

**Hamilton – Wenham Regional High School**  
**Student and Parent Handbook**  
**2021-22**

**Hamilton - Wenham Regional High School**

775 Bay Road  
Hamilton, MA 01982  
(978) 468 0400

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**Associate Principal: Bryan Menegoni**  
**Director of School Counseling: Kristen Lazzaro**  
**Athletic Director: Craig Genualdo**

**Main Office: (978) 468 0400**  
**Guidance Office: (978) 468 0480**  
**Athletic Department: (978) 468 0485**

**MISSION STATEMENT**

The Hamilton-Wenham Regional High School community  
strives to create a passion for learning  
in a reflective environment  
that promotes respect, individuality, and quality achievement.

***A Passion for Learning***

*All students, regardless of race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.*

*Approved by the HWRHS School Council on 8/12/21*

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# SCHOOL AND DISTRICT ADMINISTRATIVE CONTACTS

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### **Hamilton-Wenham Regional High School Curriculum Leaders**

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### **Hamilton-Wenham Regional High School Counseling and Health Services**

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## HWRHS 2021-22 SCHOOL CALENDAR

August	30	Monday	Opening Day for Teachers
	31	Tuesday	Orientation-9th Grade
September	1	Wednesday	Students first day of school
	3	Friday	Vacation Day
	6	Monday	Labor Day — <b>NO SCHOOL</b>
October	11	Monday	Indigenous Peoples' Day - <b>NO SCHOOL</b>
November	5	Friday	First Quarter Ends
	11	Thursday	Veterans' Day - <b>NO SCHOOL</b>
	12	Friday	Teacher Workshop - <b>NO SCHOOL</b>
	24	Wednesday	Thanksgiving Recess/Early Release 10:30
	26	Friday	Vacation Day
	29	Monday	School Reopens
December	22	Wednesday	Winter Holiday Recess/Early Release 10:30
January 2022	3	Monday	School Reopens
	17	Monday	Martin Luther King Day — <b>No School</b>
	18-21	Tuesday- Friday	Mid Term Exams - Second Quarter Ends
	24	Monday	Start Of Semester Two and Quarter Three
February	21	Monday	Presidents Day - Mid-Winter Vacation Begins
	28	Monday	School Reopens
March	14	Monday	Teacher Workshop - <b>No School</b>
April	1	Friday	Third Quarter Ends
	18	Monday	Patriots Day— Spring Vacation Begins
	25	Monday	School Reopens
	30	Monday	Memorial Day — <b>No School</b>
June	4	Saturday	Graduation 10:00 A.M.
	13-16	Monday- Thursday	Underclassman Exams
	16	Thursday	Last Day For Students - Early Release

# STUDENT SERVICES

## SCHOOL COUNSELING DEPARTMENT

The School Counseling Department at Hamilton-Wenham Regional High School supports the high school's mission statement. Corresponding student expectations for learning drive the mission of the department. In particular, the counselors work closely with all students over a four-year period of time assisting students to:

- Locate and utilize opportunities for learning beyond the school walls
- Make informed decisions
- Set and pursue personal goals
- Prepare for future learning and/or career paths

The student-counselor relationship also reinforces the need for each student to:

- Assume responsibility for making healthy choices
- Demonstrate awareness and respect for others in a diverse world
- Exhibit honesty, integrity, and personal responsibility

The School Counseling Department, which is located adjacent to the Main Administrative Offices, is home to three full time school counselors, the Director of School Counseling, K-12, and the counseling secretary . Every student is assigned to a counselor on an alphabetical basis. Students will remain with the same counselor throughout their high school years. The counselor's primary responsibility is to work closely with students and their parents in matters pertinent to academic advising, post-secondary planning and personal counseling. Students are encouraged to make appointments with their counselor by visiting the School Counseling Office before, during, or after school. Parents/guardians are encouraged to call and make an appointment with their child's school counselor if they have a question or concern. The school counseling department website, [www.hwschools.net](http://www.hwschools.net), also contains the e-mail addresses of all counselors as another option available to parents. School counselors meet with students on an individual and group basis throughout the year.

## TRANSCRIPTS

Students must request transcripts either in writing or in person at least 10 days prior to issuance. The charge for processing a senior's official transcript and supporting materials is \$5.00, a one time fee regardless of how many colleges are applied to. Fee reductions available for those that qualify. This fee covers the automatic mailing of senior first semester grades to all colleges, the final transcript to the college the student indicates they are planning to attend, and alumni transcripts.

## STUDENT RECORDS

There are two parts to a student's record: the transcript and the temporary record. The transcript is the permanent record of the student, listing name, birthdate, address, course titles, and grades. The transcript is kept for 60 years after the student leaves the high school. The cumulative file contains all other material and is given to students upon graduation. The temporary record shall consist of all the information in the student record which is not contained in the transcript. The temporary record of a student shall be destroyed not more than seven years from the date of graduation, transfer, or withdrawal from the school district.

Any high school student or parent may request to see the contents of the student record. The Family Educational Rights and Privacy Act of 1974 (Massachusetts Department of Education Student Records Regulations, 603 CMR 23.07) provides that the student or parent be allowed to review the folder as soon as practicable and within ten days of the initial request. The school counselor will review material in the folder with the student or parent and answer any questions.

Further information regarding student records, the release of records to non-custodial parents, and the laws governing record keeping in this state is available on the [Department of Elementary and Secondary Education's website](#).

## **SCHOOL SOCIAL WORKER/ADJUSTMENT COUNSELOR SERVICES**

In addition to the services provided by the school counseling department, the school also offers services through the school social worker/adjustment counselors. The purpose of the school social worker/adjustment counselor is to help all students with their personal, social, and academic concerns, with a focus on functioning in school. The school social worker/adjustment counselor meets with students individually and/or in small groups.

School personnel may refer a student if they believe the student may benefit from this service. Students can also request to meet with the school social worker/adjustment counselor. Parents may refer their child..

The contact information for the adjustment counselors is as follows:

Sue Howland	978-468-0432	s.howland@hwschools.net
Alison Trimby	978-468-0483	a.trimby@hwschools.net

## **INSTRUCTIONAL SUPPORT TEAM**

The Instructional Support Team is convened on a regular basis to develop strategies for addressing the needs of students with academic, social, emotional and behavior concerns. Students may be referred by parents, teachers, counselors, or administrators. Referral forms for parents are available on the high school website and in Aspen for teachers. These referrals must be submitted to the assistant principal in advance of a team meeting. Parents may make referrals directly to the assistant principal or a student's guidance counselor.

## **SPECIAL EDUCATION AND SECTION 504 REFERRALS**

**Special Education:** If a student is suspected of having a disability and requires specialized instruction, or related services to make effective progress, a teacher, guidance counselor, or parent may contact the principal or Director of Student Services in writing and request an evaluation for special education services. A referral for a special education evaluation is typically made after the student's teachers have implemented pre-referral strategies as recommended by the Instructional Support Team. Parent rights brochures are available from the Secondary Special Education Coordinator or the District's Student Services office.

**Section 504:** If a parent or teacher believes that a student may have a physical or mental impairment which substantially limits a major life activity, the parent or teacher should contact the assistant principal or Director of Student Services in writing and request an evaluation to determine whether the student is eligible under Section 504. Information regarding parental rights under Section 504 is available on the [high school website](#).

## **HEALTH SERVICES**

The school nurse is available during the day for students who become ill and need medical attention or medication or want to discuss physical or mental health matters. **Students must have a pass from their classroom or study hall teacher. Students who do not follow this procedure will be considered to have missed their class without permission.**

**Medical-related reports** i.e. physical exams, gym excuses, immunizations, should be brought to the Health Office. Students in 10th grade must provide an updated physical (completed within the last 12 months). Your cooperation enables us to keep health records up-to-date for referral during the year.

**Screenings:** The School Nurse will conduct screenings in 9th and 10th grade as mandated by Massachusetts Department of Public Health.

9th grade: Postural Screening

10th Grade: Height & Weight, Screening Brief Intervention and Referral to Treatment (SBIRT)

In order to opt out of any screening, please send a letter in writing to the school nurse at the beginning of the school year.

**Health Information:** Parents or Guardians should update their child's health information under the health section in the Aspen's parent portal. In addition, children may receive acetaminophen and ibuprofen from the nurse as ordered by the school physician with parental/guardian approval.

**Dispensing Medications: In accordance with state regulations, all medications, prescription and over the counter, must be accompanied by a doctor's order and parent consent in order to be administered during school hours.** For short-term medications, i.e., those requiring administration for 10 school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. A written parent consent form is required. Narcotic medication will not be administered in school. **Asthma Medicines, diabetes medicines and supplies, pancreatic enzymes, and Epi-pens** are special circumstances and may be carried by the student with written parent consent. Parent consent forms may be downloaded from the Health office website.

A parent or guardian must deliver all medications to the school nurse in a labeled pharmacy or manufacturer container. No more than a 30 day supply of medication shall be stored at the school. All medications not picked up by the parent or guardian at the end of the school year will be disposed of by the school nurse. **Students found in possession of medication without prior approval from the school nurse shall be considered to be in violation of the Drug/Alcohol Policy.**

**Sports physicals** must be **on file** and **current** (within 1 year) for participation in any sports or practices.

**Call the Health Office at 978-468-0409** for questions regarding illnesses, medications, or physical or mental health concerns.

# STUDENT ACADEMIC EXPECTATIONS

All students, regardless of race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

## ACADEMIC LEVELS

Courses are taught at three different academic levels. Students with similar abilities work together in courses tailored to their particular strengths and needs. Students may move up or down in learning levels depending on their performance or desire to undertake a more challenging academic program across all disciplines.

- AP/Honors level courses are designed for students with a strong fundamental knowledge of the subject, outstanding critical thinking ability, and independent study skills.
- College Preparatory level courses adhere to a standard college preparatory curriculum. They are designed for students capable of responsible, independent study of advanced topics.

## CREDIT RECOVERY

Any student who fails a semester of a core course will be expected to make up the course using Educere credit recovery which is managed by Hamilton-Wenham Regional High School before taking the next course in the sequence. Students who do not make up a failed course before the next school year will be rescheduled for the previously failed course before moving on to the next course in any sequence. For example, if a student fails English 10, the student must make up the credit before the start of the eleventh grade. If not, the school counselor will reschedule the student for the English 10. Students will work with their school counselor for more information.

- Students must pass (60% or higher) at least one quarter of the semester in the failed core course to be eligible for credit recovery.
- Students will only be able to make up a max of 1 credit (two .5 credits) through credit recovery per year.
- Any credit recovery course that is passed will be graded as a P on the permanent transcript and will not be reflected in the GPA.

## Summer Makeup Deadline

Any incomplete received for the second semester final grade must be made up by the conclusion of the second full week of school in September. It is the responsibility of the student and/or parent to contact the school as soon as possible to arrange for make-ups. Failure to adhere to the above guidelines will result in a grade of zero for all incomplete work.

## FINAL AND MIDTERM EXAMS

Final and Mid-Term exams are given by all departments. Students who leave school early in June for trips and other commitments may be required to make up final exams after they return. Any student who cannot take the exam at the assigned time must receive permission from the administration before taking the exam at an alternative time. The final grades for students who complete final exams after the school year will be available no later than September 15th of the next school year.

## GRADE REPORTING

### Report Cards

Report cards are produced four times a year after the end of each quarter. Report cards are made available through the parent and student portals in Aspen. If a student or parent has a question about a grade on the report card, the teacher for the course in question is the first point of contact.

### Progress Reports

Teachers will update their gradebooks in Aspen at least once every 10 school days. It is important that all students and parents use this resource to check academic progress. With only four marking periods, it is extremely important that parents and students keep in touch with teachers about student performance. Parents are encouraged to contact their child's teachers any time to inquire about their child's performance.

## GRADING SYSTEM

Letter grades are assigned to coursework on the standard A through F basis. An "I" indicates an incomplete grade. An incomplete grade must meet with administrative approval based on extenuating medical or personal circumstances. All incomplete work must be completed within ten days of the issuance of report cards, or the student will receive the grade earned as of the end of the academic term. A Pass/Fail grading option may be considered with prior approval of the administration. A "W" indicates withdrawal from a course.

