

Sandwich Middle High School

Student Handbook

2022- 2023

Sandwich High School



Core Values

PRIDE

erformance espect ntegrity edication xcellence

Sandwich Middle High School

Student Handbook

2022 - 2023

365 Quaker Meetinghouse Road

East Sandwich, MA 02537

508-888-4900

<http://www.sandwich.k12.ma.us/shs>

Student Identification

Name: _____

Student I.D.#: _____

Advisory: _____

Student/Parent Acknowledgement

The SMHS Expectations of Behavior includes rules, regulations, and expectations. Both student and parent must sign this statement which acknowledges that you are aware of the language of the handbook, which includes MGL Ch71B on Bullying and MGL Ch269 §17, 18, & 19 on Hazing. Signing this statement indicates that you are accepting the responsibility for the consequences resulting from failure to comply with any rule or policy in the SMHS handbook.

Parent Signature _____ Date _____

Student Signature _____ Date _____

STUDENT HANDBOOK

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We Believe:

- Every student has value and deserves the opportunity to achieve his or her potential
- Assessment informs instruction
- Learning is personalized, collaborative, and reflective
- Academic, athletic, and artistic excellence are promoted
- Competence and confidence prepare students to contribute to the world

Twenty-first Century Learning Expectations:

Academic

Students will:

- Speak, read and write effectively across the curriculum for a variety of purposes
- Apply reasoning and problem-solving in all disciplines
- Express ideas creatively across the curriculum
- Use information, media, and technology effectively and responsibly
- Develop physical and artistic skills

Social

Students will:

- Assume responsibility for their own decisions and behavior
- Demonstrate a willingness to resolve conflicts responsibly
- Contribute to the welfare of others
- Learn to collaborate effectively

Civic

Students will:

- Foster respectful and productive relationships in and beyond the community
- Exercise their rights and responsibilities in a democratic society

WEEKLY ROTATING SCHEDULE

Block	Day 7	Day 6	Day 5	Day 4	Day 3	Day 2	Day 1	Wed.
A 7:30 - 8:21	7	6	5	4	3	2	1	A 7:30 - 8:15
B 8:24 - 9:15	1	7	6	5	4	3	2	B 8:18 - 9:03
C 9:18 - 10:09	2	1	7	6	5	4	3	C 9:06 - 9:51
Knight Time 10:12 - 10:40								D 9:54 - 10:39
D 10:43 - 12:12 LUNCH 1: 10:43 - 11:03 2: 11:06 - 11:26 3: 11:29 - 11:49 4: 11:52 - 12:12	3	2	1	7	6	5	4	E (Lunch) 10:43 - 12:12
E 12:-15 - 1:06	4	3	2	1	7	6	5	F 12:15 - 1:00
F 1:09 - 2:00	5	4	3	2	1	7	6	Teacher PD 1:15 - 2:15

2022-2023 SMHS ACADEMY DAILY SCHEDULE

BLOCK A	7:30-8:21	51
PASSING		3
BLOCK B	8:24-9:15	51
PASSING		3
BLOCK C	9:18-10:09	51
PASSING		3
KNIGHT TIME	10:12-10:40	28
PASSING		3
BLOCK D	10:43-12:12	
1ST LUNCH	10:43-11:03	20
PASSING		3
2ND LUNCH	11:06-11:26	20
PASSING		3
3RD LUNCH	11:29-11:49	20
PASSING		3
4TH LUNCH	11:52-12:12	20
PASSING		3
BLOCK E	12:15-1:06	51
PASSING		3
BLOCK F	1:09-2:00	51

2022-2023 SMHS WEDNESDAY EARLY-RELEASE SCHEDULE

BLOCK A	7:30-8:05	35
PASSING		3
BLOCK B	8:08-8:43	35
PASSING		3
BLOCK C	8:46-9:21	35
PASSING		3
BLOCK D	9:24-9:59	35
PASSING		3
BLOCK E	10:02-10:39	37
PASSING		4
BLOCK F	10:43-12:12	
1ST LUNCH	10:43-11:03	20
PASSING		3
2ND LUNCH	11:06-11:26	20
PASSING		3
3RD LUNCH	11:29-11:49	20
PASSING		3
4TH LUNCH	11:52-12:12	20
PASSING		3
BLOCK G	12:15-1:00	45

2022-2023 SHMS LATE-START SCHEDULE

BLOCK A	10:21-10:40	19
PASSING		3
BLOCK B	10:43-12:12	
1ST LUNCH	10:43-11:03	20
PASSING		3
2ND LUNCH	11:06-11:26	20
PASSING		3
3RD LUNCH	11:29-11:49	20
PASSING		3
4TH LUNCH	11:52-12:12	20
PASSING		3
BLOCK C	12:15-12:34	19
PASSING		3
BLOCK D	12:37-12:56	19
PASSING		3
BLOCK E	12:59-1:18	19
PASSING		3
BLOCK F	1:21-1:40	19
PASSING		3
BLOCK G	1:43-2:00	17

SMHS HALF-DAY (THANKSGIVING, LAST DAY) SCHEDULE

BLOCK A	7:30-7:59	29
PASSING		3
BLOCK B	8:02-8:31	29
PASSING		3
BLOCK C	8:34-9:03	29
PASSING		3
BLOCK D	9:06-9:35	29
PASSIN1		3
BLOCK E	9:38-10:07	29
PASSING		3
BLOCK F	10:10-10:39	29
PASSING		3
BLOCK G	10:42-11:09	27

SMHS ONE-HOUR DELAY SCHEDULE

BLOCK A	8:30-9:26	56
PASSING		3
BLOCK B	9:29-10:25	56
PASSING		3
BLOCK C	10:28-11:24	56
PASSING		3
BLOCK D	11:27-12:39	
1ST LUNCH	11:27-11:47	20
PASSING		3
2ND LUNCH	11:50-12:10	20
PASSING		3
3RD LUNCH	12:13-12:33	20
PASSING		3
4TH LUNCH	12:36-12:56	20
PASSING		3
BLOCK E	12:59-2:00	61

SMHS TWO-HOUR DELAY SCHEDULE

BLOCK A	9:30-10:29	59
PASSING		3
BLOCK B	10:32-12:01	
1ST LUNCH	10:32-10:52	20
PASSING		3
2ND LUNCH	10:55-11:15	20
PASSING		3
3RD LUNCH	11:18-11:38	20
PASSING		3
4TH LUNCH	11:41-12:01	20
PASSING		3
BLOCK C	12:04-1:00	56
PASSING		3
BLOCK D	1:03-2:00	57

2022-2023 SMHS Dates and Schedules

Monday, September 5	Labor Day	Holiday (no school)
Monday, October 10	Columbus Day/Indigenous Peoples'	Holiday (no school)
Wednesday, October 12	Parent/Teacher Conferences	1:00-3:00
Wednesday, October 19	Parent/Teacher Conferences	1:00-3:00 / 5-7pm
Thursday, November 11	Veteran's Day	Holiday (no school)
Wednesday, November 23	Thanksgiving Recess	Half-Day Schedule
Thursday/Friday November 24-25	Thanksgiving Recess	Holiday (no school)
Thursday December 22	Winter Holiday Break	Half Day
Friday, December 23-January 2	Holiday Recess	Holiday (no school)
Friday January 13	All Day PD	No School
Monday, January 16	MLK day	Holiday (no school)
Monday, February 20-24	Winter Recess	Holiday (no school)
Wednesday, March 8	Parent/Teacher Conferences	1-3pm
Wednesday, March 22	Parent/Teacher Conferences	1-3 pm and 5-7pm
Friday, April 7	Good Friday	Half Day
Monday, April 17-21	Spring Recess	Holiday (no school)
Monday, May 29	Memorial Day	Holiday (no school)
Friday, June 2	Graduation Day	Graduation
Friday, June 14	180th day of school	Half-Day Schedule
Monday, June 19	Juneteenth	Holiday (no school)

SCHOOL SAFETY

At the heart of the SMHS Handbook is school safety. Ensuring that SMHS has a productive, healthy, and safe learning environment is one of the foundational principles underlying this text. Knowing and following the rules for school safety are vitally important. To assist in this endeavor, the school uses a host of district approved safety devices as well as safety personnel.

VIDEO CAMERAS

Video cameras are placed throughout the building and on all buses to ensure student safety.

SCHOOL RESOURCE OFFICER (SRO)

A police officer is on campus each day to assist with various safety protocols and initiatives.

HEAD SECURITY OFFICER

SMHS employs a full time head of security who assists administration, the SRO, faculty, and staff to ensure the safety and smooth operation of the school day.

EMERGENCY PROTOCOLS

For the protection of the students and staff, the building will be locked throughout the day and evening. All visitors must enter through the main entrance and sign-in at the front office kiosk.

EMERGENCY PROTOCOL PROCEDURES

Safety is of the utmost importance for the faculty and staff of our school. Evacuation and lockdown procedures are located in each classroom. Specific details with regard to these situations are relayed from teachers to students. The administration and staff of the school, in conjunction with the local police and fire departments will conduct planned evacuation and lockdown drills throughout the school year.

SAFETY REGULATIONS

Safety regulations are posted in all shops, laboratories, and instructional areas as required. These regulations will be fully explained by the teacher. You are to follow these regulations carefully.

OTHER EMERGENCIES

For all other public emergencies, special instructions will be broadcast over the public address system.

SEARCHES

ADMINISTRATIVE

A school administrator, acting on reasonable suspicion, is granted the authority to conduct a search of the student's person, belongings, locker, and vehicle. The right of inspection is inherent in the authority granted to school committees and its administrators. This authority may be exercised as needed in the interest of safeguarding students, their property, and school property.

Failure to participate in an administrative search is considered an admission of guilt and bears with it the penalty associated with a violation of the code of conduct.

CANINE SEARCHES

School committee policy governs the use of canines to conduct drug searches on school premises and at school events. The principal, in collaboration with the superintendent and the cooperation of Sandwich Police and/or Barnstable County Sheriff, may randomly employ trained canines to assist in the search of buildings, classrooms, and school grounds for illegal substances to ensure safety, order and discipline in the school.

Canines do not search students; they search areas. A school administrator, acting on reasonable suspicion derived from a canine response, will conduct a search of the student's belongings, locker, and vehicle. Should the search result in the discovery of illegal substances, students will be subject to discipline as defined by MGL Chapter 71 Section 37H.

BREATHALYZERS

Sandwich High School requires that all students submit to a mandatory breathalyzer test as a condition of student attendance at SMHS dances, proms, and other major events. SMHS administration and or the Sandwich Police Department will administer this test as students check in at the assigned sign in station.

Failure to participate in a breathalyzer test is considered an admission of guilt and bears with it the penalty associated with a violation of the code of conduct regarding alcohol or controlled substances.

