
Stoneham High School 2023-2024 Handbook



Principal's Forward

The mission of Stoneham High School, in partnership with parents, guardians and community stakeholders, is to promote and support high achievement and learning opportunities that best prepare our students for success beyond high school and to become critical thinkers and socially responsible citizens in a global society. Together we share a responsibility of providing and maintaining a learning environment that is socially, emotionally and physically safe and supportive for all students. The Stoneham High School Handbook is designed to support our mission and assist both students and caregivers in understanding the culture and climate of SHS.

The handbook is revised annually to best serve our educational community. It is expected that students and parents / guardians read and understand the handbook to prepare, participate and adhere to the expectations, code of conduct, procedures and policies of Stoneham High School.

On behalf of the Stoneham High School faculty and staff I welcome you to SHS for the 2023-2024 school year and wish you all a safe and successful school year.

Bryan Lombardi, Principal, Stoneham High School

“Teachers open the door, but you must enter the door by yourself.”
~Chinese Proverb

Handbook Acknowledgement

This handbook is accessible at the beginning of every academic year to every student at Stoneham High School. It is the presumption of the administration and the school system that all parents/guardians and students will read and understand the handbook.

Document Translation

Dear Parents and Guardians,

Should you need assistance in translating important school documents such as the student handbook and special education Individual Education Plans, you may request that a translator be made available to you. In addition, such materials may be made available to you in your language of choice if you notify us of that need in a timely manner. Thank you.

Padres y Guardas Queridos,

Si usted necesita ayuda en traducir documentos importantes de la escuela tales como el plan individual de la educación del manual del estudiante y de la educación especial, pueden ustedes solicitar que un traductor esté puesto a disposición suya. Además, tales materiales se pueden poner a disposición suya en su lenguaje de opción si usted nos notifica de eso. de una manera oportuna. Gracias.

Cari genitori e custodi legali,

Se avete bisogno d'assistenza con la traduzione di documenti importanti relativi alla scuola, come ad esempio il manuale della scuola e il piano educativo individualizzato, potete richiedere che un traduttore vi venga reso disponibile nella lingua di vostra scelta. Vi preghiamo di informarci in anticipo delle vostre necessità. Grazie.

Chers Parents et Tuteurs,

Si vous avez besoin de l'assistance dans la traduction des documents scolaires importants comme le manuel scolaire et les Plans d'Éducation Individuels d'éducation spéciale, vous pouvez demander qu'un traducteur soit disponible pour vous. En plus, ce matériel sera disponible pour vous dans votre langue de choix si vous nous notifiez de ce besoin dans une manière opportune. Merci.

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STONEHAM HIGH SCHOOL CONTACT INFORMATION

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STONEHAM SCHOOL DEPARTMENT

CENTRAL ADMINISTRATION

149 Franklin Street, Stoneham, MA 02180

Central Office: (781) 279 - 3802

Student Services: (781) 279 - 3810

David Ljungberg	Superintendent of Schools
Kathy Martin	Assistant Superintendent of Curriculum and Instruction
Ana Veras	Director of Human Resources
TBD	Director of Special Education
Brian McNeil	Director of Facilities
Christopher Serino	Director of Technology and Digital Learning
Lisa Toumayan	Director of Food Services

SCHOOL COMMITTEE

Melanie Fiore	Chair
Betty Chu Pryor	Vice-Chair
Nicole Nial	
Megan Samborski	
Jaime Wallace	

STONEHAM HIGH SCHOOL COUNCIL

The school council is a representative, building-based committee composed of the principal, parents/guardians, teachers, community members and students, required to be established by each school pursuant to M.G.L., Chapter 71, Section 59c. The function of the school council is to assist the principal in adopting educational goals for the school, identifying the educational needs of students attending the school, reviewing the annual school budget and formulating a school improvement plan. In addition, the principal, in consultation with the school council, reviews the student handbook each year to consider changes in disciplinary policy.

The law provides local leeway in the election process but affirms the principle of peer selection:

- Parent / Guardian members are selected by the Parents / Guardians of students attending the school, in elections held by the PTO.
- Teacher members are selected by the teachers in the school.
- Student council elections or other representative processes are used to select the student member.
- Non-school members may be recruited by principals or selected by the organizations invited to send them.
- To preserve continuity on the Council, parent / guardian members maintain membership until the year of their student's graduation and student members until their year of graduation.

MISSION STATEMENT, CORE VALUES, BELIEFS AND 21ST CENTURY LEARNING EXPECTATIONS

The School Committee and Faculty and staff of Stoneham Public Schools believe in a school system that requires us to foster and hold high expectations for the level of student learning and to maintain a safe, supportive, and inclusive school culture

Mission Statement

To foster intellectual curiosity and integrity within all students
 To encourage students to take personal responsibility for their learning
 To establish a community of informed and engaged world citizens

Core Values

Curiosity. Integrity. Responsibility. Community.

21st Century Learning Expectations and Rubrics

Learning Expectation #1: Students analyze problems and present solutions to them in diverse and innovative ways.		
3	2	1
Student consistently analyzes problems and presents solutions to them in diverse and innovative ways.	Student frequently analyzes problems and presents solutions to them in diverse and innovative ways.	Student rarely analyzes problems and presents solutions to them in diverse and innovative ways.
Learning Expectation #2: Students demonstrate personal responsibility and respect towards others.		
3	2	1
Student consistently demonstrates personal responsibility and respect towards others.	Students frequently demonstrates personal responsibility and respect towards others.	Student rarely demonstrates personal responsibility and respect towards others.
Learning Expectation #3: Students use appropriate technology and tools to access, evaluate, and effectively apply information.		
3	2	1
Students consistently uses appropriate technology and tools to access, evaluate, and effectively apply information.	Students frequently uses appropriate technology and tools to access, evaluate, and effectively apply information.	Students rarely uses appropriate technology and tools to access, evaluate, and effectively apply information.
Learning Expectation #4: Students think critically and communicate clearly and effectively.		

3	2	1
Student consistently thinks critically and communicates clearly and effectively.	Student frequently thinks critically and communicates clearly and effectively.	Student rarely thinks critically and communicates clearly and effectively.
Learning Expectation #5: Students engage successfully in independent and collaborative work.		
3	2	1
Student consistently engages successfully in independent and collaborative work.	Student consistently engages successfully in independent and collaborative work.	Student consistently engages successfully in independent and collaborative work.

2023-2024 SCHOOL CALENDAR

August		February	
30	First Day of School	16	Half Day 12:15 Dismissal/ District Professional Development
September		19	President's Day
1 & 4	No School-Labor Day	19- 23	No School - February Vacation
14	Parent/Guardian Night	March	
15-17	Rosh Hashanah-School in Session/Students observing this holiday will receive accommodations regarding any schools work and assessments in order to honor this holiday.	4 &6	MCAS ELA Retest
24-25	Yom Kippur-School in Session/Students observing this holiday will receive accommodations regarding any schools work and assessments in order to honor this holiday.	7 & 8	MCAS Math Retest
29	Half Day 12:15 Dismissal / District Professional Development	26 & 27	MCAS ELA
October		29	Half Day 12:15 Dismissal / District Professional Development
6	Half Day 12:15 Dismissal / District Professional Development	April	
9	No School - Indigenous People's Day	5	3rd Quarter Ends
14	PSATS	8	4th Quarter Begins
27	Half Day 12:15 Dismissal / District Professional Development	15	No School-Patriot's Day
		15-19	No School-April Vacation

November		May	
3	1st Quarter Ends	6-17	AP Testing
6	2nd Quarter Begins	14 & 15	Math MCAS
10	No School-Veterans Day	24	Seniors Last Day of School
8& 9	MCAS ELA Retest	27	No School-Memorial Day
14 & 15	MCAS Math Retest	28-31	Seniors' Final Exams
22	Half Day 12:15 Dismissal - Thanksgiving Break Begins		
23 & 24	No School - Thanksgiving Break	June	
29	Half Day/12:15 Dismissal- Parent/Guardian - Teacher Conferences	3-7	Senior Week
December		4 & 5	Biology MCAS
	Freshman/Sophomore Semi Formal Dance	5	4th Quarter Ends*
15	Half Day 12:15 Dismissal / District Professional Development	6-11	Final Exams*
22	No School- Holiday Vacation Begins	7	Class of 2024 Graduation
25	Christmas Day/Holiday Vacation	11	180th day of School*
25- 29	No School - Holiday Vacation	18	185th day of School*
January		19	Juneteenth Celebrated
1	No School New Year's Day/ Holiday Vacation		
12	Half Day 12:15 Dismissal/ District Professional Development/ 2nd Quarter		
15	No School - Martin Luther King Day		
22	2nd Quarter/ Semester 1 Ends		
23-26	Midterms		
26	Half Day 12:15 Dismissal / District Professional Development		
29	3rd Quarter / Semester 2 Begins		
*Official last day of school year and final exam schedule to be determined by number of snow days			

SCHOOL DAY HOURS AND BELL SCHEDULES

School day hours: 8:15 - 2:50

The building opens for students 30 minutes prior to the start of first period

Key

Transition between classes

Classes which meet Day 1 / 80 minutes in length

Classes which meet Day 2 / 80 minutes in length

Classes which meet every day / 50 minutes in length

Daily FLEX period / 55 Minutes in length

Time	DAY 1		DAY 2	
8:15 - 9:35	A Block (80 Min)		E Block (80 Min)	
Transition 9:35 - 9:39				
9:39 - 10:59	B Block (80 Min)		F Block (80 Min)	
Transition 10:59 - 11:03				
11:03 - 12:57	C Block (80 Min) L = 30 Min	L1: 11:03 - 11:33 Class 11:37 - 12:57 L2: 11:47 - 12:17 Class 11:03 - 11:47 Class 12:21 - 12:57 L3: 12:27 - 12:57 Class 11:03 - 12:23	G Block (80 Min)	L1: 11:03 - 11:33 Class 11:37 - 12:57 L2: 11:47 - 12:17 Class 11:03 - 11:47 Class 12:21 - 12:57 L3: 12:27 - 12:57 Class 11:03 - 12:23
Transition 12:57 - 1:01				
1:01 - 1:51	D Block (50 Min)	1st ten minutes are for daily announcements	D Block (50 Min)	1st ten minutes are for daily announcements
Transition 1:51 - 1:55				
1:55 - 2:50	FLEX (55 Min)		FLEX (55 Min)	

Specific student lunch assignments will be announced and posted on the first day of school

HALF DAY AND TWO HOUR DELAY SCHEDULE

Half Day Schedule / 8:15 - 12:15

	Start Time	End Time	Class Length
Period 1 A / E	8:15	9:14	59 Minutes
Period 2 B / F	9:18	10:17	59 Minutes
Period 3 C / G	10:21	11:20	59 Minutes
Period 4 D	11:24	12:15	51 Minutes
Transitions between classes: 4 Minutes			

Two Hour Delay w/ 3 Lunches and FLEX / 10:15 - 2:50

	Start Time	End Time	Class Length
Period 1 A / E	10:15	11:02	47 Minutes
Period 2 C / G	11:06	12:43	67 Minutes
Lunch	L1: 11:06 - 11:36 (Class 11:36 - 12:43) L2: 11:36 - 12:06 (Class 11:06 - 11:36 and 12:06 - 12:43) L3: 12:13 - 12:43 (Class 11:06 - 12:13)		
Period 3 B / F	12:47	1:34	47 Minutes
Period 4 D	1:38	2:25	47 Minutes
Period 5 FLEX	2:29	2:50	21 Minutes

CANCELLATION / DELAY POLICY: The Stoneham School Department uses an alert notification system to inform parents/guardians and staff when school is delayed or canceled. PLEASE NOTE: The information you submit on your Emergency Contact Form at the start of the school year provides the phone numbers used by the system to contact you. Please notify the main office of any changes to your phone number and/or address.

ACADEMIC INFORMATION

ACADEMIC ASSISTANCE

Extra help and academic assistance is always available for students. Students should make arrangements with their teachers for extra help during the FLEX Block, before, and after school as needed (in conjunction with teacher availability).

ACADEMIC SCHEDULE REQUIREMENTS

- Unless with Administrative approval all Stoneham High School students must be scheduled for 30 periods per week.
- No student may earn more than 40 credits per year toward graduation.

ACADEMIC RECOGNITION

- **ACADEMIC PERFORMANCE**
Academic excellence is recognized at the end of each quarter, which includes the names of those pupils who excel in scholarship.
 - **Honors:** At least a "B-" in all subjects.
 - **High Honors:** At least five "A's" and no grade lower than a "B"
- **GRADUATING WITH HONORS**
Students who graduate with a grade point average of 3.6 or above at the completion of the 7th semester will be considered to have graduated with honors and receive a gold tassel with their cap and gown. Grade point averages are rounded to the nearest hundredth.
- **VARSITY SCHOLAR**
Students who maintain a GPA of 3.75 each year earn a varsity scholar award.
- **NATIONAL HONOR SOCIETY**
The Stoneham High School Chapter of the National Honor Society is open to members of the junior and senior classes.
 - **REQUIREMENTS / ADMISSION PROCESS**
A cumulative grade point average of 4.1 is required for a student to be considered for admission. Students who qualify academically will be notified of their eligibility after first term grades are issued. Eligible students who wish to be considered further must submit a completed application to the Faculty Advisory Board. The candidates will then be evaluated according to the Honor Society's four criteria: scholarship, service, leadership and character. A majority vote of the Advisory Board is necessary for admission. Once admitted, a member must maintain the high standards which gained him/her membership or face the possibility of dismissal from the society.
 - **REASONS FOR DISMISSAL**
 - 1) Members who fall below the academic standard which was the basis for their selection (4.1) shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In a case of a flagrant violation of a school rule or civic law, a member will be dismissed without warning. Behaviors which would result in immediate dismissal include but are not limited to the following: an office-documented case of cheating in class on a test or quiz; an office-documented case of the submission of a term paper or other major assignment that is not the work of the person submitting it; assault and battery against any staff member; a second suspension from school in any school year; an office documented sale or use of drugs or alcohol during the school day or at a school event; or conviction or admission of guilt for a crime committed within or

outside the school community which has been determined, by the Faculty Advisory Board, to be a serious infringement upon the rights, the safety, or the property of others.

2) The Faculty Advisory Board shall determine when an individual has exceeded a reasonable number of warnings.

3) In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Advisory Board.

4) A member who has been dismissed may appeal the decision of the Faculty Advisory Board under the same rules for disciplinary appeals in the school system.