- Credits are awarded at the end of each semester for both year-long and semester courses.
- To earn credits for a course, a student must earn a passing grade for the semester.
- The semester grade for a course is calculated as follows:  
.4Q1+.4Q2+.2Exam

Grading guidelines are as follows:

A	94-100	A-	90-93		
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	59 and below				

Grade point average is based upon the scale listed below and will be calculated at the end of each academic year and at the conclusion of the first semester of the senior year. All courses factor toward the calculation of GPA except: Wellness, diversified learning programs, independent study courses and all courses not taken at Hamilton-Wenham Regional High School. Rank-in-class is not determined or reported to colleges.

GRADE	AP/H	CP	NUMERICAL GRADE EQUIVALENT
A	4.3	4.0	100-94
A-	4.0	3.7	93-90
B+	3.7	3.3	89-87
B	3.3	3.0	86-83

B-	3.0	2.7	82-80
C+	2.7	2.3	79-77
C	2.3	2.0	76-73
C-	2.0	1.7	72-70
D+	1.7	1.3	69-67
D	1.3	1.0	66-63
D-	1.0	0.7	62-60
F	0	0	59-0

## GRADUATION

Graduation and Senior Week are celebrations of the accomplishments of our students. Attendance at Graduation and Senior Week events is a *privilege* and may be revoked by the principal for any disciplinary infractions that occur during the senior year.

### Senior Graduation Obligations

Each senior must participate in all scheduled graduation rehearsals and attend the Awards, Candlelight, and Graduation Ceremonies. Failure to attend any of the rehearsals and activities without prior permission from the principal will result in the student not being allowed to participate in subsequent activities. Permission is granted only for extreme emergencies (e.g., illness). Work, routine doctor's appointments, etc. are not acceptable excuses. Seniors are still officially in attendance and as such are required to attend all scheduled activities. The principal must be notified as soon as possible of any potential attendance problems.

Any senior who cannot meet all academic graduation requirements, disciplinary obligations, or financial obligations will not be allowed to participate in any Senior Week activities, up to and including Graduation, and must resolve the requirements and/or financial obligations before participating in any Senior Week activities, up to and including Graduation.

Any student who attends the Senior Prom, a rehearsal, or any other Senior Week activity "under the influence," or brings alcohol or drugs to activities will be excluded from the activity. Parents will be notified, the normal disciplinary routine will be followed, and diplomas will be withheld for presentation at a later date. The student will not be permitted to participate in any further Senior Week activities, up to and including graduation.

Students are required to be at the Candlelight/Graduation site with caps and gowns one hour in advance of the scheduled starting time. Proper dress is required for Senior Week ceremonies.

Graduation is a formal event with an expectation of students wearing formal attire. Students will annually choose, by class vote, the colors of their regalia based on school colors.

### Valedictorian/Salutatorian Requirements

In order for a graduating senior to be considered for valedictorian or salutatorian status, the student must be enrolled on a full-time basis for their junior and senior years at Hamilton-Wenham Regional High School. These students will be determined at the conclusion of the first semester of senior year. In case of a tie for valedictorian or salutatorian, GPA will be recalculated to four decimal places to determine the recipient(s) of these honors.

### **Early Graduation**

Hamilton-Wenham Regional High School does not encourage students to graduate early because we believe that most students benefit from four full years of high school. There are cases, nevertheless, when early graduation is an appropriate option. Parent permission and permission from the administration prior to the end of the student's sophomore year are required. A letter from the student's parent must initiate the process. The letter should be addressed to the principal. Upon receipt of the request the principal will consult with the student's teachers, guidance counselor, and special education staff, if appropriate, and meet with the student and parents to determine a course of action.

### **Student Transfers and Graduation**

In order to receive a Hamilton-Wenham diploma, a transfer student must meet the following requirements:

1. Satisfy all graduation course requirements for his/her class
2. Have earned an equivalent of at least 24 credits
3. Have earned an equivalent of 5 credits as a senior at Hamilton-Wenham with a minimum of 3 credits in the following areas: English, History, Math, Science, and/or Foreign Language
4. Satisfy MCAS testing competencies
5. Complete community service requirements starting with the year the individual arrives at HWRHS

Any requests for exceptions to this policy due to extenuating circumstances must be reviewed by the principal.

### **Graduation with Honors**

At graduation, seniors in the top 5% of their class will be identified as graduating with honors. This distinction will be determined by the principal based upon GPA after the first semester of senior year.

## **GRADUATION REQUIREMENTS**

All students are required to earn 24 credits in order to graduate. A semester course receives .5 credits; a year-long course receives 1 credit. The distribution requirements are as follows:

- English 4 credits
- History 3 credits
- Science (must be lab science) 3 credits
- Mathematics 4 credits
- Health/PE/Wellness 2 credits
- Foreign Language 2 credits
- Fine/Applied Arts .5 credits
- Engineering Technology .5 credits
- Additional semester of either Fine/Applied Arts or Technology .5 credits

The Massachusetts Department of Education also requires that all students pass English, Math, and Science MCAS competency testing to be eligible for a high school diploma. Seniors have the option to participate in an independent study project, an internship, or a capstone project during quarter 4 (see appendix for details). Students must complete 50 hours of community service over the course of their high school years with the following recommendations: 9th grade - 10 hours; 10th grade - 10 hours; 11th grade - 15 hours; 12th grade - 15 hours.

While not a requirement, students can also receive The Seal of Biliteracy when they graduate. See Appendix G.

### **Promotion Requirements**

1. In order to be considered a sophomore, a student must earn at least 5 credits during his/her freshman year. Approved summer school credits will be included in the 5 credit minimum.
2. In order to be considered a junior, a student must earn a total of 10 credits during the freshman and sophomore years. Approved summer school credits will be included in the 10 credit minimum.
3. In order to be considered a senior, a student must earn a total of 17 credits. Approved summer school credits will be included in the 17 credit minimum.

### **HONOR ROLL**

The Honor Roll recognizes students who achieve success academically and fosters high academic standards. Students at all levels can achieve academic success and the acclaim that accompanies it. This process is not to be confused with the National Honor Society. The Honor Roll will be organized as follows:

1. The Honor Roll will be published at the end of each quarter and is based on quarter grades
2. This Roll will have two categories of recognition - High Honors and Honors
3. All courses will be weighted equally. Therefore, all grades received at all levels (AP, Honors, and CP) are to be considered of equal value
4. Any grade of C will automatically exclude a student from the Honor Roll
5. The student must be enrolled in seven courses at all times
6. All courses on a student's schedule will count towards the Honor Roll
7. At the end of each quarter, the criteria for making High Honors will be no grade lower than an A- in all classes
8. At the end of each quarter, the criteria for making Honors will be no grade lower than a B- in all classes
9. Courses taken Pass - Fail will not count toward toward a letter grade

### **PROGRAM CHANGES**

The program selected by the student in the spring each year represents his/her final selection of courses for the following academic year. After the schedule has been constructed, we must limit changes to those necessary due to course failures, scheduling conflicts, or the cancellation of courses due to insufficient enrollment or lack of faculty to teach the courses. Additionally, schedules will be adjusted following verification of credits earned from successful summer school study. If a scheduling error has been made, adjustments will be made as soon as possible in individual programs.

**Students who desire to change course levels should discuss this with their teacher and parents. Changes in levels of courses must be jointly recommended by the teacher, student, and parents with approval of the 6 - 12 Curriculum Leader.**

#### **Program Change Procedures**

1. The student should bring in a note from one of his/her parents or guardians requesting the change and stating the reason for the request.
2. The student must show the current teacher and counselor a note indicating parental approval for the requested change. The teacher will consult with their Curriculum Coordinator who will notify the Guidance Department of his/her decision.

### **Deadlines for Program Change Procedures**

1. Course changes which meet the above criteria may only be made in the first two weeks of the semester or year in which the course began. No indication of the course will appear on the transcript. After these first two weeks, a W will appear on the transcript.
2. Students who are performing poorly in a yearlong course may be allowed to drop the course at the end of first semester, **at the discretion of the curriculum leader**. The student will receive a W grade for the second semester. All changes are dependent on availability of alternate course selections. Course changes must be finalized within the first two weeks of the semester.

## **SCHOOL POLICIES/PROCEDURES**

### **ANNOUNCEMENTS**

Daily announcements are made each morning and include the Pledge of Allegiance. In order to avoid disrupting classes with P.A. announcements during the school day, the majority of school announcements will be made during the morning announcements. With faculty approval, students may submit written announcements to be announced during morning announcements. Except in an emergency, the P.A. will only be used at the beginning and/or end of the school day.

### **ASPEN**

Aspen is the official student information portal for the district. All families and students will be given access to Aspen. Attendance, discipline, and grades (progress reports and report cards) will be distributed through Aspen. **Paper copies of these reports will not be mailed home or sent home with students.** It is imperative that all families and students establish an Aspen account and access it regularly to stay current. Issues with Aspen may be reported to [aspenhelp@hwschools.net](mailto:aspenhelp@hwschools.net).

### **ASSEMBLIES**

The school's assembly program is designed to provide a variety of experiences for students. Some assemblies are intended to share information; some are principally entertaining; some are organized to honor student achievement; some are showcases for student performance; some celebrate certain traditions. Whatever the assembly's purpose, we expect that students will behave politely, demonstrating that they have learned how to be an appropriate and courteous audience.

On days when there are assemblies the schedule may be changed. These schedule changes will be shared with teachers electronically and posted in the school. **Students who wish to use school rooms or spaces for meetings or assemblies must complete a Building Use form and must have school personnel present during the event.**

### **ATTENDANCE POLICY**

#### **Statement of Purpose**

Students are expected to attend class every day that school is in session. **The Hamilton-Wenham Regional School District will excuse absences for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.** A child may also be excused for other

**exceptional reasons with approval of the Principal or designee.** For example, juniors and seniors are permitted three excused absences per school year for college visits.

Regular and punctual school attendance provides an essential foundation for educational progress and assists students in developing habits necessary for success in career and professional life.

Students who are absent miss critical classroom instruction, participation in discussions with teachers and peers, and opportunities for clarification of assignments. Extended absences impair academic progress and undermine student grades. The goal of the Attendance Policy is to ensure that each student keeps his/her absences to a minimum so that he/she can take full advantage of the educational program and actively participate in the school community. **STUDENTS WHO ARE ABSENT FROM SCHOOL FOR TEN CONSECUTIVE DAYS MAY BE SUBJECT TO ADMINISTRATIVE WITHDRAWAL FROM SCHOOL.**

## **ATTENDANCE PROCEDURES**

### **Notification from Families**

If a student is going to be absent from any portion of the school day, parents must call the school nurse at (978) 468-0409 by 8:00 a.m. or send an email to c.miller@hwschools.net. **When the student returns to school, he/she must bring a note from a parent or guardian to the front office between 7:30 and 7:40 a.m.** The note must state the full name of the student, the date of absence, the reason for the absence, and be signed by the parent. Students who miss school without parent permission are considered truant. For this reason, parents must provide a note for all absences from school or class, regardless of circumstances.

### **College Visits**

The school encourages **juniors** and **seniors** to visit colleges during weekends and school vacations. Students may be granted up to three (3) college visits if the appropriate guidance form is completed with all necessary signatures, and pre-approved by the assistant principal at least one day in advance of the visit.

### **Extended Absence for Illness**

Any student who is absent five (5) or more school days due to illness will be required to present a doctor's note documenting the reason for the absence.

### **Hospitalization**

Students returning from hospitalization of any length must attend a re-entry meeting with the assistant principal, guidance counselor, and school nurse prior to returning to school. The goal of this meeting will be to develop a plan for supporting the student's academic and social-emotional transition. Parents will be asked to provide a Discharge Summary from the hospital with recommendations for re-entry.

### **Non-School Trips**

The school year provides several vacation periods. We expect and encourage families to plan any trips, educational or recreational, during these times. Any days missed due to family trips will be counted toward the maximum number of absences allowed. **However, absences due to non-school trips are considered unexcused and will count towards school absence and class absence totals.**

1. The school will allow a student one school day more than the number of school days missed to make up work, but no more than six (6) school days. A student who does not make up missed work within the allotted time will receive zeros on all incomplete assignments, quizzes, tests, etc.