EXPECTATIONS OF STUDENT BEHAVIOR

Administration, faculty, staff, and the community expect that students will utilize their best judgment in determining how to act at the various school forums and functions. To assist, these standards apply while students are at school or under the auspices of a school event.

SCHOOL BUS POLICY

Riding the bus is considered a privilege designed to provide you with safe and expedient transportation to and from school. The conduct expected of you on the school bus is the same as expected in the classroom. Any conduct which might distract the driver or any other vehicle and thus interfere with safe driving practices is prohibited. Such conduct will be reported by the bus driver as soon as possible and you will be subject to disciplinary action. Video cameras are on the buses to ensure student safety. When you ride a bus, you are considered to be in school and all rules and regulations apply.

The following are considered serious bus related offenses:

1. Use of tobacco products on the bus.
2. Use of profane, hateful or vulgar language/obscene gestures.
3. Tampering with the emergency door.
4. Refusing to obey the directions of the driver.
5. Refusing to give your proper name when asked.
6. Fighting or other disruptive behavior.
7. Vandalism or destruction of property.
8. Possession and/or use of a dangerous weapon including fireworks and/or other explosive devices.
9. Intimidation, harassment or threatening of students and drivers.

STUDENT PARKING LOT POLICY

Student parking at Sandwich High School is a privilege, not a right. Students who receive a parking sticker may not designate any other individual or vehicle other than the one registered to park in that area.

Students are not allowed to return to their vehicles during the school day unless given permission by an administrator. Students with excessive tardiness to school, who owe discipline, who fail to use their seat belts, or who transport passengers who fail to use their seat belts, will forfeit their parking privileges.

Students who violate this handbook policy are subject to having their vehicle towed at the discretion of administration and at their own expense.

CAFETERIA POLICY

The school cafeteria is organized and maintained for student convenience and provides a variety of well-balanced lunches at reasonable cost. Seniors are welcome to use the senior lounge for lunch. Reduced cost lunches are available for those families that are eligible. Applications for free or reduced cost meals will be sent home during the first week of school. School lunch menus are available online.

All food is to be kept in the cafeteria. Students are expected to pick up after themselves and maintain the facilities in an appropriate and considerate manner. Students who throw food or fail to pick up after themselves will be assigned detention.

LOCKER POLICY

All freshman, sophomores, and juniors will be assigned a locker. However, due to a shortage in the number of available lockers, locker assignments for members of the senior class are made randomly and on a space available basis. Students are expected to keep their locker clean and orderly. Since the lockers are school property, a master key or copies of combinations for the lockers are retained by the school. Certain items may not be stored in lockers (including, for example, weapons, illegal drugs, and alcoholic beverages, stolen property, etc.); and the administration reserves the right to inspect lockers at any time. It is strongly recommended that you not share lockers

GYM LOCKER POLICY

Students are reminded that all valuable materials should be secured. The school cannot take responsibility for lost or stolen personal items. Students should not leave valuables or money in gym lockers unattended.

ELEVATOR POLICY

Students needing to use the elevator should request permission from the administration and/or the nurse. Anyone found using the elevator without proper cause or permission will be subject to discipline.

HALLWAYS/SIGNS & POSTERS

Students are required to have permission from the administration regarding the display of posters or signs. These are to be placed in designated areas in such a way as not to cause damage. Groups and individuals putting up signs are responsible for their removal at the proper time. Signs are preferred only on bulletin boards. Please do not post signs on any painted walls which include cinder blocks.

CLASSROOM FOOD POLICY

Non curriculum related classroom based parties and celebrations (i.e. birthday parties) are food free. Food brought in from home by students or parents for parties or celebrations is not allowed in the classroom, and will be sent home with the student or parent/guardian at the end of the school day.

The use of food as a reward or incentive during the school day is prohibited, except as indicated in a student's Individual Education Plan, 504 Plan, or Individualized Health Plan. Inclusion of food for curriculum instruction requires consultation (at least 2 days in advance of the planned event) with the

school nurse, and the approval of the building principal.) The use of food for the purpose of fundraising is prohibited.

Food or drink, including water, may not be consumed or stored in any classroom dedicated to the teaching of all areas of science, engineering, fine arts, and computer technology.

STUDENT PASSES

The school is bound by legal regulations to keep an accounting of all students at all times. Students cannot travel through the halls during class time without permission. If a student needs to leave their assigned classroom for any reason, they must have a pass from their teacher. Students are expected to go directly to and return directly from their destination. Students found in the corridors without a pass or abusing the privilege of a pass which has been issued will be subject to office detention or suspension.

AFTER SCHOOL POLICY

All school rules and regulations apply to students who are after school for any reason. All students present after school hours must have defined purpose and supervision. Any student waiting for a ride after school must be in the first floor lobby or a supervised study hall. Coaches and Advisors must directly supervise their students who are waiting for rides. No student/athlete should be left unsupervised.

SMHS ACTIVITIES, EVENTS, AND DANCES

All school activities are drug and alcohol-free. No one will be admitted to a dance after 8:30 P.M. unless an administrator has granted permission. Participation in activities which include, but are not limited to fundraising events, Prom, Senior Week, etc. will require students to sign Statements of Understanding designed for each event prior to participation.

Advisors and chaperones reserve the right to notify administration immediately of anyone who engages in inappropriate behavior at any/all dances, activities or events. Parents will be notified that students are being asked to leave and may be asked to come and pick up their son or daughter at the school. Any student found drinking, possessing or under the influence of alcohol or drugs will be removed from the dance into the custody of their parents. In the event parents cannot be notified, students will be taken to the police station by a police officer, and parents will be notified by the police.

Any violation of the Student Handbook at any event, dance, or activity will result in discipline. In addition, students will be prohibited from attending any future dances, events, or activities which may include the prom, senior week events, and graduation.

CODE OF CONDUCT

In order to maintain a positive climate for learning, it is necessary to establish clear guidelines to deal with behavioral problems that disrupt the normal operation of the school. The school attempts to provide an open, flexible, consistent, and transparent disciplinary system. If a student has discipline problems, the school shall use all of its resources to correct their disruptive behavior. However, if a student is unable to conduct themselves in a manner consistent with the rules of the school, they will be subject to the consequences outlined in this section.

Let this be our basic policy: All students are reminded of their responsibility to treat one another as they themselves would wish to be treated. All must be aware of and respectful of each other's rights and personal property.

DRESS CODE

Students are expected to dress appropriately for a school setting. Students not dressing in accordance with this policy shall correct the violation or be subject to disciplinary action.

The school nurse will attempt to give the student a temporary set of appropriate clothes to replace the offending ones. If the student refuses a change of clothes then discipline action will follow. Parents will be notified of any dress code violations. The following guidelines apply:

1. Head coverings are permissible for medical, cultural, or religious reasons, or if approved by administration. Head coverings are not to be worn at any other time. This is a security requirement as head coverings can make identifying an individual difficult.
2. Students must wear a shirt, pants, dress, skirt, shorts and footwear all of which is appropriate for school. All clothing must conceal undergarments.
3. Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, profanity, or poses a threat to members of the school community is prohibited. This includes clothing with phrases or pictures that have double meanings.

PUBLIC DISPLAY OF AFFECTION

Overt public displays of affection are not appropriate in a school setting and therefore are not acceptable behavior. Violators are subject to disciplinary actions.

SCHOOL PROPERTY

Students are required to care for and keep in good repair their school issued Chromebook. Students who lose and or damage books, Chromebooks, or other materials will be held financially responsible.

Stealing, vandalizing, or tampering with school property will result in serious discipline, including possible suspension, restitution, and police involvement. (Page 16 Grounds for Disciplinary Responses)

If a student owes money for books or other lost or damaged school materials their diplomas and other official school documents will be withheld until all obligations have been met.

CELL PHONES FOR SANDWICH HIGH SCHOOL

Use of phones are subject to each classroom teacher's discretion. Failure to comply with classroom policies will result in discipline in accordance with the code of conduct. Students may use the telephone in the main office with permission from office staff.

CELL PHONES FOR SANDWICH MIDDLE SCHOOL

Middle school students are not allowed access to their cell phones during the academic day from 7:15 am - until 2:00 pm. Students may use the telephone in the main office with permission from office staff.

GROUNDS FOR SERIOUS DISCIPLINE

Students are subject to serious discipline, long term suspension up to and including expulsion, from Sandwich High School, for, but not limited to, the following reasons:

1. Physical or verbal harassment including hazing, sexual harassment, hate speech and discrimination
2. Attendance issues: truancy, unauthorized departure, tardiness, cutting class, loitering
3. Possession and use of tobacco products including but not limited to cigarettes, e-cigarettes, and vaporizers.
4. Fighting or violent behavior
5. Stealing, cheating, plagiarism, forgery
6. Cafeteria disturbances (e.g. throwing food)
7. Violation of alcohol or controlled substance policies
8. Smoking
9. Safety violations
10. Failure to cooperate during an emergency drill or situation.
11. Any threat to the safety and lives of any member of the school community, or assault on any member of the school community
12. Vandalism (student will pay for damages) and misuse of equipment, or assault on any member of the school community
13. Class disruptions; failure to report to office when requested
14. Failure to follow Rules of Conduct such as unauthorized student parking or abuse of passes
15. Disrespectful or abusive behavior towards Sandwich High School Staff on or off campus

16. Failure to give name when asked
17. Habitual neglect of responsibilities; repeated violations of school rules
18. Abusive or vulgar language or actions
19. Insubordination (i.e. refusal to obey a reasonable request of a staff member)
20. Any form of gambling
21. False fire alarms
22. Possession and/or use of a weapon.
23. Violations of Teacher, Office, or Detention guidelines.
24. Inappropriate use of the computer network within or outside of Sandwich High School, including but not limited to e-mail and the internet.
25. Other disruptive or inappropriate acts judged serious by the administration

DISCIPLINARY RESPONSES

1. Classroom Intervention
2. Parent/Guardian Contact
3. Classroom Detention
4. Office Detention ranging from 30-minutes up to 2-hours at discretion of administration
5. Short-Term Suspension, 1-10 Days: In-School or Out-of-School Suspension
7. Long-Term Suspension - over 10 days: In-School or Out-of-School Suspension
8. Exclusion – removal from school

CLASSROOM CONDUCT AND INTERVENTION

Teachers will handle unacceptable classroom behavior in a variety of ways, including verbal warnings, conferences, parental contact, and classroom detentions.

TEACHER DETENTION

Students can be assigned a classroom detention by their teacher. Failure to attend the classroom detention will result in the assignment of an office detention.