COURSE AND LEVEL CHANGES

Significant decisions are based upon student course requests and scheduling, therefore it is prudent that students make their selections with extreme thought and planning with regard to course level, overall course load, academic and post secondary goals, balance of schedule with rigor and electives, and courses of passion and interest. Our expectation is that students will be thoughtful and active in their course selection process and utilize their school counselor, teachers and parents to assist in course selection that is best for them.

With this in mind course and level changes are discouraged. However, we acknowledge that at times course and / or level changes are necessary to best meet the needs of students. Therefore, changes will only be permitted for the following criteria:

- A prerequisite has not been met
- A course was made up in summer school
- To correct placement in an inappropriate academic level
- To meet high school graduation or college admissions requirements

Any change, based upon the stated criteria, must also include permission from a teacher, school counselor, administrator, and parent.

● TIMELINE FOR CHANGING LEVELS / COURSES:

- Requests for course changes can only be made within the first 10 days of the first semester.
- Requests for level changes can only be made within the first four weeks of Semester 1 for year long courses and within the first four weeks of each Semester for Semester length courses. Level changes are only considered for students not making effective academic progress as demonstrated by a grade average below a C- and only permitted with final approval by both Department Supervisor / Head and Principal
- Changes made within the timeline for changes will be removed from permanent record and have no bearing on any academic status.
- Any subject dropped after this period will be recorded as a W (withdrawal) for a final grade in that subject and will receive 0 quality points for their GPA calculation. The earned grade will be recorded for any quarter completed.

● GRADES FOLLOWING LEVEL / COURSE CHANGE:

- If the change made is a level change within the same content area, the grades earned in the dropped course will transfer to the added course.
- If the change made is from a course in one content area to a course in a different content area at or after the 10-week quarter mark, a W will be assigned for the dropped course as the student's final course grade and will appear on the transcript as such.

- No credit will be given for the course and it will not be calculated in the student's GPA.

PROMOTION AND GRADUATION REQUIREMENTS

- **COURSE CREDITS**
 - Semester Course = 2.5 credits
 - Full Year Course = 5 credits
- **Recommended credit obtainment for four year graduation track**
 - Promotion to Grade 10:
30 Credits
 - Promotion to Grade 11:
60 credits
 - Promotion to Grade 12:
90 credits

When students complete their freshmen, sophomore, and junior years, they will be promoted to the next grade level. Students will advance to the next grade level even if they are deficient in credits from the previous year. Students will remain in senior year status until they obtain their graduation requirements.

- **GRADUATION REQUIREMENTS (3 PARTS):**
 - **Part 1 / Earn a minimum of 115 Academic Credits**
 - Which must include all of the following in Part 2
 - **Part 2 / Required courses / credits**
 1. Pass four (4) sequential English courses. For seniors, a sequential course may be the combination of two senior courses of their choice that meets graduation requirements, one each semester, if they do not elect a year-long senior course. General English electives do not meet the English Department graduation requirements.
 2. Pass a minimum of fifteen (15) credits in Social Studies.
 - a. Pass one year-long course in Modern World History or the equivalent.
 - b. Pass two sequential year-long courses in U. S. History.
 3. Pass four (4) mathematics courses that meet the following conditions: the courses involve four (4) full years or eight (8) semesters of study, including Algebra I and Geometry.
 4. Pass a minimum of fifteen (15) credits in science, including biology.
 5. Pass Health Education.
 6. Pass ten (10) credits in Physical Education.
 7. Earn five (5) credits in art and/or music courses.
 8. Earn 2.5 credits in one of the following approved technology courses: Computer Applications, Introduction to Computer Science, Computer Science Essentials,

Cybersecurity, Video Game and Web Page Design, A.P. Computer Science Principles, Introduction to Engineering, Student Tech Leaders I, Student Tech Leaders II, Introduction to Geographic Information Systems, and Advanced Film Editing.

○ **Part 3 / Commonwealth of Massachusetts Requirement for Graduation**

ELAS:

- Option 1: Students must earn a score of 472 or higher.
- Option 2: Students must earn a score of 455-471 and fulfill the requirements of an Educational Proficiency Plan (EPP).

Mathematics:

- Option 1: Students must earn a score of 486 or higher.
- Option 2: Students must earn a score of 469-485 and fulfill the requirements of an Educational Proficiency Plan (EPP).

Science:

- Students must earn a score of 220 or higher on the Legacy Test or 467 or higher on the Next Generation Biology Test.

○ **Part 4 / Stoneham Residency Requirement**

1. In order to qualify for a Stoneham High School diploma, a student must be in residence at Stoneham High School for the semester immediately preceding graduation.

HONESTY AND ACADEMIC INTEGRITY

Students at SHS are expected to make choices that reflect integrity, honesty, and responsibility. Staff recognizes that students may feel overwhelmed by work expectations, deadlines and assessments. Such pressure can be stressful and invite dishonesty; however, no matter the circumstance, SHS expects students to approach work with honesty and integrity. Whether working on homework, a paper or project, taking a quiz or exam, or preparing an oral presentation, SHS students must avoid cheating, copying, plagiarism, unauthorized collaboration, or facilitating academic dishonesty in others.

● **DEFINITIONS**

- **Cheating** is defined as the intentional breaking of rules to gain an unfair advantage. Using prohibited resources during any assignment or assessment is cheating.
- **Copying** is defined as claiming someone else's work as your own. Copying homework is cheating, just as copying someone else's answers on a test is cheating.
- **Plagiarism** is defined as the failure to properly cite the published work of another and/or representing another author's language, thoughts, ideas, or expressions as one's original work. Plagiarism is cheating.
- **Unauthorized collaboration** is defined as using another's knowledge of an assessment to benefit oneself. Asking someone who has already taken a quiz for information about the quiz is unauthorized collaboration. Unauthorized collaboration is cheating.

- **Facilitating academic dishonesty** is defined as aiding another student to cheat. Allowing another student to copy your work facilitates dishonesty. Facilitating dishonesty is cheating.

- **ACADEMIC INTEGRITY BOARD**

The Academic Integrity Board handles all cases of academic dishonesty at Stoneham High School. This board is composed of a variety of staff members consisting of administrators, educators, and support staff. Educators submit all incidents of academic dishonesty to the board. The board will then hold a formal resolution meeting with the student, during which a description of the incident will be reviewed and a resolution plan will be created. Potential outcomes of the resolution meeting may include:

- Meeting with the student's caregiver
- Loss of credit on the assignment/task
- Self-reflection
- Referral to appropriate in school supports as needed
- Alternative demonstration of skills that were being assessed
- Loss of candidacy for National Honor Society membership
- Internal suspension

Note: Cheating/plagiarism consequences are cumulative throughout a student's career at Stoneham High School. Progressive forms of disciplinary action may be taken for repeated violations of academic integrity.

INCOMPLETES

Teachers may only issue an Incomplete grade with the prior approval of the administration. On the rare occasion that a student is granted an Incomplete in lieu of a numerical quarter, semester, or final grade, the student will be required to finish and submit all incomplete work within ten school days of the date grades closed for that quarter, semester or year. Incomplete work that is not submitted within the allotted ten-day period, will receive a zero. In very infrequent circumstances, such as an extended illness, administration may grant an extension beyond the ten-day make up period.

MIDYEAR AND FINAL EXAMINATIONS

All students are required to take examinations. Seniors who have an average of 90% or higher for the semester or year end average, and three or less absences from second or fourth quarter, may be exempt from final exams. Any request to take a Final Exam on a date other than the posted final exam schedule must be approved in advance by the teacher and administration. If approved, the student should make alternative testing arrangements with the teacher. All students are required to take exams. Failure to attend/take the exam will result in a 0. Only those missed exams / absences considered excused by the handbook or special extenuating circumstances, with administrative approval will be considered for a makeup. No early exams will be administered. Students who have been approved for a Final Exam makeup will be expected to coordinate with administration to complete exams from the end of the school year through July.

TRACKING ACADEMIC PROGRESS

- **POWERSCHOOL—Online Assignments and Grades**
We encourage students and parents/guardians to take advantage of Powerschool, the online grading portal that allows checks of academic progress for all SHS classes. Students and

parents/guardians are issued passwords that allow them to check daily homework, long-term assignments, and assessment results as frequently as they choose. Teachers are encouraged to update their Powerschool grade reports regularly (at least once every 10 school days). Questions or concerns related to Powerschool content should be addressed to the appropriate teacher. Problems related to Powerschool access should be addressed to the Guidance Department.

REPORT CARDS

Report cards are issued electronically four times per year. Report cards should be carefully examined by parents/guardians. It is the official record of the pupil's academic standing in school. The marks found on the scholarship report may be interpreted as follows:

Final Grade		Quality Points
A+	97-100	4.4
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.4
D	63-66	1.0
D-	60-62	0.7
F	59 or below	0
W		0
P		Not used for rank in class

In addition to the above, college level subjects will be weighted:

A.P. level Grades are weighted	1.1
HON level Grades are weighted	1.0
ACP level Grades are weighted	0.5
CP level Grades are weighted	0.2
UNL Grades are unweighted	

The Internship and Work Study are graded as Pass/Fail:

Students receive a P and can earn credit for satisfactory work or a grade of F for unsatisfactory work in these courses. These grades are not calculated in the GPA.

ATTENDANCE POLICY

Stoneham High School believes that consistent daily attendance is an integral component of the learning process and for the academic and social growth of all students. We expect our students to be in school every day so as to learn the content, develop the skills and establish the routines and mindset for success beyond high school.

● ATTENDANCE RECORDING

- Attendance is taken daily at the start of the school day and for each scheduled class.
 - **Daily attendance** is based solely on attendance from the first period of each day. Daily attendance is reported to the Department of Elementary and Secondary Education and is used for our yearly daily attendance accountability report.
 - **Class attendance** is taken every day / time a class meets and is used in combination with final passing grades to determine receiving class credit.

● ATTENDANCE STANDARD

As stated above daily attendance is expected, however, it is understood that life circumstances do occur that at times will require a school absence/s. With this in mind Stoneham High School has adopted the DESE ten percent standard for what is considered chronic absenteeism.

- 9 unexcused absences in Semester Course (90 schools days)
- 18 unexcused absences in a Year Long Course. (180 school days)

● CLASSIFICATION OF ABSENCES

- **Verified Absence:** Parent / Guardian has contacted the Main Office informing of their student's absence. Verified absences only determine whether a student is truant; out of school with no parental / guardian permission. Verified absence does not determine if absence is considered excused. Please see below for absences considered excused. Parents / Guardians of students who are absent from school are expected to call or email the Main Office prior to 7:30 am at (781) 279 - 3810 to inform of the absence.
- **Excused Absence:** The following are considered excused absences and do not count toward the ten percent standard. Any documentation of these excusable absences should be submitted to the main office immediately upon the student's return to school. Please do not wait until the end of the semester to turn in medical notes or documentation
 - Medical appointment as documented by physician on official letterhead.
 - Illness as documented by a physician on official letterhead to attest students inability to attend school (NOTE: A note from a doctor documenting that they were contacted by a caregiver regarding an illness and/or absence from school does not constitute an excused absence.
 - Dismissal by the school nurse.
 - Religious observances documented by a note from a caregiver.
 - Court appointment as documented by an official court note.
 - Death in the family or attendance at a funeral as documented by a note from a caregiver.

- College visitation as documented by official college note or correspondence
 - School-sponsored activities (including suspension).
- **Unexcused Absence:** Absences from school which are not verified or considered excused, see above. Unexcused absences count towards the ten percent standard.
- **Family Trips and Vacations:** Please do not schedule family trips or vacations when school is in session. These are considered unexcused and will count toward the ten percent standard.
 - In the event of snow days, the school year may be extended, please make vacation plans accordingly.

- **TARDY GUIDELINES**

- **Tardy to School**

The warning bells sound at 8:00 a.m. and 8:10 a.m. First period begins at 8:15AM. Students are considered tardy to school if they are not in their classroom when the first period bell rings. Students who are tardy must report directly to the main office/tardy table upon arrival to sign in and be issued a tardy pass to class. They may not enter class without a tardy pass. Students who drive to school, and who are chronically late to school may lose their parking privileges. Students who are tardy and do not report to the tardy desk or office may be subject to disciplinary action.

- **Detentions for tardiness to school**

A 30 minute detention will be issued after a student's third tardy per quarter. Detentions are held before or after school on Tuesdays through Thursdays (7:45am - 8:15am & 2:55pm - 3:25pm).. Students must serve detention within three school days of it being issued. Students should report to the main office to serve detention. Detention takes precedence over any other school related activity, including social commitments, co-curricular, and athletic competitions. There are few exceptions that must be approved through administration.

Note: Students who are tardy to school are also considered tardy to their first period class.

- **Tardy to Class**

Classes start punctually. Students are considered tardy to class if they are not in their classroom when the bell rings. Students who arrive late to class must have a pass with them. If a student arrives to class late, without a pass, classroom progressive interventions may be made by the classroom teacher. Furthermore, this student may be referred to the Assistant Principal for investigation of a class cut. Missing class due to tardiness does not extend deadlines. Students are responsible for turning in any work to a teacher that is due on the day they are tardy.

- **Tardy Make-Ups**

Students are given the opportunity to make up tardies through arrangements with their classroom teachers. Suggested tardy make-ups are for 15 minutes after school. All tardies must be made up within two weeks from the date the student was late. After two weeks, the student loses the opportunity to make up the tardy. Students who are habitually tardy may lose the makeup privilege.

- **DISMISSAL FROM SCHOOL**

All students leaving school grounds for any reason during the school day may do so only with permission or proper authorization. Student dismissals will be granted with prior written notice from a caregiver. Students are not to be dismissed by their caregivers without first notifying the main office. In the event that a note is not received, parents/guardians may call the main office to dismiss their student. When a dismissal is necessary, the following steps must be taken:

- A written or electronic request for dismissal must be brought to the main office at the start of the school day that includes the student's name, date and time of dismissal, reason for dismissal and a caregiver signature.
- The student must sign out in the main office before leaving the building.
- A student returning to school must sign back in at the main office and receive a pass back to class.