2. A student who is granted make-up work for a non-school trip is required to see his/her teachers beforehand to make arrangements to complete assignments. When reasonably known before the trip, all written assignments are due before the student's departure or on the day of his/her return. It is the student's responsibility to obtain assignments and make up work within established time limits.
3. Teachers are under no obligation to provide extra help or tutoring for missed work.
4. If a family elects to take a vacation while school is in session, parents should be aware that these absences will count towards school and class absences. The absences will also be unexcused.
5. In the event that a student misses school as a result of a trip or vacation for which no advance notice is given or trip form filed, no make-up authorization will be issued by the office for the time missed from classes.

### **Religious Observances**

Students must provide a letter from their parent/guardian informing the principal of the student's absence prior to a religious observance.

### **Notification from the School**

The Principal or designee will notify a student's parent/guardian within 1 day of the student's absence in the event the parent/guardian has not informed the school of the absence.

The Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Make-up Procedures**

A student is allowed one more school day than the total number of days absent to make up work (e.g. two (2) days absent equals three (3) days make-up, three (3) days absent equals four (4) days make-up). **This deadline is based on school days rather than class meetings.** A student who fails to make up work within two days of his/her return may receive zeros in all work missed due to the absence. An extension of the make-up time may be granted by the assistant principal under extenuating circumstances.

A student who misses a test or quiz due to a tardy is required to make-up the assessment that day. Failure to do so may result in a zero grade on the assessment.

### **Policy on Extended Absences from school because of illness, disease, or special treatment**

The Hamilton-Wenham Regional High School policy on extended absences from school due to illness, disease, or special treatment reflects MGL Chapter 71, Section 2 and Code of Massachusetts Regulations 28.00 Special Education CMR 28.03 (3) (c) entitled "Educational Services in Home or Hospital." All requests for home/hospital tutoring must be submitted to the Director of Student Services and be accompanied by a statement from the student's physician specifying the clinical diagnosis and documenting the student's inability to attend school. When a student requires a home or hospital tutoring program, he/she will receive credit for academic work only if the tutor is approved by the Hamilton-Wenham Regional School District. The content must be parallel to Hamilton-Wenham content and approved by the high school administration. When the tutor certifies that the student has completed the assigned work, credit will be granted. The guidance counselor will act as a liaison with the tutor for all regular education course work.

### **School Attendance and Participation in Extracurricular Activities**

Any student who is absent or tardy to school (unexcused) will not be permitted to participate in any athletic or extracurricular activities scheduled for that day. If a student is absent or tardy (unexcused) on a Friday, he/she will not be permitted to participate in a scheduled weekend activity. A student who is dismissed from school will not be able to participate in a school activity or athletic event unless approved in advance by the administration.

### **Tardiness to School**

1. A student is considered to be tardy if he/she is not in the first block class at 7:40 a.m. Tardiness due to a medical or court appointment will be excused if the student provides a note from the court or doctor's office.
2. A student who is tardy (unexcused) and misses one or more classes will be held to policies for school attendance and class attendance procedures section. In addition, the absence will be counted towards attendance totals.
3. Students who accumulate more than five unexcused tardies during each quarter will receive administrative detention for the sixth and each subsequent tardy.

### **Dismissals**

Any student who leaves school during the day before 11:00 a.m. will be considered absent for that day. Any student planning to be dismissed must bring a dismissal request note from a parent or guardian to the front office between 7:30 and 7:40 a.m. on the day of the dismissal with the reason stated for requesting the early departure. Students who feel ill during the day must be seen by the nurse and dismissed by the nurse. If a parent calls the school to dismiss a student, the parent must come into school to meet the student. Each student leaving early must bring his/her dismissal slip to the front office at the time of his or her departure. Students are also required to check-in with the front office upon returning to school.

If a student is attending a school activity in the evening, they can not be dismissed unless they have a doctor/dentist note and return to school or have permission from the Principal/Asst. Principal.

### **Truancy**

Truancy is absence from school for the entire day or any part of it for reasons other than illness and without prior permission from the school and from parents. If a parent does not call to excuse a student's absence, the School Nurse will call parents to determine whether or not the student has parental permission to miss school.

Truancy may occur when:

1. A student arrives late or does not arrive at all without permission.
2. The student leaves the building at any time during the school day without permission. The student is considered truant regardless of the length of time spent out of the building. He/she is also considered truant whether or not he/she returns later in the day.

### **Disciplinary Consequences for Truancy**

1. A student who is truant and misses classe(s) will receive four days of administrative detention. If the student is under the age of sixteen, a Family and Child Engaged in Services petition may be filed.
2. Any student who arrives late without permission and misses more than thirty minutes of first period will be considered truant and receive appropriate consequences.
3. Any student with an assigned parking space who leaves school or arrives consistently late (more than 3 times) without permission will have his/her parking privileges suspended as follows:

First Offense: Two week suspension of parking privileges and/or 4 Administrative Detentions

Second Offense: Parking privileges revoked for remainder of school year and/or Suspension

4. Any athlete who is truant will receive the following consequences:
  1. On the first offense, the student will be suspended from the team, pending a meeting with the Athletic Director and coach.
  2. Within three (3) school days, the student will present his/her case before the Athletic Director and coach. They will, after hearing the student's case, determine an appropriate punishment, with final authority resting on the Athletic Director.
  3. Upon the second truancy offense, the student will be dismissed from the team for the remainder of the season.

### **Class Attendance Policy**

In order to ensure that each student obtains the maximum benefit from each of his/her classes, students are only eligible to receive credit for classes attended on a regular basis. Absence from class will only be excused for illness, bereavement, religious observance, or other circumstances approved by the administration.

1. Hamilton-Wenham Regional High School enforces a "no-missed class" policy. **Any student who misses a class without an acceptable excuse will receive four after school detentions and will be ineligible to participate in any athletic or extracurricular activities for one week.** Students who miss class and leave the building without permission will receive additional disciplinary consequences from the administration. Additional disciplinary consequences will be assigned to students who miss class repeatedly.
2. **Any student who is absent from a yearlong class more than fourteen times, a semester class more than seven times, or a quarter class more than four times will lose credit for the course.** Prolonged absences can be appealed to the administration.
3. Parents of students who are approaching the maximum allowable number of absences will receive notification from the administration.

### **Class Attendance Policy Appeals**

If a student feels that his/her missed class or loss of credit was the result of extenuating circumstances, he/she may file an appeal with the assistant principal or principal. Appeals procedures have been established to address each of these circumstances.

1. When a student is absent from class without permission, the school will notify parents that their son/daughter has missed a class. If a student and/or parent feels that there are extenuating circumstances that should be considered by the administration, the student and/or parent may submit a written request to the principal explaining the reasons why the missed class should be waived. The appeal must be initiated within three days of receiving the missed class notification.
2. Any student who loses credit for a course because of excessive absences and believes that his/her circumstances merit a waiver of the class attendance policy may appeal his case to the Attendance Review Committee. The student filing the appeal must obtain an attendance printout from the main office secretary and provide a written description of the reason for each of his/her absences prior to meeting with the committee.

### **Tardiness To Class**

Tardiness to class will be handled by the classroom teacher according to the following guidelines:

1. Students who are frequently tardy will receive consequences directly from the classroom teacher. Any student who fails to serve his/her consequences for tardiness will receive administrative detention.
2. Students who arrive more than fifteen minutes late to class without teacher permission will be considered truant from class.

## **AUTOMOBILE REGISTRATION AND PARKING**

Due to limited parking spaces, student parking will be restricted to seniors and juniors on a first come first served basis. In order to participate, each student must register his/her vehicle with the assistant principal by providing a copy of his/her license and registration, completing and signing the parking contract, and paying a fee of \$200.00 per school year. Seniors will receive priority in the parking lottery. Juniors who do not receive an assigned space will be placed on a waiting list. Students with outstanding disciplinary obligations will not be given a parking space.

Students will comply with all rules and regulations regarding the use of motorized vehicles as outlined in the parking contract. Violations of motor vehicle rules may result in revocation of driving privilege as well as possible disciplinary action.

Driving on school grounds is a privilege and not a right, and as such may be revoked for cause, including, but not limited to, excessive tardiness, truancy, repeated disciplinary violations, misuse of motor vehicle, using vehicle to leave school property without permission, speeding, and/or not stopping when directed. If a student parks on school grounds without an assigned space, his/her car may be ticketed or towed. A student who brings a car to school after revocation of parking privileges will have the car towed at his/her own expense.

Cars are strictly off limits to all students during the school day. No student will be allowed in the parking lot without permission from an administrator. Violation of this rule will result in disciplinary consequences. Vehicles on school grounds are subject to search for banned material or substances when reasonable suspicion exists that they may present.

## **BLACKBOARD CONNECT AND ASPEN MESSAGES**

At times, students and parents will receive pre-recorded messages at home via the Blackboard Connect phone system or ASPEN Email system. The system may be used to deliver urgent messages regarding emergencies or school cancellations as well as reminders about important events.

## **EXTRACURRICULAR ACTIVITIES**

### **Participation**

All students have access to extracurricular activities and athletics. Upon request, the school will provide parents with announcements and notices of extracurricular activities in the parents' native language. Participation in extracurricular activities is not limited on the basis of race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

The high school website contains information about the extracurricular activities that are available.

Participation in extracurricular activities and athletics is a privilege and may be revoked by the administration for disciplinary infractions, attendance issues, or academic performance.

### **Fee Schedule**

Students are required to pay a fee for participation in high school athletics and/or activities. Fees vary by activity and athletic team. An updated listing of fees is available on the high school website.

No student may participate in an athletic or extracurricular activity if he/she has not paid the activity fee. Any student who is unable to pay the fee may see the principal.

## **FIELD TRIPS**

All students must submit a completed permission form, including all required signatures, five school days prior to participating in the activity. Out of State and overnight field trips require school committee approval.

## **FUNDRAISING POLICY**

Student Government monitors school organizations' fundraising privileges. Any group wishing to hold an activity in which a fee is paid for services rendered, for entertainment provided, or for goods received must apply initially through Student Government with final approval by the Principal.

## **HOMEWORK POLICY**

Hamilton-Wenham Regional High School requires that students at all grades and levels take homework seriously and expects that students will bring work home as an extension of the classroom experience and ongoing process of learning. Discovery and practice form the basis of learning both in and beyond the classroom. As students progress through four years at the high school, they must assume increasing responsibility for their own learning.

### **Guidelines for Homework**

1. Homework will be assigned regularly and frequently, if not daily
2. Students should expect an average of 30-45 minutes of homework per subject every night
3. Teachers will explain to students the purpose and rationale for the assignment, including its connection to class work, when the assignment is given
4. **Teachers will post homework assignments in the classroom on the day they are given. When posting assignments electronically, teachers will do so no later than 3pm the day the assignment is given**
5. Homework can take a variety of forms, including long and short term assignments, reviewing, reading, studying, projects and research
6. At the high school level, the parents' role in homework is primarily supervisory. Although a parent may need to help a student complete an assignment occasionally, the parents' most important function will be to make sure the student has the time and space necessary for serious study. In addition, parents can help their children by checking that assignments are being completed. The school encourages students to use a method for keeping track of assignments, and parents should check their regularly to be sure that homework is being completed.

## **LOCKERS**

A locker is assigned to each student during the homeroom period on the first day of school each year. The locker is school property. Keep it neat; no writing or decals, please. **Keep your valuables locked or in your possession to help prevent material from being taken. During Wellness/Physical Education class, valuables should be locked in your locker.** Lockers should be emptied at the end of the school year as they are cleaned every summer. Materials left in the locker will be disposed of at the end of the year.

Periodically the lockers are inspected for school materials. Students' lockers are public property and are therefore subject to search by school officials. Certain items may not be stored in lockers or on persons, for example, weapons, illegal drugs, alcoholic beverages, stolen property, items against school policy, etc. A search warrant is not required by the school administration, as determined by the New Jersey vs. T.L.O. case of 1985. The custodian has all combinations and should be consulted if you have problems with your locker. The school is not responsible for items taken from lockers.