OFFICE DETENTION

Office detentions represent the primary and preferred consequence for violating our Expectations of Behavior. Students are assigned office detentions by administration. Students serving after-school office detentions must report to the designated room by 2:05 P.M. prepared to work quietly until the detention ends. Students serving morning detention must report to the designated room by 7:00 A.M. until the detention ends. Detentions may be administered in 30 minute increments, ranging from 30 minutes up to 2 hours. After school detention will be held Monday, Tuesday, Thursday, Friday from 2:00 P.M. – 4:00 P.M. Morning detention will be held on Monday-Friday mornings from 7:00 A.M. - 7:30 A.M. Failure to attend any assigned detention will result in the loss of all school privileges, including athletics and extracurricular activities. Privileges will be reinstated once the obligation is met.

DUE PROCESS

Each student who attends Sandwich High School has a right to an education and students shall not be deprived of that right without notice of the charges against them and an opportunity to be heard. The standard of due process is related to the seriousness of the offense. In any case that may result in a suspension:

- Students will have a hearing before the assistant principal or principal.
- At this time, the administrator will explain orally the offense of which the student is accused.
- Students are given the opportunity to be heard.
- Parents/guardians are notified.
- Parents/guardians are given the opportunity to discuss with the assistant principal or principal mitigating circumstances that the assistant principal or principal should consider in determining consequences for the student.

In *Goss v. Lopez*, the US Supreme Court held that the 14th amendment guarantees students the right to due process. In connection with a suspension of 10 days or less, a student must be given oral or written notice of the offense, an explanation of the evidence and an opportunity to be heard. When a student's actions pose a danger to persons or property, or a disruption to the academic process, the student may be immediately removed from school and a hearing should be provided as soon as possible. In all cases when students are suspended from the school day, families will be provided with a written decision including specific grounds for the decision.

Ideally, discipline infractions are processed within the classroom and include teacher initiated conversations with students and parents. When a student's behavior is impeding instruction or posing a health and safety concern, teachers will request administrative support.

SUSPENSIONS

IN-SCHOOL SUSPENSION

We make every effort to utilize the in-school suspension program for short-term suspensions. Students have access to their teachers and are under direct supervision of the in-school suspension specialist all day. The principal or assistant principal shall send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent to a meeting with the principal if such meeting has not already occurred. The assistant principal shall deliver such notice within 24 hours on the day of the suspension.

SHORT-TERM SUSPENSION (UP to TEN DAYS)

When a student is suspended, the parents or guardian will be notified by letter and by telephone. If the suspension occurs during the school day, the parent(s) or guardian(s) may be required to transport the student home. Before being readmitted after a suspension, the student may be required to report to the designated school official with a parent or guardian for a conference. Suspended students will not be in school or on the school grounds without permission from the principal.

An assistant principal may suspend a student for not more than five (5) school days. Suspensions for additional periods of time will be imposed only by the principal (up to 10 days) except in cases involving Massachusetts General Laws 37H. In cases involving weapons, drugs and/or assault, the principal may exclude a student for more than 10 days, the remainder of the school year, or permanently.

EMERGENCY REMOVAL SHORT-TERM SUSPENSION (UP to TWO DAYS)

A student may be temporarily removed prior to notice and hearing when a 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 temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall not remove a student from the School until adequate provisions have been made for the student's safety and transportation. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension or short-term suspension, as applicable.

SUSPENSION NOTIFICATION

Parents and or guardians will receive notification that contain:

1. The number of days of suspension;
2. If the suspension will be served in-school or out of school;
3. The re-admittance date;
4. The reason(s) for suspension as provided in the Expectations of Behavior;
5. The opportunity to make up assignments and such other school work as needed to make academic progress during the period of the suspension.

CLASSWORK DURING SUSPENSION

The student will be given an opportunity to complete any class work including, but not limited to, examinations that may have been missed during the period of suspension. However, a time limit equal to the number of days of the suspension will apply to the completion of such work. Class work will be provided through the high school Guidance Department.

EXTRACURRICULARS AND ATHLETICS DURING SUSPENSION

A suspended student may neither attend nor participate in any and all school events, extracurricular activities, including athletics during the period of suspension. In addition, eligibility for participation in events, activities and athletics is impacted by suspensions related to chemical health violations.

STUDENTS 18 YEARS OR OLDER

If a student is eighteen (18) years of age or older, copies of notices required by this regulation will be given to the student upon request.

LONG-TERM SUSPENSION

(MORE THAN TEN DAYS)

A student facing a possible long-term suspension will have a hearing with the principal for the same purposes as that of a short-term suspension hearing.

In addition, the student shall have the following rights:

1. The opportunity to review the student's records and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
4. The right to cross-examine witnesses presented by the school district;
5. The right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording. The principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed in place of or in addition to a long-term suspension.

LONG TERM SUSPENSION NOTIFICATION

If the principal decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as the date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13 (4)(a);
5. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13 (4)(a);
6. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. This notice of the right to appeal shall include the following information stated in plain language:
 - (a) The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

LONG-TERM SUSPENSION APPEAL PROCESS

A student placed on long-term suspension following a hearing with the principal shall have the right to file a notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension. The superintendent shall hold the meeting within three (3) days of the student's request unless the student or parent requests an extension of up to seven (7) days. The superintendent shall make a good faith effort to include parents at the hearing by finding a day and time which would allow the parent to attend. The parent will be notified of the date, time, and location in writing.

The superintendent shall arrange for an audio recording of the hearing to be recorded and a copy will be provided to the student and parent upon request. The student shall have all of the rights afforded the student at the principal's hearing for long-term suspension. The superintendent shall 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 shall not impose a suspension greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the school district with regard to the suspension.

CHEMICAL HEALTH POLICY

The Chemical Health Policy includes, but is not limited to, tobacco products, e-cigarettes, vaping, alcohol, and any controlled substances.

In order to safeguard the individual and general welfare and safety of all students, Sandwich High School has established the following guidelines for dealing with chemical health violations including, but not limited to, tobacco, vaping, drug, alcohol, or other controlled substance cases. No one may possess, be under the influence of, distribute, sell, or ingest tobacco products, vaping products, alcohol or controlled substances as determined by an administrator on any school premises or while attending an authorized school related activity. At the discretion of the administration, police K-9 dogs may be utilized to search the school premises and/or individual possessions, vehicles parked on school property, school lockers used by students, and school buses.

Referrals may be made by any staff member (teachers, secretaries, custodians, etc.) to a building administrator who may consult other administrators, school nurses and/or superintendent of schools.

TOBACCO PRODUCTS POLICY

Tobacco use is a serious health issue, widely acknowledged to be the single most preventable cause of death and disease in the United States. Students found with tobacco products, including but not limited to cigarettes, e-cigarettes, and vaporizers in the school building or on the school grounds will be subject to the consequences listed below:

1. The first incident of the use of tobacco products may result in a two day in-school suspension. For first time tobacco violations, students will be required to take nicotine awareness class administered by either a social worker or the school nurse. If a first time violator takes the nicotine awareness class, the administrator may shorten the two-day suspension to a one-day suspension.
2. The second incident of the use of tobacco products may result in a two day in-school suspension.
3. The third incident of the use of tobacco products may result in a three day in-school suspension.
4. In the case of a fourth or subsequent incident of use of tobacco products, you may receive an out-of-school suspension. Because smoking in school is against Massachusetts Laws, students who choose to violate this law may be referred to the police.
5. Eligibility for athletic programs will also be affected. Please refer to the Athletic code of conduct.

ALCOHOL/CONTROLLED SUBSTANCE POLICY

The following policy applies for all school and school related events where students have used or possessed alcohol and or a controlled substance.

1. For a first alcohol or controlled substance offense, students will receive a five day out-of-school suspension. The student may be removed from any course where safety is a factor. An expulsion hearing may be held.
2. For a second alcohol or controlled substance offense, students will receive a ten-day out-of-school suspension. The student may be removed from any course where safety is a factor. An expulsion hearing will be held.

USE AND/OR POSSESSION OF ALCOHOL/CONTROLLED SUBSTANCE

If at any other time a student is suspected of being under the influence of a controlled substance or alcohol, then the following protocol will be followed:

1. Opinion of a second person (school principal, assistant principal, teacher, and/or school nurse.)
2. At the discretion of an administrator, a breathalyzer test may be administered.
3. Parent/guardian requested to take the student home.
4. Letter to parent/guardian - copy placed in student's temporary file.
5. Immediate suspension from all school programs.
6. Parents/guardians must confer with school administration before a pupil will be readmitted.
7. Referral to rehabilitation program or counseling sessions.
8. Notification of local police department.
9. Additional consequences may be added at the discretion of administration.

SELLING OR DISTRIBUTION OF CONTROLLED SUBSTANCES OR ALCOHOL

1. Parent/guardian requested to take the student home.
2. Letter to parent/guardian - copy placed in student's temporary file.
3. Immediate suspension from all school programs. An expulsion hearing may be held
4. Parents/guardians must confer with school administration before a pupil will be readmitted.
5. Notification of local police department.

ALCOHOL/CONTROLLED SUBSTANCES-EFFECTS ON EXTRA CURRICULARS AND ATHLETICS

The principal may remove a student from privileges, such as extracurricular activities, sports, and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in M.G.L. c. 71, § 37H3/4 or 603 CMR 53.00.

CODE OF CONDUCT

STUDENTS WITH SPECIAL NEEDS

All students, whether classified as requiring special services or not, are expected to meet the requirements for behavior according to Sandwich School Committee Policy, and according to procedures outlined in the student handbook. Provisions for students identified by an evaluation team as having "special needs", and whose specific learning disability is described in an I.E.P. (Individual Education Plan) will be in compliance with procedures established by the Department of Education.

The I.E.P. for every student with special needs will indicate whether the student can be expected to meet the regular discipline code, or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P. All professionals involved with the discipline of a student with special needs will be aware of and implement these modifications.

Suspension shall be defined as any action, which results in the removal of a student from the program, which is prescribed in their I.E.P. This includes in-school suspensions as well as any exclusion from transportation services, which prohibits the student's participation in their prescribed program. In the case of student suspension, the principal (or the designee) will notify the Special Education Office of the offense of the student with special needs, and a record will be kept of such notice.

MANIFESTATION HEARING

When it is known that the suspension(s) of a student with special needs will accumulate to ten days in a school year, a review of the I.E.P. as provided in MGL Chapter 71B, Section 3 will be held.

The TEAM will:

1. Make a judgment as to the relationship between the student's misconduct and the handicapping condition.
2. Determine if the misconduct was the result of an I.E.P., which was not fully implemented.
3. Determine if the current I.E.P. is in need of modification.
4. If appropriate, provide the student with an alternative educational program.
5. Notify the Department of Education as required by law.
6. Follow the procedures promulgated by the Department of Education for requesting approval of the alternative plan.