- **MAKE-UP WORK GUIDELINES**

- Students are responsible for arranging make-up work missed due to absence from class.
- Missing class due to tardiness or dismissal does not extend deadlines. Students are responsible for submitting any work that is due on the day they are tardy or dismissed.
- Any assignments due on the day a student is absent should be submitted on the first day the student returns to school.
- Students absent from school or class, whether excused, unexcused, tardy or dismissed, have the number of school days to complete the missed work based on the number of school days that they missed (e.g. if they were absent for 3 school days they will have 3 school days to complete makeup work).
- Students absent four or more consecutive days must complete their make-up work within a reasonable amount of time agreed upon by administration, the teacher, and the student. The teacher may modify the above guidelines to meet the needs of specific assignments or for unique circumstances.
- Students suspended, in-school or out-of-school, may make up work pursuant to these guidelines.
- Obligations or activities, including, but not limited to, work, athletics or performances, are not considered valid reasons for failing to complete make-up work on time.

- **MINIMUM CLASS ATTENDANCE REQUIREMENTS**

Students, regardless of a passing grade, will not receive credit for any class in which they exceed the minimum ten percent attendance standard. The absence limit for a student includes all unexcused absences. The minimum ten percent attendance requirements are as follows:

- 9 unexcused absences in Semester Course (90 school days)
- 18 unexcused absences in a Year Long Course. (180 school days)

If a student loses credit in a course for attendance reasons but has earned a passing grade, they will not be required to repeat the course. Loss of credit, however, may impact credit requirements for graduation. Students will be provided an opportunity to recover the lost credit through our Attendance Review Board.

- **Notification**
Stoneham High School will make every effort to effectively communicate class absences to students as well as parents / guardians. Teachers are expected to investigate and communicate with students and their parents / guardians when absences have any

negative impact on the learning process. Official school notification will occur through powerschool as well as administration in certain situations

- **Administrative Notification**

Letters will be sent to households when a student reaches the following:

- **Semester classes:** A letter is sent home when the student has been absent 5 times. The student has reached 50% of our expected attendance standard. If absences continue, the student is in danger of losing credit in this class.
- **Year long classes:** A letter is sent home when a student has been absent 9 times. The student has reached 50% of our expected attendance standard. If absences continue, the student is in danger of losing credit in this class

- **Senior Loss of Credit Due to Attendance**

Second semester seniors who have lost credit due to attendance may attempt to regain credit by continuing to attend school after seniors have been released until the end of their school year. If credit has not been recovered by the last day of senior exams, the student is not eligible to participate in the graduation ceremony.

- **ATTENDANCE REVIEW AND CREDIT RECOVERY**

The attendance policy described above holds students, parents/guardians, and the school accountable for student attendance. It is not the intent of the attendance policy to be unreasonably punitive towards students with unusual or extenuating circumstances. Therefore, a due process hearing by an Attendance Review Board has been developed to consider situations, which resulted in excessive absences. This board consists of SHS Faculty members and is headed by the Assistant Principal. The review board meets twice a year at the end of Semester One and at the end of Semester Two.

Students who have passed a class/s but did not receive credit due to exceeding the ten percent minimum attendance requirement in a semester or year long course/s may request an Attendance review for credit recovery.

Dates for each of the two Attendance Review sessions will be announced through morning announcements and the daily bulletin two weeks in advance of each session. Students seeking Attendance Review must make their request in the main office. Office staff will issue students an Attendance Review Application and a print out of the class/s attendance for review. Students are expected to complete the application with their parents/guardians and return the waiver to the main office by a specified due date. Parent / Guardian signatures are required. Students who provide a completed Attendance Review Application will be scheduled for an Attendance Review session.

A review will be conducted by the high school's Attendance Review Board. The board will consider the application and determine what actions / steps by the student are to be taken to have their academic credit reinstated.

The student or parent/guardian may appeal the board's action by submitting a written appeal to the principal within seven (7) school days of the date of the letter from the Attendance Review Board. The principal will review all materials submitted to the Attendance Review Board as well

as the board's decision. A decision will be rendered by the principal within five (5) school days of the receipt of the student's appeal.

- **TRUANCY FROM SCHOOL**

Any student who is absent from school without parental permission is considered truant. Disciplinary action will be taken to address truancy. Interventions for truancy and chronic absenteeism include use of the Stoneham Public Schools Attendance Officer and utilization of Juvenile Court to enforce DESE and state Compulsory Education requirements.

- **Notification**

Stoneham High School will make every effort to effectively communicate daily absences to students as well as parents / guardians.

- A recorded message will be delivered to the home phone number of any student on the day of absence or tardy without verification.
- Letters will be sent to households when a student reaches the following:
 - 5 unexcused absences
 - 9 unexcused absences
 - Loss of credit (when applicable)
- Attendance is recorded daily and always available for review in PowerSchool

- **HOSPITALIZATIONS**

Students should notify their guidance counselors as soon as possible if a physician has determined they are physically unable to attend school. The Massachusetts regulation requiring educational services in the home or hospital is 603 CMR 28.03(3)(c) and reads as follows: Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue their educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator for Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

Once the student's personal physician (for example, a pediatrician, internist, medical specialist or psychiatrist) determines that a student's medical condition will require either hospitalization or home care for not less than 14 school days, the physician must notify the school district responsible for the student in order to begin the home/hospital instruction process. The student's physician must complete a Department of Elementary and Secondary Education form 28R/3 (or equivalent signed statement) and submit it to the student's building principal or other appropriate program administrator. At a minimum the physician's signed notice must include information regarding:

- The date the student was admitted to a hospital or was confined to home;
- The medical reason(s) for the confinement;
- The expected duration of the confinement; and
- What medical needs of the student should be considered in planning the home or hospital education services.

Students with chronic illnesses who have recurring home/hospital stays of less than 14 consecutive school days, when such recurrences have added up to or are expected to add up to more than 14 school days in a school year, are also eligible for home or hospital educational services if they are requested and the medical need is documented by the physician.

Students hospitalized for medical or mental health reasons are expected to meet with their guidance counselor prior to returning to school to ensure an appropriate and successful return.

GENERAL INFORMATION

- **BATHROOM USE**

Students are permitted to use bathrooms as needed. All students are required to sign in and out of their classes.

- Bathroom Occupancy Violation: Our goal at SHS is to create a bathroom culture that allows students to access the restroom without students congregating there. Bathroom occupancy should not exceed the number of facilities per bathroom. If three facilities then three people, if four facilities then four people etc. If a student walks into a bathroom, and the bathroom is at full capacity, they are expected to wait outside in the hallway until the bathroom capacity is open. If students are found to congregate in the bathroom, they will be subject to disciplinary action.

- **CAFETERIA**

The cafeteria will be open to students for breakfast and lunch. Breakfast is offered in the cafeteria from 7:45am - 8:15am. Students can bring lunch from home (and supplement it with cafeteria purchases) or they can purchase lunch. Free or reduced priced meals are available for families meeting certain criteria. Free and Reduced Meal Applications are available at the start of the school year. Students are expected to eat lunch in the school cafeteria. Students must stay in the cafeteria or the adjacent seating area outside for the duration of their lunch period. Students may not leave the area, walk/loiter in the halls or bathrooms, or exit the building during lunch without prior permission.

- **CHECK-OUT POLICY**

Transferring and withdrawing students:

Must return any textbooks, library books, or equipment, and pay any outstanding fines.

Graduating Seniors:

Must return any textbooks, library books, or equipment, pay any outstanding fines, and complete any outstanding disciplinary obligations. Failure to complete the check-out policy may result in a senior being ineligible to attend senior activities, including, but not limited to, prom and graduation.

- **CHROMEBOOKS**

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day, and for bringing their Chromebooks to all of their classes. Students must take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours.

- **ELECTRONIC DEVICES**

The use of personal electronic devices is considered a privilege and not a right at Stoneham High School. The use of this type of technology requires respect and responsibility. It is important for students to learn how to appropriately use this technology within a variety of settings and situations. Stoneham High School's primary focus is to provide a positive, safe and appropriate learning environment. Electronic devices are not to be played out loud in the hallway, classrooms or common spaces. Please see Technology Acceptable Use Policy for further details on expectations for school issued electronic devices and use of SPS network.

- **CELLULAR TELEPHONES/HEADPHONES/EARBUDS/ELECTRONIC WATCHES**

Cellular telephones and headphones/earbuds are to be put away before entering all classrooms. Personal electronic devices are not allowed to be used in the classroom, unless with explicit permission from the classroom teacher. The following responses will be issued for a student's cell phone/headphone/earbud/electronic watch/etc. use during class time:

- 1st offense: The student will be asked to put the cellular phone/headphones/earbuds/electronic watch/etc. away.
- 2nd and ongoing offenses: The student will be asked to turn the device/headphones/earbuds/electronic watch/etc. over to the teacher (to be returned to the student at the end of the period). Failure to turn in the electronic device to the teacher will result in a referral to administration for additional disciplinary action.
 - Administration holds the right to prohibit a student from bringing their cell phone to school.

Cellular telephones and headphones/earbuds/electronic watches may be used during a student's lunchtime in the cafeteria or during passing time throughout the school day. Volume should be at a level where you can still hear surrounding sounds.

- **ELEVATOR USE**

Elevators are to be used only with Administrator permission. Students with valid injuries or medical issues may request to use the school elevator.

- **EMERGENCY DRILLS**

Stoneham High School staff review evacuation, fire, lockdown, and stay-in place procedures. routinely to ensure the safety and wellbeing of all students. Evacuation and fire drills are conducted each year. Directions for exiting the building are posted in each classroom. When a fire alarm sounds or a directive to evacuate is issued, all students must exit the building and move toward the designated assembly area. Students stay with their teachers until an announcement is made that it is safe to re-enter the building.

- **USE OF DRUG AND BOMB SNIFFING DOGS**

Stoneham High School in collaboration and in the spirit of the memorandum of understanding with the Stoneham Police Department may utilize drug/ bomb sniffing dogs. These searches are part of our ongoing efforts to ensure a safe, secure and drug free school environment. The canine searches include hallways, lockers, cafeteria, bathrooms, locker rooms, common use areas and the student parking lot.

- **FOOD AND BEVERAGES**

The cafeteria is open before school for breakfast from 7:45am - 8:15am and open for lunch from 10:30 - 12:30. Lunch and Breakfast are to be eaten in the cafeteria, eating space outside of the cafeteria and library with Librarian permission. At teacher's discretion students are allowed small snacks and beverages appropriate for school setting in the classroom. It is the expectation that

students are responsible for any trash or accidents.

SHS is a closed campus. Students should not order food for delivery to SHS during school hours. If a student violates this policy food/drink will be confiscated. We discourage delivery of flowers, candy, and non-related school materials during the school day.

- **GUIDELINES FOR PROMS AND DANCES**

School dances provide students an opportunity to have an enjoyable social experience in a safe setting. Students are encouraged to express themselves while maintaining the physical safety of all involved and that strictly adhere to all school policies. With this in mind, the following guidelines have been established:

- All dances, with the exception of Junior and Senior Prom, are for Stoneham High School students only.
- Proms are available for registered guests. Pre-approval of outside guests is required by administration. A student must be enrolled in high school or under the age of 21 to attend.
- Dances and proms require students to purchase tickets in advance.
- Students must be in school on the day of a dance/prom for a minimum of half the day (12:15 p.m.).
- The expectation is that students are expected to arrive within 30 minutes to the start of the dance/prom. Late arrivals will require administrative approval.
- Once students arrive at a dance/prom, they are not allowed to leave until a half hour before the dance/prom ends, unless dismissed from prom by a parent/guardian in person.
- If a student leaves the dance/prom, they are not permitted to re-enter, without administrative approval.
- Stoneham Public Schools holds the right to utilize Breathalyzers at all Stoneham High School events. Failure to comply with a breathalyzer will result in the student not being allowed to access/exit the dance/prom. Furthermore, parents/guardians will be notified. If a student tests positive for alcohol, parents/guardians will be notified and the student will be subject to discipline in accordance with the SHS student handbook.
- Any student suspected of being under the influence of drugs or alcohol will be denied entrance or dismissed from the dance to a caregiver. It may also result in disciplinary action as defined by the Code of Conduct.
- All school rules apply. Any violation of school rules may result in the student being denied entrance or dismissed from the dance and/or disciplinary action as defined by the Code of Conduct.

- **HALL PASSES**

For incidents other than use of the restroom, students are required to have a pass to enter a class late or leave a class early.

- **LIBRARY**

The library is a vibrant academic setting where students are encouraged to research, read, select books and study. There is a collection of 11,000 volumes consisting of course-related materials and books for pleasure reading. The library is open throughout the day starting at 7:45am and closes after school at 3:30pm Desktop computers, laptops and Wi-Fi are available for students to use. The librarian teaches library skills to all Grade 9 students which are further reinforced with students grades 10, 11 and 12. Research databases and the library online catalog can be accessed through the library web page.

- **MILITARY RECRUITERS**

On December 10, 2015, President Obama signed into law the Every Student Succeeds Act (ESSA), which reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). Military recruiters are entitled, upon request, to receive the name, address, and telephone listing of high school students, unless the parent of such student (or a student who has reached 18 years of age) has submitted a written request to the school to opt out of the disclosure of such information, in which case the information may not be released without the parent's (or the student's) prior written consent. Please Note: Parents/guardians (or students who have reached 18 years of age) may submit a written request to opt out of the disclosure of the student's name, address, and telephone listing, unless prior written consent has been provided. If you have any questions or concerns, please call the main office 781-279-3810.

- **NOTICE OF PUBLICATION**

DESE regulations 603 CMR 23.07(4)(a) authorize the school to release for publication the following student information: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. Please Note: Notice of such possible publication is disseminated at the beginning of every school year providing eligible students or parents/guardians the opportunity to request that this information not be released without their prior consent.

- **PARENT ORGANIZATIONS**

Stoneham High School has numerous parent/guardian support organizations. If you are seeking opportunities to be involved or support SHS please contact the representative listed below:

Stoneham Booster Club	Kelly Kerrigan
Spartan Enrichment Organization	Carmela Buonopane & Annette Iebba
Library Volunteers	Alison Connelly

- **POSTERS**

No poster or notice may be posted on school bulletin boards or walls without approval of the principal or assistant principal. Posters may be placed on bulletin boards or tile walls but not on painted walls.

- **STUDENTS OF THE MONTH**

Each month every department at the high school selects a student/s who have done outstanding work, or who have contributed to the SHS community in a meaningful way, during the previous month. Students' pictures are displayed in the main lobby.

- **SECURITY OF PERSONAL AND SCHOOL PROPERTY**

- **VALUABLES**

All students are strongly discouraged from bringing excess money or valuable items to school. It is the students responsibility to keep track of your possessions during the school day. The School Department is not responsible or liable for any damaged, lost or stolen personal property, including items that have been confiscated for unauthorized use. However, in the event that something is stolen, students should immediately report

the theft to the office. Any student caught stealing will face disciplinary action as outlined in the Code of Conduct.