## **LUNCH PROGRAM AND CAFETERIA SERVICES**

All students will remain in the cafeteria or courtyard (weather permitting), areas during the lunch period. It is imperative that no students be in the classroom corridors during the assigned lunch block.

Free and reduced lunch applications are available from the Hamilton-Wenham Food Service Department.

Students must use the cafeteria point of sale system to purchase items from the cafeteria. See the food service webpage on the district website for more information.

Lunch prices: All students are eligible for one free lunch per day.

During the lunch period, at least two stations will serve food, one offering the traditional "hot lunch" and the other primarily "a la carte".

## **LOST AND FOUND**

During the school year, personal items may be lost or misplaced by students. The school collects these items and stores them in a lost and found bin, which is located outside of the auditorium.

Occasionally, items are turned in to the main office. If you have lost an item, check in the front office and with the custodian on duty. In addition, at the end of each year all lockers are completely cleaned and materials not claimed are disposed of in July.

## **MESSAGES FOR STUDENTS**

Students in class will not be interrupted with messages from parents or guardians unless an emergency arises. **Please call the main office to leave messages. Please do not text or call students directly as this disrupts the learning process.**

## **OFFICIAL PUBLICATIONS**

In addition to the Student and Parent Handbook, a Course Catalogue is distributed each winter to help students make educational program plans.

## **POSTERS**

All flyers, bills or posters must be approved by the principal or assistant principal prior to being posted.

## **SCHOOL CANCELLATIONS**

Due to weather or unusual circumstances, the opening of school may be delayed or school may be cancelled for the day. Information regarding school cancellations will be made available to families through Blackboard Connect phone messages, email, Twitter, and on local radio and television newscasts. The school year will be extended by one day for each full day cancellation.

There are several possibilities for the 21-22 school year:

- **Full Cancellation** - No power in communities results in "No School Day" and will need to be made up at the end of the year
- **Delayed Opening** - 2 Hour Delayed Opening if weather conditions are expected to be safe for travel within a two hour window of regularly scheduled school travel times. *(Rare)*

- **Early Dismissal** - If inclement weather is predicted to impact the safe travel home from school, the District may call for an early dismissal. (*Rare*)

## **STUDENT GOVERNMENT - CLASS OFFICERS**

Any student without any disciplinary infractions, attendance or academic issues is eligible to run for a student government position.

The following positions are available annually:

**Student body:** President, Vice President, Secretary, Treasurer

**Each class:** President, Vice President, Secretary, Treasurer, 4 representatives

Anyone elected to a student government position must be in good standing at all times. Disciplinary infractions, attendance code infractions and failure to uphold the duties of the office will result in removal from office by the Principal.

## **VISITORS**

All visitors to the school are required to check in at the front office and obtain a visitor's pass. Arrangements must be made in advance. The school does not permit visitors whose primary purpose for visiting is social. Persons in the school without authorization will be asked to leave immediately and will be subject to arrest and removal by the police.

## **WITHDRAWAL FROM HIGH SCHOOL**

Students are required by law to be in school until the age of 16. Between the ages of 16-18, students may withdraw from school only with parental permission. To initiate a withdrawal, students should meet with a guidance counselor who will explain the withdrawal procedure.

## **WORK PERMITS/STUDENT EMPLOYMENT**

Work permits and cards may be obtained from, and returned to, the principal's office. All teens under 18 years of age must complete a work permit application and get a work permit before starting a new job. Please see the complete summary of the Massachusetts laws regulating child labor, including changes made in 2007, for further information. With very limited exceptions, minors under the age of 14 may not work. Permit information is also available at [www.mass.gov/dos/youth/](http://www.mass.gov/dos/youth/).

# **STUDENT CONDUCT AND DISCIPLINARY REGULATIONS**

As detailed in the Hamilton-Wenham Mission and Expectations for Learning, students will develop the ability to make healthy choices and exhibit honesty, integrity, and personal responsibility. Our goal is to assist students in internalizing school and community rules so that they can make healthy decisions, work cooperatively with others, and contribute to a healthy and positive learning environment. When a violation of school rules occurs, each student is entitled to a fair hearing with administration, at which time he/she can respond to the allegations that have been made and offer his/her perspective.

The remaining sections in this code of conduct describe some of the more frequent student offenses and how to avoid them. The list provided here is in no way meant to be exhaustive. Individual

situations sometimes arise where members of the HWRHS administration and staff will need to use their judgment in determining whether a behavior is contrary to the expectations of HWRHS. Likewise, the consequences listed here are also meant to serve as a guideline. The administration of HWRHS reserves the right to use judgment in determining the consequences for individual events.

The Individual Education Plan (IEP) for every special education student will indicate whether the student can be expected to meet the school discipline code or if he/she requires modifications. If a modification is required, any changes will be written into the IEP.

## **SCHOOL CLIMATE EXPECTATIONS**

A safe and respectful climate is a necessary component of a school that promotes learning and the development of positive self-awareness. The students, faculty, staff and administration will work together to promote the following school climate expectations:

1. We will treat others with kindness, respect and tolerance.
2. We will try to help students who are mistreated.
3. We will try to include students who are left out.
4. If we know that somebody is being mistreated, we will tell a trusted person(s) who can help (i.e. teacher, coach, mentor, community leader, or older sibling).

These expectations form the foundation of how we will interact with each other every day in and out of school.

## **STUDENT CONDUCT AND DISCIPLINARY POLICIES**

### **Abusive Language**

Abusive language, including, but not limited to, bullying, intimidating, racial or sexual epithets, obscene gestures, or hate speech toward a teacher, staff member, or student or vulgar language anywhere in the school will carry up to a three day suspension.

### **Academic Integrity Policy**

Students enter the academic community in order to learn. The learning process requires time, effort, and patience for understanding and assimilating material, applying concepts through practice, and generating original thinking. Students who engage in cheating, plagiarism, or falsifying academic records lose the opportunity to demonstrate what they have learned, sacrifice personal integrity, and undermine the trust between students and faculty that forms the foundation of a supportive educational community.

The following behaviors are examples of academic dishonesty:

**Avoidance of Deadlines and/or Assessments:** While students may occasionally be absent from school for legitimate physical or mental health reasons, a pattern of absences on test days and/or when assignments are due may be considered a breach of academic honesty. Any student who intentionally misses a test, quiz, exam, or project deadline for the sole purpose of avoiding a due date, extending preparation time, and/or obtaining information from other students will receive disciplinary consequences for academic dishonesty.

**Cheating:** Cheating is defined as obtaining an unfair advantage in completing academic work, cheating may take a variety of forms, including, but not limited to, the following:

- The use of unauthorized books, electronic devices, notebooks, websites, or other resources
- Unauthorized collaboration on or copying or changing another student's homework, papers, projects, or ideas (see plagiarism).
- Giving another student your work to be copied or passed in as their own (see plagiarism).
- Obtaining access to a test, quiz, or exam before the scheduled administration.
- Relying on another student or parent for completion of homework, papers, or projects.
- Talking or gesturing to another student during a test, quiz, or exam. Any communication during an assessment will be interpreted as cheating, regardless of the subject matter being discussed.
- Utilization of electronic devices to access information during exams.
- Copying another student's answers during a test, quiz, or exam.
- Accessing or attempting to gain access to computer files belonging to another student or faculty member.

**Falsifying Student Records:** At times, students may be required to deliver report cards, progress notices, comment sheets, or other school documents to parents, alterations to these documents by students are a breach of academic honesty.

**Plagiarism:** Plagiarism is a serious form of cheating. Using another person's words, ideas or thoughts without giving credit to the author is considered plagiarism; whether you express those ideas in your own words or directly quote the source. Examples of plagiarism include the following:

- Direct copying of text from a book, article, internet resource, or another student's work without proper citation.
- Claiming ideas from a book, article, or electronic resource as your own or including these ideas in your work without proper citation.
- Use of a unique term or concept from a book, article, electronic resource, or another student's work without proper citation.
- Use of false data or citations.
- Submission of a paper or project for more than one class without approval of both teachers.

*(Definitions of cheating and plagiarism adapted from Needham High School Student Handbook and Wheaton College Honor Code.)*

The teacher will first address any incident of academic dishonesty directly with the student. The teacher will then report the incident to the assistant principal, who will assign consequences as follows:

**First Violation of the Academic Integrity Policy:**

1. The student will receive a zero grade on the assignment.
2. The student will receive two administrative detentions.
3. If the student holds a leadership position in school activities or membership in National Honor Society, his/her infraction will be referred to the faculty advisor or coach for further disciplinary action.
4. A captain in athletics who violates the academic integrity policy, whether in season or out of season, will be removed from his/her captaincy for the current or next sports season.

**Second Violation of the Academic Integrity Policy:**

1. The student will receive a zero grade on the assignment.
2. The student is subject to a one day in-school suspension.

3. If the student holds a leadership position in school activities or membership in National Honor Society, his/her infraction will be referred to the faculty advisor for further disciplinary action.
4. A captain in athletics who violates the academic integrity policy, whether in season or out of season, will be removed from his/her captaincy for the current or next sports season.

**Third and Subsequent Violations of the Academic Integrity Policy:**

1. The student will receive a zero grade on the assignment.
2. The student is subject to a two day out of school suspension.
3. The student must meet with a school counselor to discuss the reasons behind the repetitive nature of these infractions and to develop a plan to prevent this from occurring again.
4. The stipulations for leadership positions in the first and second violations of the academic integrity policy are still in effect.

A student's entire academic career at Hamilton-Wenham Regional High School is considered when determining the number of violations of the academic integrity policy.

**Academic Integrity Appeals:** Any student who disagrees with a teacher's determination that the academic integrity policy has been violated may request:

First: A review by the department chairperson

Second: A hearing before a committee chaired by the assistant principal, or another designated chair, and consisting of one faculty member of the student's choosing and the student's guidance counselor. The committee will have the authority to overturn or alter the decision of the teacher, including recommending an alternate assignment for the student. In all cases, the penalty remains in effect during the hearing and appeal phase.

**Alcohol and Other Drug Use, Possession, and Distribution**

Hamilton-Wenham Regional High School is strongly committed to providing an alcohol and drug-free school environment for all students. Recognizing the impact of substance use on school attendance, academic performance, student investment in school, and school climate and culture, the high school promotes and adheres to a zero tolerance policy for illegal drug use, possession, and distribution for students, teachers, and staff both on school grounds and at school events. For the purpose of this policy, the definition of illegal drug includes alcohol, any controlled substance or drug paraphernalia described in MGL Chapter 94C, or abuse of any over the counter medication. In addition, students are prohibited from possessing and self-administering any prescription drugs, with or without a doctor's orders, on school grounds. All prescription medication must be delivered to the school nurse for monitoring and administration. Narcotic medications will not be administered at school and must not be brought to school under any circumstances. Students should not be in school if they are under the influence of prescribed narcotic medications, as these controlled substances can severely affect a student's ability to function.

Faculty, students, and staff are expected to play a proactive role in maintaining a healthy, positive school culture that prevents illegal drug use. If a teacher, student, faculty, or staff member suspects that a student is impaired or "under the influence" of an illegal drug, he/she is directly responsible for immediately reporting his/her concerns to the principal or assistant principal. The school will continue to provide assistance to any student voluntarily seeking alcohol and other drug treatment and advice.