Nothing in this policy is intended to limit the provisions of MGL Chapter 71B Section 3 for emergency evaluation and placement in, "instances of dangerously assaultive or self-abusive behavior."

DISCIPLINE OF STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates the Student Code of Conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred. The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

1. The parent/guardian of the student expressed concern in writing to supervisory or administrative personnel of the student's school or to a teacher of the student that the student is in need of special education and related services; or
2. The parent/guardian requested an evaluation of the student; or
3. District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent/guardian has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility. If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without

disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner.

DISCIPLINE OF STUDENTS ON 504 PLANS

School personnel may not suspend a student on a 504 plan for more than ten (10) consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students.

STUDENTS EIGHTEEN YEARS OF AGE

Eighteen-year-old students are subject to all school policies, rules and regulations. The school will continue to keep parents informed about academic, attendance, discipline, and safety issues. Parents continue to have access to the student's records. The school expects that students assume the rights and privileges of adulthood in a mature, thoughtful, and respectful manner which demonstrates a new level of emerging maturity.

ACADEMIC INTEGRITY

Our school promotes an environment where academic integrity and honesty are valued. The primary function of the school is to prepare students for post-secondary opportunities which include higher education and the world of work. It is incumbent on schools to apprise students of the full impact of cheating during and after high school. Students who cheat compromise the SMHS environment. Cheating seriously hinders the ability of a teacher to identify or remediate the work of a student. Plagiarism in any form is stealing. All teachers require proper MLA documentation. Any information which the student did not have prior to the assignment should have both parenthetical references and works cited unless it is considered to be general knowledge. Electronic computer-based cheating consists of downloading pre-existing papers, copying and pasting from any electronic source and the use of Internet translation resources. Transmitting unauthorized information via any electronic device, such as graphing calculators, cell/camera phones, iPads, or iPods is also considered violations of academic integrity. Violations of academic integrity will not be tolerated and will be addressed in the following manner:

At the start of each semester, teachers will distribute course expectations, grading procedures and a clear explanation of what constitutes cheating in their class, including homework and group work. Copies of such will be on file in the main office. Parents will be asked to review these documents, sign them and return them to teachers.

Assessments are designed to evaluate a student's knowledge of a particular subject area. To be fair to all students, it is necessary that the integrity of a testing period be maintained. Therefore, in assessment situations, the following may constitute a violation of academic integrity:

1. Looking at another student's paper.
2. Copying information from another student or using cheat sheets.
3. Talking (unauthorized) during a test or quiz.
4. Having a copy of the test or quiz prior to the administration of either.
5. Exchanging unauthorized information among students in any format.

A student caught cheating will receive a "0" for the assignment in question. Providing or receiving information both constitute cheating. In cases where cheating is suspected but not documented, the teacher will discuss the matter with the student(s). Additional disciplinary action may be taken by administrators when appropriate. All documented offenses will be reported by the teacher to the assistant principal, and the appropriate guidance counselor. A letter documenting the cheating offense will be placed in the student's cumulative file in the Guidance Office and parents will be notified of all cases of documented cheating in writing signed by the teacher and co-signed by an administrator. Students and parents will have an opportunity to discuss all matters related to cheating with an administrator.

ATTENDANCE POLICY

The school and parents share a responsibility for promoting positive habits regarding punctuality and attendance. Accumulative attendance figures appear on student progress reports and report cards. To ensure that students are receiving optimal benefits from their time at Sandwich Middle High School, the following policy is in place governing attendance and tardiness:

In order to obtain credit for a course, students may not have more than 10 unexcused absences for a semester course and no more than 20 unexcused absences for a yearlong course. If a student exceeds the allowed absences,

they will receive the grade earned for the class but will not receive credit for the course. Students are considered absent if they miss more than half of a single class session. Any time a student is not physically present in class; the student will be considered absent for the purpose of this policy. Exceptions to this policy, with appropriate documentation are listed below:

APPROVED ABSENCES FROM CLASS

1. School approved field trips and/or school activities.
2. Death in the family.
3. Medical appointments (Please note that a doctor's note is required within two days of the student's return to school verifying the appointment).
4. Medical dismissal by the school nurse during the school day.
5. Required court appearances: documentation is required within two days verifying the appointment.
6. Religious holidays.
7. Job shadow opportunities, Driver's test
8. Student college visits (seniors and second semester juniors - four per year). Seniors and second semester juniors will be afforded the opportunity to visit colleges. Four days will be approved if students provide written documentation from college admissions offices verifying their visit. This documentation must be presented the day the student returns to SMHS. Please note that students may also visit schools during their ten unchallenged absences each semester.
9. Field Trips or Exchange Trips: Students attending a field trip or exchange trip must secure the work which will be missed for the day(s) in advance. In the event of overnight trips, tests shall not be given during the first three days following students' return to school.

In extreme circumstances, unapproved absences may be appealed to the principal for reclassification within three school days of the absence. Examples of unapproved absences from class are truancy, dismissals (non-medical), and family vacations. Except in cases of truancy or class cuts for which a student receives a zero, it is the student's responsibility to initiate contact with the teacher concerning missed work. After 5 consecutive days of absence due to illness, a note from a doctor will be required.

Religious or cultural holidays: Students may request an excused absence(s) for religious or cultural reasons. Requests should be made by the parent/guardian to administration in advance to allow teachers to adjust as necessary. All efforts will be made to accommodate the absence(s) including not holding major assessments or presentations on that day. An equal number of days (or more) will be provided for make-up work of essential tasks only.

CLASS CUTS AND TRUANCY

The school will attempt to notify the parent/guardian whenever a student is absent from school. The notification may be done electronically. Repeated absence from school will be cause for more disciplinary action, including but not limited to the loss of driving privileges and/or legal action.

PENALTIES FOR CLASS CUTS AND TRUANCY

First Offense: Cutting a class will result in one office detention and a zero for all work missed. Cutting more than 90 minutes of school and/or absent without the consent of a parent (defined as truancy) will result in an office detention(s) and a zero for all worked missed. Students who cut last block of the day will receive an office detention(s) plus a zero for all work missed.

Second and Subsequent Offenses:

Administrative Intervention/Parent Conference and academic penalties for cutting class.

TARDINESS

Being prompt to school represents an important part of your education. Consistent tardiness develops a poor record of attendance which is detrimental to future employment, college applications and the reality of life as a responsible adult. The school must take the matter of attendance very seriously.

If students are late to school (after 7:30 A.M.), they must sign in at the main office. Four times each semester, students will be permitted to sign in late as an approved tardy prior to 9:00 A.M. After 9:00 A.M., students will be considered unapproved tardy and assigned to an office detention to make up for the loss of academic time. Exceptions to this rule are limited to verifiable scheduled appointments or other unexpected situations deemed as an approved excuse by the administration.

- Tardy is approved for the same reasons as an absence would be approved, subject to proper documentation.
- Medical appointment cards must be presented at time of the student's arrival to school.
- Students are responsible for making up all work missed.
- Students must check immediately into the office and then report directly to class.
- At their discretion the administrators may excuse tardiness due to extreme weather or traffic conditions.

CONSEQUENCES FOR TARDINESS	
Tardy #1, #2, #3, and #4	No detention/Possible Parent Notification
Tardy #5 and #6	30-minute detention/Parent Conference
Tardy #7 and subsequent tardy	1 hour detention, loss of parking privileges, and Parent Conference

Consequences may be reduced by administrator if student demonstrates concerted effort and improvement in consistently arriving to school on time.

The Administrator for Athletics, coaches, advisors, and others will be notified if a student fails to serve his/her detention. Students will not be allowed to participate in practices, competitions, and other school-related activities until the detention is served. Students may lose their parking privileges for failure to serve a detention. Administration reserves the right to notify parents/guardians of any and all student tardiness.

EARLY DISMISSAL

Parents are requested to state the reason for dismissal on all dismissal notes as well as a number where the request may be verified. When it is necessary to leave school early, students must bring a dismissal note to the office before school in the morning of the day of dismissal and sign out in the main office upon leaving the building.

Under no circumstances will we accept a note written the day after a student has left without permission. Failure to bring a note can only be resolved by an administrator.

The office reserves the right to refuse a student's dismissal pending parent/guardian verification. If, by chance, a student forgets to bring a dismissal note from home, they may request that someone in the office call home to confirm the dismissal. If an emergency should occur, please bring the matter directly to one of the administrators.

Students who are dismissed and wish to return to school later in the day must receive permission from administration to do so. Students must sign in at the main office upon return to school. Students who miss an announced quiz, test, writing assignment, etc., due to a dismissal and who return to school, must report to the teacher immediately after

school for makeup. If there are extenuating circumstances which prevent this makeup, the student must see the teacher before leaving school to explain and schedule makeup.

Every effort will be made to verify dismissal notes. Please keep in mind that the penalty for forgery is a minimum of one-day suspension, which will remain on a student's behavioral record. Please remember that forgery is a criminal offense and the school may choose to refer matters of forgery to the Sandwich Police Department.

Students will be dismissed only to parents/legal guardians or persons designated on Emergency Cards on file in the office.

Student Registration

REGISTRATION INFORMATION

New students accompanied by a parent or guardian may register in the Guidance Office. To avoid the possibility of a lengthy wait, an appointment for registration should be made by telephone or letter prior to coming to Sandwich High School.

Telephone: (508) 888-4900

FAX (508)-833-8392

Address: 365 Quaker Meeting House Road
East Sandwich, MA 02537

Registration requires proof of residency, a transfer card, birth certificate, and available health records, including immunizations. Official transcripts, including discipline and attendance records and IEPs as applicable, must be sent directly to Guidance from the previous school.

STUDENT RECORDS

The Student Record Regulations adopted by the Massachusetts Department of Secondary and Elementary Education (DESE) apply to all public elementary and secondary schools in Massachusetts. The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations divide the student records into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completion. The transcript is kept by the school district for at least sixty years after the student leaves the district.

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

1. Inspection of Record
 - a. A parent, legal guardian or eligible student (18 years of age) has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.
 - b. The parent, guardian, and eligible student have a right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials.
 - c. The parent, guardian and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.
2. Confidentiality of Record
 - a. Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, legal guardian, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent, guardian or eligible student.
3. Amendment of Records
 - a. The parent, legal guardian and eligible student have the right to add relevant comments, information, or other written materials to the student record.
4. Destruction of Records
 - a. The regulations require school authorities to destroy a student's temporary record within seven years after the student transfers, graduates, or withdraws from the school system.

GUESTS

All visitors to SMHS must sign in and out and wear a Visitor's Badge at all times during their stay. All students interested in shadowing at SMHS must obtain permission from administration in coordination with the guidance department. Parents/Guardians must obtain permissions 48 hours in advance of the visitation.