- **CORRIDOR LOCKERS**

Students will not automatically be assigned lockers. However, if a student would like a locker, they may notify the main office and one will be assigned to them. Lockers are for the individual use of students and are not to be shared. It is the obligation of each student to keep the locker neat, orderly, free of marks and secure at all times. If a locker does not function properly, the student should notify the main office. Because the locker is the property of the school and not the student, the administration has the right to open and examine the contents of a student's locker in order to maintain the safety and integrity of the school environment.

- **EQUIPMENT LOCKERS**

Physical education lockers are individually assigned. Students are responsible for providing their own locks to secure their assigned locker. Students are responsible for keeping their lockers locked at all times when not in use. Students must replace lost equipment at their own cost.

- **SCHOOL PROPERTY**

Students are responsible for any school equipment or school property that is loaned to them; Textbooks, Chromebooks, Chromebook chargers, calculators, athletic uniforms. Students will be expected to return school property upon notification. Students will be assessed a replacement cost for non-returned items and items returned with excessive wear or damage. If a lost item is found, the fee will be returned. Students who fail to return SHS property or pay replacement fees (Student Obligations) will be ineligible to participate in extracurricular activities including Athletics until the missing property / replacement fee is resolved. Graduating seniors will be ineligible to attend senior activities, including Graduation Commencement, until outstanding obligations are met. Unfulfilled financial obligations will be carried over to the next school year.

- **STUDENT DRESS**

Stoneham High School expects that all students dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Clothing that is considered inappropriate to the setting will result in a conference with student, caregiver and assistant principal. In such cases, the student may be required to find suitable clothing within the building or by calling home. Footwear must be worn at all times. Violations may result in disciplinary action.

- **STUDENT DRIVING**

Student drivers are expected to drive safely and cautiously on school grounds adhering to all established and posted vehicle safety and driving laws and regulations. Student drivers found driving in a manner that poses a danger to others or in violation of established driving laws and regulations are subject to loss of driving and parking privileges on SHS grounds.

- **STUDENT PARKING**

Students with valid driving permits/licenses can park in the student parking lot. Parking is free and no permits are required. However, due to current construction and the impact on available

parking, the Administration may be required to implement parking restrictions. These restrictions may occur at any time based on construction developments. Cars should be parked in authorized spaces only. Students may not park on curbs or snow banks. Dangerous driving on or about school grounds will not be tolerated. Students may not sit in cars or loiter in the parking lot during the school day. Any parking lot violations may result in the loss of parking privileges and/or disciplinary action. Students are not to park in faculty spaces in the parking lot directly in front of the school building.

- **VISITOR PROCEDURES**

All outside doors at Stoneham High School are locked during the school day. To ensure the safety of our school community, all visitors must ring the buzzer outside of the main entrance to share their reasons for visiting and to request entry. All visitors are to report to the Main Office for security verification, sign in and visitor pass. SPS schools utilize the RAPTOR System for security verification. All visitors are required to provide their names and valid identification for this process. No visitor will be permitted without RAPTOR verification.

Unauthorized visitors/trespassers will be asked to leave the property immediately. If individuals enter the building on non-school business and/or appear threatening in any way, the police and the Superintendent will be notified immediately and a trespass notice may be issued.

- **VOTER REGISTRATION**

For students who reach the age of 18, voter registration is available in the office. Students are encouraged to register to vote.

SCHOOL COUNSELING DEPARTMENT

The purpose of the School Counseling Department is to assist students in their personal, educational, social and career development. Each student is assigned to one of the school counselors who will follow their career through graduation. The School Counseling Department subscribes to the 'open door' policy, but appointments are recommended whenever possible. The primary functions and services offered include:

- Individual and group counseling
- Dissemination of educational and career information
- Interest and career assessment and evaluation
- Orientation
- Special services
- Programming
- Cumulative record system
- Referral
- Follow-up
- School placement

- **COUNSELOR ASSIGNMENTS**

Students are alphabetically assigned a school counselor. Please be advised that at times due to student enrollment and balance of counselor caseloads these assignments may vary.

Mrs. Vaughan.....Students with last names A-E

Ms. Dillion.....Students with last names F-H

Ms. Ronayne.....Students with last names I-O

Mr. Andrews.....Students with last names P-Z

- **TESTING PROGRAM**

The Counseling Department provides a range of tests that are available on a voluntary basis. The program is designed to meet the needs of the individual student. Some of the tests available to students are:

- College Board Testing Program
- American College Testing Program
- Career Assessment Inventory

Students should consult their counselor regarding any questions about these tests. Students may take either the SAT Reasoning or up to three SAT II's on any test date (except for the March test when SAT II's are not given).

● **2023-2024 COLLEGE ADMISSIONS CALENDAR**

SUMMER 2023	<ul style="list-style-type: none"> ● Contact colleges for information ● Visit college campuses ● Make a list of possible college choices ● Consult with parent/guardian
SEPTEMBER 2023	<ul style="list-style-type: none"> ● Visit colleges and college fairs ● Notify guidance if you intend to apply to military academies ● Meet with college representatives in high school Guidance office ● Early decision candidates should meet with guidance counselor
OCTOBER 2023	<ul style="list-style-type: none"> ● Attend college admissions sessions offered by the Guidance Department in regular English classes ● Make an appointment to see your guidance counselor ● Meet with college representatives in Guidance office ● Submit Early Decision applications ● Last week of October - deadline for information to congressmen for military academies and SAT II. ● Begin to hand in completed applications to the Guidance Office (will be sent out as soon as first quarter grades are received). ● Attend Senior/Parent/Guardian College Night (Date TBA)
NOVEMBER 2023	<ul style="list-style-type: none"> ● Make appointment with counselor ● Finalize list of schools to which you will apply ● Check to see if CSS Profile is required.
DECEMBER 2023	<ul style="list-style-type: none"> ● Applications with a January 1st deadline should be in Guidance by the first week of December ● Attend Financial Aid night held at Stoneham High School (Date TBA) ● Pick up Financial Aid Form (FAFSA) in Guidance
JANUARY 2024	<ul style="list-style-type: none"> ● January 1 - deadline for many colleges ● January 15 - application deadline for many colleges ● Complete and mail the Financial Aid Form
FEBRUARY 2024	<ul style="list-style-type: none"> ● February 1/15 - Application deadlines, check college application materials
MARCH 2024	<ul style="list-style-type: none"> ● Local Stoneham Scholarship forms are distributed to interested seniors
APRIL 2024	<ul style="list-style-type: none"> ● April 15 - students hear from colleges ● Notify Guidance of college decisions

MAY 2024	<ul style="list-style-type: none"> • May 1 - Candidates reply date - let colleges know which one you plan to attend
COLLEGES MUST RECEIVE NOTIFICATION BY MAY 1	

ATHLETICS

The goal of the Stoneham athletic program is to provide a competitive arena where student-athletes can display their talents, enhance their physical wellness and skills, and gain greater technical and tactical understanding of, and appreciation for, their chosen sport. We expect our student-athletes to display a competitive spirit, outstanding sportsmanship, and exemplary character throughout the year, on and off the field of play. The athletic program should be a positive component of the student-athlete's educational experience.

Stoneham is a member of the Massachusetts Interscholastic Athletic Association and the Middlesex League. For the 2023-2024 school year, there is a \$300.00 Athletic Activity Fee per athlete per season (this cost will be altered for students qualifying for free and reduced lunch, please reach out to the athletic department). There are opportunities for all students in the athletic program. Teams are provided at the Freshman, Junior Varsity and Varsity levels. Containers are prohibited from being brought into the stadium. This includes water and coffee containers. There are specific sanctions for disrupting athletic events. These sanctions include being prohibited from attending athletic events for one year.

Participation in the athletic program is considered a privilege and requires student-athletes to commit time, energy, and loyalty, as well as accept coaches' decisions, training techniques, and expectations. Student-athletes should willingly assume all responsibilities and obligations that are inherent in and unique to the program. Student-athletes must understand and appreciate that they not only represent themselves, but also their teams, Stoneham High School, and the greater Stoneham community.

- **ATHLETIC DEPARTMENT AND TEAM INFORMATION**

- Athletic Department information please call 781-279-3806
- [Team Schedules](#)

- **ATHLETIC TEAMS**

Fall	Winter	Spring
Cross Country	Basketball	Baseball
Fall Cheerleading	Gymnastics	Lacrosse
Field Hockey	Ice Hockey	Softball
Football	Indoor Track	Track
Golf		Tennis
Soccer		Unified Basketball
Swimming		

Unified Basketball		
Volleyball		

- **ATHLETIC ELIGIBILITY**

A student must be eligible to participate in athletics at the start of the respective season in order to try out, practice, compete, or represent SHS in any way. This pertains to all areas of eligibility: academics, attendance, chemical health, and citizenship. Students may be able to join a team but are not guaranteed participation after eligibility is restored.

- **ACADEMIC**

A student must pass and earn academic credit at a minimum of six subjects per quarter to be eligible to participate in sports at Stoneham High School. Please read below for further clarification:

- For all subsequent seasons, students must pass six subjects. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parent/guardian of all students.
- Incomplete grades may not be counted toward eligibility.
- A student who repeats work upon which they have once received credit cannot count that subject a second time for eligibility.
- A student cannot count for eligibility for any subject taken during the summer vacation, unless that subject has previously been pursued and failed.
- November: This report card determines eligibility until the next report is issued (approximately November 10 - February 1)
- February: Second quarter grades (not semester grades) determine eligibility until the next report card is issued (approximately February 1-April 12)
- April: Determines eligibility until next report card (June 30)
- June 30: Final grades and credits (not fourth quarter grades) determine fall eligibility (August to November). A student must pass a total of six major subjects for the year (30 credits of major subjects) to be eligible for the fall quarter.

- **ATTENDANCE**

- Students who participate in extracurricular activities and clubs, including athletics, are expected to attend all classes in order to participate in contests, practices, meetings or social events after school.
- Attendance Eligibility based on attendance is determined on a daily basis. Students must be present for the entire duration of the school day in order to participate in extracurricular/athletic activities each day. Students who arrive late to school or leave school early due to a reason listed under excused absences, must provide a written doctor's note and obtain administrative approval in order to participate in athletics/extracurricular activities for that day.
- Student-athletes may not represent their school if they are on in-school or out-of-school disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension (MIAA Good Citizenship Rule).

- **CONDUCT**

- Student-athletes must comply with expectations outlined in the Code of Conduct and those in the Massachusetts Interscholastic Athletic Association (MIAA) Rules and Regulations.
 - Students who serve as a captain of a team and are disciplined for offenses that are deemed to be detrimental to leading a team respectfully or compromising Stoneham High School's expectations with drug usage or possession may have their captainship revoked.
 - Academic and disciplinary obligations take precedence over any and all athletic and extracurricular activities.
- **PHYSICAL**
All athletes must have a physical within 13 months after their last dated physical to remain eligible during the season. A registered physician, physician's assistant or nurse practitioner must perform physical examinations.

- **CHEMICAL HEALTH POLICY CONTRACT**

Pursuant to the MIAA Chemical Health Policy, student-athletes and their caregiver must sign a contract agreeing to and verifying awareness of the MIAA Chemical Health Policy.

- **MIAA POLICY ON CHEMICAL HEALTH FOR ATHLETES**

"During the entire academic year, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. 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. The year begins with the first day of fall practice.

Minimum penalties:

(1) 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 following interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating the 25% of the season. 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.

(2) Second and Subsequent Violations:

When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, student shall lose eligibility of the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations, the student on 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 period of 40% of events. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year (e.g. if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of participation, which may affect the eligibility status of the student during the

next academic year)."

- **CONCUSSION BASELINE SCREENING**

Upon enrolling at Stoneham High School for the first time and every two years, student-athletes must take and pass this screening.

- **ATHLETIC CONCUSSION POLICY**

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parent/guardians.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

- Verifications of completion of annual training and receipt of materials;
- DPH Pre-participation forms and receipt of materials;
- DPH Report of Head Injury Forms, or school-based equivalents;
- DPH Medical Clearance and Authorization Forms, or school-based equivalents;
- and
- Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act of omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parent/guardians, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and post concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents/guardians and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this policy will be approved by the School Committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

- *Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director and/or advisor. All interscholastic athletics are deemed to be extracurricular athletic activities.*

- **HOME SCHOOLING**

The Stoneham School Committee supports the participation of students who have an approved home schooling plan on file in the Superintendent's office and meet the eligibility requirements established by the MIAA, the Middlesex League, and Stoneham High School.

EXTRA-CURRICULAR ACTIVITIES

Stoneham High School offers a variety of extra-curricular clubs and activities designed to meet the passions and interests of our student body. These include an array of dramatic presentations, musical productions, class sponsored events and club activities.

- **CLUBS:**

Student led organizations with faculty advisors. Available to all students. Please see the assigned Faculty Advisor for a specific club meeting schedule. Participation with any club's activities or events is contingent upon attending all scheduled classes on the day of the club event / activity. Club members often advertise their meetings or special events by placing an announcement in the daily bulletin and posting administrator-approved posters or flyers around the school. The variety of clubs offered each school year is largely dependent on student interest. Pending available funding, students wishing to form a new club may submit requests to administration for approval.

Club	Faculty Advisor
Art Club	Becky Rebentisch
Asian Culture Club	Carolyn Ireland
Chess Club	Kurt Von Sneidern

College Prep Club	TBD
Community Club	Karen Gagne
Drama Club	Ashlyn Sacco / Sean Perry
French Club	Karen Gagne
Gay Straight Alliance (GSA)	Jason Eppskrier
Green Club	TBD
Interact Club	Kim O'Connor
Investing Club	Kurt Von Sneidern
Make Up Club	TBD
Math Club	TBD
Outreach Club	Kacey Stratford
SOAR (Students Organizing Against Racism)	Ellie Kaufman
SPARC Student Leader	Nicole Dillon
SHS Newspaper	Sarah Fitzpatrick
TV/Video Club	Jason Eppkrier
World Language/Culture Club	Kaitlin Hechenbleikner
Yearbook	Kurt Von Sneidern / Kim O'Connor
Youth Action Coalition	TBD

Organizations: Student organizations with Faculty Advisor. Participation is based on academic and school performance or election process. Please speak with the assigned Faculty Advisor for further information for membership.