When a student is suspected of being "under the influence" or impaired by an illegal drug while at school, the following procedures will be used:

1. The student will be escorted to the nurse's office by the principal or assistant principal. If the nurse's office is unavailable (as in an off school event), another private location will be chosen.
2. The school nurse or, in her absence, an administrator will perform a screening procedure to assess whether the student may have used an illegal substance. If alcohol use is suspected and the student denies use, the student will be asked to take an alcohol screening test to confirm that he/she is not under the influence of alcohol. If a student refuses to participate in a screening test to assess whether alcohol has been consumed, the principal or assistant principal will make a determination based on other evidence available, including physical signs of alcohol consumption, observations by other witnesses, and a student interview.
3. If the evaluation by the nurse or administrator provides reasonable suspicion that the student is under the influence or impaired, a parent will be contacted to take the student to his/her physician or a local hospital emergency room to more conclusively determine the student's condition through drug testing. If the parent does so and no drugs are found to be present, the student will return to school immediately with no further consequences.
4. If the student refuses to be screened, or if medical documentation cannot rule out the presence of an illegal drug at the time in question, or if the student admits to drug use, disciplinary consequences will be implemented as detailed below.
5. Provisions related to search and seizure will be followed any time there is a reasonable suspicion of illegal drug use. If the student is in possession of an illegal drug or drug paraphernalia, the police will be notified. Any confiscated drug or paraphernalia will be turned over to the police.
6. **A student who is suspected to be under the influence of, or in possession of, drugs or alcohol at a school-sponsored events, will be subject to the disciplinary procedures outlined below.**

### **Disciplinary Consequences**

#### *First Violation of Illegal Drug Possession, Use, Impairment, or "Under the Influence"*

Any student, who is determined to be under the influence, impaired by, and/or in possession of alcohol or any illegal drug, in school or at a school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school or school district by the principal. After a hearing, a principal may, in his discretion, decide to suspend rather than expel a student.

Furthermore, pursuant to MGL Chapter 71 Section 37H, any student found in possession of a controlled substance, as identified in MGL Chapter 94C, in school or at a school-sponsored or school-related event, may be subject to expulsion. Suspension and expulsion procedures are described on page 35. For students found to be under the influence or impaired, and/or in possession of an illegal drug, the parents will be contacted immediately to ensure the student's safe departure from school or school-sponsored event.

Upon return to school, the student and parents must attend a re-entry meeting. The reentry plan developed during the meeting will include at least the following:

1. The student will arrange for weekly counseling with a substance abuse treatment professional to be paid for by the student and his/her parents. A minimum number of counseling sessions will be determined by parents and assistant principal. A release for communication between the school and service provider must be signed prior to reentry.
2. If the student is found to be in possession or under the influence of illegal drugs, he/she must commit to a defined schedule of blood or urine tests for sixty days. This commitment must be made prior to returning from suspension. A letter from a physician must be provided to verify that these tests have been performed.

After the first violation of this policy, the student will be immediately suspended from participation in athletics, student government, and any membership, leadership, or supporting role in school-sponsored activities. Policy violations by National Honor Society students will be referred to the NHS Faculty Council. Determination of reinstatement for athletes will follow MIAA guidelines as indicated below. If a student is suspended from an extracurricular activity, it is his/her responsibility to request a reinstatement hearing with his/her activity advisor no more than five (5) days later than the time of the infraction. (A student who does not request a hearing within this time frame will be automatically dismissed from the activity.) A panel consisting of the faculty advisor for the activity, guidance counselor, and assistant principal will review the student's case and make a decision regarding reinstatement. **In addition, any student who violates this policy at a school dance or school-sponsored event will not be allowed to attend school dances or proms for one calendar year.**

*Second and Subsequent Violations of School Policy on Illegal Drug Possession, Use, Impairment, or "Under the Influence"*

Any student who is determined to be under the influence or in possession of an illegal drug in school or at any school event for the second time during his/her high school career is subject to expulsion for a period of time determined by the principal. Expulsion hearing procedures are detailed on pages 54 - 57 of the Student Handbook.

*Distribution of Illegal Drugs on School Property or at a School Event*

Any student who distributes or intends to distribute controlled substances on school property or at a school-sponsored event may be subject to expulsion from the school district (MGL Chapter 71 Section 37H). Intent to distribute will be determined, in part, by the quantity of drugs in the student's possession. A report will be provided to the Hamilton police department.

*Athletics: MIAA Drug and Alcohol Policy*

As part of the proactive expectation inherent in the Hamilton-Wenham Regional High School alcohol and other drug policy, it is expected that coaches will play an integral role in the implementation of mandated MIAA policies and reporting procedures. Coaches are responsible for immediately reporting all violations of MIAA policy to the high school Athletic Director. The high school will adhere to the following MIAA policies in disciplining student athletes:

*First Violation:* Students participating in school athletics who violate the school policy will be immediately suspended from the team. Within (5) school days of the Athletic Director being notified of the violation, the athlete may request a hearing with his/her coach and the Athletic Director (if the athlete does not request a hearing within this time frame, he/she will be automatically dismissed from the team). After hearing the athlete's case and reviewing the particular situation, the Athletic Director, in consultation with the principal and the coach, will determine whether the athlete should be dismissed or reinstated as a team member.

Minimally, an athlete who is reinstated will be subject to a suspension for a quarter of the games in a full sports season (from the time of the hearing), in accordance with MIAA policy. Depending upon the severity of the offense and the attitude of the athlete, he/she may be allowed to practice with the team and attend games (but cannot dress in a game uniform).

At the end of the suspension period, the coach and Athletic Director will review the athlete's conduct. If the athlete's conduct has not been exemplary during this time, the coach and the Athletic Director can extend the suspension or dismiss the athlete from the team.

A captain who violates the substance rule, whether in season or out of season, will be removed from his/her captaincy for the next full calendar year. A student may be considered for captaincy in a future season if selected by the team and approved by the coach.

*Second and Subsequent Violations:* When the principal confirms, following an opportunity for the student to be heard according to the hearing procedures outlined above, that a second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic events totaling 60% of all interscholastic contests in that sport.

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

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

### **Assault on a Faculty or Staff Member**

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, is subject to expulsion from the school or school district by the principal (MGL Chapter 71 Section 37H).

### **Bicycles, Unicycles, Skateboards, Scooter, Wheeled Sneakers, and Other Transportation Devices**

The use of bicycles, unicycles, skateboard, scooters, wheeled sneakers and/or any other motorized or wheeled transportation devices in the school building before, during, or after school is strictly prohibited for safety reasons.

### **Bullying**

The Hamilton-Wenham Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

Bullying is defined as the repeated use by one or more students or staff 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. Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

All incidents of bullying should be referred to the principal and/or assistant principal for investigation. The principal or assistant principal shall promptly and reasonably investigate all allegations of bullying. Bullying incidents may be reported anonymously; however, no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

Acts of bullying, which include cyber-bullying, are prohibited:

- on school grounds and 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
- at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will be grounds for disciplinary action up to and including suspension and expulsion. Retaliation in any form against a student who has made a bullying complaint (or has had one made on his/her behalf) is strictly prohibited and will result in disciplinary consequences.

A detailed description of the district's bullying intervention plan is available in Appendix E.

### **Bus Conduct**

Students who ride the school bus will be expected to adhere to the following code of conduct:

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver or monitor if such assignments have been made.
2. Students should remain seated during the trips.
3. Loud, boisterous, or profane language and/or indecent conduct shall not be tolerated.
4. No windows or doors will be opened or closed except by permission of the driver or monitor.
5. No student shall enter or leave the bus until it has come to a full stop, and the door has been opened by the driver.
6. Students are to obey the directions of the bus driver or monitor, and will identify themselves correctly when requested to do so by the monitor or the driver.
7. There is to be no lighting of matches or smoking at the bus stop or on the bus.
8. Students are not to throw objects at or on the bus or out of the windows.
9. Students shall not put their hands or their heads out of the windows.
10. Students are responsible to arrive at the bus stop on time.
11. Students must help to keep the bus clean.
12. Students will pay for any damage done to the bus.
13. Students are not to stand in the stairwell of the bus.

A student's first incident of disruptive behavior will result in a suspension of bus privileges for two weeks, and may call for additional school disciplinary consequences. A second incident will result in at least an extended suspension of bus privileges and school disciplinary consequences.

### **Cafeteria and Lunch Decorum**

All students may be in the cafeteria, courtyard (weather permitting), library, or lobby area during the lunch period. Because classes are running during each of the lunch periods, it is imperative that no students be in the classroom corridors during their assigned lunch block. Students may enter the classroom corridors only with a pass from an adult staff member. Students will not be allowed to go to their lockers during lunch.

Students will only eat in the cafeteria, courtyard, or lobby area. Food is not to be taken anywhere else in the building, including the halls, classrooms, the music room or the auditorium, during lunchtime. Any student who fails to pick up his/her trash OR does not assist in cleaning up as requested will

receive disciplinary consequences, up to and including suspension. Throwing food or objects in the cafeteria will result in disciplinary consequences, up to and including suspension from school.

## Cigarettes/Vapes/Tobacco Products

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

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

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

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

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law. Visitors who violate this policy will be asked to abide by the policy or leave the premises.

Consequences for use or possession of tobacco products is as follows:

**First Offense:** four days of detention; mandatory attendance at, and successful completion of tobacco education classes, including a smoking cessation program, or a fine\* of \$100, as determined by the principal or assistant principal.

**Second Offense:** eight days of detention; a fine\* of \$200.

**Third and each succeeding offense:** 12 hours of community service; a fine\* of \$300.

In addition, any offense involving tobacco products is subject to the chemical health policy, as outlined in the athletics handbook. The chemical health policy shall apply to *all* extracurricular activities.

\*The authority to issue fines is derived from Board of Health regulations in Hamilton and Wenham.

## Dance Rules and Policies

Students are expected to adhere to the following rules in organizing and attending school dances:

1. No school dance may be held without proper authorization from the faculty advisor and administration. Two forms must be filled out prior to an event, a building use form and an activity form. Both are available in the front office.
2. Students must be present in school by 10:00 a.m. on the day of the event. No student dismissed from school on the day of the dance will be allowed to participate without permission of the principal or his designee. Any student who attends a dance on the day of an absence or unapproved dismissal will be removed from the dance and forfeit the next three dances and/or proms.

3. Each student is allowed to bring one enrolled high school age guest to the dance if he/she follows pre-approval procedures by signing the guest list no later than Friday at 2:30pm on the week of the dance. Guest forms for the Junior and Senior Proms must be submitted to the assistant principal no later than one week before the event. No guests will be admitted to the dance unless accompanied by the host. Guests are responsible for adhering to all Hamilton-Wenham Regional High School rules. Non-high school age guests may be allowed for Proms only at the sole discretion of the building principal.
4. Once a student has entered the dance, he or she will not be readmitted if he or she leaves.
5. All school rules and policies are in effect at school dances and proms.
6. No student or guest may have on his or her person alcohol, tobacco, or other illegal drugs nor will persons "under the influence" be allowed to enter the dance. **All students entering school dances or proms will take an alcohol screening test administered by the principal, assistant principal, or other school official.** Every attempt will be made to conduct the screening in a private setting. If the student receives a positive reading, the test will be repeated after fifteen minutes to exclude the possibility of residual mouth alcohol from cough syrup or mouthwash. If a student tests positive after a second screening, his/her parents will be contacted and he/she will be released directly to his parents. If school officials believe there is a need for possible medical services, they will also contact medical emergency services.
7. If a student arrives at a school dance or prom and refuses the alcohol screening test, his/her parents will be notified and asked to transport the student from the dance. If evidence suggests that the student is under the influence of alcohol, the student will be interviewed by school administrators and, if it is determined that he/she has consumed alcohol, disciplinary procedures will be followed.
8. Disciplinary consequences for alcohol and other illegal drug use will be assigned as detailed in the Alcohol and Other Drug Policy of the student handbook. Any student who is determined to be in possession or under the influence of alcohol or other illegal drugs at a school dance or prom will be prohibited from attending school dances or proms for one calendar year. Any senior who tests positive or brings drugs or alcohol to the Senior Prom will not be permitted to attend graduation. Diplomas will be withheld for presentation at a later date.
9. At 8:00 p.m. the doors will be closed and no students will be admitted without prior approval from the principal or assistant principal.
10. A student who is suspended will not be allowed to attend a school activity until he/she is readmitted to school.
11. School dances will end at 10:00 p.m. Students are expected to arrange for pick-up in advance and leave school promptly at 10:00 p.m. Junior Prom and Senior Prom may end at 11:00 pm.

## Dress Code

Students are expected to dress appropriately for school. The following guidelines are provided in order to guide each family in making appropriate decisions that support a safe and productive learning environment.

