusual circumstances, Radio stations are notified by 6:00 AM. PLEASE DO NOT CALL the Police Station, the Fire Station, the Radio stations or the School Offices for no school announcements; this makes it extremely difficult to meet our responsibilities to the town. Families will also be notified using our Connect-Ed and social media programs. PLEASE listen to one of the Stations announcements listing schools that are closed. Your cooperation will be sincerely appreciated.

## **FIRE DRILLS/LOCKDOWNS/K-9 SEARCHES**

Students should be familiar with fire maps posted on bulletin boards in each classroom. Students should leave the building quickly and quietly. Under no circumstances should anyone remain in the building during an alarm. Students must return to the building when the recall signal is given. Setting off a fire alarm without probable cause will result in suspension and or expulsion. Violators will be turned over to the Police and Fire Departments for prosecution. Lockdown drills will be practiced during the school year. The school Administration will review lock down procedures with staff and students. K-9 dogs specializing in drug/weapon searches may be used by administration to ensure a safe and secure environment. The K-9 search may include (but not be limited to) any and all school property, student hallways, parking lots, lockers, classrooms, and students' belongings.

## **HEALTH SERVICES**

The health suite is a center where first aid supplies and equipment are kept readily available for use in rendering health services to students and school personnel and in emergency care.

*The main purposes for which the clinic should be used are:*

1. As an emergency treatment center for the administration of first aid to students who are injured or become suddenly ill during the school day.
2. As a treatment center for health personnel.
  - a. Students referred by their teachers.
  - b. Periodic health screening procedures.
  - c. Immunization clinics.
  - d. Conferences where students, parents, health personnel and teachers can discuss specific health problems.
2. As a center where all health records are maintained.

## **MEDICATION**

Students who are taking daily medication at home should be identified to the School Nurse. All prescription medication kept in school must be supplied in the original pharmacy labeled container. All medications must be submitted to the school nurse by a parent or guardian with a Physician Medication Order and Parent consent and Medication Administration Plan form. No more than a 30 day supply of prescription medication should be stored at school. For short term medication 10 days or less, the pharmacy labeled container may be used in lieu of the Physician Order. Students are not permitted to carry medications at Marshfield High School with the exception of life-saving emergency medications, epinephrine, asthma inhalers, and diabetic and cystic fibrosis medication. Medication will be destroyed if not picked up within one week following termination of the order or one day beyond the close of the school year. In the event of a field trip, the school nurse may delegate (with parent/guardian permission) an appropriate trained person to administer the medication. **Students carrying prescription or over the counter (OTC) medications on school grounds during the school day are subject to a Due Process Hearing.**

1. Students reporting to the health suite must have a pass from the class they are leaving.
2. Transportation for a student who is injured or becomes ill during the school day is the responsibility of the parent or guardian. Students and parents should have a planned procedure for providing transportation.

3. If a parent or guardian cannot be reached the student will remain in school under the supervision of a member of the school personnel.
4. **In order to protect all students' privacy, cell phone use will no longer be permitted in the clinic unless such use is documented on a student's individual health care plan.**

### **STATE MANDATED SCREENINGS**

**A parent or guardian may opt out of any mandated screening for their child. The procedure is written, signed notification to the School Nurse (no email). Opt out letters must be submitted annually. Please contact the School Nurse at 781-834-5050, ext. 45500 or Jane Landry, School Nurse Leader, at 781-319-3814 ext. 43502 with any questions.**

#### **9<sup>th</sup> Grade Screenings:**

- **Postural**
- **Hearing**
- **SBIRT (Adolescent Screening, Brief Intervention and Referral to Treatment) Focus is on prevention, early detection, risk assessment, brief counseling and referral intervention that can be utilized in the school setting. Use of a validated screening tool will enable school nurses and counselors to detect risk for substance use-related problems and to address them at an early stage in adolescents.**

#### **10<sup>th</sup> Grade Screenings:**

- **Vision**
- **BMI (height & weight)**

### **COMMUNICABLE DISEASE CONTROL**

Communicable disease control is an important function of the school nurse. The Massachusetts Department of Public Health (DPH) mandates that children be immunized at specific intervals during their school years in accordance with the Massachusetts School Immunization Requirements. Please consult with your child's primary care physician if you have questions or concerns. A doctor's letter is to be presented on the students return to school after a communicable disease. The following general guidelines may help you determine when your child should stay home from school:

- When your child has a communicable disease such as strep throat, conjunctivitis, impetigo, or ringworm that has not been treated for at least 24 hours with antibiotic medication
- When your child has had a fever of 100 degrees or greater within the past 24 hours without fever-reducing medication.
- When your child has been vomiting or has had diarrhea within the past 24 hours.

### **LOST and FOUND**

All articles found should be taken immediately to the gymnasium. Articles are discarded appropriately that are remaining at the end of the school year or when necessary.



### **LOST or DAMAGED MPSD PROPERTY (OBLIGATIONS)**

The student is responsible for the replacement costs of any school book/uniform/piece of technology that he or she has lost or damaged. Books should not be marked or defaced. If a student loses a book/uniform he/she should notify his/her teacher and the teacher will issue a Lost Book/Uniform Form on line. A second book/uniform will not be issued until the student has paid for the original book/uniform. Students are responsible for all chromebooks, chargers, books, uniforms, technology, and all other MPSD property prior to graduation.

### **LOST ID CARDS**

Student ID Cards will be distributed in the fall. All students are required to have their ID Card with them at all times in the school building, and at all school functions. If a student loses their card, a replacement card will be issued and the student will be charged \$3.00 for the first replacement and \$5.00 for any additional cards.

### **LOST BOOKS/UNIFORMS/TECHNOLOGY/EQUIPMENT**

If a student loses a book/uniform/technology/equipment he/she should notify his/her teacher and the teacher will issue a Lost Property Form on line.

### **LOST ELEVATOR CARDS**

Elevator Cards are assigned by the Nurse for medical accommodations. If a student loses their assigned elevator card, the student will be charged a \$5.00 replacement fee.

### **SECURING PERSONAL PROPERTY**

Students are reminded that personal items should not be left unsecured in locker rooms or any other school area. Items should be secured at all times inside student lockers or with the individual in charge of the activity. Marshfield Public School District is not responsible for lost or stolen items.

### **DAMAGE to SCHOOL PROPERTY**

A student who damages or defaces school property (lockers, windows, etc.) will be responsible for all replacement costs associated with the damaged property. The student will also be subject to an Out-Of-School Suspension and Social Probation as explained on page 49.

### **TELEPHONE**

Students may not be called out of class to receive incoming telephone calls except in cases of extreme emergency. In important cases, students may make telephone calls before and after school hours by using office phones with the permission of the office personnel. Cell phones are prohibited during academic times unless authorized by the teacher.

### **VISITORS**

All visitors must sign in at the security office upon arrival, and obtain a visitor's pass. Proper identification, in the form of a State issued driver's license or picture ID, must be given to receive a visitor's pass. All visitors must sign in at the front door desk upon arrival, and obtain a visitor's pass. The visitor's pass must be visible at all times when on school grounds. MHS alumni wishing to visit their past educators must do so after school hours and not during the school day.

## LIBRARY- MEDIA CENTER

Marshfield High School houses a modern well equipped Library-Media Center (LMC). In addition to its book collection, the LMC offers newspapers, magazines (with back files), DVDs and an extensive reference collection selected for relevance to the curriculum. In addition we offer access to a multitude of on-line resources such as Gale Infotrac, a database of periodicals, reference resources and web links. We also have a growing collection of E-Books both fiction and nonfiction. All on line resources are available from home as well as within the school. Links to these resources and to the MHS catalog are available at <http://libraries.mpsd.org>. The LMC is open to all students during any of their study periods.

**During the school day, ALL students are required to have an Academic Pass issued by a staff member and co-signed by his/her Directed Study supervisor. At the beginning of the appropriate block, the signed pass is turned into the LMC staff and the student signs the LMC attendance record.** Students may study, research or read for recreation, but they are expected to maintain a quiet atmosphere in consideration of all students.

### IMPORTANT!!!

Each student will use their school ID card for checking out books and is held responsible for all material checked out on that card. DO NOT lend your card or pass along any materials you have checked out to ANYONE else. Penalties for lost or damaged books will be placed upon the student to whom the book is charged.

**How to Borrow a Book:** Present the book at the Circulation Desk with your Library Card. Books are charged out by this card, and a slip showing the date when the book must be returned will be put in the back of each book.

**To Return a Book:** During school hours, return the book to the person at the main circulation desk. If the library is closed insert the materials in the book drop located in the hall to the right of the main entry doors.

**Overdue** (excluding reserve books): Students are responsible for watching the due dates in their books and getting them back on time so others may use them. When overdue notices need to be sent, a first and second notice goes to the student's homeroom during the first two weeks. Stronger administrative action may be taken on excess overdue books.

**Circulation of Materials:** All books, except the reference collection or those on special reserve, may be borrowed for two weeks and may be renewed once unless someone else has requested that title. Reference, newspapers, magazines and all books marked REF may be used in the LMC ONLY.

**Reserve Books:** Books for required and supplementary assignments are often placed on reserve to allow many students the use of a few books. These may be requested and signed for at the Circulation Desk whenever used, and may go out for one night only if the teacher approves. During the day, sign the slip in the back of the book with your name and homeroom number. Books borrowed for overnight use must be checked out on your card at the desk, and MUST be returned before classes begin in the morning.

**Book Requests:** If a book or periodical you need is already circulating, you may submit a reserve book request with the librarian. When the requested item is returned to the library the student will be notified in his/her homeroom. The material will be held at the circulation desk for two days. If the student fails to pick up the material, it will be returned to the shelves.

To have reference or reserved material saved in advance or for overnight use, fill out a request form at the circulation desk. Reference or reserve materials not picked up within five minutes of the requested time will go to another student on first come, first served basis.

### **CONDUCT IN THE LIBRARY-MEDIA CENTER**

A period spent in the Library-Media Center is the same as a quiet study. If the Librarian or Library Aide speaks to a student about noise, then this should be considered a warning. If talking or noise continues, the student may not be allowed to use the library for one week. If a second offense should occur, then the student will not be allowed in the LMC for two weeks. (This does not apply to before and after school.)

### **LIBRARY CHECKPOINT SYSTEM**

The Library-Media Center has installed a checkpoint system to help prevent book loss. All books must be checked out at the circulation desk before leaving the library. To avoid a last-minute rush, please check books out as soon as possible in the block. If a student tries to leave the library with a book that has not been checked out an alarm will sound, and the student will be detained until it is determined what triggered the alarm. If, in fact, the student tried to remove library materials without properly checking them out, it could result in a one-hour detention and other appropriate discipline. Students may use ONLY THE MAIN ENTRANCE.

### **LUNCH**

All students are required to attend their designated lunch assignments in the Student Dining. All lunches must be eaten in the Student Dining and students must remain in the Student Dining for the entire duration of their assigned lunch.

### **MEAL CHARGE POLICY**

The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balance and pertain to regular priced school lunch meals only. The school district provides this policy applicable to the Elementary and Middle Schools as a courtesy to those students that forget to bring or lose their lunch money. Marshfield High School students, as stated in the MHS student handbook, will not be allowed to charge.

#### **Negative Balances and Meal Charges**

Students will pay for meals at the district's published standard rate as determined by their meal benefits status (full pay, reduced-price, or free) each day. After the balance reaches zero and/or enters into a negative balance, students will not be allowed to purchase a la carte items such as second entrée (pizza slice, etc.), snack, ice cream, or an additional beverage. The student will still be allowed to take a meal and that meal will continue to be charged to the account at the standard lunch rate based on their meal benefit status. The parent/guardian is responsible for any meal charges incurred. Financial hardship request(s) shall be directed to the School Nutrition Department at 781-319-3812. The policies for each grade level are as follows:

1. Furnace Brook Middle School students will be allowed to charge a maximum of five (5) meals (\$15.00). At that time the Principal or designated representative will contact the parent/guardian and lunch purchasing privileges will be taken away until payment is made.
2. Elementary School students will be allowed to charge five (5) meals (\$13.75) and then a designated alternative meal will be offered. This designated alternative meal will be charged to the student's meal account at the current meal cost and the Principal or designated representative will be notified.

If a student is without meal money on a consistent basis, the administration may investigate the situation and take action as needed.

### **Account Tracking**

Parents/Guardians are responsible for meal payments to the School Nutrition Department. Notices of low or deficit balances will be sent to parent/guardians at regular intervals during the school year. Parents will have access to track student purchases via [www.myschoolbucks.com](http://www.myschoolbucks.com).

### **Point of Sales**

School cafeterias shall utilize computerized point of sales/cash register systems that maintain records of monies deposited and spent for each student. The point of sale service shall be designed to prevent overt identification of student meal benefits statuses and notify Parents/Guardians of a negative balance.

### **Making Payments**

Students/parents/guardians may pay for meals in advance. Further details are available on the district webpage ([www.mpsd.org](http://www.mpsd.org)). Remaining funds for a student, whether positive or negative, will be carried over to the next school year.

### **Refunds**

Refunds of any monies remaining in an account may be granted upon written request. E-mail requests are also acceptable. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

Voted & Approved by Marshfield School Committee 2/27/18

## **PARTICIPATION ELIGIBILITY**

All officially enrolled students at Marshfield High School are eligible for participation and/or attendance in any school sponsored function, however participation in any school sponsored function is a privilege and the following apply:

A. A student who is absent from school the day of and/or the day before a school sponsored function or activity cannot participate in that activity if the absence is unexcused. This includes the Friday before a Saturday, Sunday or school vacation.

B. Students must be enrolled on the daily attendance bulletin as present by 10:27 a.m. on the given day to be eligible unless the tardy or absence is excused by the principal or his/her designee. A student dismissed prior to 10:27 am who is not readmitted by 12:20 pm, will not receive credit for that school day. Any student dismissed from school may not participate in any after school activities without a doctor's note, or he/she is on a work release program.

C. A student who is under social probation may not attend nor participate in any volunteer school sponsored function from the moment it is assigned by the administrator until the morning of the return date to school or the date designated by the administrator.

D. In addition, the Marshfield School Committee, Superintendent of Schools or his designee, the administration, and/or the designated activity advisors may prescribe additional regulation and rules that must be followed in order to be eligible for participation in any school sponsored function or activity.

E. Academic Requirements: Students must receive at least a C- in the equivalent of five 4 credit courses (20 credits) and must be passing Physical Education to be eligible to participate, including practice, in a sport or extra-curricular activity. Grades from the immediate past report card will be used to determine eligibility until the next report cards are issued. In the case of fall sports and activities, final grades from the preceding year will be used to determine eligibility. All school policies stricter than those of the MIAA take precedence. Eligibility is determined on the day that report cards are distributed. Incomplete grades count as failures until made up. Student may appeal to the principal. A student may not tryout or join a team after final cuts have been made or we have entered into the third week of the season.