Organization	Participation Criteria	Faculty Advisor
School Council <ul style="list-style-type: none"> ● Grade 9 ● Grade 10 ● Grade 11 ● Grade 12 	Election Process	Jenn Farabaugh & Jason Eppskrier / All grades
Class Officers <ul style="list-style-type: none"> ● Grade 9 ● Grade 10 ● Grade 11 ● Grade 12 	Election Process	Jennifer Christopher / Grade 9 Dean Serino / Grade 10 TBD/Grade 11

		TBD / Grade 12
National Honor Society	Academic, behavioral and community service requirements / process	Sarah Fitzpatrick

- **ELECTIVE OFFICES OPEN TO STUDENTS**

- **STUDENT COUNCIL**

The Student council is composed of its officers, seven representatives from each class, and class presidents. Regular meetings are held twice per month. Among its responsibilities are the assembly programs, scholarship awards, class officer elections and other activities which enlist the support of the whole school. It also works closely with the school administration in considering projects and problems of interest to the school body. The Student Council members for the Class of 2027 will be elected at the end of September.

- **CLASS OFFICERS**

Class Officers represent their Graduating Class and planning for all fund raising activities, social activities and Senior Events for their class. A Student who wishes to run for class office must file nomination papers and make a brief speech to classmates. Elected class and Student Council officers must continue to be members of their class. Should an elected officer fall below the minimum number of credits required to maintain grade status, that officer must relinquish the office. The office will be filled by a vote of the Student Council. Voting is conducted by the Student Council. Officers for the class of 2027 will be elected at the end of September.

- **EXTRACURRICULAR ELIGIBILITY**

- **ACADEMICS**

- In order to be eligible to participate in extracurricular activities, a student must pass and earn academic credit at a minimum of six courses each quarter or thirty credits at the end of the academic year.

- **CONDUCT**

- Students must comply with expectations outlined in the Code of Conduct.
- Academic and disciplinary obligations take precedence over any and all extracurricular activities.

- **ATTENDANCE**

- Students must be in school for a full day to be eligible to participate in an extra-curricular activity on any particular school day.
- Students are not permitted to participate in any extra-curricular activity on a day that they are on in-school or out-of-school disciplinary suspension.

HEALTH SERVICES

The mission of the health service department is to provide comprehensive school health services to Stoneham Public School students. We promote the health and well being of our students so that they can

remain in the classroom and be ready to learn. We collaborate with parents/guardians and staff to provide an improvement in our student's physical, social and emotional health. Each school in the Stoneham Public Schools has a full time registered nurse(s). It is the responsibility of the caregiver to inform the school nurse of any health condition that may impact their child while at school. It is the responsibility of the school nurse, working with parents/guardians, teachers, and other staff, to develop individualized health care plans for any student who has a significant health care need. The school physician is available to the school nurses for consultation.

- **ADMINISTERING MEDICATION TO STUDENTS**

A written permission form signed by the PCP and parent/guardian is required for medications to be given at school. All medication orders must be renewed at the beginning of each academic school year. Medications must be in a pharmacy or manufacturer-labeled container.

Please ask the pharmacy to provide a separate bottle for school with no more than a 30 day supply. Parents/guardians must bring the medication to the school nurse.

- **EMERGENCY FORMS**

An emergency form is sent home the first week of school. Please provide us with four emergency contacts. Emergency information must be accurate and up to date for student safety. Caregivers must keep the school nurse informed of any changes to the emergency form. Changes can include alternate emergency contact people, phone numbers, street addresses, medications, new allergies or medical conditions.

- **GUIDELINES FOR ILLNESS AND SCHOOL ATTENDANCE**

- Please stay home if you have any of the following symptoms and contact the school nurse for guidance:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat, when in combination with other symptoms
- Headache, when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies), when in combination with other symptoms

For any diagnosis of infectious disease (such as strep throat or pink eye), please keep your child home until 24 hours on the appropriate antibiotic therapy.

In most cases, your child should not attend school if taking a narcotic pain reliever for illness or injury.

Please contact your school nurse and/or primary care provider if you have further questions regarding whether your child should attend school.

- **HEALTH RECORDS**

All students entering the school system must provide the school with immunization records, or copies, which meet the requirements of the Massachusetts Department of Public Health. Proof of a comprehensive physical examination within the past six months is required. It is the responsibility of the caregiver to provide current immunization records and a copy of the most

recent physical exam. The health record is considered a temporary record and it is the practice of the Stoneham Public Schools that if a student transfers to another school district, the paper record, and any pertinent electronic record, will be transferred directly to the receiving nurse. The original health record may also be given to the caregiver at the time of transfer. An electronic copy of the immunization record will be kept. Health records are maintained separately from student educational records and there is no access to the records by anyone other than the school nurse.

- **HEALTH SCREENINGS**

Regular state mandated screenings are conducted in the following grades:

- Postural - Grades 5-9
- Vision -Grades K-5, 7, 10
- Hearing- Grades K-3, 7, 10
- BMI- Grades 1,4,7, 10
- SBIRT- Grades 7 & 10

If a referral is necessary, the school nurse will inform the caregiver in writing. It is the responsibility of the caregiver to schedule the appropriate referral and to provide follow-up information to the school nurse. Parents/guardians are encouraged to contact the school nurse for assistance. Parents/guardians may opt their children out of any screening with written notification to the school nurse

- **IMMUNIZATIONS OF STUDENTS**

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present an immunization certificate or record that indicates they have been immunized according to the Massachusetts requirements for school entry. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization is contraindicated due to a medical condition; or, the student's caregiver provides a written statement that immunization is contrary to the religious beliefs of the caregiver or student. Following the recommendations from the Massachusetts Department of Public Health, students who are not in compliance with the immunization requirements for school entry, will be excluded from school until the appropriate documentation is received.

- **PHYSICAL EXAMINATIONS OF STUDENTS**

Physical examinations are required within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter, such as during kindergarten, 4th grade, 7th grade and tenth grade. A student transferred from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement. Before participating in any form of practice, every candidate for a school athletic team will present a copy of a recent (within the past 13 months) physical exam.

- **STUDENT HEALTH SERVICES – ILLNESS OR INJURY**

Activities may include identification of student health needs, development of health care plans, health screenings, communicable disease prevention, surveillance, and control, emergency care of the ill and injured, health counseling, health and safety education, liaison with parents/guardians and health care providers, and the maintenance of a healthful school environment. The District recognizes that parents/guardians have the primary responsibility for

the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety. Procedures for Emergency at School School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

CODE OF CONDUCT

Stoneham High School prides itself on maintaining an atmosphere in which all members of the community are treated with dignity and kindness. We expect students to respect the rights and well-being of all individuals and to take responsibility for their actions. The school has established high expectations for student behavior in order to provide all students with a safe and secure environment which promotes learning, inspires positive participation and active engagement as a member of the community.

The Code of Conduct is intended to cover disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

In all cases which require a form of disciplinary action we seek a learning outcome where students understand the nature of their offense, the aspects of cause and effect and specific alternatives to avoid future incidents. With learning at our core we seek parent / guardian assistance. We expect the cooperation of parents and guardians in upholding our standards, as we are in a partnership, working together to best educate and prepare our students.

In any situation involving a threat to student or staff safety, or in which the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, the principal or assistant principal may, consistent with the disciplinary due process procedures set forth in the SHS Student Handbook, order the immediate removal of a student from the campus.

- **PHILOSOPHY ON DISCIPLINE**

The goal of discipline is to teach students to develop safe, socially responsible behavior that promotes self-respect and respect for the rights, feelings and property of others. Discipline and punishment are not the same. Punishment is the infliction or imposition of a penalty as retribution for an offense whereas discipline is the practice of training people to obey rules or a code of positive behavior, using punishment to correct disobedience.

We make every attempt to employ logical and natural consequences so that students may look more closely at their behaviors, consider the results of their choices, learn from their mistakes in a supportive atmosphere, and increase their desire to meet expectations.

SHS utilizes a restorative approach where disciplinary processes offer an opportunity for students who have violated the code of conduct to understand the source of their behavior, take responsibility for their choices, and to learn and grow from the experience and restore the community as needed.

We truly believe that it does take a village to best raise and educate young learners. In our case, as educators and parent's / guardians it requires a partnership and shared responsibility to uphold the learning and behavioral standards and expectations of Stoneham High School.

We see SHS students as leaders of their own learning journey who demonstrate kindness and empathy towards others. We expect students to conduct themselves in a manner which promotes a safe, orderly, and respectful learning environment for all, and to take responsibility for their actions.

- **LEARNING AND BEHAVIORAL EXPECTATIONS**

Students will be held responsible for their conduct while they are on school grounds, at any school sponsored event or for any action off campus which negatively impacts the learning environment and school community.

It is important for all students to demonstrate respect for those around them and to contribute to the school community in a positive manner.

Students are expected to abide by the policies as set forth in the student code of conduct. Below is a list of school wide and classroom expectations.

- **SCHOOL-WIDE EXPECTATIONS**

- Arrive to school on time with school-issued chromebook and charger
- Comply with all classroom expectations
- Within the expectation of going to the restroom, carry a hall pass when in the hallways, and refrain from wandering the halls.
- Refrain from the use of profanity
- Treat others with kindness and respect
- Clean up after oneself (ex. classrooms, cafeteria, bathrooms, fieldhouse)
- Follow all school rules and/or guidelines for the use and maintenance of the school, cafeteria, related grounds, and technology
- Comply with all school rules and/or adopted guidelines when participating in athletics, co-curricular clubs and activities, school-related functions and events, and school-provided transportation.

- **CLASSROOM EXPECTATIONS**

- Arrive to class on time.
- Complete assigned tasks.
- Bring the appropriate materials to class, including a school-issued chromebook fully charged.
- Treat others with kindness and respect
- Pass in assigned work on time
- Follow SHS make up policy regarding missed work.
- Follow any rules and/or guidelines specific to a particular class/laboratory.
- Remain in class until the bell rings.

- **SUMMARY OF CONDUCT/BEHAVIORAL EXPECTATIONS AND CONSEQUENCES FOR INFRACTIONS**

In the spirit of Positive Behavior Intervention System (PBIS) philosophy, SHS believes in being clear as a community about sharing and teaching clear expectations to our students. We recognize and celebrate the many positive examples of our students successfully demonstrating these expectations throughout the year with our various academic award ceremonies, co-curricular events, and athletic performances. Of course, at times, students make mistakes and require clear and consistent interventions and school based responses to support them. Below is a summarized list of interventions, expectations, and school based consequences followed by a more detailed list of infractions. Please note that the consequences and interventions below are merely guidelines. In each case, school administrators are expected to consider the individual circumstances, as well as the student's prior history. A school administrator always has the discretion to impose a more or less severe consequence than described below.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a penalty for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in the interpretation of rules and the imposition of consequences. In determining the severity of the penalty or suspension, particular attention will be paid to the context of an infraction and the individual needs of the students involved. Relevant factors may include, but are not limited to:

- The student's age
- The student's disability, if applicable;
- The student's previous disciplinary record;
- The severity of the disruption of the educational process;
- The degree of danger to self, others, and the school in general;
- The student's willingness to be honest and accountable for their actions;
- The student's level of remorse and willingness to repair any damage caused by their behavior;
- Whether alternative consequences are appropriate to re-engage the student in learning.

Upon consideration of such factors, the administration will issue a fair and appropriate response. Responses may include, but are not limited to: verbal warnings and student conferences; conferences with teachers; caregiver conferences; meetings with a school counselor; suspensions from extra-curricular and after-school activities; teacher detentions; office detentions; in-school suspensions; out-of-school suspensions; community service; restitution; and police involvement.

Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, collaborative problem solving, and positive behavioral interventions and supports.

Students and families should expect that all weapons, or items perceived as weapons by administration, banned substances and related paraphernalia (including cigarettes, lighters, e-cigarettes, and e-liquid) will be confiscated and discarded or turned over to the police, as appropriate. The school will not return any contraband to students or families.

- **OVERVIEW OF DISCIPLINARY INTERVENTION AND RESPONSE**

- **TEACHER DETENTION**

While teacher detentions are typically associated with work or conduct in the classroom that is not in line with classroom expectations, it should be clear to all students that any member of the faculty or staff has the authority to correct misconduct at any-time, anywhere in the building or on school grounds; therefore, it is not uncommon for a member of the faculty or staff to refer a student who is not in any of their classes to report to administration for a potential intervention and/or office detention.

Teacher detention will be served for a period of time after school that is designated by the teacher. Students are expected to serve the detention and any failure to report will result in a referral to administration for office detention(s). It should also be noted that teacher detention takes precedence over all other in-school and out-of-school commitments, work, and participation in co-curricular clubs and activities, or interscholastic athletics.

- **ADMINISTRATIVE/OFFICE DETENTION**

- Office Detentions run for 30 minutes and are held before or after school Tuesday through Thursday (7:45AM - 8:15AM & 2:55pm - 3:25pm).
- Students should report to the main office to serve detention.
- It is acceptable to meet with a teacher during office detention provided arrangements are made and confirmed with administration prior to the assigned detention.
- Students should be prepared to work while there. They will not be allowed to return to their lockers.
- Any student who skips detention is subject to added consequences, including possible suspension.
- Students who disrupt detention or who are in any way insubordinate may be subject to suspension.
- Seniors must make up all detentions before they may attend graduation and receive their diploma.
- Detention takes precedence over any other school related activity, including social commitments and athletic competitions. There are few exceptions.
- Administration may consider outside conflicts or problems (doctor's appointments, work, etc), if presented beforehand.
- Students are not permitted to communicate with peers while in detention.
- Students are to check in their cellphones/earbuds at the beginning of detention and will receive them back after detention is served.

- **SOCIAL-PROBATION**

Some violations of the code of conduct may cause a student to be placed on social probation for a period of time to be determined by the administration. Social probation is defined as follows:

- The student may lose the privilege of participating in athletic events, practices, or games or after-school clubs and activities.
- The student may not attend school functions, including those open to the public.
- Student leaders (i.e. class officers, captains, etc.) must vacate their position during the term of the social probation.
- Any violation of social probation may result in in-school suspension.

○ **SUSPENSION**

When a student is suspended (in school out of school) from school or dismissed for disciplinary reasons, they lose all school privileges. During the period of the suspension, they are barred from participation in all school-sponsored functions, including athletic contests and social affairs. They may not re-enter the school or be present on school grounds until they have been readmitted to school by the office after the parents/guardian conference.