1. Footwear must be worn at all times for health reasons (inside the building and on the grounds).
2. Dress that is clearly disruptive of the school environment will not be allowed. This may include but is not limited to apparel that advocates or displays illegal or inappropriate items or activities as well as clothing that displays messages or images that harass, demean, or intimidate an individual or group of individuals based on race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness.
3. Students should not wear clothes that constrict or limit normal daily activities or movement.

Each student who wears clothing prohibited by this policy will on the first offense be given a warning and must modify clothing immediately, and the student's parents will be informed. Subsequent violations will result in disciplinary consequences and parental notification.

## **Electronic Devices**

Students may have silenced mobile devices on their person. The use of communication features on mobile devices in a disruptive manner in the school atmosphere is prohibited. Each teacher has the right to allow the use of mobile devices (e.g. cell phones, laptops, iPads) during instructional time. Students may only use mobile devices in class if it is approved by the classroom teacher for educational purposes.

In addition, mobile devices may be used by students during lunch within the cafeteria and lobby.

Students who utilize mobile devices in classes without permission or anywhere in the school in a manner that is disruptive will receive disciplinary consequences.

Videotaping or photographing with mobile devices is not permitted at any time without prior approval of a teacher or administrator. Failure to comply may result in suspension

Students are not permitted to make or receive calls during class without approval from the teacher. Calls may be made during the passing period as long as these calls do not disrupt the learning environment nor prohibit the student from arriving on time and prepared for class. If necessary, students may use the telephone in the main office.

Students using earbuds, headphones in the hallways in conjunction with their mobile devices must have only one side in/on their ear. Students must be able to hear alarms, teachers and announcements at all times.

All students must abide by the district acceptable use policy as outlined in Appendix C.

## **Face Coverings**

The Hamilton-Wenham Regional School District has in place a universal masking policy. A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation. Face coverings are not required when individuals are outside. Exceptions to the face covering mandate are described in Appendix I. All individuals entering the building are expected to supply their own face coverings. Face coverings are available in the building for those individuals who do not have one at the time of entry.

When a student refuses to wear a mask in school, the following steps will be taken:

**Step 1:** The teacher will request the students to wear a mask and offer the student a mask. If the student refuses, the student will be sent to the office. The teacher will notify the office that the student will be arriving.

**Step 2:** The main office secretary will offer the student a mask. If the student refuses, they will meet with the assistant principal.

**Step 3:** The student will meet with the assistant principal. The assistant principal will offer the student a mask. If the student still refuses to wear a mask, the parents will be notified.

**Step 4:** The parent will be notified and will be asked to encourage their child to wear a mask. If the student refuses, then the student will be required to leave school for the day and continue their learning with work provided. The student will be required to make up any missed work.

When a student refuses to wear a mask on the bus:

**Step 1:** The bus driver will request the students to wear a mask and offer the student a mask. If the student refuses, the student will be reported by the bus driver to the principal as soon as possible.

**Step 2:** Upon arrival at school, the student will meet with the assistant principal. The assistant principal will discuss the issue with the student and reinforce the requirement for wearing a face covering and parents will be notified.

**Step 3:** If the student still refuses to wear a mask on the bus, the parents will be notified and the student will not be allowed to use the bus until they are able to comply and wear a mask appropriately while on the bus.

### **Fighting/Physical Intimidation**

Any student who is involved in fighting or physical intimidation may be suspended for up to five days. This consequence will be imposed on all students involved in these behaviors, regardless of which student initiated the confrontation.

### **Fireworks**

The possession or use of fireworks of any kind, smoke bombs, or "stink bombs" will result in suspension for up to five days and the police will be involved.

### **Gambling**

Student gambling of any type, including sports betting and card playing, is prohibited in the HWRSD. Depending on the severity of the incident, any student who gambles on school grounds will receive disciplinary consequences up to and including suspension from school.

### **Gymnasium, Weight Room, and Locker Room Areas**

No student will be allowed in the gymnasium area, including the weight room and student locker rooms, at any time during the school day other than his/her assigned Health Science class. Any student who is found in these areas when he/she is not in class will receive disciplinary consequences as follows:

First Offense: Two administrative detentions

Second Offense: Four administrative detentions and loss of pass privileges

Subsequent Offenses: Suspension from school

### **Harassment**

The Hamilton-Wenham Regional School District School Committee is committed to the prevention of harassment based upon race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

This policy has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment, and to

ensure that individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation or degradation. See Appendix B.

### **Hazing**

Any student or organization participating in hazing as defined by the state statute shall be disciplined appropriately and reported immediately to the local police department for action. See Appendix A.

### **Insubordination**

Students are expected to contribute to a mutually respectful, supportive, and safe school environment by cooperating with directions given by administrators, teachers and staff members. When asked to provide his/her name, every student will be expected to provide this information in a respectful manner. Any student who refuses to provide his/her name and/or fails to follow directions or directives given by any administrator, faculty or staff member, custodian, cafeteria staff, secretary, or teacher aide will be subject to disciplinary consequences, up to and including suspension from school.

### **Internet and E-Mail Privileges**

It is our expectation that student, staff, and faculty use of electronic mail will conform to the district's general standards and rules for behavior as outlined in the internet and electronic communication policies included in Appendix C of this handbook. Individuals must be responsible for their own actions in using Electronic Mail communications over the Internet, and must realize that their access to this resource may be revoked, with due process, for violation of the Acceptable Use Policy.

Any use of electronic communication or web sites to demean, embarrass, bully, or harass students or staff will result in disciplinary consequences up to and including suspension regardless of whether communication is initiated on or off school grounds.

### **Leaving the Building without Permission**

Students must remain in the school building throughout the school day unless they are under teacher supervision. This includes the parking lot and school grounds, including the athletic fields. Any student who leaves the building without permission will receive the appropriate disciplinary consequences for the time spent out of the building, up to and including suspension.

### **Leaving campus without permission**

Students who leave campus during the school day without permission will receive disciplinary consequences, up to and including suspension from school.

### **Musical Instruments**

At times, students may bring musical instruments to school for approved use in the classroom or extracurricular activities. Any other use of musical instruments during the school day must be confined to the practice rooms unless the student has prior permission from the administration.

### **Out of Bounds**

Students are permitted to be only in designated areas of the building during the school day. **Under no circumstances should a high school student enter the middle school at any time during the school day without administrative approval.** Students who are "out of bounds" will receive disciplinary consequences, up to and including suspension.

### **Pass Privileges**

Every student who leaves his/her classroom must have permission from the teacher and sign out from the room. Any student who leaves the room without permission, fails to report to the proper

location, and/or is gone for a period of time longer than reasonably expected by the classroom teacher will be subject to disciplinary action, up to and including suspension from school and revocation of pass privileges.

### **Theft**

Theft of school property or another person's possessions will carry up to a three day suspension, restitution, and may be reported to the police.

### **Throwing Food or Objects**

Throwing food or any object on school property will result in disciplinary consequences, up to and including suspension.

### **Vandalism**

Any student who willfully defaces or destroys school property, or intentionally misuses school equipment (technology, science room showers, fire alarms and extinguishers, etc.), will be suspended for up to five days and be reported to the police.

### **Violent Images**

Students are to refrain from creating violent images. These images will be interpreted as intimidation, bullying, harassment, or a threat to public safety.

### **Weapons**

Any student 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, an explosive, gun, or knife may be subject to expulsion from the school or school district by the principal, pursuant to MGL 37H.

## **DISCIPLINARY PROCEDURES**

The Principal, Assistant Principal or designee reserve the right to ultimately decide the disciplinary action when an infraction occurs. The decision can include loss of privileges including extra-curricular events, proms, clubs, and athletic teams.

### **Administrative Detention Procedures**

1. Students must report to detention by 2:30 p.m. with all of their materials; no passes to lockers or classrooms will be allowed.
2. If a detention is missed, one additional detention will be assigned.
3. If a student accumulates more than 5 detentions, he or she is subject to suspension from school. The student still must serve the detentions after the suspension is completed.
4. Students may be withheld from extracurricular activities if they owe detention time. These activities include, but are not limited to, athletics, drama, band, chorus, and Senior Week activities.
5. Detention will be held from 2:30 - 3:15 p.m. If a student is more than 5 minutes late, he/she will not be admitted. If a student is less than 5 minutes late, he/she must serve the additional time at the end of the detention period.
6. Students should work on school related assignments during the detentions. Students will not be permitted to play games, talk, sleep or "do nothing". If students do not use the entire time appropriately, the detention monitor will ask them to leave and the detention will be repeated.

## **Suspension**

The Principal and Assistant Principal of the school are empowered to suspend any student under their jurisdiction for disruptive behavior or other cause.

Any student who has been suspended from school is not allowed to be on school property unless he/she has requested and obtained prior permission from the Principal's Office. These students are also not allowed to participate in any class or school related functions held off school property.

Any infraction of a school rule at a dance, which results in a suspension, may result in the forfeiture of dance and prom privileges for one calendar year.

## **In School Suspension**

The principal or assistant principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or assistant principal determines that the student committed the disciplinary offense, the principal or assistant principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal or assistant principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal or assistant principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meetings shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal or assistant principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal or assistant principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal or assistant principal if such meeting has not already occurred. The principal or assistant principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal or assistant principal and the parent.

## **Removal from Extracurricular Activities and Attendance at School Sponsored Events**

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in M.G.L. c. 71, § 37H<sup>3</sup>/<sub>4</sub> or 603 CMR 53.00.

## **Opportunity for Academic Progress During Suspension/Expulsion**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal (or designee) shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make

academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

### **Student Due Process Rights**

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

#### **1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).**

**Short Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

**Long Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any

such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

## 2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾ )

### **Notice and principal's meeting**

For any suspension under this section, the principal or a designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to meet with the principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

### **Short-term Suspension**

The principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

### **Long-term Suspension**

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; 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; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

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, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days, beginning on the first day the student is removed from the building.

### **Emergency Removal**

The principal may remove a student from school temporarily 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 principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

The principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the principal will not release the student until adequate provisions have been made for the student's safety and transportation.

### **Superintendent's hearing**

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the principal's hearing for long-term suspension. The Superintendent will issue a written decision within 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 Superintendent's decision is the final decision of the district.

### **Discipline and Students with Disabilities**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.
3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all

students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.

4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

### **School Committee Power of Expulsion**

Except for the provision of Chapter 71, Section 37H and 37H1/2, in which case the Principal may make a decision regarding expulsion, only the School Committee may exclude a student for other infractions (MGL Chapter 76, Section 17). The School Committee must provide a hearing for a student and his or her parents before the student is excluded for the alleged misconduct. At such a hearing, the student is entitled to the following procedural rights:

- Written notice of the charges (in the student's primary language);
- The right to be represented by a lawyer or advocate (at the student's expense);
- Adequate time to prepare for the hearing;
- Access to documented evidence before the hearing;
- The right to request that witnesses attend the hearing, and to question witnesses;
- A reasonably prompt, written decision including specific grounds for the decision

# APPENDIX A: MASSACHUSETTS GENERAL LAWS CHAPTER 269 CRIMES AGAINST PUBLIC PEACE

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

## H8030 PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location.

No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited.

Students and employees of the Schools are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school.

Any student who participates in the hazing of another student or other person may ~~will~~ be subject to disciplinary action by the school.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for further disciplinary action, but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. 269:17, 18, 19

HAZING IS DEFINED BY MASSACHUSETTS STATE LAW AS FOLLOWS:  
CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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

The term "hazing" as used in this section 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 person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

#### CH. 269, S.18. DUTY 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 crime shall be punished by a fine of not more than one thousand dollars.

#### CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

The Board of Regents and, in the case of secondary schools, 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 a report.

SOURCE: Dover-Sherborn Regional Committee

Policy Review: 1st Reading: October 16, 2014

2nd Reading: October 30, 2014

Policy Adopted: October 30, 2014

Vote: 7-0-0

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

# **APPENDIX B: DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES**

## **I. WHERE TO FILE A COMPLAINT**

Any Hamilton-Wenham Regional School District student, employee, or third party who believes that a Hamilton-Wenham Regional School District student, employee, or third party has discriminated against or harassed them because of their race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, or activities may file a complaint with:

Superintendent  
5 School Street  
Wenham, MA 01984  
978-468-5310

Stacy Bucyk  
Director of Student Services and Title IX Coordinator  
5 School Street  
Wenham, MA 01984  
978-468-5303  
s.bucyk@hwschools.net

The Superintendent, Superintendent's designee, Title IX Coordinator or 504 Coordinator will serve as the grievance officer in such matters as appropriate.