F. Flagrant violations of civil law, school rules, and/or any reason deemed appropriate by the administration may result in permanent dismissal from team/club membership, office or activity. Students charged with violent criminal offenses/felonies may be subject to suspension or dismissal from a school sponsored activity, athletic team, or club.

G. Students who the School Administration have determined to have the potential to create a safety and/or security concern for any school sponsored event can be excluded from participating.

H. Eligibility for Elected Office Student leadership positions requires time, energy, dedication and hard work. All eligible students are encouraged to run for elected office. Membership and/or participation is encouraged for all school activities. However, students should be careful not to commit their time in too many directions. It is suggested that a student hold no more than one (1) elected position for any one school year.

## **DRIVER EDUCATION AND TRAFFIC SAFETY**

Driver Education and Traffic Safety is a privilege and is offered to the students each year. The course consists of thirty (30) hours of classroom instruction, twelve (12) hours of driving in the Driver Education Vehicle, and six (6) hours of observation in the Driver Education Vehicle. In addition a parent/guardian of the student driver is also required to attend a two (2) hour session. Students must satisfactorily complete all parts in order to obtain a Driver Education Certificate. Instruction in the fundamentals of safe driving and traffic safety are given to lay a foundation for a sound understanding of traffic regulations and the need for obeying them. A definite emphasis on defensive driving is made to enable the student to become a capable and safe driver.

## **STUDY HINTS**

It's a good feeling when you know you've done your best. You'll feel part of what's going on in class when you're prepared and know what a class is about. Please read the pointers below. You'll find them helpful. Do your best now and later you'll be glad you did.

### **Preparation for Class**

Go to class prepared. You cannot do a job without the necessary tools. Bring your book, notebook, pencil and pen to each class, every day. Your MHS issued Chromebook is required for every class.

### **Reading Techniques**

When reading, become actively involved by: first looking over the whole assignment; writing down questions for which you want to find the answers; pausing occasionally to think about what was read, and reciting the main points or taking a few notes about what you learned; and reviewing the assignment.

### **Breaks**

Take occasional short breaks while you're studying; nothing gets accomplished when you're too tired or unable to concentrate. Don't forget to go back to work!

### **Time Management**

Use your Canvas calendar to access your assignments. This will keep you from forgetting what you need to do, and it will help you in planning the use of your time. Long range assignments such as projects and term papers, should be planned ahead and worked into your daily schedule. Think about what you do during a typical day. You'll be surprised at how much time you have to do a good job on your schoolwork and still have time for other activities. Use your time wisely - **DON'T WASTE IT!**

### **Tests**

Doing assignments, reviewing on a regular basis, and being actively involved in class makes studying for tests a matter of review. Think about what the teacher might ask, and practice answering possible questions. It's a good feeling going into a test with the confidence that comes from knowing you are well prepared.

### **The Library**

The library is a vital resource and should be used when the assignment calls for it. The library is one of the important places to pursue your interests. Don't be a stranger to it.

### **English Writing Conference (Room 338) and Math Lab (Room 253)**

MHS has a dedicated Writing Conference and a Math Lab for students to seek assistance for English and Math classes which are recommended as a great resource for improvement and learning.

## REGULAR BELL SCHEDULE

### Arrival Time 7:15 a.m.

<b>Block 1</b>		
(85 min.)	Blocks A & E	7:15 a.m. - 8:40 a.m.
(4 min.)		8:40 a.m. - 8:44 a.m. (passing)
<b>Homeroom Period</b>		
(14 min.)		8:44 a.m. – 8:58 a.m. (attendance)
(4 min.)		8:58 a.m. - 9:02 a.m. (passing)
<b>Block 2</b>		
(85 min.)	Blocks B & F	9:02 a.m. – 10:27 a.m.
(4 min.)		10:27 a.m. - 10:31 a.m. (passing)
<b>Block 3</b>		
(21 min.)	Blocks C & G	10:31 a.m. – 10:52 a.m. Lunch #1
(21 min.)		10:52 a.m. - 11:13 a.m. Lunch #2
(21 min.)		11:13 a.m. - 11:34 a.m. Lunch #3
(21 min.)		11:34 a.m. - 11:55 a.m. Lunch #4
(21 min.)		11:55 a.m. - 12:16 p.m. Lunch #5
(4 min.)		12:16 p.m. - 12:20 p.m. (passing)
<b>Block 4</b>		
(85 min.)	Blocks D & H	12:20 p.m. - 1:45 p.m.
(2 min.)	Announcements	1:45 p.m. – 1:47 p.m.

### Dismissal Time – 1:47 p.m.

**Late Bus**            3:30 p.m. on Tuesdays & 3:10 p.m. on Thursdays

**Students must vacate the school building at the end of the school day unless they are under the direction or supervision of a staff member.**

## **EARLY RELEASE/ADVISORY BELL SCHEDULE**

**Arrival Time 7:15 a.m.**

### **Block 1**

(43 min.)	Blocks A & E	7:15 a.m. – 7:58 a.m.
(4 min.)		7:58 a.m. – 8:02 a.m. (passing)

### **Advisory Period/Homeroom Period**

(42 min.)		8:02 a.m. - 8:44 a.m. (attendance)
(4 min.)		8:44 a.m. - 8:48 a.m. (passing)

### **Block 2**

(43 min.)	Blocks B & F	8:48 a.m. – 9:31 a.m.
(4 min.)		9:31 a.m. - 9:35 a.m. (passing)

### **Block 3**

(43 min.)	Blocks C & G	9:35 a.m. – 10:18 a.m.
(4 min.)		10:18 a.m. – 10:22 a.m. (passing)

### **Block 4**

(43 min.)	Blocks D & H	10:22 a.m. – 11:05 a.m.
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No lunch is served on early release days

**Dismissal Time - 11:05 a.m.**

### **Early Release Dates:**

September 15, 2021	February 9, 2022
October 6, 2021	March 9, 2022
October 20, 2021	March 30, 2022
December 15, 2021	April 27, 2022
January 12, 2022	May 4, 2022

**Students must vacate the school building at the end of the school day unless they are under the direction or supervision of a staff member.**



## EXTRACURRICULAR ACTIVITIES

### STUDENT GOVERNMENT CLASS OFFICERS & ADVISORS

**Senior (Class of 2022)** Class Advisors: Jennifer Worden & Diane Leone;  
President Lily Reardon; Vice President Joseph Gilmartin; Secretary Amelia Hogan;  
Treasurer Peter Nelson; Historian Olivia Braun; Chaplain Quintin Sullivan

**Junior (Class of 2023)** Class Advisor Marybeth Battis; President Joseph Mamet;  
Vice President Jonathan Leahey; Secretary Kaleigh Crossman; Treasurer Emma Hebertain;  
Historian Paige Wyant

**Sophomore (Class of 2024)** Class Advisor Meghan Ford; President James Molloy;  
Vice President Andrew Robbins; Secretary Soomin Jeong; Treasurer Shane Keeler;  
Historian Sofia Joyce

**Freshmen (Class of 2025)** Class Advisors: Kelly Steele; President Julia Carpenito;  
Vice President Taylor Twomey; Secretary Anna Sullivan; Treasurer Anabel Apgar;  
Historian Corinne Daly

Student Council Officers: President Michael Jones; Vice President Sammy Ryan; Lyla Hunter;  
Historian Greg O'Connor; Sergeant at Arms Colin Maderios; Publicity Coordinator Bridget Daly;  
Senior Class Rep Dell Nelson; Junior Class Izzy Duane; Sophomore Class Rep TBD;  
Freshman Class Rep Logan Madeiros

MHS Representatives to School Council: Dell Nelson; Izzy Duane; Sadie Ellwood

MHS Representatives to School Committee: Lisa Parsons; TBD; TBD

## **STUDENT CLUBS AND ACTIVITIES**

Activities are an integral part of your school experience. It is hoped that you will participate in at least one activity besides your regular school work and will lend support to all of them. The sum total of this student participation and support is the yardstick by which school spirit is measured. The district provides announcements and/or notices regarding extracurricular opportunities in languages represented by the current student population. Participation requirements for intramurals, sports or clubs sponsored in the district do not limit access on the basis of race, sex, gender identity, color, religion, national origin, sexual orientation, disability or homelessness. Students in leadership positions – class or club officers, team captains or co-captains, will lose their leadership positions for one year if they are in violation of the MIAA Drug and Alcohol Policy or if they become involved in serious violations of the law. The following clubs may be joined and attended:

### **American Field Service International Exchange**

Advisor: Patricia Salamone

This Program is designed to assist students in cultural integration domestically and abroad.

### **Art Club**

Advisor: Danielle Ruggiero

If you are interested in any kind of creative endeavor this club is for you! In art club we strive to bring people together by making art. Often we tie community outreach into our projects. Art Club is student driven and all are welcome to attend, no matter your artistic abilities. We welcome any ideas for new projects but some of our long lasting favorites are: tie-dye, homemade holiday swaps, shoe painting, designing ornaments, pumpkin decorating, paint parties, and mini-workshops based on student recommendations. We are open minded individuals who enjoy making new friends so stop by anytime to see what we are about.

### **Asian Cultural Society**

Advisor: Denise Contrino

The Asian Cultural Society's aim is to learn about different Asian cultures and spread awareness about the issues facing these cultures in today's society. In each meeting, the president will present information and research about specific topics such as cuisines, history, music, holidays etc. Fun activities will be thoughtfully created for the purpose of engaging our members. The club also requires low commitment with only 2 meetings a month, but will create a meaningful difference within our Marshfield community. Throughout the year, the Asian Cultural Society will organize fundraisers with the ultimate goal of donating the money to developing Asian countries. The club wishes to unite students of all races and backgrounds in a safe space for the purpose of exploring new knowledge.

### **Cheerleading**

Advisor: Kayla McCormack

Our Cheerleading program offers Junior Varsity and Varsity level teams. Both levels are extremely competitive with many first place awards as well as league and regional championships. Tryouts are held at the beginning of June for the fall season and at the end of November for the winter season. All members chosen will participate in halftime and cheer the sidelines of football or basketball. Competition team members are chosen from the sideline teams.

### **DECA Club**

Advisors: Meghan Ford & Ashley Stanford

This program is part of the Distributive Education course and is designed to develop future leaders for marketing and distribution. Students are able to compete in regional, state, and national conferences in leadership and marketing.

**Drama Club**

Advisor: Stephanie Scanlan

This club is open to all members of the Student Body. It provides students interested in acting, stage management, lighting, make up, costuming, and set design with firsthand, practical experience, in play production. The Club produces two plays a year and a series of student directed one-act plays.

**Fashion Club**

Advisor: Jane Zell

Fashion Club makers create with textiles and fabrics! From upcycling to sewing new outfits from patterns, and runway style, we are open to all students at all ability levels looking to create with textiles.

**Future Health Care Professionals**

Advisor: Christy Pitts

The vision of the Future Medical Professionals Club is to inspire, inform and guide students who are interested in the medical field.

**Gaming Club**

Advisor: Jeremy Frey

The gaming club meets once a week to play strategic board and card games.

**Gardening Club**

Advisor: Kaitlyn Keough

The gardening club is a welcoming club for everyone to get their hands dirty. We will learn how the pH level helps in plant growth and development along with fertilizers and how they play a role in plant growth. Spreading love for plants is the goal of the club, teaching people how to grow their own food and how to take care of something other than yourself; bringing gratitude from farm to plate.

**Girl Up**

Advisor: Susan Healy

Girl Up is a global leadership development initiative, positioning girls to be leaders in the movement for gender equality. We raise funds to make sure girls around the world receive an education. Our current initiatives are serving girls from Malawi and Guatemala to Macedonia. In addition, our mission is to enable female empowerment for ourselves as we work to remove obstacles preventing female education in developing countries.

**Gender Sexuality Alliance Club**

Advisor: Matt Dwyer

Gender Sexuality Alliance: is a student-run club, typically in a high **school** or middle **school**, which provides a safe place for students to meet, support each other, talk about issues related to sexual orientation and gender identity and expression, and work to end homophobia and trans-phobia.

**Go Rams Club**

Advisor: TBA

The Go Rams club is a present at every Marshfield High School sport and will support all athletes. They lead the student section and help everyone in the crowd to be active and immersed in the game. They make sure everyone has a great time at our school's sporting events and bring smaller known sports into the light.

**Green Team**

Advisor: Jim Merritt

The MHS Green Team strives to raise awareness about recycling and sustainability. Our goal is to not only be a green school, but a green community. Join our team; be a part of the solution not the problem.

**History & Global Studies Club**

Advisor: Kim McGourty

President Kelly Bradley; Vice President Blake Horne; Treasurer Maggie Ryan;  
Secretary Catherine McManus; Speaker/Communications Holly Schieber

The MHS History and Politics Club welcomes all students to join. Meetings are held on the last two Mondays of each month, and the forum is diverse in the agenda. Discussion topics include current events, historical debates, and political issues. Some of our past activities include inviting guest speakers such as local veterans, holding organized debates, conducting school wide elections, and meeting with the Marshfield Historical Society. All students are welcome to join and are required to attend 15 of our 20 meetings per year, therefore students who are involved in other activities are still encouraged to join!

**Key Club**

Advisor: Kate Tracey

This club is an organization performing service to the School and the Community. It strives to develop leadership, spirit, and responsibility. It is affiliated with the local Kiwanis Club. Some of the activities include Homecoming events, carnation sales, and car washes.

**Makers Club**

Advisor: Aimee McAlpine

The MHS Makers Club is a group of students who gather in the MHS Makerspace on a bi-weekly basis to explore, discover and create personal projects (3D printing, laser cutting/engraving, electric work, knitting, fabrication, and so much more). Our goal is to foster a culture of making built around the principles of friendliness, openness, encouragement, and acceptance. Through the collaborative company of other makers, members maintain the motivation they need to stay focused on their projects, and gain exposure to new technologies, tools, and skills while meeting their personal goals. In addition to bi-weekly meet-ups, the club hosts workshops, special interest talks, and the occasional makers challenge!

**Marshfield Society of Mathematicians**

Advisor: Lindsay-Leigh Consolati

The Marshfield Society of Mathematicians will participate in local math competitions throughout the school year. Participants will be asked to demonstrate mathematical prowess using a friendly, competitive spirit in a collaborative environment focusing on various topics. Practice sessions will be held in preparation for the events.

**Mirror Magazine Club**

Advisor: Michelle Almeida

The Mirror is a published magazine of student art and writing. The magazine is run and created by students. Students are able to work as editors or submit any art or writing, including poems and short stories. Even if you are not in the club please submit your art and writing.

**Mock Trial**

Advisor: Laura Rose

This is a competitive program that embraces Massachusetts Law, the Law Profession, and the workings of the Courtroom.