Before a student is temporarily suspended from public school for ten days or less, the student has the constitutional right to receive:

1. Oral or written notice of the charges against them
2. An explanation of the evidence against them.
3. Students are provided an opportunity to make up all work and assessments that are given during the time of a suspension.

○ **IN-SCHOOL SUSPENSION**

(Used with minor or major infractions)

In an effort to minimize disruption to a student's education, in-school suspension will often be utilized by administration for frequent or more serious disciplinary issues. Students assigned an in-school suspension will report directly to the Restorative In-School Program Coordinator's office at 8:15AM with their school materials and fully charged school issued chromebook. The Restorative In-School Program Coordinator will work jointly with the students' teachers and school counselor to provide academic support for the student.. While assigned an internal suspension:

- All personal electronic devices (i.e. cell phones, earbuds, electronic watches, etc.) are to be turned off and put away during the period of suspension.
- Provision for lunch will be made by the Restorative In-School Program Coordinator (or students may bring their own).
- Students will be allowed to go to the restroom at designated times.
- Absence from school or subsequent suspension will result in time being made up in the internal suspension room.
- Students will complete work assigned by classroom teachers in order to receive credit.
- Students, during this period of internal suspension, are not allowed to attend any after school functions, activities, or sports.

○ **OUT OF SCHOOL SUSPENSION**

(Used with major infractions)

A student may be temporarily removed from school for disciplinary reasons. During the suspension, the student is neither to enter the premises of Stoneham High School nor participate in any school activity or athletic event. A suspended student shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of their removal from the classroom or school. Absences due to suspension will be exempt from the Loss of Credit policy.

○ **EXPULSION**

Students may be expelled consistent with M.G.L. c. 71, Sections 37H and 37H 1/2 (See student expulsion on p. 59).

- **LIST OF INFRACTIONS**

The list of infractions presented in the Code of Conduct is not to be considered all-inclusive. The administration reserves the authority to discipline for other violations not listed. As such, students who engage in behavior that is contrary to the mission and values of Stoneham High School, whether or not specifically listed in the Code of Conduct, subject themselves to disciplinary action.

- **SECTION A: WEAPONS/VIOLENCE**

- **Arson, Bomb Threats, and False Fire Alarms**
- **Assault/Battery:** Instigation or provocation of a physical altercation
- **Dangerous Behavior:** Behavior that might endanger persons or property including threats of physical violence, disrupting the atmosphere of the classroom or the school, horseplay or physical aggression (behavior not done in a malicious manner)
- **Fighting: Physical altercation**
- **Hazing:** Organizing or participating in hazing (see Hazing Policy on p.64).
- **Obtaining Money, Material Goods or Favors by Threat of Harm**
- **Physical Violence towards School Staff:** Physical violence and/or threat of physical violence directed toward any member of the school staff (mgl, c. 71, s. 37h) (see Student Expulsion on p.59).
- **Physical Violence towards Students:** Including but not limited to, hitting, punching, pushing, slapping, shoving, grabbing, kicking, choking, hair pulling, biting, throwing things, restraining, or pinning.
- **Vandalism:** Defacing or damaging school or personal property.
- **Weapons:** Possession of, use of, or threat to use a dangerous weapon, such as a gun, knife or other articles which may be determined to be dangerous (mgl, c. 71, s. 37h) (see Student Expulsion on p. 59).

- **SECTION B: SUBSTANCES**

- **Distribution of Drugs:** Sale, distribution, or intent to distribute drugs on school property or at a school-sponsored event (mgl, c. 71, s. 37h) (see Student Expulsion on p. 59).
- **Possession of Drugs:** Possession of drugs or drug paraphernalia on school property or at a school-sponsored event. Being under the influence of drugs constitutes possession (mgl, c. 71, s. 37h) (see Student Expulsion on p. 63).
- **Distribution of Alcohol:** Sale, distribution, or intent to distribute alcohol on school property or at a school sponsored event.
- **Possession of Alcohol:** Possession of alcohol on school property or at a school-sponsored event. Being under the influence of alcohol constitutes possession.
- **Sale of Tobacco:** Sale of tobacco products on school property or at school-sponsored events.
- **Smoking:** Smoking or using a tobacco product on school property or at school-sponsored events is prohibited. The use of e-cigarettes is prohibited wherever smoking is prohibited.

Smoking: the lighting of a cigar, cigarette, pipe, or other tobacco product or possessing a lighted cigar, cigarette, pipe, or other tobacco or non-tobacco product designed to be combusted and inhaled.

E-cigarette/Vape: any electronic device composed of a mouthpiece, heating element, battery and/or electronic circuits that provides a vapor or liquid nicotine to the user, or relies on vaporization of solid nicotine or any liquid. This term includes devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes, vapes or under any other product name.

- **SECTION C: HARASSMENT/DISCRIMINATION**

- **Bullying**: Bullying/harassment directed toward any member of the school community and/or retaliation towards any school member involved in any aspect of a bullying/harassment complaint or investigation (see Bullying/Harassment Policy on p.65).
- **Nondiscrimination Policy Violation** (see Nondiscrimination Policy on p. 73).
- **Sexual Harassment**: Sexual harassment (verbal or physical) directed toward any member of the school community (see Sexual Harassment Policy on p. 73).

- **SECTION D: COMPUTER VIOLATIONS/PLAGIARISM**

- **Acceptable Use Policy Violation** (see Acceptable Use Policy on p. 71).
- **Forgery**: Forgery of a document that is used for any school-related activity.
- **Honesty and Academic Integrity Violation** (see description on p. 19).
- **Inappropriate Use of Technology**: Inappropriate use of computers, network, and the Internet, including but not limited to: accessing pornography, purchasing or attempting to purchase alcohol, tobacco products, other drugs or illegal substances, drug paraphernalia or weapons; using a proxy bypass to bypass a website.

- **SECTION E: OTHER VIOLATIONS**

- **Bathroom Occupancy Violation**
- **Class Cut**: Cutting class and/or leaving the class the school building without permission (Students may not be eligible to make up work missed because of skipping class or work that is due on the day of the skipped class.)
- **Cellular Phone/Headphone/Earbud/ Electronic Watch Use During Class Time**: As progressive discipline, teachers have the right to confiscate a student's cell phone/headphones/earbuds/electronic watch (to be returned at the end of the class period), for continued use during class time. Failure to turn in the cellular phone/headphones/earbuds/electronic watch to the teacher will result in a referral to administration for additional disciplinary action. Administration reserves the right for one day confiscation of the cellular phone/headphones/earbuds/electronic watch (to be returned at the end of the school day). Failure to turn in the cellular phone/headphones/earbuds/electronic watch to administration will result in additional disciplinary action.
- **Defiance of any Staff Member**
- **Disruptive Behavior**: Any actions that disturb lessons, classes, or disrupt the educational process in the school building or during school-related functions.
- **Dropping or throwing food in the cafeteria, hallway, stairwells, or anywhere within the building/parking lot/school grounds.**

- **Electronic Device Policy Violation:** This includes taking pictures/videos of students and staff members without their consent (see description on p. 27).
- **Enabling unapproved access to the school building to non-school personnel, or to students who do not attend Stoneham High School.**
- **Excessive Tardiness**
- **Failure to Operate a Motor Vehicle Safely:** Failure to operate a motor vehicle in a safe, reasonable manner on school property or in the vicinity of school (see Student Parking on p. 31).
- **Failure to report to the main office when called down by administration and/or sent down by a staff member**
- **Failure to Serve Teacher Detention**
- **Failure to Serve Office Detention**
- **Failure to Sign-In / Sign-Out of the Building**
- **Food deliveries:** SHS is a closed campus. Students should not order food for delivery to SHS during school hours. If a student violates this policy food/drink will be confiscated. We discourage delivery of flowers, candy, and non-related school materials during the day.
- **Gambling**
- **Inappropriate Classroom Behavior**
- **Leaving School Building:** Leaving school during the school day without permission or proper authorization
- **Misbehaving at a co-curricular activity or event, on a field trip, or at an interscholastic athletic contest.**
- **Obscene, Abusive, Demeaning or Profane Language, Gestures, Actions or Symbol**
- **Profanity Directed at Staff Member**
- **Recording:** Any filming of vandalism and/or violence among or toward individuals. Or, any filming of others without their permission.
- **Refusal to Identify Oneself to a Staff Member**
- **Riding Skateboards on School Property**
- **Safety/Security Protocol Violation**
- **Theft:** Theft or possession of school/personal property
- **Truancy**
- **Verbal Confrontation**

- **PROCEDURES FOR STUDENT SUSPECTED UNDER THE INFLUENCE**

- Teachers and other school staff are obligated to report any suspicion of substance use to an administrator as soon as possible. If administration is not available, the school nurse or adjustment counselor should be notified immediately. Staff should stay with the student until a designated staff member removes the student from the class. The student should not be sent to the office.
- Administration will evaluate the student and consult with the school nurse when applicable. The school nurse will make an assessment of the student, which may include vital signs, medical history, coordination, and reaction of pupils. The administrator will conduct a search of the student's belongings, locker, vehicle, and general person. Parents/guardians will be notified of the search after it has been conducted.
- If a student is found to be unfit for instruction, the parents/guardians will be contacted and asked to pick up the child. The parents/guardians will be informed of the findings of

administration and the school nurse. Appropriate recommendations and referrals will be made based on the findings and the student's individual situation. The procedures outlined in the Code of Conduct will be followed and enforced.

- If the student is found to be fit for instruction, the student will return to class with an explanation of the responsibilities of school personnel toward students and their welfare. The caregiver will be notified of the school's action.

- **SEARCHES BY STAFF**

It is the policy of the Stoneham Public Schools to subject a student to a search of their person and/or personal possession (e.g. clothing, gym bag, purse, backpack, motor vehicle), if the authorized school personnel have, independent of information provided by the police, a reasonable suspicion to believe that such student is carrying or concealing material, the possession of which is prohibited by federal, state or local law, or by the provisions of the Code of Conduct in the Student-Parent Handbook (e.g. alcohol, drugs, illegal substances or weapons, or any other object which may result in physical injury or harm to students on the school grounds or the school building). Lockers and desks used by students remain the property of the school and may be opened without notice at any time as part of non-investigatory school practices. The contents of personal items found in desks and lockers may be searched, as provided by law. Such searches may be conducted in school, on school property or at any school-sponsored event. In the absence of an administrator, teachers and coaches, with administrator approval, are delegated to this authority. A student's refusal to cooperate with the search of their person and/or personal possession upon request will be considered insubordination and will result in disciplinary action, up to suspension from school.

- **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

- All students are expected to meet the requirements for behavior as set forth in this Handbook.
 - Chapter 71B of the Mass. General Laws requires that additional provisions be made for students who have been found by an IEP team to have special needs and whose program is described in an Individualized Educational Plan (IEP).
 - Students with special needs may be suspended for up to ten (10) days under current state and federal laws and may also be suspended in excess of ten (10) days as fully outlined under M.G.L., Ch. 71B, and the Individuals with Disabilities Education Act, the IDEA.
 - The due process procedures, in addition, will reflect all state and federal laws as they come into effect.
- The IDEA allows school personnel to remove a student with disabilities to an interim alternative educational setting for up to 45 school days, if that student has brought a weapon to school or a school function or on school grounds, possesses or uses illegal drugs (including prescription drugs which are not prescribed for the student) or sells or solicits the sale of a controlled substance or what the student says is a controlled substance, while at school or a school function or on school grounds, or inflicts serious bodily injury on a person, including him/herself.
 - The appropriate interim alternative educational setting shall be determined by the IEP Team.
- The IDEA also allows 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

days, if they are substantially likely to injure themselves or others in their current placement.

- When a special needs student has been suspended for more than ten (10) days in a school year, such that a substantial change in placement is occurring or will occur, relevant members of the IEP Team will meet to conduct a manifestation determination.
 - The Principal (or designee) will notify the building-based Special Education Supervisor of the offense leading to the pending suspension of a special needs student and a record will be kept of such notices.

- **STUDENTS WITH A SECTION 504 PLAN**

- 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 days, expelled or suspended for more than (15) cumulative days (and there is a change in placement as a result), then a manifestation determination shall be done.
 - Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subject to discrimination under any program or activity receiving federal financial assistance because of his/her disability. 29 U.S.C. s.794 and its implementing regulations, 34 C.F.R. 104 et. seq. School personnel may not suspend a student on a 504 plan for more than ten (10) school days without first conducting a manifestation determination.

- **MANIFESTATION DETERMINATION (Suspensions beyond 10 days)**

The suspension of a student on an IEP for longer than 10 consecutive days or a series of suspensions that are shorter than 10 days, but constitute a pattern are considered to represent a change in placement. Prior to a change in placement of a student with disabilities and within 10 days, a team consisting of essential members of the IEP Team (including parent/guardians and/or student) and other staff as appropriate, must convene to hold a Manifestation Determination. The Team must review all relevant information in the student's file, including the IEP, teacher observations, and any relevant information from the parent/guardians to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. If the behavior was the direct result of the district's failure to implement the IEP the LEA must take immediate steps to remedy those deficiencies.

As part of the Manifestation Determination specific questions are asked and answered by the IEP Team members (e.g. Does the student understand their impact and consequences of his/her behavior? Can the student control his/her behavior? Is the current placement appropriate?). At the end of the discussion a manifestation decision is made by the Team and the Stoneham Manifestation form is completed

- **Behavior that is NOT a Manifestation**

If the IEP Team determines that the behavior is NOT a manifestation of the student's disability, the student can be suspended or expelled consistent with Stoneham's policies and practices for suspending any student. However, the district must provide:

- Services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and

- As appropriate provide functional behavior intervention services and modifications, to address the behavior so that it does not reoccur.
- **Behavior that IS a Manifestation**

If the IEP Team determines that the behavior IS a manifestation of the student's disability, then the district will take the following steps with parents/guardian consent: 1) Revise the IEP if deemed appropriate; 2) Change the student's placement if deemed appropriate by the IEP team; 3) Conduct an FBA and develop/revise the Behavior Intervention Plan (BIP) if it has not already done so; 4) Unless the student has been placed in an Interim Alternative Educational Setting (see below) the student returns to the the original placement unless the district and parents/guardians agree otherwise or a hearing officer orders a new placement. The student does NOT serve more than the 10 days of suspension.

- **Written Notice**

Not later than the date of the decision to take disciplinary action, the school district notifies the parent/guardians of that decision and provides them with the written notice of procedural safeguards. If the parent/guardian chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent/guardian and the school district agree otherwise.