## **II. CONTENTS OF COMPLAINTS AND TIMELINES FOR FILING**

Complaints under this procedure must be filed within twenty (20) days of the alleged discrimination or harassment. Complaints filed after this 20 day period will be accepted, however, the investigation may be impacted due to the passage of time. Complaints may be submitted orally or in writing. The complainant may select another person to help with the filing of the complaint. Any responsible employee who receives an oral complaint will memorialize the allegations in writing and forward the written allegations to the Office of the Superintendent or the Superintendent's designee by the following school day. The written complaint should include the following information:

1. The name and grade level (or address and telephone number if not a student or employee) of the complainant;
2. The name (and address and telephone number if not a student or employee) of the complainant's representative, if any;
3. The name(s) of the person(s) alleged to have committed or caused the discriminatory or harassing action, or event (respondent);
4. A description, in as much detail as possible, of the alleged discrimination or harassment;
5. The date(s), time(s), and location(s) of the alleged discrimination or harassment;
6. The names of all persons who have knowledge about the alleged discrimination or harassment (witnesses) as can be reasonably determined; and
7. A description, in as much detail as possible, of how the complainant wishes to see the matter resolved.

## **III. INVESTIGATIONS AND RESOLUTION OF THE COMPLAINT**

Complaints will be investigated promptly and resolved as quickly as possible.

Due process procedures apply to issues of identification, evaluation, and placement under Section 504. Any person who alleges discrimination on the basis of a disability relative to the identification, evaluation, or educational placement of a person, who because of a disability is believed to need regular or special instruction and related aids or services, pursuant to Section 504 of the Rehabilitation Act of 1973, Massachusetts General Law chapter 71B, and/or the Individuals with Disabilities Education Act, may use the procedure outlined in the Massachusetts Department of Elementary and Secondary Education's Parents' Rights Brochure, rather than this procedure. Information on this alternative process may be obtained from the Director of Student Services for the Hamilton-Wenham Regional School District.

The Discrimination/Harassment Complaint Procedure applies to issues of disability discrimination and harassment. Respondents will be informed of the charges as soon as the grievance officer deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated, and in no case later than fifteen (15) school days following receipt of the complaint. The grievance officer will interview witnesses who are deemed to be necessary and appropriate to determine the facts relevant to the complaint, and will gather other pertinent information. Interviews of students will be conducted in such a way as to reflect the age and emotional condition of the student. The complainant(s) and respondent(s) shall have an equal opportunity to present witnesses and other evidence. Such interviews and gathering of information will be completed within fifteen (15) school days of the receipt of the complaint.

Within twenty (20) school days of receiving the complaint, the grievance officer will meet with the complainant and/or his/her representative and the respondent and/or his/her representative to review information gathered and, if appropriate, to propose a resolution designed to stop the discrimination or harassment, prevent its recurrence and to correct its effect.

Within ten (10) school days of meeting with the complainant and/or his/her representative and the respondent and/or his/her representative, the grievance officer will provide written disposition of the complaint to the complainant and/or his/her representative and to the respondent(s) and/or his/her representative, including a statement regarding whether the complaint was found to be credible and whether discrimination was found to have occurred. Where the grievance officer finds that discrimination has occurred, Hamilton-Wenham Regional School District will take steps that are reasonably calculated to end discrimination that has been found; prevent recurrence of any discrimination, and correct its discriminatory effects on the complainant and others, if appropriate. The grievance officer will contact the complainant within 10 school days following conclusion of the investigation to assess whether there has been on-going discrimination or retaliation, and to determine whether additional supportive measures are needed. If the grievance officer determines that additional supportive measures are needed, he or she shall offer such measures to the complainant within fifteen school days following conclusion of the investigation.

Notwithstanding the above, it is understood that in the event a resolution contemplated by the grievance officer involves disciplinary action against an individual, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (e.g., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment). Any disciplinary action imposed upon an individual will be subject to applicable procedural requirements. All the timelines indicated above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation in which case the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented.

Confidentiality of complainants/respondents and witnesses will be maintained, to the extent consistent with the obligations of the Hamilton-Wenham Regional School District relating to the investigation of complaints and the due process rights of individuals affected.

#### IV. RETALIATION PROHIBITED

Retaliation against someone because he/she has filed a complaint under this procedure is strictly forbidden. Retaliation against someone who has participated in an investigation is strictly prohibited. Hamilton-Wenham Regional School District will take appropriate steps as necessary to prevent retaliation. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Upon request, the grievance officer will provide the complainant with the names and addresses of those state and federal agencies which handle discrimination and harassment matters.

## APPENDIX C: TECHNOLOGY ACCEPTABLE USE

### Hamilton-Wenham Regional School District Acceptable Internet Usage

#### **Introduction:**

It is the policy of the Hamilton Wenham Regional School District (HWRSD) to maintain a school environment free of harassment based on race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

Employees and students shall observe this policy in the use of the Network and employ digital etiquette by using appropriate, non-abusive language. Employees and students will refrain from making defamatory remarks or racial slurs, bullying and using obscene or profane language.

#### **Purpose:**

HWRSD is pleased to offer its students and staff access to the District-wide school network ("The Network"), which also serves as the District's gateway to the Internet. The Network is used to enhance productivity through increased communication within the District, and assist its employees in upgrading their skills through greater exchange of information with their peers. The Network also assists the District in communicating with parents, social service agencies, government agencies and businesses.

The Network is not a public forum and HWRSD reserves the right to place reasonable limits on materials posted or accessed through this network.

The Network may not be used for personal or commercial purposes, such as, but not limited to, offering, providing, or purchasing goods and/or services for personal use.

The principal purpose of the District's Network/equipment/access is for the education of students and professional use by its staff. It is the vision of the Hamilton Wenham Regional School District to provide equitable, effective, and efficient technology that expands instructional capacity and enables all students to engage in rigorous learning. To that end, we incorporate technologies utilizing the principles of universal design learning and assistive technology\* throughout our system in order to:

- Maximize access to curricula
- Provide authentic and relevant global resources
- Foster learning, collaboration, exploration, and discovery
- Develop critical, creative, and analytical thinking skills
- Collect, assess, and share knowledge
- Synthesize information and demonstrate conceptual understanding
- Streamline organizational tasks

\* The Americans with Disabilities Act (ADA) requires that state, local, educational and public websites be made accessible. In general - The term 'assistive technology' means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability.

**Definitions:**

“HWRSD Network” is defined as the technology devices, digital resources and network infrastructure.

“Network infrastructure” is defined as the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices and web enabled devices.

“Information technology” is defined as the use of hardware and software services to store, retrieve, transmit and manipulate data including; Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports curriculum activities, career and professional development activities, communication, research, learning and other district related activities of an educational nature.

“Devices” refer to district owned/leased devices; staff owned devices, and student owned devices.

**Privilege:**

For all users, Internet access through HWRSD and the use of district owned or managed computers, services and networks is a privilege; therefore, inappropriate use will result in a cancellation of this privilege. Based on the acceptable use guidelines outlined in this document, the system administrator may revoke, deny or suspend privileges. All activities on the HWRSD network are NOT private. This means someone can read what you write and see the web pages you visit.

**Children’s Online and Privacy Protection Act:**

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s online privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

HWRSD works diligently to comply with COPPA requirements. HWRSD does not collect student personal information or transmit such information directly to online entities.

**Children’s Internet Protection Act (Federal Communications Commission Guide Enclosed):**

The District will comply with the Children’s Internet Protection Act (CIPA), enacted by Congress in 2000, which requires schools to block or filter Internet access to content that is: (a) obscene, (b) child pornography or, (c) harmful to minors (for computers that are accessed by minors). However, it is recognized that any filter alone is no guarantee that users will be prevented from accessing Internet resources that are profane, offensive, obscene, or otherwise objectionable. All users accessing the Internet, do so at their own risk. Students should report accidental or inappropriate sites to a teacher or administrator for blocking. An administrator, supervisor or other appointed person may temporarily disable the filtering technology or other content protection measure, during use by an adult, only to enable access for bona fide educational uses and other lawful purposes. Internet usage is logged and monitored for use consistent with the educational mission of HWRSD.

**Recording:**

In addition, HWRSD complies with the unauthorized recording laws. Mass. Gen. Laws ch. 272, § 99 prohibits unauthorized recording. HWRSD requires that all parties must be notified prior to being recorded, preferably in written form. This includes other students and/or staff members.

***Email and the Public Records Law:***

Email messages concerning official school business are generally considered public record information that is subject to disclosure under the Massachusetts public records law. [G.L. c. 66 section 10; G.L. c. 4, s. 7 (26)]. Documents prepared in anticipation of litigation or to reply to a Freedom of Information Act (FOIA) should not be disclosed without prior approval from the Superintendent.

***Monitoring:***

There is NO expectation of privacy related to information stored and transmitted over the HWRSD network. HWRSD staff routinely performs maintenance and monitoring of the system. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the HWRSD administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

***Data Confidentiality:***

Some district employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Employees are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or is authorized and required by their job.

***Copyright:***

Employees and students should assume that most materials available on the Internet are protected by copyright. Unauthorized copying of copyrighted material is prohibited. Additionally, any material obtained from the Internet and included in one's own work must be properly cited regardless of the copyright status. The HWRSD will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the HWRSD. Copying, selling or distributing copyrighted or proprietary material without the written permission of the author or publisher, or engaging in plagiarism is illegal.

***Criminal Acts/Cyber Crimes:***

These include, but are not limited to, gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in gang activity, threatening others, transferring obscene material, cyber-stalking, cyber-bullying, vandalism, using another person's identity and/or identity fraud, or attempting to do any of the above. This also includes libel, defined as: publicly defaming people through publishing material on the Internet, email, etc.

***Terms and Conditions:***

By signing this Acceptable Usage Policy (AUP), staff, students and guardians acknowledge the following rules and conditions: As an HWRSD member, I understand that access to the school Network is a privilege, and not a right. I understand that my school networks and accounts are owned by HWRSD and are not private. HWRSD has the right to access my information at any time. I

understand that the system administrator will deem what conduct is inappropriate use, if such conduct is not specified in this agreement. I will use technology in a manner that complies with federal, state or local law or regulation, including copyright laws and School Committee policy. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use. Staff will notify the system administrator immediately upon encountering a violation of this agreement.

**I will respect and protect the privacy of others and myself.**

- It is prohibited to use anyone else's account or share passwords.
- I will not distribute information about self or others.
- I will not impersonate or pretend to be someone else while online. This includes sending out email, creating accounts or posting messages in someone else's name.

**I will respect and protect the property of others.**

- I will not infringe copyrights (no making illegal copies of commercial software, music, games or movies).

**I will respect the security of all electronic resources.**

- I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network.
- I will not make any changes to the computer settings nor change or delete any files or directories stored on school computers or devices that are not part of my user profile, my allocated file storage or my personal device settings.

**I will be a responsible member of my school and my community when I am on the Internet.**

- I will use the Internet for educational purposes or the business of the school district.
- I will use the Internet responsibly.
- I will always be polite and use appropriate language.
- I will not search, retrieve, circulate or display hate-based or offensive information, information about weapons, or sexually explicit material.
- I will not use the Internet for, or in support of, illegal purposes or activities.
- I will not buy, sell, advertise, or otherwise conduct business, on the Internet.
- I will not use the Internet for political purposes, except for using the Network to communicate with elected officials.

**Due Process**

The HWRSD reserves the right to deny, revoke or suspend, without prior notification, specific user privileges and/or take other disciplinary action for violation of this policy. Additionally, all handbook regulations apply to the use of the Network. In the event that there is a claim that an employee or student has violated any of the guidelines of this policy, he or she will be provided with written notice of the suspected violation and an opportunity to be heard. HWRSD will also cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the Network.