**National Honor Society**

Advisor: Steve Waisgerber

Membership in the National Honor Society (NHS) is the highest honor that the school can confer. Election is based on scholarship, service, leadership and character. To be eligible for election during the junior and/or senior year, a student must have a cumulative weighted average of 3.5 or higher. The names and applications of those eligible are submitted to the Faculty Council and they are elected to membership by vote of this body. Elected members are inducted into the society with an appropriate ceremony. Once elected, members are expected to maintain the same high standards in order to continue membership.

**Operation Smile**

Advisor: Cara Shattuck

Operation smile is a world-wide organization that raises money to pay for surgeries for kids with cleft lip and palates that cannot afford it, or do not have access to safe materials and experienced doctors. Operation Smile is a non-profit organization and club. At MHS, Operation Smile organizes at least three fundraisers during the school year to help pay for these surgeries. The goal of the MHS Operation Smile Club is to pay for at least one surgery per year.

**Peer Leaders**

Advisor: Benjamin Raymond

Peer Helper members are chosen by faculty advisors on the basis of teacher and peer recommendations. The group distinguishes itself through special projects including presentations to student groups, Peer Mentoring and community service. Students interested in membership should contact advisor or peer leaders.

**Project Reach**

Advisor: Robynne Ryan-Lambert

Project Reach is comprised of student volunteer tutors for “at-risk” children in grades K-5, at all elementary schools. One hour per week, Monday to Wednesday, October to May.

**Ski and Board Club**

Advisor: Sal Reale

The goal of the Ski and Board Club is to welcome all students to share their love of skiing and snowboarding. The club’s mission is to create a small community full of passionate skiers and snowboarders that will be able to go on 2-3 day trips to enjoy a few days on the mountain.

**Student Council**

Advisor: Jayda Vitez

The MHS Student Council serves as the voice of the student body. Students are elected to represent each class and strive to promote school spirit, citizenship and leadership.

**Ultimate Frisbee Club**

Advisor: Nick Amendolare

Ultimate Frisbee is a club sport, similar to flag football, and is America's fastest-growing sport. Students in the club practice weekly and play games against other local towns in the spring.

**MHS Yearbook Staff**

Advisors: Marilyn Downes &amp; Bob Gallagher

The Yearbook Staff is composed of volunteers whose objective is to create a yearbook devoted to depicting the activities, organizations and school life of all students and especially the senior class.

**Youth and Government**

Advisor: Sean Costello

Youth & Government is a statewide program with local chapters across Massachusetts. Students learn how state government works by writing their own bills and presenting them at the annual 3-day state conference, held at the State House in Boston. Participants meet future leaders from across the state, share their ideas, develop public speaking skills, learn the importance of being involved in their community.

**ACTIVITIES CONFLICT**

1. When a student is involved in a conflict of two activities, and if this conflict is between a performance (game) or one group and a practice with the other group, he/she has an obligation to the performing (game) group unless his/her advisor is willing to excuse him/her for this obligation.
2. If the conflict is between two performing groups, then the student must make his/her choice at least seven school days in advance of the performance and notify both advisors of his/her choice.

## FORMATION OF NEW CLUBS

Any student or teacher wishing to form a new club is to meet with the Principal to discuss the procedure involved. Prior to presenting a request for club status to the Principal, students need to have a faculty advisor and ten student members signed up for the potential new club.

## MHS SPORTS

The following is a list of sports offered at Marshfield High School:

Baseball	Basketball	Cross Country	Field Hockey
Football	Golf	Gymnastics	Ice Hockey
Lacrosse	Rugby	Softball	Soccer
Swimming	Tennis	Track and Field	Volleyball
Winter Track	Wrestling	Cheerleading	

## CODE OF SPORTSMANSHIP

A standard is well expressed in this Code of Sportsmanship:

1. To consider all athletic opponents as guests, and treat them with all the courtesy due friends and guests.
2. To accept all decisions of officials without question.
3. To never hiss or boo a player or official.
4. To never utter abusive or irritating remarks from the side lines.
5. To applaud opponents who make good plays or show good sportsmanship.
6. To never attempt to rattle an opposing player attempting a free throw.
7. To seek to win by fair and lawful means, according to the rules.
8. To do unto others as we would have them do unto us.
9. To try to win without boasting and lose without excuses.
10. To ask that every player and fan in the hall do his level best throughout the season to cooperate in living up to this code.

## MARSHFIELD HIGH SCHOOL ATHLETIC DEPARTMENT GUIDE

Participation on an athletic team can be a rewarding experience. It is important that students realize the time demands, commitment, dedication, and sacrifices required for participation on an athletic team before making this commitment. Mandatory practices are held daily for approximately 2 hours, or as appropriate to the activity. Some practices are held on weekends. No practice may be held without MHS coaching staff members present.

Athletes who have made a team make a commitment to be at all practice sessions, contests and team meetings. Any team members who must be late, or miss a practice, game or meeting for any reason must confer with their coach. These absences may jeopardize retaining a position on the team or receiving a letter. **This includes extended trips during vacations.**

All students participating in Marshfield High School Athletics are required to follow the guidelines and regulations contained in the MHS Athletic Handbook and the MIAA Blue Book.

Students in leadership positions – class or club officers, team captains or co-captains, will lose their leadership positions for one year if they are in violation of the MIAA Drug and Alcohol Policy or if they become involved in serious violations of the law.

### **ATHLETIC AWARDS POLICY**

Team members must complete the season in good standing to be eligible for an award. Varsity players meeting the standards of the sport and coach receive a certificate and pin. Varsity athletes, who meet these standards for the first time in their sophomore through senior year, will also receive a letter jacket. A player is eligible for one jacket during his/her high school career. Sub-varsity players receive a certificate of participation. A varsity awards night is held for varsity athletes the completion of each season. Also, each sport will hold their own respective banquet where all the participants at each level will be recognized. Parents are encouraged to attend all games and the end of the season awards night.

### **PROGRAM GOALS**

#### **Sub-Varsity Teams**

The purpose of a sub-varsity team is to allow as many students as possible to participate and share the experience the benefits derived from team membership. Participation also allows further skill development and conditioning for possible further higher level competition.

#### **Varsity Teams**

The purpose of the varsity team is to compete successfully with other teams in the Atlantic Coast League, and with other teams or individuals of a similar division in State competition. Varsity levels concentrate on advanced skills and strategies. Participation at the varsity level is generally limited to the most highly skilled and those with the ability to interact with other players for team success. Assessments will be made by the coach throughout the sports season relative to the level most beneficial to the development and progress of each player. It should be understood that at the varsity level, playing time could be limited under certain conditions.

### **PRE-SEASON RESPONSIBILITIES**

The coach of each sport holds an information meeting prior to the start of the season. Candidates are expected to attend. Any candidates for sports teams must meet the following requirements prior to attending any tryout or practice session.

1. Be academically eligible
2. Must pass a physical examination and provide the Athletic Department with a copy of the physical before participation in any sport
3. Be under 19 years of age
4. All transfer students to the school, must have notified the athletic director

### **TEAM TRYOUTS**

Starting dates for tryouts are:

Fall Season - the Monday before Labor Day (Football allowed three additional days)

Winter Season - the Monday after Thanksgiving

Spring Season - the third Monday in March.

1. During the tryout period each coach will provide an explanation of his or her expectations. It is the duty of the student to demonstrate to the coach that they can fulfill these expectations.
2. If a student is not selected for a team, it is his/her responsibility to contact the coach personally for an explanation.
3. Once a student has been selected for a team, he/she may not quit that team to join another team. Students not selected should explore other sport opportunities.

### **TEAM SELECTION**

The coaching staff of each sport has the sole responsibility for selecting the team members, determining the level of play most beneficial to the development of each player, and the amount of playing time. Player concerns should be addressed first between the player and the coach. If a significant issue is not resolved, parents should plan a meeting with the coach. If a resolution is not reached between athlete/parent/coach, the matter may be presented to the Athletic Director. Participation in Marshfield High School athletics is a privilege. All athletes are expected to provide a leadership role for other members of the student body, and always act in an exemplary manner that will be complementary to team, school, and community.

### **LOCKS, LOCKERS AND SPORTS EQUIPMENT**

Physical Education students and athletes are required to lock all personal belongings and athletic equipment in lockers during class, practice, and/or games. MHS does not promise security for items that are not properly locked in the appropriate lockers. Students will be given a lock and locker to safeguard their personal property. The school is not responsible for items lost, damaged or stolen in lockers. Students should never share their combination with another student. Students should make sure their locker is closed and locked after class, practice, and/or games. A student who damages or defaces school property (locks, lockers and/or uniforms) will be responsible for all replacement costs associated with the damaged property. A student's use of the locker does not diminish the school's ownership or control of the locks. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

### **PHYSICAL EDUCATION**

A student is required to receive a passing grade each term in Physical Education in order to be eligible to participate in athletics. A student is required to take part in Physical Education class in order to participate in practice sessions or games.

### **ATTENDANCE POLICY**

A student must be in attendance in school to participate in practice sessions or games. (See page 523)

### **PARTICIPATION ELIGIBILITY.**

### **USER FEES**

User fees are set by the School Committee and collected by the Athletic Department at a pre-season clearance night. For sports that cut to a final roster, checks will be returned to the students who do not make the final cut. Participation in a sport will not be allowed if the user fee is not received by the Athletic Departments noted above. In case of extreme financial hardship, a petition for a waiver can be made by written request from the parent/guardian to the Athletic Director for consideration. Students who are eligible to receive Free/Reduced Lunch according to Federal guidelines may receive financial aid.



# MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION (MIAA)

## RULES and REGULATIONS

### ACADEMIC ELIGIBILITY

Academic Requirements: Students must receive at least a C- in the equivalent of five 4 credit courses (20 credits) to be eligible to participate in a sport or extra-curricular activity. Grades from the immediate past report card will be used to determine eligibility until the next report cards are issued. In the case of fall sports and activities, final grades from the preceding year will be used to determine eligibility. All school policies stricter than those of the MIAA take precedence. Eligibility is determined on the day that report cards are distributed. Incomplete grades count as failures until made up.

### MIAA RULE 96.1

Athletes on all teams must comply with the bonafide team rule. Bonafide members of a school team are precluded from missing high school practice or competition in order to practice or compete with an out-of-school team. *Violations of the above rules will result in ineligibility for two high school contests or two weeks whichever is greater on the first offense, and 45 days of high school ineligibility on the second offense.*

### CHEMICAL HEALTH MIAA RULE 62.

#### Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

The Chemical Health Rule has been extended to be inclusive of the period from the first allowable day of fall practice through the end of the academic year or final athletic competition of the year whichever is later, 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 Marshfield High School standard involves students who are in the presence of, in possession of, or under the influence of a chemical substance. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

#### Minimum PENALTIES:

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. 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. Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e.

All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. 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.

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

#### **1st Offense**

<b># of Events / Season</b>	<b># of Events / Penalty</b>
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

#### **2nd Offense**

<b># of Events / Season</b>	<b># of Events / Penalty</b>
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

#### **2nd Offense w/Dependency Program**

<b># of Events / Season</b>	<b># of Events / Penalty</b>
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

## **ATHLETE EXPULSIONS**

A student who is ruled out of a contest (including a jamboree) shall not participate in the next scheduled competition with a member school or in MIAA tournament play. The disqualified student is ineligible for any contest in that sport until the next contest at the same level has been completed. (Exceptions: basketball-5 personal fouls; ice hockey-6 minutes in penalties.) A student ruled out of a contest twice in the same season shall be disqualified from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification.

## **MEMBERSHIP IN SCHOOL**

A student shall have been a member of a secondary school for a minimum of two months (exclusive of summer vacation) and have been issued a report card preceding the contest, unless entering from an elementary or junior high school at the start of the school year. A pupil's attendance at school does not start when he/she registers in that school, but rather when he/she begins attending school sessions.

## **TRANSFER STUDENTS**

A student who transfers from any school to an MIAA member high school is ineligible in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level during the one year period immediately preceding the transfer (except as exempted below.)

For a transfer student to be eligible in a specific sport within the year of his/her transfer, the sending school principal, athletic director and head varsity coach(es) of the sport(s) in which the student desires to participate must certify by signature that the student did not participate at the varsity level during the year prior to the actual transfer.

## **TIME ALLOWED FOR PARTICIPATION**

A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8th grade.

## **AGE LIMITS**

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her birthday occurs on or after September 1 of that year. For grade 9 competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil's place of birth.

## **PLAYING TIME**

The amount of playing time is solely the prerogative of the coach of the sport, i.e., there will be no assurance that each athlete will be guaranteed equal, or any, playing time.

## **Appendix 1**

### **TITLE IX, CHAPTER 622 AND SECTION 504 OR THE FEDERAL REHABILITATION ACT OF 1973**

#### **Equal Education Opportunity**

Title IX of the Federal Laws and Chapter 622 of Massachusetts General Law requires that MARSHFIELD PUBLIC SCHOOLS guarantees all students regardless of race, gender, sexual orientation, color, religion, national origin, or disability, equal and unbiased treatment in, and access to, all aspects to public school education. This policy of nondiscrimination extends to and includes admission to programs and activities in accordance with Title IX of the Educational Amendments of 1972 and Section 504. Any equity questions relating to students and programs at the high school level should be directed to Mr. Robert Keuther, Jr., Principal, the Director of Pupil Personnel, or Mr. Jeffrey Granatino, Superintendent, Title IX Coordinator, 504 Coordinator, and Chapter 622 Coordinator. If you have any questions or concerns regarding Title IX or Chapter 622 and how they affect you and/or your children, feel free to contact your building principal.

Inquiries regarding compliance may be directed as follows:

**Mr. Robert E. Keuther, Jr.**  
Principal, Marshfield High School  
167 Forest Street  
Marshfield, MA 02050  
Telephone 781-834-5050

**Ms. Amy C. Scolaro**  
Pupil Personnel Services  
School Administration Building  
76 South River Street  
Marshfield, MA 02050  
Telephone 781-834-5000

**Ms. Kristin M. Reid**  
Marshfield High 504 Coordinator  
167 Forest Street  
Marshfield, MA 02050  
Telephone 781-834-5050

**Mr. Jeffrey W. Granatino**  
Titles VI, IX, Section 504 and  
Chapter 622 Coordinator  
School Administration Building  
76 South River Street  
Marshfield, MA 02050  
Telephone 781-834-5000

Chapter 76, Section 5 of the General Laws  
Bureau of Equal Education Opportunity  
Department of Education  
31 St. James Avenue  
Boston, MA 02114  
Telephone: 617-727-5880

Title IX and/or Section 504  
John G. Bynoe, Director  
Office of Civil Rights  
RKO Building, Bullfinch Place  
Boston, MA 02114  
Telephone: 617-223-6397

## **Grievance Procedure**

Students, parents and staff who wish a hearing in cases dealing with discrimination or harassment complaints shall submit the request in writing to the Principal or Superintendent stating the specific facts of the matter. Action on said letter will be taken only after all appropriate steps have been taken (conference with the individual, Guidance Counselor, Assistant Principal / Principal), interview witnesses, and collection of written statements. The 504 Grievance Form shall be used as the formal complaint instrument by the aggrieved party. At all times, the student's parents shall be kept informed. If necessary, DSS, Marshfield Police, and/or the Plymouth County District Attorney may be notified. Unless directed otherwise by the Police Department or DA (criminal matter), the administrative inquiry shall continue once the Grievance Form has been submitted.