- **Interim Alternative Educational Setting (IAES)**

Regardless of the results of the Manifestation Determination, the district may decide to place the student in an interim alternative educational setting determined by the Team for a period of up to 45 days:

- On its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
- On the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. The placement of a student in an interim alternative education setting enables the student to have access to the general curriculum, to continue to receive special education support as outlined on the student's IEP, and to provide support services to address the problematic behavior.

- **EDUCATIONAL REFORM DISCIPLINE POLICY**

- These regulations were approved in 1993 and thus enacted for every public school in the Commonwealth of Massachusetts.
- 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.

- Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other education staff on school premises or at school- sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
 - Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing, 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).
 - Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent.
 - Students who are suspended or expelled for a period of more than ten (10) days will receive educational services.
 - When a student is expelled under the Provision of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion.
- **FELONY COMPLAINT OR CONVICTION OF STUDENT (MGL, Chp.71, S. 37H1/2, S.37H3/4).**
 - Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
 - 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 may expel said student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. In both sections 1 and 2, a student and parent/guardians have the right of appeal to the Superintendent of Schools. Educational services will be provided to students suspended beyond ten (10) days.
- **NO TRESPASSING NOTIFICATIONS**
Any person, including any former student, who has been sent a no trespassing notification is not allowed to attend any Stoneham High School function regardless of where the function is held.
- **NON-STUDENT STATUS**
Stoneham High School reserves the right to restrict non-students from any and all school functions regardless of where such functions are held
- **DROP-OUT STUDENTS**
In accordance with M.G.L. Chapter 76 Section 18: A Stoneham High School Student who has not graduated from high school shall not be considered to have permanently left public school unless an administrator has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent/guardian of that student in both the primary language of the parent/guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent/guardian of the student to occur prior to the student permanently leaving school

and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent/guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent/guardian if the superintendent, or a designee, makes a good faith effort to include the parent/guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements. Students receiving Special Education Services will receive additional information regarding their rights to access services until graduation from high school or until the age of 22. 2019-

- **STUDENT DISCIPLINE REGULATIONS**

Procedural requirements applicable to the suspension of a student for a disciplinary offense other than: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the school staff; and d) a felony charge or felony delinquency complaint or conviction, as provided in M.G.L. c. 71, §§37H or 37H ½.

- **Definitions**

- **Expulsion:** Removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, §§37H or 37H½.
- **Suspension:** External or internal and short term or long term removal of a student from regular classroom and school day activities.
 - **In-School Suspension:** Removal of a student from regular classroom activities and school day activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, is not considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, such suspension will be considered a long-term suspension.
 - **External Suspension:** Removal of a student from the school premises and regular classroom and school day activities.
 - **Short-Term Suspension:** Removal of a student from the school premises and regular classroom and school day activities for ten (10) consecutive school days or less.
 - **Long-Term Suspension:** Removal of a student from the school premises and regular classroom and school day activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A long-term suspension may be served in school. Except for M.G.L. c. 71, §§37H and 37H ½ offenses, no student will be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year.
 - **Parent:** A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

- **Principal:** The instructional leader of a public school or for purposes of school disciplinary matters.
 - **Superintendent:** The chief executive officer employed by a school committee to administer a school system or designee appointed for purposes of conducting a student disciplinary hearing.
 - **Written Notice:** Refers to notification made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent; notification to be provided in English and in the primary language spoken in the student's home if other than English.
 - **Oral Notice:** Reasonable efforts to provide oral notice to parents refers to two documented attempts at contact in the manner specified by the parent for emergency notification.
- **Alternatives to Suspension Under Section 37H ¾:** A principal will exercise discretion in deciding the consequences for a student who has committed a disciplinary offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried.
 - **Notice of Suspension and Hearing under Section Section 37H ¾:** Except for emergencies provided in 603 CMR 53.07 and in-school suspension authorized by 53.10, a principal will not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, along with an opportunity for a hearing on the charge and an opportunity for the parent to participate in the hearing.
 - The principal will provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English. The notice will include:
 - The disciplinary offense;
 - The basis for the charge;
 - The potential consequences, including the potential length of the student's suspension;
 - The opportunity for the student to have a hearing with the principal concerning the proposed suspension, and for the parent to attend the hearing;
 - The date, time, and location of the hearing;
 - The right to an interpreter, if needed;
 - If the student may be placed on long-term suspension following the hearing:
 - The rights set forth in 603 CMR 53.08 (3)(b); and
 - The right to appeal the principal's decision to the superintendent.
 - **Emergency Removal under Section 37H ¾**

A student may be temporarily removed from school when the student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal will immediately notify the superintendent in writing and describe the danger presented by the student. The temporary removal will not exceed two (2) school days following the day of the emergency removal. During the emergency removal period, the principal will:

- Make immediate efforts to orally notify the student and the student's parent of the emergency removal, the reason for the removal, and other matters set forth in 603 CMR 53.06(2);
 - Provide written notice to the student and parent;
 - Provide the student an opportunity for a hearing with the principal, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless the principal, student, and parent otherwise agree to an extension of time;
 - Render a decision orally on the date of the hearing and in writing no later than the following school day.
 - A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.
- **Principal's Hearing under Section 37H ¾**
Because the rights of the student are different under short and long-term suspensions, the principal must determine the extent of the rights to be afforded the student at a disciplinary hearing based on anticipated consequences for the offense.
- **Principal Hearing – Short-Term Suspension**
 - The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident, provide the student an opportunity to dispute the charges, explain the circumstances surrounding the alleged incident and present mitigating information, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. Parents are permitted to participate in the hearing.
 - The principal shall notify the student and parent in writing of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal.
- **Principal Hearing – Long-Term Suspension**
 - The purpose of the hearing is the same as the purpose of a short-term suspension hearing. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:
 - Prior to the hearing, the opportunity to review the student's record and the documents on which the principal may rely in making a determination;
 - To be represented by counsel or a lay person at their own expense;
 - To produce witnesses and to present the student's explanation of the incident, but the student may not be compelled to do so;
 - To cross-examine witnesses presented by the school district;
 - To request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. The principal will advise all parties if an audio recording is requested.
 - The principal will send the written determination to the student and parent. If the principal decides to impose a long-term suspension, the written determination will:
 - Identify the disciplinary offense, the date of the hearing, and the participants at the hearing;
 - Record the key facts and conclusions reached by the principal;

- Identify the length and effective date of the suspension, as well as a date of return to school;
- Notify the student of their opportunity to receive services to make academic progress during the suspension;
- Inform the student of the right to appeal the principal's decision to the superintendent. Notice will include the following information:
 - The appeals process requires the student or parent to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension subject to an extension of the filing, upon agreement with the superintendent, for up to seven (7) calendar days;
 - The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
- **Superintendent's Hearing under Section 37H $\frac{3}{4}$**
 - A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the suspension to the superintendent. The student or parent must file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension subject to an extension of the filing, upon agreement with the superintendent, for up to seven (7) calendar days. If the appeal is not timely filed, the superintendent may deny the appeal or allow it to go forward.
 - Hearings by the superintendent will occur within three (3) school days of the request, unless the student or parent requests an extension of up to seven (7) additional calendar days. The superintendent will make a good faith effort to include the parent in the hearing and will send written notice to the parent of the date, time, and location of the hearing.
 - The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense, and if so, the appropriate consequence. The superintendent will advise all parties that a hearing will be audio-recorded and a copy will be provided to the student or parent upon request. The student will have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).
 - The superintendent will issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but will not impose a suspension greater than that imposed by the principal. The decision of the superintendent is the final decision.
- **In-School Suspension under Section 37H $\frac{3}{4}$**
 - The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. T
 - The principal will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charge or explain the circumstances. If the principal determines that the student committed the disciplinary offense, the principal will inform the student of the

length of the student's in-school suspension, which is not to exceed 10 days, cumulatively or consecutively, in a school year.

- The principal will notify the parent orally on the day of the in-school suspension decision. The principal will also invite the parent to a meeting to discuss the student's academic performance and behavior as well as strategies for student engagement and responses to the behavior. The meeting will be scheduled on the day of the suspension if possible, and if not, soon thereafter.
- The principal will send written notice on the day of the in-school suspension to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal, if a meeting has not already occurred.
- **Exclusion from Extracurricular Activities and School-Sponsored Events**

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to M.G.L. c. 71, § 37H ³/₄ or 603 CMR 53.00.
- **Education Services and Academic Progress under Sections 37H, 37H¹/₂, and 37H ³/₄**
 - Any student who is serving an in-school suspension, short-term suspension, or long-term suspension will have the opportunity to make academic progress during the period of removal from the classroom or school.
 - Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, will have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal will notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. The notice will include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
- **Student Expulsion**
 - **Massachusetts General Laws, Chapter 71, Section 37H**
 - 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.
 - Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
 - Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing 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, using discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- 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 their 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.
 - Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
 - Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The Department of Elementary and Secondary Education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the Department of Elementary and Secondary Education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
 - Under the regulations promulgated by the Department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.
- **Massachusetts General Laws, Chapter 71, Section 37H1/2**
 - Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of their 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 their request for an appeal no later than five calendar days following the effective date

of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their 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.

- 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 their 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 their 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 their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.
- Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

SUMMARY OF POLICIES AND REGULATIONS

● STONEHAM HIGH SCHOOL CIVIL RIGHTS and SAFETY POLICY

- It is the policy of Stoneham High School to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. Discrimination, sexual and bias motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment or violate the civil rights of any pupil, teacher, administrator or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.
- The school will act to investigate all complaints, either formal or informal, verbal or written, of sexual or bias related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.
- Stoneham High School is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings. The principal of the high school is available to receive reports and complaints of civil rights violations from students, faculty and staff.

● Civil Rights Laws

- Title II of the Americans with Disabilities Act of 1990: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.
- Title IX of the Education Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex.
- Title VI of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.
- Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.
- MGL, Ch. 76, Section 5 of the Massachusetts General Laws, Chapter 76, Section 5: Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.
- Stoneham Public Schools' Appointed Coordinators
 - Title VI, Title IX and Section 504
TBD
Special Education Director, Stoneham Public Schools
149 Franklin Street
Stoneham, MA 02180
(781) 279-3850

- **SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS**

In January 1975, the State Board of Education adopted Regulations Pertaining to Student Records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. They are designed to insure parent/guardians' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that they may be individually identified. The regulations divide the record into two sections, 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, and grade level completed. The transcript is kept by the school system 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; and evaluations and comments by teachers, counselors, and other persons; as well as other similar information. The temporary record must be destroyed no later than seven years after the student leaves the school system.

- **INSPECTION OF RECORD**

- A parent/guardian or a student who has entered the ninth grade or is at least fourteen years old has the right to inspect all portions of the student record upon request. The record must be made available to the parent/guardian or student no later than two school days after the request, unless the parent/ guardian or student consents to a delay. A student who is eighteen years of age or older may exercise the rights referred to in the regulations, without restriction.
- The parent/guardian and student have the right to receive copies of any part of the record, although a reasonable fee will be charged for the cost of duplicating the materials.
- Finally, the parent/guardian and student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

- **CONFIDENTIALITY OF RECORD**

With a few exceptions, no individual or organizations but the parent/ guardian, student, and school personnel working directly with the student are allowed to have access to information in the student record without the 5 specific informed written consent of the parent/guardian or student.

- **AMENDMENT OF RECORD**

The parent/guardian and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent/guardian and student have the right to request that information in the record be amended or deleted. The parent/guardian and student have a right to a conference with the school principal to make their objections known.

Within a week after the conference, the principal must render a decision in writing. If the parent/guardian and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

- **DESTRUCTION OF RECORDS**

- The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves 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. Before any such information may be

destroyed, the parent/guardian and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be reviewed at your school office.

- **HAZING-PENALTIES-CHAPTER 655**

The Commonwealth of Massachusetts has established the act of "hazing" as a violation punishable by court action. "Hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which will fully or recklessly endanger the physical or mental health of any student or other person.

AN ACT increasing the penalties for hazing. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place thereof the following three sections:

Section 17.

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or 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 in initiation into any student organization, whether on public or private property, which willfully or recklessly endanger the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Section 18.

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

Section 19.

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the 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.

At Stoneham High School, hazing will be dealt with as a suspendable offense. The minimum suspension is three school days but could range from 4 - 10 days depending on the circumstances of the "hazing."

- **BULLYING**

- *Bullying," as defined by M,G .L. Chapter 71, section 370: "Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) _places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyberbullying.*
- Acts of cyberbullying are prohibited. Cyberbullying is defined as bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.
- Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

The Stoneham Public Schools are committed to ensuring all students and staff the opportunity to learn and work in a safe building, without the distraction of behavior that compromises one's physical or emotional safety. Educators and parents/guardians across the State of Massachusetts have taken an active lead in creating a zero tolerance for bullying. By defining unacceptable behavior and practices, formally identifying individuals involved, tracking incidents of bullying, and

educating staff, students and families about intimidating behaviors and how to address them, we as educators strive to eliminate bullying from our schools.

- **REPORTING**

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of. Reports made by students, parents/guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form.

- **Reporting by Students, Parents or Guardians, and Others**

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

- **RESPONDING TO A REPORT OF BULLYING OR RETALIATION**

- **Safety**

- Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, or at lunch; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.
 - The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

- **Obligations to Notify Others**

- **Notice to Parents or Guardians-** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents/guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
 - **Notice to Another School or District** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the

other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR49.00.

- **Notice to Law Enforcement** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if they have a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.
- **Tracking Incident Reporting Forms**
 - **A log will be kept by the principal or designee of Incident Reporting Forms** The log should include the following information: name of target, name of aggressor, year of graduation for both students, and the date the form was received by the principal or designee.
 - **All Incident Reporting Forms should be kept by the principal or designee who received them.** The forms should be organized in chronological order by the date the form was received.
- **Investigation:**
 - The principal or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents/guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.
 - Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/ her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.
- **Determinations**
 - The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

- Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents/guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.
- The principal or designee will promptly notify the parents/guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notices to parents/guardians must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent/guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

- **HARASSMENT**

- The Stoneham High School Community takes pride in demonstrating acceptance of all individuals both inside and outside the walls of school. The mission towards creating a safe and welcoming environment relies on the collective efforts of the entire student body. Any behavior that strays from this policy will result in immediate disciplinary action.
- Stoneham High School has an anti-harassment policy which will not tolerate any discrimination based on gender, race, national origin, gender identity, sexual orientation, physical or mental challenge, or any other group. All students are encouraged to report any form of harassment to school personnel, as it is the staff's top priority to protect all individual students.
 - *Harassments can be defined as:*
 - Making any threatening remarks to other members of the school community, including threats to the building.
 - Taking photographs or making voice recordings of staff members or students without the permission of the individual.
 - Creating profiles of staff members and/or students and developing false web sites.
 - Anything that makes one feel uncomfortable, regardless of intent.
 - All offenses listed above can and will result immediately in severe punishment to the point of suspension, referral to the police, counseling and possible expulsion. Stoneham High School administrators take all situations of harassment seriously and will handle each occurrence with individual attention and importance.