LOST AND FOUND

For health and safety reasons the school cannot store lost items. Under no circumstances will lost items be stored at the front desk. Lost and found bins are kept in the custodial area adjacent to the small cafeteria. Most valuable items (phones, jewelry, glasses, wallets, etc.) are kept locked in the office.

GRADING AND GRADUATION REQUIREMENTS

GRADING

Parents and students will be alerted as to the posting on PowerSchool of term, semester, and end-of-year reports. Below is a breakdown of the grading schematic:

A+ (97 – 100)	B+ (87 – 89)	C+ (77 – 79)	D+ (67 – 69)
A (93 – 96)	B (83 – 86)	C (73 – 76)	D (65 – 66)
A- (90 – 92)	B- (80 – 82)	C- (70 – 72)	D- (60 - 64)
			F (Below 60)

RANK IN CLASS/GRADE POINT AVERAGE

Class rank is cumulative. A student's class rank is available no earlier than the conclusion of the fifth semester. Official class rank for juniors is run at the conclusion of the sixth semester, and thus becomes the preliminary rank in the college acceptance process. The official class rank for the graduating class is determined after the completion of the third quarter of a student's senior year.

A 6% differential is used to calculate class rank. SMHS uses a weighted 4.0 scale to compute student grade point average.

Advanced Placement (level 1)	1.12
Honors (level 2)	1.06
College Prep (level 3)	1.00
Individualized Curriculum (level 4)	0.94
Unleveled (level 5)	Not calculated

Students will receive credit for classes taken in the summer and/or for credit recovery. However, these credits will not be calculated into school grade point average or class rank.

MIDTERM AND FINAL ASSESSMENTS

Cumulative assessments are given in all subjects at the conclusion of each semester. Teachers may exercise discretion in excusing seniors who have achieved a grade average of 90% or better from final assessments.

WEBSITE AND CLASSROOM WEBPAGES

Sandwich Middle High School students are encouraged to make use of the SMHS website: www.sandwichk12.org/schools/shs.

HIGH SCHOOL GRADUATION REQUIREMENTS

While we will do our best to protect and inform students in meeting all requirements, it is the primary responsibility of each student and parent to know the student’s standing. Parents are encouraged to contact school counselors regularly.

Quarterly and semester grades are posted on PowerSchool. Student transcripts indicate the credits which have been accumulated as of the end of each previous semester. Parents and students should be aware of their point total to date to ensure that they have sufficient credits for promotion.

The following chart displays the number of credits needed for graduation purposes by graduating class year.

Year Of Graduation	2022	2023	2024	2025
Max. Credits	31	30	29	28
Minimum Credits	29	28	27	26

To graduate from Sandwich High School, a student, these credits must include the following subject area requirements:

English		4 credits
Social Studies (World History, US History I, and US History II)		3 credits
Mathematics (including senior year)		4 credits
Science (three lab sciences)		3 credits
Physical Education (one semester a year)		2 credits
Health		.5 credits
Fine and/or Practical Arts		1 credit
Computer Science		1 credit
World Language (two consecutive years in same language)		2 credits

In addition to Sandwich High School’s graduation requirements, all students MUST pass all MCAS Graduation/Competency Determination Requirements for their specific graduation year as outlined on page X of the Program of Studies. Students who fail any of these exams will be given opportunities to

retake the test during their junior and senior years and are strongly encouraged to enroll in MCAS remediation programs.

PHYSICAL EDUCATION

The Massachusetts Department of Elementary and Secondary Education requires that all students participate in physical education in each year of high school. In cases of illness for a day or two, a written note from parents will excuse participation. This note should be brought to the school nurse. A long-term request to excuse participation requires a written medical excuse from a physician and permission of the principal.

HONOR ROLL

Honor Roll will come out at the end of each semester. Any student who maintains As in all subjects will be placed on the high honor roll. Any student who maintains an average between 80 and 89 with no grade below an 80 will be placed on the honor roll.

MAKE-UP WORK

A student should not be required to make-up a test the day they return from an absence. The teacher and student should mutually agree on the time and day to make up missed work. All students will be given the opportunity to make up all work (exception: truancy and class cuts). Students will be given one day to make up work for every day missed. Any student who will be on vacation when school is in session should notify administration and the teachers one (1) week before the absence.

SUMMER SCHOOL

Should a student fail a major subject or physical education for the year, it may be made up during the summer. School counselors have information about summer options for students. School counselors will work with individual students in recommending options for course make-up.

ELIGIBILITY FOR ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Every student is encouraged to carry seven (7) classes each semester. Our goal is that all students who participate in athletics and on-going extracurricular activities at Sandwich High School pass all courses each term. In order to participate, students may not fail more than one course per term or have an incomplete. Students who receive a grade of incomplete must complete the work prior to participation in order to change the grade on their report card and meet these criteria.

For fall sports and activities, the final quarter grades from the preceding year determine eligibility. For winter sports and activities, the first quarter report determines eligibility. For spring sports and activities, the second quarter report will determine initial eligibility. For some extracurricular activities, interim grades may be used to determine eligibility.

Furthermore, when report cards are issued during a season or activity, students who fail more than one course and/or receive more than one incomplete grade become ineligible to participate on the date report cards are issued. Serious conduct offenses may also result in a student becoming ineligible to participate in athletics and extracurricular activities.

STUDENT HEALTH SECTION

HEALTH OFFICE/NURSE

The health office is staffed by an experienced registered nurse who is certified in school nursing. An emergency procedure card will be provided for each student the first week of school. It is extremely important that these are completed and returned to school.

The nurse focuses on emergency care and assisting those who become ill while at school. Ill students are dismissed. There are no provisions to allow ill students to remain in school. Injuries and illnesses that occur at home must be dealt with by your private physician. The health office is prepared only to deal with "in school" needs.

According to the Department of Health, the nurse cannot dispense ANY medication without a physician's written order. All medication, both prescription and over-the-counter, must be brought to school in the original container, clearly labeled with the student's name, name of medication, daily dosage, time during the school day when the medication is to be taken, and any other pertinent information. Parents, or a responsible adult, whom you designate, must deliver medications to the school nurse. Permission slips may be obtained in the nurse's office.

CONCUSSION MANAGEMENT

Per Chapter 111, Section 222 of the Massachusetts General Laws governing Public Health, the rights of students at Sandwich Middle High School are fully protected. It is imperative for students to submit documentation from the pediatrician of a diagnosed concussion to the school nurse. Working with school counselors, faculty, the school nurse, coaches, and health care professionals, Sandwich Middle High School will initiate and monitor protocols to safeguard academic success for concussed students.

SCREENING, BRIEF INTERVENTION, AND REFERRAL TO TREATMENT (SBIRT)

As required by MA Law, Sandwich Middle High School will be utilizing SBIRT as a model aimed at preventing the use of alcohol, marijuana, and/or other substance use. The primary goal will be to let our students know that school resources (nurse, social worker, counselors) are available daily to reinforce healthy decision-making behaviors and for additional support, if needed. This non-medical screening will consist of a series of six questions asked in a 1-to-1 meeting with the school nurse or counselor. Students have the right to opt-out of the screening by contacting the school nurse.

IMMUNIZATION LAW

"No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, and poliomyelitis, and such other communicable diseases may be specified from time-to-time by the Department of Public Health. Immunization against mumps and rubella were added to the School Immunization Law by the Department of Public Health, for children in Kindergarten through grade 12 effective September 1, 1983.

According to the above Massachusetts Immunization Laws, Sandwich Public Schools must require proof of the required immunizations before a child can be admitted to school. If you do not provide this documentation, your child will be denied admittance to school until proof is presented. The Commonwealth of Massachusetts does not allow the school any leeway in this matter.

The Commonwealth is demanding that the following requirements be met:

- Sandwich Public Schools are required to keep an immunization record on file for each student enrolled in the school.
- The record must contain as a minimum, the month and year of each immunization and be signed by the health care provider.
- Immunization histories must be up-to-date for each child.
- A history of a disease-specific diagnosis by a physician will be accepted in lieu of immunizations except rubella.

The documentation may take the following form:

- a copy of the current school immunization record.
- a doctor's certificate stating type and date of immunization.
- a copy of any document stating type and date of immunization.

INSURANCE

Insurance for students is available at a very reasonable cost. Please contact the nurse's office for additional information.

LATEX POLICY

Although it is not possible to guarantee a latex free area in the public school setting, the Sandwich Public Schools will work to provide a latex safe environment. The goal of the Sandwich Public Schools will be to eventually phase out of the school building and ground all products containing natural rubber latex.

Products containing natural rubber latex will no longer be purchased in the Sandwich Public Schools, when possible. Non-latex gloves must be powder-free and low in protein allergens. Parents will be advised through use of the school supply list to purchase latex free school supplies. Classrooms will have no latex products to the best reasonable knowledge and ability of the classroom teacher. Every effort will be made to educate students and staff about the seriousness of life threatening allergies.

The following will not be allowed in the schools:

- Latex balloons
- Tennis balls opened on chair legs
- Latex toys including latex balls and Koosh balls made with rubber
- Rubber cement
- Latex based glue sticks
- All gloves used by custodial staff, cafeteria staff and health office will be latex free.

STUDENT SUPPORT SERVICES

SCHOOL COUNSELING

Guidance and counseling services at Sandwich Middle High School are an integral part of the education program. Counselors strive to work closely with students, parents, faculty, administrators, other professionals, community members, and students to provide an atmosphere which contributes significantly to the personal and educational development of students.

The goals of the guidance department in working with students are to:

- Develop an awareness of their self-worth and dignity.
- Increase their understanding of the world in which they live.
- Develop decision-making skills.
- Scheduling and course placement.
- Set general and/or specific career goals.
- Post high school planning.

CONFIDENTIALITY

Students must be informed prior to a counseling session and/or at the onset of counseling that parents, other professionals and professional agencies, and school authorities must be informed when a student or others are in danger. No one professional can determine the conditions of safety. Staff must bring all safety concerns immediately to the attention of the principal regardless of the age of the student. All matters regarding student safety must be reported immediately to administration by all staff members. Students who have concerns regarding the health and safety of their peers should bring these matters to the attention of an adult.

STUDENT ASSISTANCE TEAM

This team is composed of guidance staff, school psychologist, social worker, nurse, school resource officer, and administration and meets regularly and anytime a student appears to have a critical need. These would include concerns related to attendance, academics, depression, suicide, violence, abuse, neglect, and other matters affecting the social, physical or academic well-being of students.

STUDENT ASSISTANCE MEETING

The objective of this meeting is to share information and coordinate efforts to support and to assist students. Referrals are made on the basis of social, emotional or academic concerns. All members of the SMHS staff, students and parents are encouraged to participate in this process through referral and/or attendance at these meetings.