A copy of this grievance procedure should be maintained on file both at the school and at the Central Office administration building.

This grievance procedure is not limited to discipline only.

## **Appendix 2**

### **NON-DISCRIMINATION**

Marshfield Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry or disability in its admission or access to, or treatment or employment in its programs or activities. The Marshfield School Committee is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

Marshfield Public School District is an Equal Opportunity/Affirmative Action employer. Marshfield Public School District does not discriminate on the basis of race, color, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age in programs, activities, or employment. Any unlawful discrimination or harassment of any member or guest of the Marshfield school community is a violation of this policy.

Marshfield Public Schools will act to investigate all complaints and may discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

### **Appendix 3**

#### **POLICY ON C.O.R.I. CRIMINAL OFFENDER RECORD INFORMATION**

It shall be the policy of the Marshfield Public Schools to obtain all available Criminal Offender Record Information (CORI) from the Criminal History systems Board of prospective and existing employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation of pupils.

The Superintendent or Principal shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history system board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent or Principal shall obtain Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a DOE CORI Law Advisory dated 02-17-03, "Direct and unmonitored contact with children means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that area accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to the children of the Marshfield School District excepting taxi cab companies shall sign a request from authorizing receipt by the district of all available CORI data from the Criminal history Systems Board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, refusal by a current employee to sign the CORI request form shall constitute insubordination and may result in progressive disciplinary action up to and including suspension and/or termination consistent with due process. In lieu of suspension, the Superintendent may place an individual on administrative leave due to failure to sign the CORI form until the matter is resolved. The foregoing disciplinary action may be taken subject to any appropriate impact negotiations which may be required with any collective bargaining representative of the employee(s) concerned. Completed request forms must be kept in secure files. An employee, contractor or volunteer's receipt of the CORI Request Form shall serve as notice of the School District's intent to obtain CORI for that individual.

## **Appendix 4**

### **SCHOOL ATTENDANCE**

#### **Chapter 76: Section 5 Place of attendance; violations; discrimination**

Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.



## **Appendix 5**

### **REHABILITATION ACT OF 1973 TITLE IX**

#### ***Rehabilitation Act of 1973***

##### ***Title IX***

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”

Chapter 622: “No person shall be excluded from or discriminated against in admission to a public school or any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin.”

Section 504: “No otherwise qualified handicapped individual in the United States, shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.” or the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20221.

##### ***Notice of Non-Discrimination***

Marshfield Public School District is an Equal Opportunity/Affirmative Action employer. Marshfield Public School District does not discriminate on the basis of race, color, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age in programs, activities, or employment. If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity/Title IX/Section 504/ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.
3. The Equal Opportunity/Title IX/Section 504/ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557.

## **Appendix 6**

### **PROCEDURES for LONG TERM SUSPENSIONS or EXPULSIONS**

Suspensions of longer than ten school days, or expulsions for remainder of the school term, or permanently, generally requires the following procedural rights for the students:

1. Written notice of the charges.
2. The right to be represented by a lawyer or advocate (at the student's expense).
3. Adequate time to prepare for the hearing.
4. Access to documented evidence prior to the hearing.
5. The right to request that witnesses attend the hearing, and to question them.  
The student's right to confront and cross examine student witnesses may be outweighed by the need to protect the witnesses from possible retaliation.
6. A reasonably prompt written decision including specific grounds for the decision.
7. M.G.L Chapter 71 Sec. 37H ½

## APPENDIX 7

### DISCIPLINE FOR STUDENTS WITH DISABILITIES

#### Students identified as having special needs:

1. All students are expected to meet the requirements for behavior as set forth in this Handbook. Chapter 71B of the Mass. General Laws, formerly known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose individualized program is described in an Individualized Educational Plan (IEP).
  - a. Students with IEPs may be suspended, consistent with applicable laws and school rules, for up to ten (10) consecutive days without any process different than regular education students.
  - b. Students with IEPs may also be suspended or excluded in excess of ten (10) consecutive days or ten (10) cumulative days provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability and the District provides educational services that will allow the student to access the general curriculum and to make progress toward his/her goals. Please see #4, below for an explanation of the manifestation determination procedure.
2. The IDEA and M.G.L. c. 71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days if that student: is in possession of a dangerous weapon at school or a school function or on school property, is in possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.
3. The IDEA and M.G.L. c. 71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.
4. When a student with an IEP has been suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination. Relevant members of the TEAM meet for the manifestation determination and they answer two questions after reviewing relevant documents and the misconduct of the student:
  1. Is the misconduct the result of failure to implement the student's IEP? And
  2. Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

10If the TEAM finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy in this handbook. The student will receive educational services that will allow the student to access the general curriculum and to make progress toward his/her goals during this period of suspension or exclusion. The student shall also receive, as appropriate, a functional behavioral assessment and behavior intervention plan. If the TEAM finds that the misconduct was a manifestation of the student's disability, then the school may still be able to implement an IAES (see # 2 and 3 above). If the IAES is not possible, then the TEAM will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan and the student will remain in his/her current placement, unless the school and the parent otherwise agree to a change in placement.

6. The Principal (or designee) will notify the Special Education Office of the suspendible offenses of a special needs student and a record will be kept of such notices.
7. If the parent or student disagrees with the TEAM's decision on the manifestation determination or with the decision relating to the placement of the student, the parent has the right to request a due process hearing from the Bureau of Special Education Appeals.

Students identified as having a disability and provided with a Section 504 plan:

1. Students on Section 504 plans are expected to meet the expectations for behavior identified in this handbook. A student on a Section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive or cumulative days or expelled (and there is a change in placement as a result) then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:
  1. Is the misconduct the result of failure to implement the student's 504 plan?
  2. Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

## **Policy for Restraint of Students in Marshfield Public Schools:**

The Marshfield Public Schools complies with the Department of Elementary and Secondary Education (DESE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities.

Restraint Policy can be found on the Marshfield Public School District Website.

**Availability of in-school programs for pregnant students:**

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

Title IX: 20 U.S.C. 1681; 34 CFR 106.40(b)

## **APPENDIX 8**

### **EXPULSION & SUSPENSION STATUTES**

Massachusetts General Laws  
Chapter 71, Sections 37H and 37H ½  
as of October 18, 1994

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 for 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 other students' 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 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). (Chapter 51 of the Acts of 1994, approved July 1, 1994, effective September 29, 1994.)
- (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) 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 said student a written statement of the reasons for said expulsion. (This section was amended by Chapter 380 of The Acts of 1993 on January 4, 1994)

**Section 37H 1/2.** 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 students 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/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

#### **Academic Progress (G.L. c. 76, §21; 603 CMR 53.13)**

**(9/16)**

G.L. c. 76, §2125 is a cornerstone of Chapter 222, to promote continued academic progress for students who are excluded from their classroom or school, whether excluded pursuant to §37H, §37H ½, or §37H ¾. Under this statute, a school has the obligation to provide each student who is suspended or expelled an opportunity to make academic progress during the suspension or expulsion. Students and parents must be notified in writing of this opportunity at the time of suspension or expulsion. (See discussion in this section regarding notice to expelled students and students who are suspended for more than 10 consecutive days, and their parents.)

While all suspended and expelled students have the right to an opportunity to make academic progress, the statute and Regulations distinguish between those who are expelled or suspended for more than 10 consecutive days, and those who are suspended for 10 days or less, either in-school or out-of-school. With respect to the latter, the school must provide an opportunity for the students to be able to earn credits, and make-up assignments, tests, papers, and other school work.

Students who are expelled or suspended for more than 10 consecutive days must be provided an equitable opportunity to receive education services that are identified in a school-wide education service plan. In reference to the education service plan, G.L. c. 76, §21 refers to a "list of ... services," which means that the service plan must include at least two types of education service options.<sup>26</sup> Each of these education service options must provide an opportunity for all affected students to "make academic progress toward meeting state and local requirements" and be "based on, and ...provided in a manner consistent with, the academic standards and curriculum frameworks established for all students... ." See 603 CMR §§53.13(2) and 53.13(3).



The education service plan also must include the process for notifying expelled and long-term-suspended students and their parents of the education service opportunity in a manner consistent with section 53.13(4).

Under the statute, the student and the parent have the right to choose a type of education service from those offered to all students in the education service plan. While the choice is ultimately that of the student and the parent, this provision does not bar the principal (or his or her designee) from recommending one option over others based on the school personnel's knowledge of the student's academic needs, learning style, or behaviors, or other factors such as the amount of time the student is removed from his or her usual classroom or school environment.

Although the statute directs the principal to develop the education service plan for the school, the Department recommends that the superintendent review the education service plans for all schools in the district to ensure equitable access for students at the same grade levels across the district.

Section 37L. (Section 37L of said chapter 71, as appearing in the 1990 Official Edition, is hereby amended by adding the following three paragraphs:)

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee.

Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon completion of a counseling session a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

## APPENDIX 9

### **SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS AND DISTRICT COORDINATOR INFORMATION**

#### **MARSHFIELD PUBLIC SCHOOLS**

##### **Title VI of the Civil Rights Act of 1964**

**Coordinator: Jeffrey Granatino, Superintendent 781-834-5000**

Statute prohibits discrimination on the grounds of race, color, or national origin by recipients of federal financial assistance. This statute ensures that individuals are not excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity on account of their membership in one of these protected categories (42 U.S.C. §2000d). Title VI, in conjunction with other federal statutes, also prohibits the denial of equal access to education because of a language minority student's limited proficiency in English.

##### **Title IX of the Education Amendments of 1972**

**Coordinator: Jeffrey Granatino, Superintendent 781-834-5000**  
**Coordinator: Mr. Robert E. Keuther, Jr. 781-834-5050**  
**Students Coordinator: Mrs. Kristin Reid 781-834-5050**

Title IX of the Education Amendments of 1972 provides that no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX requires that schools adopt and publish a policy against sex discrimination and have grievance procedures through which individuals can complain of alleged sex discrimination, including sexual harassment. State law also requires Massachusetts employers to have a policy against sexual harassment. (M.G.L., c. 151B, §3A)

##### **Section 504 of the Rehabilitation Act of 1973**

**Coordinator: Ellen M. Martin, Ed. D. 781-834-5000**

Section 504 provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature of severity of the person's handicap. (34 C.F.R. §104.33)

##### **Americans with Disabilities Act of 1990**

**Coordinator: Ellen M. Martin, Ed. D. 781-834-5000**

The ADA provides that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. (42 U.S.C. § 12132) The standards, requirements, and grievance procedures of the ADA are substantially similar to the anti-discrimination provisions promulgated under Section 504. (28 C.F.R. § 35.103)

### **EQUAL EDUCATIONAL OPPORTUNITIES LAWS**

##### **Equal Educational Opportunities Act of 1974**

**Coordinator: Ellen M. Martin, Ed. D. 781-834-5000**

This federal statute provides that an equal educational opportunity cannot be denied on account of race, color, sex, or national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs. (20 U.S.C. §1703(f))

## **EQUAL EDUCATIONAL OPPORTUNITIES LAWS - Continued**

### **Mass. General Laws, c.76, §5 (also known as Chapter 622)**

**Coordinator: Ellen M. Martin, Ed. D. 781-834-5000**

This state law provides that "[n]o person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation."

### **Title I of the Elementary and Secondary Education Act of 1965**

**Coordinator: Mr. Thomas M. Kilduff - 781-834-5000**

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

## **SPECIAL EDUCATION**

### **Chapter 688 (transition planning)**

**Coordinator: Amy Scolaro 781-834-5000**

School districts file a Chapter 688 referral to other Massachusetts social service agencies for students with severe disabilities who will need continued services and supports after their eligibility for special education ceases. School districts must make Chapter 688 referrals at least 2 years before the student is expected to graduate from school or turn 22 years of age. This allows time for the agency to determine the student's eligibility for adult services and to include the anticipated cost of services for the student in its annual budget request.

## **HOMELESS**

### **McKinney-Vento Homeless Assistance Act**

**Coordinator: Robynne Ryan-Lambert 781-834-5000**

School districts must ensure that homeless children and unaccompanied youth have equal access to the same public education as provided to other children and youths. (42 U.S.C §11431). A homeless student has the right to continue attending in his/her school of origin or to enroll in the public schools of the district where the homeless student temporarily resides. Homeless students also have the right to continue attending in their school of origin until the end of the school year in which they obtain permanent housing.

## **ENGLISH LANGUAGE LEARNERS**

### **ELL**

**Coordinator: Mary Bradshaw 781-834-5000**

School districts have an obligation to identify, evaluate, and serve students with limited English proficiency and to coordinate with other agencies for the benefit of such students. Student with limited English proficiency are identified through an ELL survey given as part of the initial intake package for registering students. ELL students receive services through sheltered English immersion (SEI) programs, pull out SEI instruction, and professional development provided to staff. ELL students participate in grade level MCAS as well as 'ACCESS for ELL' testing.

## **APPENDIX 10**

### **Marshfield Public Schools BULLYING POLICY**

#### **I. GOALS**

The Marshfield Public Schools is committed to providing our students equal educational opportunities and a safe learning environment free from bullying or retaliation. This will be possible when all members of the Marshfield school community treat each other with respect and appreciate the rich diversity in our schools. This policy is an integral part of the Marshfield Public Schools' comprehensive effort to promote learning and prevent and eliminate all forms of violent, harmful, and disruptive behavior. The Marshfield Public Schools' response to bullying actions will include, as appropriate, disciplinary and/or corrective action, and the involvement of appropriate state and/or federal agencies addressing the remediation of discrimination or harassment. In addition, a referral to a law enforcement agency may be made if criminal charges could be pursued against a perpetrator or perpetrators. The Marshfield Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

The Marshfield Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in its schools before, during, or after school, and school-related activities, and will promptly investigate all reports of bullying.

#### **II. DEFINITIONS**

"Bullying" is the repeated use by one or more students or members of a school staff including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals, of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to him/herself, or in reasonable fear of damage to his/her property;
- Creates a hostile environment at school for the target;
- Infringes on the target's rights at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

For the purposes of this policy, bullying shall include cyber-bullying.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including, but not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature which is transmitted in whole or in part by:

- Wire;
- Radio;
- Electromagnetic;
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.
- 

Cyber-bullying shall also include the creating of a web page or blog in which the creator assumes the identity of another person, or knowingly impersonates another person, as the author of posted content or messages if the creation of the web page or blog or the impersonation causes any of the five (5) harm enumerated in the definition of bullying above.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting causes any of the five (5) harms enumerated in the definition of bullying.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports bullying or provides information during an investigation of bullying or against a student who witnesses bullying or has reliable information about bullying.