- **PHYSICAL RESTRAINT OF STUDENTS**

- Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:
 - To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
 - To prevent or minimize any harm to the student as a result of the use of physical restraint.
- Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
- Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical

contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

- **TIME OUT**

- Time-out shall mean a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.
- Types of time-out
 - Inclusionary time-out: when the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom.
 - Exclusionary time-out: the separation of the student from the rest of the class either through complete visual separation or from actual physical separation.
- The use of 'inclusionary time-out' functions well as a behavior support strategy while allowing the student to remain fully aware of the learning activities of the classroom. "Inclusionary time-out" includes practices used by teachers as part of their classroom behavior support tools, such as "planned ignoring," asking students to put their heads down, or placing a student in a different Jocat10n within the classroom. These strategies, used to reduce external stimuli in the student's environment while keeping the student physically present and involved in learning, have proven to be useful tools for classroom management."
- If the student is not "separated from the learning activity" or the classroom, the student will be in "inclusionary time-out" and the requirements that accompany the use of "exclusionary time-out," listed below, do not apply. A student is not "separated from the learning activity" if the student is physically present in the classroom and remains fully aware of the learning activities.
- "Inclusionary time-out" does not include walled off "time-out" rooms located within the classroom; use of those is considered to be "exclusionary time-out."
 - The following requirements apply to the use of "exclusionary timeout":
 - "Exclusionary time-out" may be used only for the purpose of calming;
 - During "exclusionary time-out," the student must be continuously observed by a staff member;
 - The space used for "exclusionary time-out" must be clean, safe, sanitary and appropriate for calming;
 - A staff member must be physically present with the student who is in
 - an exclusionary time-out setting;
 - Students must never be locked in a room;
 - An "exclusionary time-out" must be terminated as soon as the student has calmed; and an "exclusionary time-out" may not extend beyond thirty (30) minutes without the approval of the Principal. A Principal may grant an extension beyond thirty (30) minutes based only on the individual student's continuing agitation.

- **MISUSE OF DRUGS AND ALCOHOL**

- Stoneham High School has been designated as a drug free zone. The school administration, in cooperation with the Stoneham Police Department, stand firm in our belief that all schools should remain drug free. We have been entrusted with the responsibility of providing a safe and drug free environment for all our students.
- Students who attend school or school events under the influence of drugs or alcohol or in possession of drugs or alcohol will face serious action, including an immediate conference with parent/guardians, arrangements for appropriate counseling, and suspension from school. Said students will not be allowed to participate in any school

events for 90 calendar days, which fall during the academic year, beginning the day of the offense. In the event the 90 days may not be served during the current school year, the student will serve the remainder of days beginning the first day of the next academic year. Students who are involved in athletics will be subject to the MIAA rules noted below. Subsequent alcohol or drug offenses will result in additional counseling, suspension from school and a 90-day exclusion from all school events. When a student brings a problem concerning the misuse of drugs or alcohol to any staff member, it will be kept confidential and help will be provided. Possession of illegal substances in school must result, by law, referral for action by local police officials; it may result in an expulsion hearing.

- Please note that this not only covers in-school and school-related activities and functions, but, according to law, applies while students are on their way to or from school.

● **COMPULSORY ATTENDANCE**

- In accordance with state law and regulations of the State Board of Education, persons between the ages of six (6) and sixteen (16) must attend school unless the person has been excused from attendance for reasons permitted by state law or regulations.
- Exemptions
Students may be excused from attendance at the public schools for medical, religious, or other reasons:
 - **Medical Reasons**
A statement from a physician, preferably the family physician, is required annually for medical exemptions from school.
 - **Religious Reasons**
A statement from an official of the student's place of worship is required annually for exemption from school for religious reasons.
 - **Other Reasons**
A statement from a parent/guardian of a child who is being otherwise instructed in a manner approved in advance by the Superintendent or the School Committee.

● **DIGITAL RECORDING VIDEOTAPING/PHOTOGRAPHY POLICY**

- **Introduction**
Stoneham Public Schools Spartan EDTV (Channel 8 Comcast, Channel 13 RCN, Channel 35 Verizon) are the school district's educational access channels. EDTV online at www.stonehamschools.org is Stoneham Public Schools online streaming video resource. They are used as teaching and learning tools, as well as a means of informing the entire Stoneham community and beyond, of school events.
- **Policy**
 - All recording, videotaping and photographing, including digital photography, by any means, including but not limited to, cell phone, involving students will be related to classroom and/or extracurricular activities and other instructional support services. No video recording or photographing, including digital photography, will be used for commercial purposes and no student will be included without the written consent of the parent/ guardian. Parents/guardians will be required to sign a release form on an annual basis. Exceptions to this policy are large public events, such as athletic events, Carnival Ball, graduation, etc.
 - All routine classroom video recording and photographing, including digital photography, of student activities produced by students or school personnel may not occur, or be reproduced, or made available outside of the school for any purpose without express prior authorization of the building principal. Parents/guardians will be notified in advance whenever non-routine projects involving video recording and photographing, including digital photography, of students are planned.

● TECHNOLOGY ACCEPTABLE USE POLICY

- The Stoneham Public School system provides technology, internet and network access to students, parents/guardians and staff to support educational excellence and enhance our curriculum. Use of school computers and online access is a privilege provided to students and staff.
- Information sent and received using the Stoneham Public Schools network, and all hardware/software provided or installed by the Stoneham Public Schools, is considered the property of the Stoneham Public Schools and is subject to review at the discretion of school administration. A user is deemed to access and use the school department network through any electronic activity conducted on the system using any device (whether or not such device is school-provided) regardless of the user's physical location.
- Users have no right to privacy while using the network. The school department monitors users' online activities and reserves the right to access, review, copy, store or delete electronic communications or files. This includes any items stored on school-provided devices, such as files, e-mails, cookies and internet history. The school department reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The school department will fully cooperate with local, state (including DESE), or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the department's network.
- In the event that a review shows improper use, appropriate action will be taken with the individual(s) in accordance with school disciplinary policy, copyright law and/or federal and state law. Improper use includes but is not limited to:
 - Causing damage to computer technology equipment.
 - Altering computers or network equipment configurations
 - Loading personal non-school purchased software onto a computer
 - Hacking into others' folders or work files on a password protected server
 - Using printer material for non-school business
 - Use of computers and internet unrelated to intended educational use
 - Downloading files for personal use, unrelated to proper educational use
 - Use of school technology for personal gain or commercial use
 - Use of computers for spam, advertising or political use
 - Non-educational chat room or instant messaging use
 - Use of an online computer to transmit, receive or display pornography, racially offensive, or harassing messages; profanity; sexually explicit material; or threatening, defamatory, or other improper, socially unacceptable files
 - Downloading or transmitting materials in violation of State, Federal and Copyright law
- In accordance with the Children's Internet Protection Act (CIPA), the department blocks or filters content over the network that the department considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The department may also block or filter other content deemed to be inappropriate, lacking educational or work-related content, or pose a threat to the network. The department may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful or business purposes.
- Users shall not use any website application or methods to bypass this filtering of the network.
- The department will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. Students should not reveal personal information about themselves or other students and should promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable. Parents/guardians should also monitor their children's use of the internet when the school network is accessed from home or a non-school location.
- Periodically, the Stoneham Public Schools will make determinations of whether new uses

- of technology remain consistent with this acceptable use practice.
- The district shall educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in client rooms and about cyber bullying awareness and response.
- Adopted: March 9, 2006
Revised: July 2012
Revised: August 29, 2013

● **STONEHAM PUBLIC SCHOOLS PARENT/GUARDIAN RELEASE FORM**

(Student Name) _____

PRIOR TO ALLOWING YOUR CHILD TO BE RECORDED, VIDEO TAPED OR PHOTOGRAPHED IN ANY PUBLIC SCHOOL ACTIVITIES, THIS FORM MUST BE ACKNOWLEDGED AND RETURNED.

I give my permission for my child to be included in school related recording, videotaping and photographing, including digital photography, of school activities. All recording/videotaping/photography will be related to classroom and/or extracurricular programs, activities and other school functions. Video programs may be edited and broadcast to the community on cable television on Stoneham's Educational Access Channels 8, 13, 35 or on EDTV online at www.stonehamschools.org.

I understand that all videotaping and/or photographing, including digital photography, done by the school system will be utilized for educational enrichment, or community information purposes, and will not be commercially aired or distributed. I understand that no confidential, registry, or student records information about my child will be released in recorded, video or photographic form.

It is also understood teachers and other school personnel may edit and prepare video productions using school and/or personal video and computer equipment, at school and at home.

___ I acknowledge that I have read this Recording/Videotape/ Photography Authorization document and agree to its terms.

___ I acknowledge that I have read this Recording/Videotape/Photography Authorization document and do not agree to allow my student to be recorded, videotaped or photographed.

● **PROTECTIONS FOR CHILDREN NOT DETERMINED ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES. 34 CFR Section 300.534**

- A. General. A child who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated a code of student conduct, may assert any of the protections provided for in this part if the public agency had knowledge (as determined in accordance with paragraph (b) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.
- B. Basis of knowledge. A public agency must be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred—
 - The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
 - The parent of the child requested an evaluation of the child pursuant to §§300.300 through 300.311; or
 - The teacher of the child, or other personnel of the LEA, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of

- the agency.
- C. Exception. A public agency would not be deemed to have knowledge under paragraph (b) of this section if—
 - The parent of the child—
 - Has not allowed an evaluation of the child pursuant to §§300.300 through 300.311; or
 - Has refused services under this part; or
 - The child has been evaluated in accordance with §§300.300 through 300.311 and determined to not be a child with a disability under this part.
- D. Conditions that apply if there is no basis of knowledge.
 - If a public agency does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors consistent with:
 - If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under §300.530, the evaluation must be conducted in an expedited manner.
 - Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
 - If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of §§300.530 through 300.536 and section 612(a)(1)(A) of the Act.

- **INVESTIGATION AND COMPLAINT RESOLUTION**

Stoneham Public Schools School Committee Policy 8-9

The Stoneham Public Schools will promptly review every complaint, take necessary action to eliminate the conduct and work to ensure the safety of the complainant and any/all witnesses.

The Stoneham Public Schools shall promptly initiate an investigation into allegations of sexual and discriminatory harassment including sexual assault and misconduct while observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. During the investigation and prior to a final determination, the Title IX Coordinator and/or appropriate administrator will take appropriate interim measures to protect the complainant. During an investigation the complainant and accused may present witnesses and other evidence. Victims of sexual/discriminatory harassment, and /or sexual assault will not be required to mediate allegations of harassment with their alleged perpetrators without appropriate involvement by the District, and further, any mediation process can be terminated by the victim at any time. Both the complainant and the accused individuals shall be notified by the School District of the outcome of any investigation.

The Title IX Coordinator in consultation with the School's Complaint Manager/and or Superintendent will coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing, identifying and questioning witnesses, and other appropriate actions. The District will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation. The District will caution all participants in the investigation to limit discussions to those staff directly involved in the investigation and to treat the matter as confidential as practicable. Individuals are expected to cooperate fully in any investigation. Failure to do so may result in disciplinary action up to and including termination/expulsion.

The District will endeavor to complete the investigation within thirty (30) school days of receiving the complaint, unless the nature of the investigation or exigent circumstances dictate otherwise,

in which case the investigation will be completed as promptly as practicable. Also, if the respondent is subject to a collective bargaining agreement that sets forth a specific timeline for notice and/or investigation of a complaint, such timeline will be followed. During Title IX investigations, the District will use the preponderance of the evidence standard in determining whether or not District Policies have been violated in relation to sexual violence, and discriminatory and sexual harassment complaints.

Upon completion of the investigation, the Compliance Officer will issue a written report to the Superintendent. The Superintendent will issue a decision within ten (10) school days of receiving the Compliance Officer's report. If the complainant or the accused is not satisfied with the Superintendent's decision, an appeal may be filed with the Superintendent by either the complainant and/or the accused or by their guardian(s) within five (5) calendar days of receiving the decision. Within thirty (30) days of receiving the record, the Superintendent will render a final decision in writing.

If the District determines that the Policy Prohibiting Discriminatory Harassment, Sexual Harassment and Misconduct has been violated, the District will take appropriate action promptly to stop the offending conduct and ensure that it is not repeated. Depending on the severity of the incident(s), such corrective action may include counseling, training, a verbal or written warning, suspension, or termination/expulsion. Following substantiated instances of discriminatory and sexual harassment, including sexual misconduct and violence, the District will take reasonable steps to address the effects of the conduct including but not limited to supporting victims' access to the District's programs, services and activities.

In certain cases, harassment of a student, and in particular, sexual harassment of a student, may constitute child abuse under Massachusetts laws. Verbal sexual harassment of any child by anyone, including school district employees/volunteers, is recognized as a form of child abuse and a warning sign of actual physical or sexual abuse. Such abuse must be reported immediately to the Department of Social Services in accordance with the requirements of M.G.L. c 19, s. 51A. A matter reported under this section shall be screened to determine whether an investigation is pursuant to the Child Abuse and Neglect Policy, the Sexual Harassment Policy, or both. The Stoneham Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

- PENALTIES

- Persons who engage in discriminatory, sexual harassment, sexual misconduct and assault including retaliation may be subject to suspension, termination/expulsion or other sanctions, subject to applicable school system policies and procedures, as well as applicable contractual requirements.
- An individual determined to have violated the District's policies related to discriminatory/sexual harassment, and/or sexual misconduct may be subject to the following sanctions or a combination thereof:
 - **All Students**
 - Mediation involving a third party; remedial training
 - b. Reprimand either verbal or written
 - c. Suspension in-house or out of school
 - d. Expulsion
 - **All Staff**
 - Mediation involving a third party; remedial training
 - b. Reprimand either verbal or written
 - c. Suspension with or without pay
 - d. Dismissal