LIBRARY

All students at SMHS are encouraged to avail themselves of our library/media center before and after school. The library is centrally located on the second floor of the school. The library provides a wide variety of print and non-print resources for students, including online databases that can be accessed at school and at home. Information about the library and its services can be found on the library web site at: <http://www.sandwich.k12.ma.us/shs/library/index.html>.

The library is also open after school on Monday, Tuesday & Thursday afternoons from 2:00 P.M. to 3:15 P.M. Students will need to sign in for security purposes.

MAKERSPACE

The Sandwich Middle High School Makerspace, located in the Library Learning Commons, is a space where students can make, create, and learn using a variety of tools, technology, and materials. All students, grades 7 – 12, are invited to use the Makerspace to design, create, and share original work using provided materials.

Access to the Makerspace is available to students after completion of an online orientation. The online orientation includes information on Makerspace technologies and materials, as well as rules and regulations. The orientation includes an assessment portion that students need to complete and have signed by the librarian. After the orientation is complete, students may sign up to use the space during the school day with teacher and librarian permission. The Makerspace is also available after school every Monday from 2:00 P.M. – 4:00 P.M. All school rules and policies on technology apply in the Makerspace.

SCHOOL PSYCHOLOGIST

Provides psychological evaluations as part of the Core Evaluation process and provides short-term counseling services and coordinates with other support service personnel in addressing the needs of students. Serving as a member of the Student Support Services Team and the Crisis Intervention Team are additional components of the School Psychologist's responsibilities. The school psychologist also serves as a consultant to administrators, school staff members, and parents.

SCHOOL SOCIAL WORKERS

The Social Workers are prepared to assist students and families with a variety of issues including but not limited to issues surrounding substance abuse. As a condition or re admittance after a suspension related to chemical health issues, students and their families will be scheduled to meet with the School Social Worker who will make the determination and/ or referral for additional therapeutic services

STUDENT ADVISORY COUNCIL

The Student Advisory Council (SAC) acts as the student body's advocacy group and assists in identifying, investigating, and proposing solutions for student concerns. The student body is encouraged to share their concerns with SAC members. The SAC is elected by the students and the student earning the top number of votes serves on the School Committee.

COMMUNICATION

ANNOUNCEMENTS

While the school fully recognizes that mobile phones and other electronic devices are an integral part of 21st century communication, students and families are reminded that electronic devices may not be used during the school day in a way which disrupts the educational process. Parents are asked to refrain from texting their children during the school day. In case of emergency, please contact the main office to notify the students. In case of emergency, parents are asked to call the main office at 508-888-4900 ext. 5000 or the school nurse at 508-888-4900 ext. 5029.

MORNING ANNOUNCEMENTS

Students are asked to respect the needs and interests of the school community in listening to the morning announcements.

NO SCHOOL ANNOUNCEMENTS—DELAYED SCHOOL OPENINGS

No school announcements and delayed school openings are sent through the Blackboard Connect system, posted on Twitter, and may be broadcast over the following stations: WQRC, WPLM, WOCB, WCIB, WCOD, WBZ, WKPE, WROR and WCVB/TV. Delayed school opening will be two (2) hours. It is important for parent(s) to furnish e-mail addresses as requested on family emergency cards in order to be a part of the district wide database used for immediate notifications.

SENIORS

SENIOR LOUNGE

Students will be expected to act in accordance with our Core Values and Expectations of Student Behavior.

SENIOR PRIVILEGES

70% or better GPA at 45 or 90 days
Two penalty free tardies per semester

No class cuts
No serious discipline

- Seniors using senior privileges must be in school by 8:00 A.M.
- Senior privileges do not excuse students from classes only from discipline.

Diversity, Equity and Inclusion

NOTICE OF NON-DISCRIMINATION

The Sandwich Public School district reaffirms that it does not discriminate on the basis of race, color, religion, gender, national origin, homelessness, age, disability or sexual orientation in admission to, access to, treatment in, or employment in its programs and activities. The Sandwich Public School district also reaffirms its commitment to maintain a school and work environment free of harassment based on sex, race, color, religion, gender identity and expression, economic status, national origin, homelessness, age, disability or sexual orientation. Any harassment on the basis of and not limited to, gender identity and expression, economic status, race, color, religion, language, national origin, homelessness, age, disability or sexual orientation will not be tolerated.

Sandwich Public Schools seek to provide every child, regardless of national origin or home language equal access to the curriculum. Consequently, students who are Emergent Bilinguals - (English Learners) are provided instructional services designed to meet their unique needs. We have a part-time ESL teacher at STEM Academy/Sandwich High School, who is also the district ELE Coordinator. Interpreter services are available whenever it is needed.

SEXUAL HARASSMENT

The school's support of equal education opportunity includes the recognition that sexual harassment of students will not be tolerated. "Harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when such conduct by its unreasonable nature creates an intimidating, hostile, or offensive school environment. Sexual harassment is defined by the victim, thus an individual's feelings and reactions to inappropriate behavior may determine whether sexual harassment has taken place. Victims of sexual harassment should report the matter immediately to a school administrator or counselor, teacher and/or other staff member who will arrange for a prompt investigation, and corrective actions, where appropriate.

The Sandwich Public Schools District is committed to maintaining school environments free of discrimination, harassment or retaliation based on race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, or disability.

Equitable Learning Environments are designed so that every student experiences an engaging, intellectually

rigorous learning environment where all students are seen, respected, and cared for by adults and peers. Culturally responsive practices intentionally seek racial and cultural equity to affirm the identities of all students. Equitable Learning Environments provide greater access and expanded opportunities in areas of academics, extracurricular opportunities, and leadership.

As a result, Equitable Learning Environments develop students who demonstrate intellectual curiosity and strong academic skills, a sense of agency, pride in one's culture, understanding of one's cultural history, and empathy for and meaningful connections with others.

Commitment to Supporting Diversity, Equity and Inclusion in the Sandwich Public Schools

To support the establishment and enhancement of Equitable Learning Environments, staff members will attend multiple professional learning opportunities designed to grow their professional understanding of cultural responsiveness.

To learn more about the Sandwich Public Schools' Commitment to Diversity, Equity and Inclusion, please visit the DEI Page in the Students & Families section of our website: sandwichk12.org

Please note that in addition to discrimination or harassment, both bias incidents and microaggressions are not acceptable in the Sandwich Public Schools. Bias Incident: A bias incident is conduct, speech or forms of expression

including imagery that is motivated, in whole or in part, by bias against a member of a marginalized group or a group's characteristics, including race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, or national or ethnic origin. A bias incident differs from a hate crime in that no criminal activity is involved. Microaggression: An intentional or unintentional comment or action that unconsciously or unintentionally expresses or reveals a prejudiced attitude toward a member of a marginalized group or a group's characteristics, including race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, or national or ethnic origin. These common occurrences include insults, slights, stereotyping, undermining, devaluing, delegitimizing, overlooking or excluding someone.

Reporting an Incident of Discrimination or Bias

What is an incident of discrimination or bias?

Differential treatment and/or disadvantage based wholly or in part on a community member's protected class (race, gender, color, religion, sexual orientation, ethnicity/national origin, age, or handicap/disability) may be classified as bias and/or discrimination according to federal statutes. In some cases, these incidents may overlap with state bullying legislation and/or may involve law enforcement if the incident is deemed to be potentially criminal. When school staff are aware of incidents of possible discrimination or bias, school administrators are committed to fully investigating the nature of the activity; the harm caused to members of our school community, as well as the the wider community; and what steps must be taken to repair that harm and reduce the likelihood of similar incidents reoccurring. Harassment, discrimination, and retaliation in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, personnel, students, vendors and other individuals in school or at school related events, including athletic events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this Procedure is unlawful and will not be tolerated by the Sandwich Public Schools. There are ways to report Discrimination or Harassment Incidents Guidance for Students, Families and Staff.

The best way to report Discrimination or Harassment Incidents is to talk with a trusted adult. Your trusted adult will then follow up with a principal or assistant principal in your school.

Other options include:

- Report the Incident to the school Civil Rights Contact Officer:
 - Forestdale School - Chris Dintino, cdintino@sandwich.12.ma.us - 508-477-6600
 - Oak Ridge School - Trish Hill, thill@sandwich.k12.a.us - 508-833-0111
 - Sandwich Middle-High School - Jim Mulcahy, jmulcahy@sandwich.k12.ma.us - 508-888-4900

- Contact the district Civil Rights Representative - Superintendent Dr. Joseph Maruszczak
jmaruszczak@sandwich.k12.ma.us - 508-888-1054

- Fill out the Online Discrimination and Harassment Incident Reporting Form, available below Sandwich Public Schools Discrimination and Harassment Incident Online Reporting Forms

- Forestdale Microaggression, Discrimination and Harassment Incident Reporting Form

- Oak Ridge Discrimination and Harassment Incident Reporting Form

- Sandwich Middle-High School Discrimination and Harassment Incident Reporting Form What you should expect next after contacting administration, or submitting the form?

Upon receipt of a report or a completed form, the School Principal, Assistant Principal, or designee will be in touch with families who submitted a form that includes contact information. All reports will be investigated. Administrators cannot follow up with anonymous reporters. Anonymous concerns will be investigated but there should not be an expectation of disciplinary action based solely on the anonymous report.

Bullying Prevention & Intervention

The Sandwich Public Schools expects that all members of the school community will treat each other in a civil manner and with respect for differences. The district is committed to an ongoing partnership with parents and the community to establish a positive school climate that is safe for all students.

The district is working to provide all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The Sandwich Public Schools Bullying Prevention and Intervention Plan was revised in the spring of 2022. The plan was presented for public comment at a School Committee Meeting on June 15, 2022. The Plan is comprehensive, and includes definitions for terms associated with bullying, information about training, professional development, resources and services. The plan describes the policies and procedure for reporting and responding to bullying or retaliation.

“Bullying” is defined in a very particular way, and our understanding of bullying and its impact has been growing over the past decade.

Is it bullying?

When someone says or does something unintentionally hurtful and they do it once...
That MAY be considered DISRESPECTFUL.

When someone says or does something intentionally hurtful and they do it once or both parties are equally being intentionally hurtful...
That IS DISRESPECTFUL.

When someone says or does something verbally, physically, or written/electronically that intentionally hurts someone, continues the behavior even when told to stop or shown that the person being targeted is upset, and has a perceived power imbalance over the target...

That IS BULLYING.

Ways to report Bullying Incidents

The best way to report Bullying Incidents is to make a formal report to a Trusted Adult
Other options include:

- Report the Incident to a Building Administrator
- Contact the district Civil Rights Representative - the Superintendent
- Fill out the Online Bullying Incident Reporting Form

Sandwich Public Schools

- **Forestdale** [Bullying Reporting Form](#)
- **Oak Ridge** Bullying Reporting Form
- **Sandwich Middle-High School** Reporting Form

What you should expect next after contacting administration, or submitting the form?