“Hostile environment” means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

### **III. PROHIBITIONS**

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs, whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased, or used by the school district; or
- Through the use of technology or an electronic device owned, leased, or used by the Marshfield Public Schools.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Marshfield Public School District if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the target’s rights at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

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

### **IV. RATIONALE**

The Marshfield Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, gender, gender identity, sexual orientation, disability, homelessness, or age. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. While bullying may constitute an illegal form of harassment which is prohibited by state and federal law and may result in criminal prosecution, the Marshfield Public Schools prohibits bullying of school community members for any reason, whether related or unrelated to race, color, religion, national origin, gender, gender identify, sexual orientation, disability, homelessness, or age. Further, the Marshfield Public Schools will also not tolerate retaliation against persons who act consistent with this policy.

## **V. APPLICATION**

This policy applies to all sites and activities under the supervision and control of the Marshfield Public Schools, or where it has jurisdiction under the law. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents, and legal guardians of students of the Marshfield Public Schools. Bullying and cyber-bullying may occur in or out of school, during or after school hours, at home or in locations outside the home. When bullying and cyber-bullying are alleged, the Marshfield Public Schools expects the full cooperation and assistance of parents and families. The Marshfield School Committee shall implement this policy by developing and adopting a plan to address bullying prevention and intervention. This plan will include age-appropriate notices to students, ways to inform parents and guardians about bullying prevention and intervention, and annual professional development for employees. Any plan so adopted shall provide that reports of bullying or retaliation may be made anonymously, but no disciplinary action may be taken against a person solely on the basis of an anonymous report. The plan shall also provide for disciplinary action to be taken against any person who knowingly makes a false accusation of bullying or retaliation. This policy and any plan adopted pursuant to it shall at all times be construed and implemented so as to be consistent with the provisions of M.G.L. Chapter 71, Section 37O, and shall be reviewed and updated at least annually. Nothing in this policy is designed or intended to limit the Marshfield Public Schools' authority to discipline or take remedial action under General Laws Chapter 71, §37H or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct.

## **VI. DISCIPLINARY AND CORRECTIVE ACTION**

Violation of this policy and the plan developed pursuant to it shall be considered a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence, including expulsion from school, involving appropriate federal and state agencies to remediate harassment and discrimination, and/or criminal prosecution by law enforcement agencies. The Marshfield Public Schools is committed to protecting a complainant and other similarly-situated individuals from bullying at all times. A bullying prevention and intervention plan containing the reporting procedures, complaint process, alternatives for resolution, and protection against retaliation shall be in place throughout the School District. This policy shall be printed in each school handbook and employee handbook, and shall be posted on the District's website.

**Voted & Approved by School Committee: June 6, 2006**

**Revised & Approved: August 7, 2007**

**Revised & Approved: December 14, 2010**

**Revised & Approved: April 8, 2014**

**Revised & Approved: July 15, 2014**

## APPENDIX 11

### POLICY ON STUDENT RECORDS MARSHFIELD PUBLIC SCHOOLS

The Marshfield Public Schools shall endeavor to adhere to the Massachusetts Students Records Regulations as promulgated under 603 CMR 23.00. Through this policy the School Committee authorizes the administration to implement the requirements of the Massachusetts Student Records regulations. The following summary was developed by the Board of Education to assist in providing a broad overview of these regulations. Every Marshfield school shall maintain at least one copy of these regulations, and a copy shall be attached to this policy. Subsequent amendments to this regulation shall supersede this policy until its revision.

#### **Summary of Regulations Pertaining to Student Records**

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law. The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into *two* parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may.

#### **Inspection of Record**

The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The district charges 20 cents per page after 25 copies.

The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Pursuant to 603 CMR 23.07 Marshfield High School forwards the complete record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place as a state mandate.

### **Confidentiality of Record**

Except where the regulations or federal law specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

### **Amendment of Record**

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

### **Destruction of Records**

The regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed. The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For more detailed information, a full copy of the regulations is attached to this policy and is available through the Department of Education.

### **Regulatory Authority**

603 CMR 23.00: M.G.L. c. 71, 34D, 34F.



## **APPENDIX 12**

### **MARSHFIELD PUBLIC SCHOOL DISTRICT WELLNESS POLICY**

File: ADF

#### **PART I: PURPOSE**

The Marshfield Public Schools strives to meet the academic, physical, social, and emotional needs of all of its students and recognizes that a comprehensive school wellness program for all elementary, middle, and high schools supports student success. Components of this wellness program include a nutrition program, nutrition education, wellness/physical education, and other school-based activities that are designed to promote health and wellness for students and faculty.

#### **PART II: SCHOOL WELLNESS ADVISORY COUNCIL**

The Marshfield Public Schools will establish a district-wide School Wellness Advisory Council to monitor, review, and, as necessary revise school nutrition and physical activity guidelines. The School Wellness Advisory Council will act as a resource to individual schools for implementing these guidelines. The School Wellness Advisory council will be composed of individuals representing the schools and community, including parents, students, and representatives of the Food Services Department, members of the School Committee, school administrators, teachers, health professionals, and members of the public.

#### **PART III: NUTRITION**

All foods available in the Marshfield Public Schools will comply with the current USDA Dietary Guidelines for Americans, the Massachusetts School Nutrition Standards and the Marshfield Public Schools PEANUT & PEANUT PRODUCT & TREE NUT POLICY & PROCEDURES / SCHOOL HEALTH SERVICES. This includes food and beverage items obtained from vending machines, a la carte lines and students stores. Marshfield Public Schools will:

- Assure a la carte and vending machine items available to students will be nutritious and consistent with the Massachusetts A La Carte Food and Beverage Standards. Selections will be made from the John C. Stalker Institute A List.

[www.iohnstalkerinstitute.org/vending%20proiect/healthysnacks.htm](http://www.iohnstalkerinstitute.org/vending%20proiect/healthysnacks.htm)

- Provide information about the nutritional content of meals for parents, students, and staff.
- Food for classroom celebrations should adhere to the John C. Stalker Institute A List. (Grade K-8) • Emphasize that food should not be used as a reward or punishment for student behaviors. Fundraising should promote physical activity and health enhancing eating habits. The sale of items that meet Massachusetts school nutrition regulations shall be encouraged.

#### PART IV: NUTRITION PROMOTION

Promoting positive lifelong nutrition and wellness behaviors will be incorporated into curriculum, fundraising, and before and after school activities.

#### PART V: NUTRITION EDUCATION

The Marshfield Public Schools will teach, encourage, and support health eating by students. Nutrition education shall be offered at each grade level by a certified health educator, physical educator, or school nurse and will be offered as part of a sequential, comprehensive, standards based program designed to provide students with the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic diseases, consistent with the Massachusetts Curriculum Frameworks, 1999.

#### PART VI: PHYSICAL ACTIVITY

The Marshfield Public Schools acknowledges the importance of physical activity and recognizes the Center for Disease Control (CDC) recommendation for 60 minutes physical activity for children daily. All students will receive wellness/physical education instruction taught by a certified physical education teacher. In addition, all elementary students will have periods of supervised recess and schools will promote additional opportunities for physical activity through intramural and interscholastic sports programs.

#### PART VII: MONITORING AND POLICY REVIEW

This policy and guidelines will be reviewed and revised, if necessary, by the School Wellness Advisory Council and the Superintendent or Superintendent's designee every three years following its adoption by the Marshfield School Committee.

LEGAL REFS.: The Child Nutrition and WIC Reauthorization Act of 2004, Section 204,  
P.L. 108 -265

The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 -  
1769h

The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1789

CROSS REFS.: EFC, Free and Reduced-Cost Food Services

IHAMA, Teaching About Alcohol, Tobacco and Drugs

KI, Public Solicitations/Advertising in District Facilities

Voted & Approved by School Committee: January 24, 2017

## **APPENDIX 13**

### **SERVICES for PREGNANT STUDENTS**

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

## APPENDIX 14

### POLICY for RESTRAINT of STUDENTS in MARSHFIELD PUBLIC SCHOOLS

#### RESTRAINT POLICY

- ***Policy for Restraint of Students in Marshfield Public Schools***

The Marshfield Public Schools complies with the Department of Elementary and Secondary Education (DESE) restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

***603 CMR 46.01 (3) Purpose***

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Students participating in the Marshfield Public Schools shall be free from the use of physical restraint that is inconsistent with the Regulations. Physical restraint shall be used with extreme caution only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

***603 CMR 46.03 Use of Restraints***

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort. Restraints shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Physical restraint shall ***not*** be used:

- As a means of punishment;
- When a student cannot be safely restrained because it is medically contradicted, as documented by a licensed physician;
- As a response to property destruction, disruption of the school order, a student's refusal to comply with a school rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, imminent, serious physical harm; or
- As a standard response for any individual student. No written behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00 is ***prohibited***.

Physical Restraint shall not be used in a manner inconsistent with the Regulations at 603 CMR 46.00 and only personnel who have been trained in the use of restraint pursuant to this policy shall administer physical restraint of students. Whenever possible, a restraint shall be witnessed by at least one adult who does not participate in the restraint.

The Regulations do not prevent the teacher, employee, or agent of the District from using reasonable force to protect students, other persons, or themselves from assault or imminent serious harm.

A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.

A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements in the Regulations. Floor restraints, including prone restraints, are prohibited unless the staff members administering the restraint have received in-depth training.

### ***Duration of Restraint***

All physical restraint must be terminated:

- As soon as the student is no longer an immediate danger to himself or others;
- As soon as the student indicates that he/she cannot breathe; or
- If the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

### ***Additional Safety Requirements for the Use of Physical Restraint***

- Staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.
- Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek immediate medical assistance.
- If a student is restrained for a period longer than twenty (20) minutes, staff shall obtain the approval of the principal (or his/her designee) to continue the restraint. The approval shall be based upon the student's continued agitation.
- After the release of a student from a restraint, the staff member and administrator will review the incident with the student to address the behavior that precipitated the restraint, the administrator will review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and staff will consider whether any follow-up is appropriate for students who witnessed the incident.

### ***603 CMR 46.04 Training***

Within the first month of the school year and, for employees hired after the school year begins, within one month of their employment, all school staff must receive training with respect to the district's restraint prevention, behavior support policy and requirements for when restraint is used.

### ***603 CMR 46.06 Reporting***

- Staff members are mandated to report on any and all physical restraint regardless of duration or outcome.
- The Superintendent, in conjunction with school administration, shall develop procedures and a description of the school training to comply with reporting requirements including, but not limited to, ensuring reasonable efforts are made to verbally inform the student's parent of the restraint within 24 hours of the event.
- The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and information in the written report.
- The District will provide a process for obtaining principal approval for time out exceeding 30 minutes.

- The District will develop procedures for receiving and investigating complaints.
- The District will develop procedures for conducting periodic review of data and documentation on the use of physical restraints as described in 603 CMR 46.06(5) and (6).

Any restraint which results in an injury must be reported to DESE. The District must, within five school working days of the restraint, provide a copy of the written report to the DESE along with a copy of the school's record of physical restraint covering the thirty-day period prior to the date of the restraint.

### ***Procedure for the Use of Time Out***

The use of time-out will be permitted either by choice of student or by direction from staff, for the purpose of calming. During time-out a student must be continuously observed by staff and staff will remain available to the student at all times. Time-outs shall cease as soon as the student has calmed. Time-outs lasting longer than 30 minutes, Principal approval is required.

The use of “time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint.”

The Superintendent, in conjunction with school administration, shall develop procedures identifying:

- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
  - Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
  - Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure.
- This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students.

**HAZING: POLICIES AND PROCEDURES**  
**PROHIBITING THE PRACTICE OF HAZING**

Policy: Hazing is prohibited in any school sponsored activity or event. Pursuant to Massachusetts General Law, Chapter 665 of the Acts of 1987, it is now a crime to participate in or organize hazing, or for a person at the scene of such a crime to fail to report the incident.

**CHAPTER 665 OF THE ACTS OF 1987**

"SECTION 17. Whoever is a principle organizer participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

SECTION 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such a crime shall, to the extent that such person can do without danger peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

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

institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."

### **PENALTIES FOR HAZING**

I. Any person or persons organizing or participating in or having any knowledge of and failing to report the crime of hazing in any school sponsored activity or event will be suspended for up to ten (10) school days and social probation assigned for up to nine (9) weeks or one full school term and may be immediately referred to the Superintendent of Schools. Verification of the action is by following regular due process. Referral to the Superintendent could well result in a recommendation to the School Committee for exclusion of the student for the balance of the school year.

II. Any person committing an act of hazing or whoever has knowledge that another person is the victim of hazing and who fails to report such shall be immediately referred to the appropriate police authorities and the administration will cooperate fully in providing information necessary to permit a proper police investigation.



**MILITARY RECRUITER ACCESS to SECONDARY SCHOOL STUDENTS**

**Public Law 107-107 (115 Stat 1012) December 28, 2001  
SEC. 544.**

- (a) ACCESS TO SECONDARY SCHOOLS. – Paragraph (1) of section 503 (c) of title 10, United States Code, is amended to read as follows:

“(c) ACCESS TO SECONDARY SCHOOLS. – (1)(A) Each local educational agency receiving assistance under the Elementary and Secondary Education Act of 1965 –

- (i) shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students; and
- (ii) shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, notwithstanding section 444(a)(5)(B) of the General Education Provisions Act (20 U.S.C. 1232 g (a)(5)(B)).

(B) A local educational agency may not release a student’s name, address, and telephone listing under subparagraph (A)(ii) without the prior written consent of a parent of the student if the student, or a parent of the student, has submitted a request to the local educational agency that the student’s information not be released for a purpose covered by that subparagraph without prior written parental consent. Each local education agency shall notify parents of the rights provided under the preceding sentence..”

- (b) EFFECTIVE DATE – The amendment made by subsections (a) shall take effect on July 1, 2002, immediately after the amendment to section 503(c) of title 10, United States Code, made, effective that date, by section 563(a) of the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (as enacted into law by Public Law 106-398; 114 Stat. 1654-A131).

- (c) NOTIFICATION – The Secretary of Education shall provide to local educational agencies notice of the provisions of subsection (c) of section 503 of title 10, United States Code, as in effect upon the amendments made by subsection (a). Such notice shall be provided not later than 120 days after the date of the enactment of this Act and shall be provided in consultation with the Secretary of Defense.

## Appendix 17

### Marshfield Public Schools District-Wide Procedures for Energy Conservation

#### Objectives:

1. To eliminate energy waste
2. To ensure the comfort for students, staff and guests during regular school hours
3. To ensure acceptable indoor air quality.
4. To ensure the best use of public funds while implementing this policy.
5. To provide leadership in developing among our students, staff and public a realistic energy ethic and an awareness of energy needs and costs.

#### Responsibilities:

1. Every person is expected to be an “energy saver”.
2. The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
3. The custodian is responsible for control of common areas, i.e. halls, Student Dining.
4. The evening custodian will be responsible for verification of the nighttime shutdown before leaving.
5. The principal is responsible for monitoring the total energy usage of his/her school building.

#### GENERAL

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers should turn off all lighting when leaving an empty classroom. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Gym lights will be turned off unless the gym is being utilized.
4. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
5. Classroom refrigerators and other non-instructional electrical appliances are no longer permitted.
6. Classroom doors will remain closed at all times to conserve heat during the winter months.
7. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
8. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
9. The MPSD Technology Department will program all computers for the “energy saver” mode.
10. Periodic reports will be made available to illustrate the financial benefit from this energy conservation initiative.

Approved by the Marshfield School Committee    February 10, 2009

**MARSHFIELD PUBLIC SCHOOLS**  
**CONCUSSION MANAGEMENT POLICY**

Concussions are a serious and invisible injury that change the way the brain normally functions. It is caused by a bump, blow or jolt to the head that causes the brain to move rapidly back and forth. Most concussions occur without loss of consciousness.

Concussions do not only happen to athletes. Student concussions can occur in any number of school settings ranging from the physical education class, playground, hallway, Student Dining, and beyond.

While some students can come to school with symptoms of a concussion that occurred outside the school day, others may not experience or report symptoms until hours or days after the injury occurred. Though most young people with a concussion recover quickly and fully, others may experience signs and symptoms that last for days, weeks or longer.

Concussions can have a more significant effect on a young, developing brain. Though young people recover more slowly than adults, proper recognition and response to concussion symptoms can prevent further injury and help with recovery.

Children and adolescents are among those at highest risk. Subsequently, the Marshfield Public Schools has implemented a Concussion Management Procedure to assist students, parents/guardians, and staff with properly recognizing and responding to concussion symptoms in order to prevent further injury and help with recovery.

**Goals**

- ☐ Increase educational outreach to all members of the school community.
- ☐ Identify essential school staff and communication pathways in the school setting to support the recovery of the student who sustains a concussion.

LEGAL REFS: M.G.L. CHAPTER 166: *AN ACT RELATIVE TO SAFETY REGULATIONS FOR SCHOOL ATHLETIC PROGRAMS*. July 8, 2010      **Approved: May 24, 2011 Marshfield School Committee**

**CONCUSSION MANAGEMENT PROCEDURE**

All students are referred to the school nurse after a bump, blow or jolt to the head or body:

- 1) Observe students for signs and symptoms of a concussion for a minimum of 30 minutes. Complete the Concussion Signs and Symptoms Checklist and monitor students consistently during the observation period.
- 2) Notify the student's parent(s) or guardian(s) that their child has had an injury to the head.
- 3) Complete and file accident report
- 4) If signs or symptoms are present:
  - a) Refer student immediately to their primary care physician or if unavailable, emergency room
  - b) Send copy of the checklist with the student for review by medical personnel
  - c) Students must follow their primary care physician's written orders concerning return to school and physical activity.
  - d) Physical activity includes Physical Education class, recess, sports practice and/or games.
- 5) If signs or symptoms are not present:
  - a) The student may return to class
  - b) The student should not return to sports or recreational activities on the day of the injury

- c) Send a copy of the checklist with the student for the parent(s) or guardian (s) to review
- d) Request continued observation of the student for any changes at home
- e) Instruct parent(s) or guardian(s) that signs and symptoms of concussion can take time to appear
- f) Instruct parent(s) or guardian(s) that if signs and symptoms appear, the student must be evaluated immediately by a licensed medical professional
- 6) The school nurse should inform the teacher of the injury.
- 7) The school nurse should instruct the teacher to return the student for follow-up evaluation if a child complains of any symptoms.
- 8) If a student exhibits deterioration of their condition, activate EMS ((911) immediately and notify the parent(s) or guardian(s).

## **STAGES OF RECOVERY**

The stages of recovery are a framework designed through a collaborative effort by local health care professionals. The purpose of this framework is to create common language that will help guide students, families, school personnel and health professionals through the recuperation process. Placement in stages is based on assessment of the student's medical condition by a licensed medical professional and accompanied by written orders.

Red Stage (Usually 2 – 4 days, but could last weeks)

- 1) Rest
- 2) Students typically do not attend school

Orange Stage

- 1) Rest
- 2) Attend school half to full days
- 3) Avoid school bus and heavy backpacks
- 4) Work with designated educational personnel regarding school accommodations
- 5) No tests in school
- 6) No sports, band, chorus, physical education or out-door recess at the elementary level

Yellow Stage

- 1) Attend school full-time if possible
- 2) Students and families work with teachers regarding homework deadlines (complete as much as possible)
- 3) See school nurse for pain management and/or rest if needed
- 4) Limit one quiz/test per day (untimed testing is recommended)
- 5) Work in 15 minute blocks
- 6) No sports
- 7) Licensed medical professional will make decisions regarding band, chorus, physical education and out-door recess (elementary level) based on medical assessment

Green Stage

- 1) Attend school full time
- 2) Resume normal activities
- 3) Resume sports once school work is back on track, student is symptom-free, and has been cleared by a licensed medical professional

## **COMMUNICATION CHAIN**

Communication between families, educational personnel, athletic staff and health care providers is crucial to facilitate a student's healthy return to school and physical activity following a concussion.

- 1) The Massachusetts concussion law requires athletes and his or her parents to inform their coaches about prior head injuries at the beginning of the season.
- 2) All medical documentation is to be sent to the school nurse from either the family or licensed medical professional. A secure fax line is available.
- 3) The school nurse will relay information regarding stages of recovery to the guidance and athletic department at the high school level, guidance department at the middle school level and classroom teachers at the elementary level.
- 4) At the high school and middle school level, the guidance department will notify the appropriate educational personnel.

## **Professional Development**

The Nurse Leader shall co-ordinate staff education regarding concussion management. This effort shall be in collaboration with building principals, Athletic Director and central office administration team.

## **Training**

The Commonwealth of Massachusetts requires annual safety training for designated school personnel as well as parents or legal guardians of children who participate in any extracurricular athletic activity. This annual safety training shall be required for coaches, trainers and parent volunteers; nurses and physicians employed by a school or school district, or who volunteer to assist with an extracurricular athletic activity; school athletic directors; directors responsible for a school marching band; and a parent or legal guardian of a child who participates in an extracurricular athletic activity.

Certificates of completion will be kept on file by the following department heads:

- 1) Nurse Leader – all school nurses and the School Physician Consultant
- 2) Athletic Director – all members of the athletic staff, volunteers at any extra-curricular athletic activity, and parents or legal guardians of children who participate in any extracurricular athletic activity
- 3) Director of Health Education – all members of the physical education staff
- 4) Director of Music – Director of Marching Band

## **High School Athletics**

The Marshfield High School athletic program provides baseline neurocognitive testing for all athletes participating in contact sports. Follow-up testing is done as needed for students injured during athletic games and/or practice, and is scheduled by appointment after school on designated days.

## **Return to Play - Sports and Recreation**

All students must be cleared to return to play by a licensed medical professional. It is recommended that this professional have familiarity with concussion diagnosis and management. This includes physical education class as well as sports practices and games.

- 1) The student should be completely symptom free at rest and with physical (sprints, non-contact aerobic activity) and cognitive exertion (school work).
- 2) Return to play should occur gradually
- 3) Students should be monitored for symptoms and cognitive function during each stage of exertion
- 4) Students should only progress to the next level of exertion if they are asymptomatic at the current level.

#### **The Steps Students Will Follow With Returning to Play**

#1: Rest, followed by

#2: Aerobic exercise, followed by

#3: Sport specific training, followed by

#4: Non-contact drills, followed by

#5: Full-contact controlled training, followed by

#6: Full-contact game play

This document shall be reviewed no less than every two years by the Nurse Leader, School Physician Consultant, Athletic Director and Athletic Trainer.

The reviewed document shall be submitted to the School Committee for review and approval.

Prepared by: School Nurse Leader

Reviewed by: School Physician Consultant, Athletic Director, and Athletic Trainer

**Approved: May 24, 2011 Marshfield School Committee**

## **MARSHFIELD PUBLIC SCHOOLS TRANSPORTATION POLICY**

Marshfield students qualify for bus transportation to and from Marshfield Public Schools pursuant to state law (M.G.L. Chapter 71, Section 68) as most recently amended, i.e., if they are enrolled in grades K-6 and live two or more miles from school as measured along a commonly traveled route.

Transportation may be provided to students residing in “hazardous areas” (Hazardous areas are areas without access to sidewalks) which are less than two miles from their schools. Disputes over identification of hazardous areas which cannot be resolved at the administrative level will be resolved by the Transportation Coordinator, Director of Business and Finance, and ultimately, the Superintendent.

Students may only ride their assigned buses.

Requests to change a student’s permanent bus assignment may be approved by the Principal, or designee, if the request is received in writing a minimum of five days in advance.

If there is a family emergency, or medical situation, parents should notify the school Principal and other transportation arrangements may be made.

Parents may not ask the bus driver to adjust their child’s bus stop.

Special Education and ADA/504 student transportation must be consistent with the agreed upon Individualized Educational Program / 504 Accommodation Plan.

Riding the school bus is a privilege. This privilege can be taken away from any student who is not courteous, who endangers the health or safety of any student or bus driver, or who violates any school handbook policy. Any decision revoking the privileges of a student to ride the school bus will be made only by school authorities. Prior to such a decision, the matter will be discussed with the bus driver and the student, and the parent(s)/guardian of the student will be informed. Before a student can have the bus privilege reinstated, the student and the student’s parents must meet with the school principal or designee. Special education/504 students require a re-convening of the Special Education Team before permanently changing the mode of special transportation.

The use of the school bus for any other reason is strictly prohibited by state law, except in cases of emergencies. Emergency use of the school buses may be granted by permission of the Superintendent of Schools; in his/her absence, the principal of the school may make this judgment, notifying the Superintendent in writing of the incident as soon as possible.

### **BUS SCHEDULING AND ROUTING**

The Superintendent of Schools or his/her designee shall establish bus schedules, routes, and stops in order to transport children to and from school safely, and as expeditiously as possible. This assignment of duty notwithstanding, it shall remain the responsibility of parents/guardians to ensure the safety of their children prior to boarding the bus, and after the students alight from the bus at their “return from school” destination. The Administration may refer questions about safety to the Marshfield Police Department Safety Officer whose input may at the administrator’s discretion be considered as part of the dispute resolution process.

## **STUDENT DISCIPLINE ON BUSES**

Refer to Student Discipline Policy in the school's Student Handbook.

NOTE: Student discipline issues should always be addressed by the building principal, who will notify the Transportation Coordinator and the bus driver.

### **RETURN TO SCHOOL OF STUDENTS, GRADES K-5**

Kindergarten and first grade students will be taken back to school if they miss their designated stop in either morning or afternoon. The bus driver will radio their dispatcher indicating the circumstances asking the dispatcher to call the school involved so that the returning student will be anticipated. At no time shall the driver leave a Kindergarten or first grade student unattended at the bus stop.

Under those circumstances when any Kindergarten through grade five student(s) of the Marshfield Public Schools misses his/her regularly scheduled bus stop in the afternoon, the driver will return the youngster(s) to the school after calling ahead to their dispatcher so the school can be notified of the student's return.

### **USE OF VIDEO CAMERAS ON SCHOOL BUSES**

The school buses used in Marshfield have the capability to videotape riders when, in the judgment of the building principals, independently or in collaboration with the Superintendent of Schools and/or his/her designee and transportation officials, student on school bus safety and/or security is in question.

All such video tapes are the property of the Marshfield Public Schools and may be used for internal safety or educational purposes or to provide police with evidence of a possible criminal act.

### **OBJECTS BROUGHT ON BUSES**

Objects brought on the bus must be small enough to be carried in a school or book bag or held in one's own lap or at one's feet provided it does not extend into the aisle. All other items, such as large musical instruments or curriculum projects, must be transported to and from school by the parent.

### **FOOD ON BUSES**

Students are not allowed to eat or drink anything while traveling on our buses or vans while traveling to and from school.

## **TRANSPORTATION PROCEDURES**

### **BUS ACCIDENT PROCEDURES**

These procedures will be followed regardless of the severity of the accident or whether property damage and/or personal injury are evident.



## **ACCIDENTS OCCURRING ON THE WAY TO SCHOOL WITH PASSENGERS ON BOARD**

### **A. Driver:**

1. Bus lists shall be maintained by the Transportation Coordinator and in individual buildings. Faculty in charge of students who are being transported for field trips, athletic events, performances, activities and the like shall draw up a list of participants and file this list with the Principal. In case of an accident during such a trip, faculty sponsors or chaperones should also maintain and have ready access to a list of participants which includes addresses and telephone numbers.
2. In the event of an accident, the bus driver will take all necessary steps to contact the police, E.M.T. Service, Principal, Transportation Coordinator and bus contractor. The primary means of communication shall be the bus radio system or cell phone if available. Since the driver is not to leave the bus unattended, such notification may require asking local residents to help in the placement of calls.
3. The driver shall not move the bus until directed by the police.
4. The driver shall not allow anyone but police, fire, or E.M.T., or school personnel to board the bus and talk with students.
5. Except in incidents involving fire or threat of bodily harm the bus driver will not remove students or allow students to be removed from the bus until the police and Transportation Coordinator arrive.
6. The names of all passengers on board the bus shall be noted in the presence of the police, E. M. T. personnel, and/ or Transportation Coordinator. Special notation should be made of any students removed for medical reasons.
7. E. M. T. personnel shall be requested by the driver to check each child to ascertain whether or not injuries have been sustained.
8. The building administrator shall notify the parents of children who are treated and/or removed from the vehicle for further medical treatment.
9. The driver shall complete the accident form required by the Police Department and submit a copy to the Transportation Coordinator in a timely manner.

### **B. Principal:**

1. When made aware of incident, the principal or his/her designee shall notify the Superintendent's Office immediately of the incident.
2. Where deemed necessary, the principal or his/her designee shall go to the site of the accident or incident.
3. Upon arrival at school, the principal or his/her designee shall utilize the bus list and check off students who are present.
4. Upon arrival at school all children shall be checked at the nurse's office for injuries.

5. The principal or his/her designee shall immediately notify the parents of all children who have sustained injuries.
6. The principal or his/her designee shall write a letter to all parents of children on the bus explaining the incident; relating that students have been checked by the nurse, but stating that parents should be alert to watch for other symptoms which may appear at a later time .
7. The principal or his/her designee may wish to bring the students together at a central location later in the day in order to speak with them regarding bus safety and hear concerns that they may have related to the incident.
8. The principal or his/her designee shall submit a written report of the accident to the Superintendent of Schools within 24 hours.