Upon receipt of a report or a completed form, the School Principal, Assistant Principal, or designee will be in touch with families who submitted a form with contact information. All reports will be investigated.

Administrators cannot follow up with anonymous reporters. Anonymous concerns will be investigated but there should not be an expectation of disciplinary action based solely on the anonymous report.

Parent resources re: Bullying

- [Stopbullying.gov](#) is a federal government website managed by the U.S. Department of Health and Human Services - Of particular assistance are [stopbullying.gov videos](#)
- [Resources on Bullying Prevention for Parents](#)– Information from the state Department of Elementary and Secondary Education.
- [Massachusetts Aggression Reduction Center](#) is a Bullying and Cyberbullying resources for parents
- [Middlesex Partnerships for Youth](#) provides intervention and prevention resources for bullying, violence, substance abuse, and other issues
- [Massachusetts General Law regarding Bullying](#)

The Sandwich School Committee has adopted a number of policies that guide the schools' and the district's response to incidents of discrimination or harassment

[JICFB - School Committee Policy regarding Sexual Harassment, Bullying and Hazing](#)

[JBA - Student-to-Student Harassment](#)

COMPUTERS

For the purpose of reference in the following document, the school shall refer to Sandwich High School; school computer facilities shall refer to all stand-alone computers, all network computer workstations, all network servers, and all peripheral devices attached thereto; users shall refer to all individuals that have been assigned an account on

a network server, been instructed or advised to use the stand alone computers, and have signed an agreement pertaining to the School Computer Policy.

To protect the integrity of the computer system against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage of the system, the school reserves the right to limit or restrict any account holder's usage, inspect, remove or otherwise alter any data or file which may undermine the authorized use of that system without notice to the user. The school disclaims responsibility for the loss of data resulting from its efforts to maintain privacy and security of the schools computer facilities.

All users of the school computer facilities are required to comply with the Acceptable Use Policy (AUP) which defines the conditions of use. It is further stated that the School reserves the right to amend this policy at any time without notice.

1-1 ELECTRONIC DEVICES POLICY FOR CHROMEBOOKS

Sandwich High School expects the use of 1-to-1 devices to support the school's 21st century learning expectations. All Sandwich High School students are expected to arrive at school each day with a fully charged 1-to-1 device for academic use. Teachers may further outline behavioral expectations in department and individual class expectations.

CARE OF TEXT, LIBRARY BOOKS & 1 TO 1 DEVICES

Students are responsible for returning texts, 1-to-1 devices, and all library materials loaned for academic classes and for student use. If they are damaged or lost, students must pay the cost of repair or replacement. Please keep in mind that these are school issued items. They are on loan to students who are responsible for returning them in good working condition at the end of their senior year. Families are encouraged to avail themselves of the optional insurance plan to defray the potential costs associated with loss, theft, or damage. Optional insurance information may be found at:

<https://my.worthavegroup.com/sandwich/AddDevice.aspx>.

STUDENT COMPUTER/INTERNET ACCEPTABLE USE AGREEMENT

INFORMATION AND COMMUNICATION TECHNOLOGIES ACCEPTABLE USE POLICY REGULATIONS

Scope

Sandwich Public Schools (SPS) provides students and staff with access to internet, data and networking systems (SPS network). SPS also provides students with access to computers, tablets, devices, and other technology such as printers. The purpose of the Sandwich Public Schools Technology Responsible Use Guidelines document is meant to:

- To establish standards for the acceptable uses of the SPS network and SPS technology;
- To prevent unauthorized and unlawful uses of the SPS network and SPS technology;
- To comply with the Children's Internet Protection Act of 2000 (CIPA), the Children's Online Privacy Protection Act (COPPA), the Protecting Students Digital Privacy Act, and all other applicable laws, regulations, policies and procedures.

2: General Information & Expectations

Every staff member and student is expected to follow all of the rules and conditions listed below, as well as to demonstrate good citizenship and ethical behavior at all times.

1. **I am responsible for my Sandwich Public Schools accounts.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of

others. I understand that it is important to log off or lock the computer at the end of every session so another user cannot use my device.

2. **I am responsible for my language.** I will use appropriate language in my email messages, online postings, and other digital communications. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. **I am responsible for how I treat other people.** I will use email and other means of communication (e.g. blogs, wikis, chat, instant messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. **I am responsible for my use of the Sandwich Public Schools network.** I will use SPS technology resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive, dangerous, unlawful, or sexually explicit material using any SPS technology resources unless authorized by school officials.
5. **I am responsible for my conduct on all online sites.** I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers, and administrators.
6. **I am responsible for being honest while I am online.** I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out emails, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
7. **I am responsible for protecting the security of the Sandwich Public Schools network.** I will not attempt to bypass security settings/apps or Internet filters or interfere with the operation of the network by installing illegal software, including file sharing, shareware, VPNs, proxies, or freeware, on school computers. I will not alter or tamper with network infrastructure.
8. **I am responsible for protecting school property.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school official to use personal electronic devices that I bring to school, including but not limited to personal cell phones and memory storage devices (i.e. USB drives).
9. **I am responsible for respecting other people's property online.** I will obey copyright laws. I will not plagiarize or use others' work without proper citation and permission. I will not illegally download materials protected by copyright, including but not limited to music, images, and movies.
10. **I am responsible for following school rules whenever I publish anything online.** I will follow all guidelines set forth by SPS when publishing materials/work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of students with their first and last names on any online site, including but not limited to websites, social networks, blogs, wikis, and discussion forums, without the permission of the parent/guardian or student (age 18 and older).

3: Student Data Privacy

Sandwich Public Schools (SPS) utilizes several applications that store student data. SPS ensures that these tools maintain that data in a safe and secure manner.

3.1 Student Data Privacy Consortium (SDPC)

Sandwich Public Schools is a member of the Student Data Privacy Consortium (SDPC), an unique collaborative of schools, districts, divisions, regional, territories and state agencies, policy makers, trade organizations and marketplace providers addressing real-world, adaptable, and implementable solutions to growing data privacy concerns. The Consortium also leverages work done by numerous partner organizations but focuses on issues being faced by "on-the-ground" practitioners.

More information about the Student Data Privacy Consortium (SDPC) can be found on their website <https://privacy.a4l.org/> .

SDPC Resource Database for Sandwich Public Schools:
https://sdpc.a4l.org/district_search.php?state=MA&districtID=700

3.2 Google Workspace for Education

Sandwich Public Schools (SPS) is providing access to Google Workspace for Education to faculty and students. These tools are used to collaborate in real time with Docs, Sheets, Slides, Forms, Sites, Meet, and Jamboard. These tools are also compliant with numerous requirements and industry standards including: FERPA, COPPA, and GDPR. SPS strives to educate our students in using these resources in a safe, responsible manner to support their learning.

3.3 PowerSchool

PowerSchool certifies the application, database and infrastructure security of its software solutions. PowerSchool customers own their student and school data; and PowerSchool has no rights to access or sell student or school data and they do not collect, maintain, use or share student personal information beyond that needed for authorized educational or school purposes, or as authorized by the parent or student. PowerSchool has signed the national Student Privacy Pledge regarding the collection, maintenance, and use of student personal information. PowerSchool is compliant with FERPA, HIPAA, GDPR, COPPA, DMCA, and the Sarbanes-Oxley Act.¹

4: Internet Use, Network, Filtering, & Monitoring

As required by the Children’s Internet Protection Act (CIPA), SPS is required to protect students from and educate them about online threats, block access to inappropriate content, and monitor Internet use by minors while using school-issued devices and accounts.

SPS uses technology tools to block or filter internet access to content that may be inappropriate or harmful to students. SPS reserves the right to supervise and monitor students’ online activities and to access, review, copy and store or delete any electronic information or files and disclose them to others as it deems necessary. Students should have no expectation of privacy regarding use of SPS property, the SPS computer network or the use of the Internet, files, or email while using school technology and accounts.

SPS also uses a safety management system to analyze and review content found in online student file storage, inbound and outbound SPS email, SPS email attachments, and links to websites. This system blocks potentially harmful content and images and notifies SPS personnel.

5: Devices

5.1 Device Support

SPS provides basic installation, synchronization, and software support for SPS-issued electronic devices. Devices must be connected to the SPS network on a regular basis to receive software updates and/or for inventory purposes. Password protection is required on all SPS-issued electronic devices to prevent unauthorized use in the event of loss or theft.

5.2 Damage, Loss and Theft

Students must take reasonable measures to prevent a device from being damaged, lost or stolen. If a student device is damaged, SPS staff at the student’s school may investigate to determine if damage to devices resulted from negligence or intentional acts of vandalism. This investigation should take into factors that impact whether the student is able to understand proper device care including age and any disability. Examples of damage resulting from negligence or intentional acts of vandalism include but are not limited to:

- Drawing on devices using a permanent marker, etching words/graphics using a sharp object, or animal bite marks on the device
- Damage in several locations due to devices being mishandled or not cared for (e.g., screen is cracked, keyboard is damaged, keys are missing and the outer laptop casing shows signs of impact in several locations or laptop/tablet is returned in several pieces
- Forceful damage, damage caused by impact using sharp or hard object(s), or damage by object(s) being jammed into the device ports
- Repeated pattern of damage if the student has caused damage to three or more devices in a school year
- Damage due to spilled beverages or food
- The device was completely submerged in water or other liquids

Disciplinary responses for damage to devices that resulted from negligence or intentional acts of vandalism will be determined at the discretion of SPS Administration.

In the event SPS technology is lost, stolen, or damaged, users are required to immediately notify SPS staff. SPS will take all reasonable measures to recover the lost property and to ensure the security of any information contained on the device.

Students are responsible for the cost of repairing or replacing lost or damaged equipment. Information regarding repair costs can be found on the SPS website.

5.3 Overnight or At-Home Use by Students

SPS school staff may provide students with SPS devices for overnight or at-home use at the discretion of the school's principal or the IEP team where appropriate. SPS students and a parent/guardian must sign the attached Assistive Technology Agreement prior to being assigned a device for overnight or at-home use. SPS school staff must adhere to privacy requirements under the Protection of Student Digital Privacy Act and parents and students should be aware that these devices may be accessed by SPS staff.

6: Code of Conduct

All students and parents must follow technology rules and regulations found in this document and the School Handbook. This document and the School Handbook outline responsible use and prohibited activities for students using SPS technology or accessing the SPS network. Schools may also require students and parents to sign school-specific agreements that detail technology check in/check out processes, identify school staff with specific technology-related roles, and establish school-specific rules.