**C. Transportation Coordinator:**

1. Upon notification of an accident, the Transportation Coordinator or his/her designee shall proceed to the site.
2. The Superintendent of Schools or his/her designee shall be notified of the accident immediately.
3. Where appropriate, the Transportation Coordinator shall require an examination of the vehicle for damage.
4. When possible, the Transportation Coordinator shall gather all reports of the accident. A written report of the accident shall be submitted to the Superintendent of Schools within 24 hours.
5. Inquiries regarding the accident shall be channeled through the Transportation Coordinator.

**D. Superintendent:**

1. Upon notification and if the accident is deemed serious the Superintendent or his/her designee shall go to the site.
2. The Superintendent or his/her designee shall notify members of the School Committee of the accident that day.

**ACCIDENTS OCCURRING ON THE WAY HOME FROM SCHOOL, FIELD TRIPS, ETC.  
WITH PASSENGERS ON BOARD**

1. All of the afore-mentioned steps indicated in Sections A-D of " Accidents Occurring On The Way To School With Passengers On Board' shall be followed. In instances where students are being transported for field trips, athletic events, performances, activities and the like, the faculty sponsor/chaperone shall act in place of the Transportation Coordinator.
2. The driver and/or faculty sponsor/chaperone shall advise students to notify parents of the accident.

## **ACCIDENTS WITH NO PASSENGERS ON BOARD**

1. In the event of an accident, the driver will take all necessary steps to contact the police, Transportation Coordinator and bus contractor.
2. The driver shall complete the accident form required by the Police Department and submit a copy thereof to the Transportation Coordinator.
3. Where appropriate, the Transportation Coordinator shall notify principals.

## **DISCIPLINARY PROCEDURE: RESPONSIBILITIES OF BUS DRIVER**

All drivers should utilize good judgment, experience, and maturity in handling of students. Drivers should use good common sense and never exceed the bounds of good taste in redirecting a student and certainly never strike a child or use profane language. If the driver cannot correct the situation to provide a safe environment, he/she must take the following action (s):

1. Return to school if possible.
2. Otherwise pull the bus over to a safe location and immediately radio the dispatcher for police and school administrator assistance. Do not allow anyone off or on the bus until police or other authorities arrive at the scene except as needed in number three below.
3. Do not put a pupil off the bus, or deny transportation to any student(s). In the event of the need to take emergency action, separate the students and re-assigning their seats, if possible, and then immediately notify the respective school administrator via radio or telephone as to the exact name(s) of those students who were involved.
4. Maintain a written record of the incident including the date, student(s) name, address, school, nature of the offense, date the report is submitted to the building principal, and the Transportation Coordinator. If a building principal does not respond to the driver's written report of his/her action(s) taken, notify the Transportation Coordinator.

Drivers should always report immediately whatever corrective action is taken on the bus to the building principal and to the Transportation Coordinator.

Dear Parent/Guardian:

**Massachusetts ESE Mandated Form 28M/13**

**Massachusetts Parental Notice with One-Time Consent to Allow the  
School District To Access MassHealth (Medicaid) Benefits  
Marshfield Public School District (0171)**

The purpose of this letter is to ask your permission to bill MassHealth for the cost of special education services that the district provides your child under the IEP that we developed with you. If you agree, MassHealth will reimburse the cost of services that they cover, such as therapy services as well as the cost of time spent by providers of such services to participate in Team meetings. We cannot send records and information about your child and your child's IEP services to MassHealth to ask for reimbursement without your consent and without first notifying you of the following: **The school district cannot require you to sign up for MassHealth in order for your child to receive the special education services to which your child is entitled;**

1. The school district cannot require you to pay anything towards the cost of your child's special education services. This means that the school district cannot require you to pay a co-pay or deductible so that it can bill MassHealth. The school district can agree to pay the co-pay or deductible if any such cost is expected.
2. If the school district receives your consent:
  - a. Your consent will not decrease your child's available lifetime coverage or other MassHealth benefit; nor will it in any way limit your own family's use of MassHealth benefits outside of school.
  - b. Your consent does not affect your child's special education services or IEP rights in any way.
  - c. Your consent will not lead to any changes in your child's MassHealth rights; and
  - d. Your consent will not lead to any risk of losing eligibility for other Medicaid or MassHealth funded programs.
  - e. If you consent, you have the right to change your mind and withdraw your consent at any time.

If you withdraw your consent, or refuse to agree to allow the school district to share your child's records and information with MassHealth for the purpose of billing the cost of his/her IEP services, the school district will continue to be responsible for providing your child the special education services in his/her IEP at no cost to you.

**I have read the notice and understand it. I have had my questions, if any, answered. I agree to give my consent to the school district to share records and information concerning my child and his/her IEP services as necessary to bill MassHealth to obtain federal reimbursement for the cost of the IEP services that MassHealth covers.**

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

<b>Student Name:</b>	<b>DOB:</b>	<b>SASID:</b>
Massachusetts ESE Mandated Form 28M/13		Developed June 2013



# ***Marshfield Public Schools***

76 South River Street – Marshfield, MA 02050 ■ (781)834-5000 ■ FAX (781)834-5070

## **Office of Civil Rights Grievance Procedures**

### **Section 504**

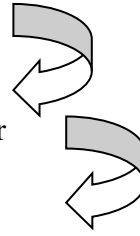
Section 504 prohibits discrimination on the basis of disability. For the purposes of Section 504, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. “Major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Marshfield Public School District provides for the prompt and equitable resolution of complaints alleging any violation of Section 504. In order to facilitate the timely resolution of such complaints, any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability should submit a verbal or written complaint to the school’s designated Section 504 Coordinator within 5 school days of the alleged occurrence. Each school within the Marshfield Public School District has a designated 504 coordinator. If the complaint is made verbally, the 504 Coordinator taking the complaint will reduce it to writing. Complaints regarding a student’s rights with respect to his/her identification, evaluation, or educational placement shall be addressed in accordance with the procedures set forth below.

- Retaliation against any individual who complains pursuant to the District’s policy and regulations listed herein is strictly prohibited. The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of charges of disability-based discrimination, or as a result of an individual’s participation or cooperating in the investigation of a complaint. The District will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation concerning same.
- If the Section 504 District Coordinator is the subject of the complaint or is otherwise unavailable, the complaint should be submitted directly to the Pupil Personnel Director. Upon receipt of the complaint, the 504 Coordinator will decide to investigate the complaint or appoint a designee to conduct the investigation. If the complaint is submitted to the Pupil Personnel Director because the 504 Coordinator is the subject of the complaint or is otherwise unavailable, the Pupil Personnel Director shall appoint someone to conduct the investigation. The investigator will be someone who did not witness or make decisions relating to the incident that forms the basis of the complaint.
- Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

## **Procedures for Complaints Alleging Discrimination on the Basis of Disability and Procedures Complaint Resolution.**

- Complaints should begin with:
  - LEVEL I: Building level 504 Designee
  - LEVEL II: District level 504 Coordinator
  - LEVEL III: Superintendent of Schools
- The complaint should contain the following information:
  - i. The name of the complainant;
  - ii. The date of the complaint;
  - iii. The date(s) of the alleged discrimination;
  - iv. The names of any witness(es) or individuals relevant the complaint; and
  - v. A detailed statement describing the circumstances in which the alleged discrimination occurred.
- Upon receipt of the complaint, the individual who will be investigating the complaint shall:
  - i. Provide a copy of the written complaint to the complainant;
  - ii. Meet with the complainant within 5 school days to discuss the nature of the complaint;
  - iii. Provide the complainant with a copy of District's Section 504 Policy;
  - iv. Investigate the factual basis for the complaint, including interviews with individuals with information relevant to the complaint;
  - v. Attempt to resolve the complainant's concerns, whenever possible;
  - vi. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
- Upon conclusion of the investigation:
  - i. Communicate the outcome of the investigation in writing to the complainant and any individual properly identified as a party to the complaint within 30 school days from the date the complaint was received.
  - ii. The investigator may extend this deadline for no more than 15 additional school days if needed to complete the investigation. The complainant shall be notified in writing of any such extension.
  - iii. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the district will remedy any identified violations of Section 504.
    - a. Ensure that appropriate remedial and/or disciplinary action is taken whenever allegations are verified.
    - b. If a complaint is made during the summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff.



- If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) days of receiving the findings. Upon receipt of a written request from the complainant, the Superintendent shall review the investigative results and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigators conclusions or findings. The Superintendent shall provide written notice to the complainant of the proposed actions within 15 school days following the receipt of the written request for review.
- If the complainant is not satisfied with the Superintendent's decision or proposed resolution, he/she may request that the Superintendent submit the matter to a mediator or to an impartial hearing officer. This request for a hearing/mediation should be made within fifteen (15) school days of the Superintendent's decision. Mediation shall only occur by mutual agreement of the parties.

### **Mediation or Impartial Hearing Procedures:**

- The mediator or impartial hearing officer must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).
- The mediator or impartial hearing officer shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or other representation at the complainant's own expense, if desired.
- The mediator or impartial hearing officer shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
- If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.

The time limits noted throughout this document may be extended if more time is needed to permit thorough review and opportunity for resolution. Parties will be notified in writing should this be required.

The Section 504 Coordinator for this district is:

Dr. Ellen Martin, Assistant Superintendent of Schools  
Telephone: 781-834-5000

### **Complaints to State and Federal Agencies**

- At any stage in these complaint procedures, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Boston, MA 02109-0111, (617) 289-0111. Any such complaints should be filed within one hundred and eighty (180) days of the date of the alleged violation of Section 504.
- Any employee who believes that he or she has been discriminated against on the basis of disability may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02114 (telephone number 617-565-3200).

**Marshfield Public School District Section 504 of the Rehabilitation Act of 1973 Title II of the  
American's Disability Act of 1990 District Contact Persons**

**LEVEL I**

**MARSHFIELD HIGH SCHOOL**

Mr. Robert Keuther  
167 Forest Street  
Marshfield, MA 02050  
(781)834-5050  
FAX: 781-834-5040

**FURNACE BROOK MIDDLE SCHOOL**

Ms. Maureen Kemmett  
530 Furnace Street  
Marshfield, MA 02050  
(781)834-5020  
FAX: 781-834-5899

**DANIEL WEBSTER SCHOOL**

1456 Ocean Street  
Marshfield, MA 02050

Mr. Daniel Sylvestre  
(781)834-5045  
FAX: 781-834-5072

**EAMES WAY SCHOOL**

165 Eames Way  
Marshfield, MA 02050

Mr. William Campia  
(781)834-5090  
FAX: 781-834-5094

**MARTINSON SCHOOL**

257 Forest Street  
Marshfield, MA 02050

Ms. Leslie Scollins  
(781)834-5025  
FAX: 781-834-5003

**SOUTH RIVER SCHOOL**

Hatch Street  
Marshfield, MA 02050

Ms. Emily Baird  
(781)834-5030  
FAX: 781-834-5071

**GOVERNOR WINSLOW SCHOOL**

60 Regis Road  
Marshfield, MA 02050

Ms. Karen Hubbard  
(781)834-5060  
FAX: 781-834-5075

**LEVEL II**

**SCHOOL ADMINISTRATION BUILDING**

76 South River Street  
Marshfield, MA 02050

Ellen M. Martin, Ed. D.  
Assistant Superintendent  
(781)834-5000  
FAX: 781-834-5070

Amy Scolaro  
Director of Special Education/  
Pupil Personnel Services  
(781)834-5000  
FAX: 781-834-5070

**LEVEL III**

**SCHOOL ADMINISTRATION BUILDING**

76 South River Street  
Marshfield, MA 02050  
(781)834-5000  
FAX: 781-834-5070

Jeffrey Granatino.  
Superintendent



## Appendix 22

### **IHBA PROGRAMS FOR STUDENTS WITH DISABILITIES**

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that 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. LEGAL REF.: Rehabilitation Act of 1973, Section 504

Voted & Approved by School Committee: January 24, 2017

## **LIFE THREATENING ALLERGIES POLICY**

**Marshfield Public School District cannot guarantee that a student will never experience an allergy-related event while at school. MPSD is committed to student safety, and therefore, has created this policy to reduce the risk that children with allergies will have an allergy related event.**

There is an increasing prevalence of life threatening allergies in school age children. It is the goal of the Marshfield Public School District to maintain a safe and secure environment for its students. Marshfield Public School District maintains a safe and secure environment for students with life threatening allergies by defining (a) preventative measures and (b) emergency response procedures:

- A. Education and training: The District will provide annual education and training to all appropriate personnel on management of student allergies. The training will address prevention efforts, information about common allergens, and recognition of signs of an allergic reaction, emergency response plan, and EpiPen administration where appropriate.
- B. Individualized planning and accommodations: An Individual Health Care Plan (IHCP) or Emergency Health Care Plan that addresses the management of anaphylaxis will be developed for each student with a medically diagnosed life-threatening allergy.
- C. Classroom management procedures: Appropriate accommodations will be made in the classroom, including designation of the classroom as "allergen-aware" as necessary. The use of food for celebrations and rewards will be minimized and bake sales will not be permitted at schools during school hours
- D. Common Use Areas: The procedures will address foods used in common areas and cleaning of those areas, including use of those areas by groups other than students.
- E. Kitchen and cafeteria procedures: The food service staff must make reasonable efforts to ensure that all food items offered to a student with life-threatening allergies are free of foods suspected of causing the allergic reaction.
- F. Transportation procedures: School buses and vans must have a working means of two-way communication and a plan to check the communication system periodically. Bus and van drivers must have an emergency response plan. The eating and sharing of food will be prohibited on transportation routes unless medically indicated for a student.
- G. Field trip procedures: Planning for field trips will include plans to implement a student's IHCP, and identification of the communication system (cell phone, walkie-talkie etc.). A trained staff member designated by the school nurse will attend field trips which include a student with a life-threatening allergy in the event that the parent doesn't attend.

H. Emergency response procedures: All staff members supervising students with life-threatening allergies must have a means of communication to call for assistance. The school nurse or another school staff member trained to administer epinephrine in accordance with 105 CMR 210 must be available in each school facility during the school day.

I. Procedures for handling epinephrine: Each school must maintain a current supply of epinephrine by auto-injector (EpiPen/Auvi-Q) and must comply with all Department of Public Health regulations for administration, storage, and record-keeping concerning epinephrine. The school nurse director shall register with the Department of Public Health and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210.

LEGAL REFS: Massachusetts Department of Education, Managing Life-Threatening Food Allergies in Schools, Fall 2002; Section 504 - Rehabilitation Act of 1973

IDEA

ADA-Title II

USDA Federal Regulations 7 CFR 210.10

MA Dept. Public Health Reg. 105

CMR 210.000 to include appendix K

CMR 10.000

## **Acceptable Use Policy for Digital Learning and Communications**

### **Scope of Policy**

The Marshfield Public Schools provides access to technology devices, Internet, and data systems to employees and students for educational and business purposes. With this access comes a responsibility to use all technologies appropriately. This Acceptable Use Policy (AUP) governs all electronic activity of students, faculty and staff using and accessing the district's technology, Internet, cloud hosted systems and data systems regardless of the user's physical location. The district's primary purpose in making these digital technologies available to users is educational, and not for personal or social use. Personal or social use of the MPSD technology will not be tolerated if, in the judgment of the school district, such use is excessive, inappropriate to the school setting, inconsistent with the position of an educator or student or in conflict with one's job duties or studies.

The Marshfield School Committee has adopted the following policy and has approved the implementation of appropriate filtering and monitoring tools in accordance with the Children's Internet Protection Act (P.L. 106-554, 47 USC Sec. 254 (i)), in order to promote the safe and appropriate use of the Internet and other digital information and communication technologies in and for the Marshfield Public Schools.

### **Student AUP Agreement and Consent**

The Acceptable Use Policy is provided to all students as part of each school's student handbook. The handbook signature, electronic or in paper form, must be completed and signed EACH YEAR by all students and their parent/guardian after reviewing the AUP together. The signed contract must be in recorded in Aspen before the student may begin using the MPSD network resources.

### **Staff AUP Agreement and Consent**

The Acceptable Use Policy is provided to all faculty and staff/employees as part of the MPSD Faculty Handbook. Signature, electronic or in paper form, must be completed and signed EACH YEAR by all faculty. The signed handbook must be in recorded in Aspen at the beginning of each school year or at the start of employment for that school year.

### **Consequences of Breach of Policy**

Use of all Marshfield Public Schools technology resources is a privilege, not a right. By using Marshfield computer network, wireless infrastructure, internal and cloud based systems and devices, the user agrees to follow all regulations, policies and guidelines. Students and staff are encouraged to report misuse or breach of protocols to appropriate personnel, including building administrators, direct supervisors and to the Director of Technology.

Abuse of these privileges may result in one or more of the following consequences:

- Suspension or cancellation of use or modified access privileges.
- Payments for damages or repairs.

- Discipline under appropriate MPSD School Department policies, up to and including suspension, termination of employment, subject to any collective bargaining obligations and all other consequences at the discretion of the building principal and/or Superintendent of Schools.
- Liability under applicable civil or criminal laws.

#### Student Photo Policy: Website and school sponsored cloud based communication

Using digital photos of students and staff, including videos, on the Marshfield Public Schools website/social media platforms promotes learning, collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority. The school website and social media applications will follow all procedures for content, copyright and appropriateness. By signing the MPSD Photo Consent form, included in the student handbook, electronically or in paper form, images of students may be included with the following guidelines.

- Photos/Videos of students in grades PreK-8 cannot be of only one student and when possible should minimize any identifiable information.
- Photos/Videos of students in grades 9-12 may be included with first initial.last name. Full names can be used, if necessary, to showcase student work, honors and/or achievements .

Any exceptions to this guideline will be communicated through the building administrators or the Superintendent of Schools. .

#### Content Filtering and Monitoring

As required in the Children's Internet Protection Act (CIPA), Marshfield Public Schools is required to protect students from online threats, block access to inappropriate content, and monitor Internet use by minors on school networks. The Marshfield Technology Department is responsible for managing the district's Internet filter and will work with the MPSD community to ensure the filter meets the academic and operational needs of the district while protecting minors from inappropriate content.

Marshfield Public Schools takes no responsibility for any information or materials that are transferred through our network. Unfortunately many kinds of materials eventually find their way to the Internet, even with the use of filtering tools. If a user finds materials which are inappropriate while using a Marshfield Public Schools account, he or she shall refrain from downloading/accessing this material and shall not identify or share the material. Any users that intentionally access non educational materials are subject to the **Consequences of Breach of Policy**. Marshfield Public Schools makes no guarantees, implied or otherwise, regarding the reliability of the data connection and or content filters. Marshfield Public Schools shall not be liable for any loss or corruption of data resulting while using the Internet or network connection.

### **Device access and file storage, including cloud based and local storage**

Access to and use of student accounts is a privilege and Marshfield Public Schools maintains the right to withdraw the access and use of an account when there is reason to believe that violations of the law or district policies have occurred. In such cases, the alleged violation will be thoroughly investigated. Marshfield Public Schools does not guarantee the security of electronic files located on the Google system or any other hosted or cloud based system. MPSD reserves the right to access, review, copy, store, or delete any files (unless other restrictions apply) stored on any MPSD system and all other employee and students communication using the MPSD network. Electronic messages, search & access history and files stored on MPSD systems, both internal and cloud based, or transmitted using MPSD systems may be treated like any other school property. Privacy will be maintained to the extent possible; however, system administrators and building administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware, as well as investigate any alleged violations as stated above. MPSD may choose to deploy location tracking software on devices for the sole purpose of locating devices identified as lost or stolen.

Except as otherwise specifically provided, Marshfield Public Schools assumes no responsibility for:

1. Any unauthorized charges or fees, including telephone/data charges, and/or equipment or line costs incurred by individual users
2. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services
3. Any cost, liability or damages caused by a user's violation of this policy
4. Any information or materials that a user transmits over the Marshfield Public Schools computer network
5. Any other inappropriate use of electronic resources of the Marshfield Public Schools.

Marshfield Public Schools reserves the right to seek restitution from any user for costs incurred by the school district, including legal fees, for such user's inappropriate use of electronic resources.

### **ACCEPTABLE USE**

All users should keep in mind that when they use the Internet and other digital information and communication technologies, they are entering a global community, and any actions taken by them will reflect upon Marshfield Public Schools. In that regard, all users must behave in an ethical and legal manner. Behavior that is inappropriate is considered a breach of this policy.

Such inappropriate or abusive conduct includes but is not limited to:

1. Using any profane, vulgar, threatening, abusive, prejudicial, discriminatory, libelous, or criminal language or media in any form.
2. Cyberbullying in any form (see Marshfield School Committee Policies).

3. Posting false or defamatory information about a person or organization/or posting information that could cause damage, panic, or disruption.
4. Accessing any prohibited sites on the Internet.
5. Bypassing or interfering with the operation of the content filtering software used on school computers or its network or cloud based systems.
6. Overriding or encouraging users to override any firewalls used to prevent unauthorized access into another computer or network, commonly called "hacking," or bypassing or attempting to bypass the district's filtering tools to gain access to blocked sites or content.
7. Permitting another individual to use their password, using another person's password, or pretending to be someone else when sending information over the computer network or cloud based systems.
8. Disseminating passwords, codes, access telephone numbers, or account numbers and, if a student, revealing one's residential address or telephone number using any digital means.
9. Accessing Marshfield Public Schools' networks without authority to view or modify data that contain private student records and information.
10. Attempting to harm, modify, or destroy data of another user.
11. Discussing highly sensitive or confidential school department information in email communications, except where such communications are necessary to comply with the provisions of educational plans or in the discharge of one's job duties. Email communications are to be treated with the same discretion and judgment as all other forms of written communication.
12. Exhibiting any other action whatsoever that would in any way subject the employee and/or employer to a possible criminal action.
13. Placing unlawful and/or inappropriate information on a system.
14. Sending messages that are likely to result in the loss of a recipient's work or systems.
15. Sending messages to lists or individuals including sharing files that include inappropriate materials, cheating or any other activity deemed unacceptable.
16. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
17. Using the Internet in a manner that would violate any U.S. or state law including, but not limited to copyright infringement, spreading of computer viruses or using public resources for political campaigning purposes.
18. Installing or modifying software or data on any component of the district system without first having the information scanned by the technology department personnel for viruses or other incompatibility.
19. Damaging or vandalizing computers, computer systems, or networks either through physical alteration or through the introduction of malicious digital agents.
20. Vandalizing, damaging, or disabling the property of another person or organization, or disrupting equipment, software, or system performance, including stickers.

21. Creating, accessing or transmitting materials, including but not limited to emails, files, pictures and/or videos, that are obscene, sexually explicit, harmful to minors or not of educational purpose.

22. Utilize any video/photographic device including but not limited to phones, computers to take video of any student or staff member without their knowledge or consent.

### **HOME USE OF DISTRICT-OWNED TECHNOLOGY**

The Marshfield School Committee believes in the power of technology and the positive impact it can have on teaching and learning. In keeping with this philosophy, the Marshfield School Committee allows and encourages faculty and administrators to use technology to enhance the educational experience. To facilitate teacher and administrator use of technology, Marshfield Public Schools may allow faculty and administrators, as well as students, to borrow district-owned technology as applicable for home use related to educational purposes.

In order to protect Marshfield Public Schools' investment in information technologies, the Superintendent of Schools is directed to develop regulations governing the Home Use of District-Owned Technology. Those regulations may be amended periodically as development in technology occurs and the implementation of this policy may warrant. If devices, including chargers, are lost, stolen or damaged the user may be responsible for the repairs or replacement of the device.

The purpose of this regulation is to protect the investment the MPSD has made in information technologies while helping to ensure a reliable and safe computing environment for all.

Marshfield Public Schools reserves the right to change these regulations at any time without notice.

### **G-Suite/Google Apps for Education Accounts:**

Marshfield Public Schools supports the use of G Suite (Google Apps for Education) which is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Drive & Google Classroom, to enhance the teaching and learning process. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into Chromebooks, and learn 21st century digital citizenship skills.

All district supported accounts are designated with a mpsd.org or students.mpsd.org domain. All students in grades K-12 will be assigned a students.mpsd.org account with a standard naming convention. This account will be considered the student's official Marshfield Public Schools account until such time as the student is no longer enrolled in the Marshfield Public Schools district. Students are not to use this account to set up any external services or applications not associated with the Marshfield Public Schools or its educational objectives.

### **Student Account Access.**

- Accounts for students in grades K-5 students will only have access to Google applications, and will not have access to email.
- Accounts for students in grades 6-8 will have access to Google applications including email. However, email will be restricted to internal communications in the Marshfield Public Schools domain only.
- Accounts for students in grades 9-12 will have access to Google applications including email.



G Suite for Education offers two categories of Google services: Core Services (like Gmail, Drive, Calendar, and Classroom) that are provided under the MPSD G Suite for Education agreement, and Additional Services (including but not limited to YouTube, Maps, Flipgrid, Screencastify and Blogger) that are designed for consumer users and can be used with G Suite for Education accounts for educational purposes. By signing the MPSD Handbook, which includes this AUP, you are providing consent for your child to access Google Core and additional cloud services. More information on these services and Google's commitment to protecting our students can be found in the G Suite for Education Privacy Notice.

**Microsoft Office 365 Accounts: (Faculty and Grades 9-12 Only)**

Microsoft Office 365 for Education offers Microsoft Word, Excel, Powerpoint and OneDrive for Business, a cloud file storage and sharing service. Although Office 365 is not our preferred tool, we offer this service to our students and staff in order to ensure MPSD students have exposure to many types of online tools and applications. More information on these services and Microsoft's commitment to protecting our students can be found in the Microsoft 365 Education Privacy Notice.

**Acceptance of this Policy**

This policy does not require a signature as it is referenced in each school's student handbook as well as the Staff Faculty Handbook.

## Appendix 25

### Digital Citizen Pledge

Following the MPSD Acceptable Use Policy helps all members of the MPSD community to be responsible and respectful digital citizens. By signing this pledge, you understand what it means to be a good digital citizen and promise to follow these rules to create a kind, respectful digital world.

#### **Be Polite, Positive & Respectful**

*I will . . .*

- use my school login account information for use on school approved accounts, devices and applications only.
- not use my school Google account to set up any non school related account or services such as, but not limited to, social media accounts such as Instagram, Twitter, Snapchat
- communicate responsibly and kindly with, and about, one another.
- stand up to cyberbullying, if I notice something I will say something to a teacher.
- use school devices carefully and responsibly.

#### **Protect Personal Information**

*I will . . .*

- protect my own and others' personal information online.
- be aware of the responsibility of my digital presence and understand what I do or say can affect my future.

#### **Keep Settings the Same**

*I will . . .*

- keep settings on devices as they are.
- not install any software, apps, or extensions on school devices or using school G Suite accounts without permission.

#### **Use and Share Information Appropriately**

*I will . . .*

- ONLY look for online content that is related to my school work.
- respect the ideas and opinions of others.
- get permission for anything (text, images, video) I share online.
- follow copyright laws and give proper credit when using information from others.

I, \_\_\_\_\_, read the pledge with my parent(s)/guardian(s) and I agree to use technology devices and tools safely and responsibly this school year.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

The 2021-2022 Marshfield High School Handbook has been prepared so students, parents, and guardians will be familiar with procedures, available services, rules and policies that guide our Marshfield High School community.

**SEPAC-SPECIAL EDUCATION PARENT ADVISORY COUNCIL**

The Massachusetts State Special Education Law requires that each district's School Committee establish a Special Education Parent Advisory Council (sometimes referred to as SEPAC). Membership is offered to all parents of children with special needs and other interested parties. Membership should include families whose children are receiving Special Education services. This may include children who have an Individual Education Plan (IEP) or a Section 504 Accommodation Plan. For more information and to join the SEPAC distribution list please go to the Marshfield Public School Special Education website.

SEPAC: I hereby consent and authorize the SEPAC to obtain my email address: \_\_\_\_\_

Students and parents/guardians please read the Student Handbook carefully so you will be informed. The form below must be signed and returned to your homeroom teacher.

**Student Handbook**

I hereby acknowledge that I have received a copy of the Marshfield High School 2021-2022 Student Handbook.

**Photo Consent**

I hereby consent and authorize the school to use and reproduce photographs taken of my child and to circulate same for advertising, recognition and/or publicity purposes.

**Computer and Internet Policy**

I have read and understand the computer policy in this handbook. I also agree not to allow other individuals to use my account for network activities, nor will I give anyone my password.

I (student and parent/guardian) have read and acknowledged the policies outlined by the Massachusetts General Laws, the Marshfield School Committee, Office of the Superintendent, and the Marshfield High School Handbook.

\*\*\*\*\*

PTO (PARENT/TEACHER ORGANIZATION)

I hereby consent and authorize the PTO to obtain my e-mail address (PTO communication use only).

Please indicate by a check mark

I consent to all of the above mentioned \_\_\_\_\_

I DO NOT consent to the above mentioned \_\_\_\_\_

Please indicate below what you do not wish to consent to

\_\_\_\_\_

Please fill in this page legibly.

Thank you for your cooperation.

Homeroom No: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

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

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

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

*Marshfield Public School District is an Equal Opportunity/Affirmative Action employer. Marshfield Public School District does not discriminate on the basis of race, gender, color, religion, national origin, sexual orientation, disability, or age in programs, activities, or employment.*

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