Failure to follow these rules will be addressed under SPS student discipline regulations and policies and may result in losing access to the SPS network or SPS technology for increasing periods of time, provided that students are able to participate in and complete classwork through alternative means and are able to receive all necessary Special Education and English Learner services. In some instances, misconduct may also constitute a criminal violation.

7: COPPA Consent

Sandwich Public Schools (SPS) is committed to providing the best education for your child. In order to do so, we utilize the most effective web-based tools and software applications for learning. As a district, we only authorize the use of tools and applications that support the implementation of our curriculum after they have gone through a thoughtful selection process, including a review of site privacy policies.

Our district utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these educational programs and services, certain personal identifying

information, which may consist of the student's name, username, district e-mail address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled Children's Online Privacy Protection Act (COPPA), these websites must meet privacy expectations, provide parental notification, and obtain parental consent before collecting personal information from children under the age of thirteen. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>.

The law permits schools to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator.

This form, when completed and agreed to as part of the Student Handbook, will constitute consent for our schools to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

Please understand that as SPS moves forward with integrated technology as part of your child's education, the need for such information and permission is necessary to utilize applications and web-based services as part of the classroom instruction.

8. Appendix

8.1 Definitions and important terms:

SPS Staff - All SPS employees (full or part-time), contractors, agents, representatives or volunteers, or any other individual acting on behalf of SPS, who have access to the SPS network and SPS technology.

SPS Network - Internet, data, and network systems provided by SPS to all SPS students and staff.

SPS Technology - Computers, tablets, devices, and other technology provided by SPS to all SPS students and staff. Personal Information means information that, when used alone or in combination with other relevant data, can identify an individual.

Personal information includes, but is not limited to, full name, home or other physical address, screen name or username where it functions as online contact information, and a photo, audio, or video file containing an individual's image or voice.

Freedom of Information Act (FOIA) - The FOIA is a law that allows for the release of government documents at the request of an individual. A FOIA request can be made to the WPS for electronic documents/communications stored or transmitted through district systems unless that information could be detrimental to governmental or personal interests. For more information, visit <http://www.foia.gov/>

Family Educational Rights and Privacy Act (FERPA) - The FERPA law protects the privacy, accuracy, and release of information for students and families of WPS. Personal information stored or transmitted by agents of WPS must abide by FERPA laws and the WPS is required to protect the integrity and security of student and family information. For more information, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Children's Internet Protection Act (CIPA) - Requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. WPS is required to filter internet access for inappropriate content, monitor the internet usage of minors, and provide education to students and staff on safe and appropriate online behavior.

Children's Online Privacy Protection Act (COPPA) - A federal law, which ensures the privacy and safety of their personal information online. This law permits schools to obtain signed parental consent for each child, with which we

can agree to the collection of personal information by these parties, in the cases where it is needed for certain software to function properly. This eliminates the need for individual parental consent to be given directly to the web site operator or vendor and allows us to provide your child with the most effective web-based tools and applications for learning.

8.2 Attachments

8.2.1 Assistive Technology Device Receipt [Assistive Technology Device Receipt Form](#)

Massachusetts General Laws

Chapter 71 of the Acts of 1993: Section 37H

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

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

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

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

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

(e) When a student is expelled under the provisions of this section; no school or school district within the commonwealth shall be required to admit such student or to provide educational services to such student. If a student does apply for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Chapter 71 of the Acts of 1993: Chapter 37H ½

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

1) Upon the issuance of a criminal complaint charging a student with a felony, or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or

headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reason for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

2) Upon a student being convicted of a felony or upon 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 the school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion, provided however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parents or guardian within three calendar days of the expulsion. At the hearing, the right to present oral and written testimony on his behalf; and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster; including recommending alternative 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, own or regional school district with regard to the expulsion. Upon expulsion of such student; no school or school district shall be required to provide educational services to the student.

Chapter 71: Section 37H3/4. [Text of section added by 2012, 222, Sec. 3 effective July 1, 2014. See 2012, 222, Sec. 12.]

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2. (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection. (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged

misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more. (e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion. (f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Chapter 71: Section 38M Student Advisory Committees

School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district. The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. Said chairperson shall be an ex-officio, non voting member of the school committee, without the right to attend executive sessions unless such right is expressly granted by the individual school committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation.

Chapter 269: Section 17 Crime of Hazing; Definition; Penalty or Hazing; Organizing or Participating; Hazing Defined.

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

Chapter 269: Section 18 Failure to Report Hazing

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

Chapter 269: Section 19 Issuance to Students and Student Groups, Teams and Organizations; Report

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. 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 board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Chapter: 71B:

Updated Anti-Bullying Law with Amendments (July 2013)

Section 370. (a) As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:-

"Approved private day or residential school", a school that accepts, through agreement with a school committee, a child requiring special education pursuant to section 10 of chapter 71B.

[Definition of "Bullying" of subsection (a) effective until July 1, 2013. For text effective July 1, 2013, see below.]

"Bullying", the repeated use by one or more students 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 cyber-bullying.

[Definition of "Bullying" of subsection (a) as amended by 2013, 38, Sec. 72 effective July 1, 2013. See 2013, 38, Sec. 219. For text effective until July 1, 2013, see above.]

"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 cyber-bullying.

"Charter school", commonwealth charter schools and Horace Mann charter schools established pursuant to section 89 of chapter 71.

"Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition

of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

"Collaborative school", a school operated by an educational collaborative established pursuant to section 4E of chapter 40.

"Department", the department of elementary and secondary education.

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

"Plan", a bullying prevention and intervention plan established pursuant to subsection (d).

[Definition of "Perpetrator" of subsection (a) effective until July 1, 2013. For text effective July 1, 2013, see below.]

"Perpetrator", a student who engages in bullying or retaliation.

[Definition of "Perpetrator" of subsection (a) as amended by 2013, 38, Sec. 73 effective July 1, 2013. See 2013, 38, Sec. 219. For text effective until July 1, 2013, see above.]

"Perpetrator", a student or 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 who engages in bullying or retaliation.

"School district", the school department of a city or town, a regional school district or a county agricultural school.

"School grounds", property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

"Victim", a student against whom bullying or retaliation has been perpetrated.

(b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

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

(c) Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

[First paragraph of subsection (d) effective until July 1, 2013. For text effective July 1, 2013, see below.]

(d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

[First paragraph of subsection (d) as amended by 2013, 38, Sec. 74 effective July 1, 2013. See 2013, 38, Sec. 219. For text effective until July 1, 2013, see above.]

(d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying

or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include categories of students. Nothing in this section shall prevent a school district, charter school, non-public school, approved private day or residential school or collaborative school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of which shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator.

(e)(1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

(2) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook.

(3) The plan shall be posted on the website of each school district, charter school, non-public school, approved private day or residential school and collaborative school.

(f) Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his school.

(g) 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, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

(h) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying

or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with the provisions of clause (viii) of the second paragraph of subsection (d).

(i) Nothing in this section shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

(j) The department, after consultation with the department of public health, the department of mental health, the attorney general, the Massachusetts District Attorneys Association and experts on bullying shall: (i) publish a model plan for school districts and schools to consider when creating their plans; and (ii) compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research that shall be made available to schools. The model plan shall be consistent with the behavioral health and public schools framework developed by the department in accordance with section 19 of chapter 321 of the acts of 2008. The resources may include, but shall not be limited to, print, audio, video or digital media; subscription based online services; and on-site or technology-enabled professional development and training sessions. The department shall biennially update the model plan and the list of the resources, curricula, best practices and research and shall post them on its website.

Chapter 111, Section 222 on Concussions: Section 222

(a) The department shall direct the division of violence and injury prevention to develop an interscholastic athletic head injury safety training program in which all public schools and any school subject to the Massachusetts Interscholastic Athletic Association rules shall participate. Participation in the program shall be required annually of coaches, trainers and parent volunteers for any extracurricular athletic activity; physicians and nurses who are employed by a school or school district or who volunteer to assist with an extracurricular athletic activity; school athletic directors; directors responsible for a school marching band; and a parent or legal guardian of a child who participates in an extracurricular athletic activity.

In developing the program, the division may use any of the materials readily available from the Centers for Disease Control and Prevention. The program shall include, but not be limited to: (1) current training in recognizing the symptoms of potentially catastrophic head injuries, concussions and injuries related to second impact syndrome; and (2) providing students that participate in any extracurricular athletic activity, including membership in a marching band, the following information annually: a summary of department rules and regulations relative to safety regulations for students participation in extracurricular athletic activities, including the medical protocol for post-concussion participation or participation in an extracurricular athletic activity; written information related to the recognition of symptoms of head injuries, the biology and the short-term and long-term consequences of a concussion.

(b) The department shall develop forms on which students shall be instructed to provide information relative to any sports head injury history at the start of each sports season. These forms shall require the signature of both the student and the parent or legal guardian thereof. Once complete, the forms shall be forwarded to all coaches prior to allowing any student to participate in an extracurricular athletic activity so as to provide coaches with up-to-date information relative to an athlete's head injury history and to enable coaches to identify students who are at greater risk for repeated head injuries.

(c) If a student participating in an extracurricular athletic activity becomes unconscious during a practice or competition, the student shall not return to the practice or competition during which the student became unconscious or participate in any extracurricular athletic activity until the student provides written authorization for such participation, from a licensed physician, licensed neuropsychologist, certified athletic trainer or other appropriately trained or licensed health care professional as determined by the department of public health, to the school's athletic director. If a student suffers a concussion as diagnosed by a medical professional, or is suspected to have suffered a concussion while participating in an extracurricular athletic activity, the student shall not return to the practice or competition during which the student suffered, or is suspected to have suffered, a concussion and shall not participate in any extracurricular athletic activity until the student provides written authorization for such participation, from a licensed physician, licensed neuropsychologist, certified athletic trainer or other appropriately trained or licensed health care professional as determined by the department of public health, to the school's athletic director.

(d) A coach, trainer or volunteer for an extracurricular athletic activity shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student, including using a helmet or any other sports equipment as a weapon.

(e) The superintendent of the school district or the director of a school shall maintain complete and accurate records of the district's or school's compliance with the requirements of this section. A school that fails to comply with this section, as determined by the department, shall be subject to penalties as determined by the department.

(f) Nothing in this section shall be construed to waive liability or immunity of a school district or its officers or employees. This section shall not create any liability for a course of legal action against a school district, its officers or employees.

(g) A person who volunteers to assist with an extracurricular athletic activity shall not be liable for civil damages arising out of any act or omission relating to the requirements of this section, unless such person is willfully or wantonly negligent in his act or omission. (h) The division shall adopt regulations to carry out this section.

HANDBOOK COMMITTEE

It is the responsibility of the site based School Council of Sandwich High School to review and to revise the student handbook on an annual basis.