***HWRSD Limitations of Liability:***

HWRSD assumes no responsibility for any loss or corruption of data resulting from the use of the District's information technology resources. Employees and students must take full responsibility for their own actions.

Policy Review: 1st Reading: October 16, 2014

2nd Reading: October 30, 2014

Policy Adopted: October 30, 2014

Vote: 7-0-0

Chairperson, HWRSD School Committee: William Wilson (Original Signature on file in the Superintendent's Office)

# APPENDIX D: HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT ANTI-BULLYING PREVENTION AND INTERVENTION PLAN

HWRSD Anti-Bullying and Prevention Plan  
Rev. January 8, 2015  
Hamilton-Wenham Regional School District  
Anti-Bullying Prevention and Intervention Plan

## I. LEADERSHIP

### Statement of Purpose

The Hamilton-Wenham Regional School District (the "District") 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 providing all students with a safe learning environment that is free from bullying and cyber-bullying. 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 District will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including *race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness*. The District will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

The Bullying Prevention and Intervention Plan (the "Plan") is a comprehensive approach to addressing bullying and cyber-bullying, and the district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. The Principal or his/her designees are responsible for the implementation and oversight of the Plan at their respective buildings.

### A. Public Involvement in Developing the Plan,

As required by M.G.L. c. 71, § 370, the Plan will be developed with various constituencies. This involvement will include:

- District/School administrators, faculty and Staff;

- school volunteers;
- interested community representatives, students, parents, and guardians; and
- the District School Committee.

Consultation will include, at a minimum, notice and a public comment period before the District School Committee adopts the Plan.

#### B. Assessing Needs and Resources

The Superintendent, along with the Superintendent’s designees, with input from administrators, faculty, and families, will assess the adequacy of current programs, policies and procedures.

This task will include:

- review of current policies and procedures;
- review of available data on the prevalence and characteristics of bullying and behavioral incidents;
- assessment of available resources including curricula, training programs, and behavioral health Services; for designing ongoing professional development
- review of current and relevant articles and research on best methodology to prevent, intervene and address bullying and cyber-bullying;
- research and review of field tested and research-based anti-bullying curricula and instructional guides;
- development of a resource bank of relevant materials for both parents and students;
- Review of the Massachusetts comprehensive Health and Wellness Curriculum frameworks to provide a working curriculum context for anti-bullying curriculum; and
- at least once every four years beginning with the 2015/16 school year, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools.
- the district will annually report bullying incident data to the DESE.
- assessments of initial and periodic needs, by surveying students, faculty, staff, parents, guardians on school climate and school safety needs.

#### C. Planning and Oversight

The building Principal or his/her designees will be responsible for the following tasks under the Plan:

- receiving reports on bullying;
- collecting and analyzing school-wide data on bullying to assess the present level of need and to measure improved outcomes;
- creating a process for recording and tracking incident reports, and for accessing information related to targets and aggressors;
- implementing the ongoing professional development that is required by the law;
- identifying supports that respond to the needs of targets and aggressors;
- choosing and implementing, in partnership with central office administrators, the curricula that the school or district will use;
- amending student and Staff handbooks and codes of conduct; and
- leading the parent or family engagement efforts and drafting parent information materials.

The Director of Technology will be responsible for updating the Acceptable Use Policy. The Superintendent, in partnership with the Anti-bullying Subcommittee, will be responsible for reviewing and updating the Bullying Prevention Policy biennially or more frequently if needed.

## II. PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited:

- on school grounds and 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
- at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. As stated in M.G.L. c. 71, § 370, nothing in this Plan requires the District or school to staff any non-school related activities, functions, or programs.

### III. DEFINITIONS

In order to work as collaboratively and as efficacious as possible, to prevent and intervene on all acts of bullying, it is essential for administrators, faculty, Staff, students, parents, guardians, law enforcement agencies, and other interested parties to use common language. The following definitions are provided to facilitate this goal.

Aggressor is a student or a member of a school staff who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students or school staff members, of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyberbullying.

Hostile environment as defined in M.G.L. c. 71, § 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

#### IV. RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender, gender identity, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§37H or 37H72, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

#### V. TRAINING AND PROFESSIONAL DEVELOPMENT

##### A. Annual Staff Training on the Plan.

Annual training for all District Staff on the Plan will include Staff duties under the Plan, an overview of the steps that the Principal or his/her designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school. Staff members hired after the start of the school year is required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

##### B. Ongoing Professional Development.

The Superintendent, in collaboration with the Anti-bullying Subcommittee will be responsible for oversight and implementation of the training used throughout the system. The goal of professional development is to establish a common understanding of tools necessary for Staff to create a school climate that promotes safety, civil communication, and respect for differences.

Professional development will build the skills of Staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 370, the content of school- wide and district-wide professional development will be informed by research and will include:

- developmentally appropriate strategies to prevent bullying;
- developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- 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;
- information on the incidence and nature of cyber-bullying;
- internet safety issues as they relate to cyber-bullying;
- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;

- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in school or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

#### C. Written Notice to Staff.

The District will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the school or District employee handbook and the code of conduct.

### VI. ACCESS TO RESOURCES AND SERVICES

The Superintendent, in collaboration with the Anti-bullying Subcommittee will be responsible for researching, reviewing and adopting appropriate curriculum and instructional materials for use in the schools. This work will require consultation with other appropriate district and town resources. The curriculum must be:

- Developmentally appropriate
- Evidence based - based on research, or field tested
- Evaluated for effectiveness

The resources will be evaluated on documented success rate, design that is engaging to students and in keeping with our core values and philosophies of pedagogy. Curriculum should have creative presentation and should encourage students to find solutions and use critical thinking skills.

#### A. Identifying Resources.

Resources for targets, aggressors, and their families may include, but are not limited to: adopting new curricula, establishing safety planning teams, and identifying other agencies that can provide services.

The Anti-bullying Subcommittee will be responsible for creating and posting a bibliography of anti-bullying resources including, but not limited to:

- the District Bullying Prevention Policy;
- the District Anti-Bullying Prevention and Instructional guides and materials;
- research articles and materials on the prevalence and characteristics of bullying;
- relevant and useful websites; and
- community resources and related services.

#### B. Counseling and Other Services.

The District has a variety of appropriate resources within the district. The District utilizes adjustment counselors and school psychologists who assist in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and

offering education and/or intervention services for students exhibiting bullying behaviors. The District utilizes a variety of tools including, but not limited to, behavioral intervention plans, social skills groups, and individually focused curricula. Translators are provided as are translations of materials for Hamilton-Wenham families as needed.

#### C. Students with Disabilities.

As required by M.G.L. c. 7 IB, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing. All special education Administrators and faculty members were trained on this requirement in September 2010.

#### D. Referral to Outside Services.

The District has a referral protocol for referring students and families to access appropriate services. Referrals comply with relevant laws and policies. Current local referral protocols will be evaluated to assess their relevance to the Plan, and revised as needed.

### VII. ACADEMIC AND NON-ACADEMIC ACTIVITIES

#### A. Specific Bullying Prevention Approaches.

Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Plan. The District will review the Plan with students by October 1st of each school year.

#### B. General Teaching Approaches that Support Bullying Prevention Efforts.

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of the District bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;

- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

## VIII. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

### A. Reporting Potential Bullying or Retaliation.

Reports of potential bullying or retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be documented in an age appropriate manner by the Principal or his/her designee.

A school district Staff member is required to report promptly to the Principal or his/her designee any instance of bullying or retaliation the Staff member becomes aware of or witnesses.

Reports made by students, parents or guardian, or other individuals who are not school or district Staff members, may be made anonymously. The District will make a variety of reporting resources available to the school community including an anonymous electronic option.

Use of a written form is not required as a condition of making a report.

The District will:

- 1) take all reported incidents either verbal or written and will record necessary information to document the information as reported,
- 2) provide information on how to report incidents on both the website for each school, as well as in the handbook.

At the beginning of each school year, the Superintendent will provide the school community, including administrators, Staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation.

A description of the reporting procedures and resources, including the name and contact information of the Principal or his/her designee, will be incorporated in student and Staff handbooks, on the school or District website, and in information about the Plan that is made available to parents or guardians.

#### 1. Reporting by Faculty and Staff

Faculty or Staff member will report immediately to the Principal or his/her designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the Principal or his/her designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with school or District policies and procedures for behavior management and discipline.

### B. Responding to a Report of Bullying or Retaliation.

#### 1. Safety

Before fully investigating the allegations of bullying or retaliation, the Principal or his/her designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents.

Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target.

The Principal or his/her designee will take additional steps to promote safety during the course of and after the investigation, as necessary for all parties involved.

The Principal or his/her designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

## 2. Obligations to Notify Others

### a. Notice to Parents or Guardians

Upon, determining that bullying or retaliation has occurred, the Principal or his/her designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or his/her designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

### b. Notice to Another School or District

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Principal or his/her designee first informed of the incident will promptly notify by telephone the Principal or his/her designee of the other school(s) of the incident so that each school may take- appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

### c. Notice to Law Enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or his/her designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal or his/her designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or his/her designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the Principal or his/her designee will, consistent with the Plan and with applicable District policies and procedures, consult with the school resource officer, if any, and the Superintendent.

## C. Investigation.

The Principal or his/her designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation, the Principal or his/her designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal or his/her designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

The Principal or his/her designee, other Staff members as determined by the Principal or his/her designee, and in consultation with the school counselor, may conduct interviews. To the extent practicable, and given his/her obligation to investigate and address the matter, the Principal or his/her designee will maintain confidentiality during the investigative process.

The Principal or his/her designee will maintain a written record of the investigation, including the preservation of all email and text communications.

Procedures for investigating reports of bullying and retaliation will be consistent with the District policies and procedures for investigations. If necessary, the Principal or his/her designee and the Superintendent will consult with legal counsel about the investigation.

#### D. Determinations

The Principal or his/her designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal or his/her designee will take reasonable steps to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities.

The Principal or his/her designee will 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or his/her designee may choose to consult with the students' teachers and/or counselors, and the targets or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Principal or his/her designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation.

All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or his/her designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

#### E. Responses to Bullying

##### 1. Teaching Appropriate Behavior Through Skills-Building

Upon the Principal or his/her designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. C.71, § 370(d) (v).

Skillbuilding approaches that the Principal or his/her designee may consider include:

- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- offering individualized skill-building sessions based on the school's/districts anti bullying curricula;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand prosocial ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

## 2. Taking Disciplinary Action

If the Principal or his/her designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or his/her designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or District's code of conduct.

Discipline procedures for students with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the Principal or his/her designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

## 3. Promoting Safety for the Target and Others

The Principal or his/her designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the Principal or his/her designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or his/her designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or his/her designee will work with appropriate school Staff to implement them immediately.

## F. COLLABORATION WITH FAMILIES

### A. Parent Education and Resources.

The District in collaboration with parent associations will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the District or school.

### B. Notification Requirements.

Each year the District will inform parents or guardians of enrolled students about the antibullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety.

The school or District will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet Safety Policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The District will post the Plan and related information on its website.

#### C. Problem Resolution System.

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

## **APPENDIX E: EDUCATION OF PREGNANT AND/OR PARENTING STUDENTS POLICY**

### **I. Policy**

The Hamilton-Wenham Regional School District does not discriminate against students by reason of their sex. Hamilton-Wenham students who are pregnant and/or parenting shall have the same education, co-curricular, and extracurricular opportunities as all other Hamilton-Wenham Students. Pregnant and/or parenting students of compulsory age are required to attend school unless medical reasons indicate the contrary. If the student's physician certifies that the student's medical condition requires that the student receive tutoring at home or in the hospital, those services will be provided.

### **II. Policy Review and Revision**

This policy and its procedures will be reviewed every two years for compliance with state and federal law.

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

### **III. Legal References**

Title IX

M.G.L.c. 76 §5

603 CMR 28.03(3)(c)

Originally Adopted: February 27, 2003

Policy Review: December 1, 2011

Approved: December 1, 2011

Vote: 9-0-0

Chairman, HWRSD School Committee: s/s Alexa McCloughan (Original signature on file in Supt.'s Office)

## APPENDIX F: TITLE IX NOTICE AND PROCEDURES

Title IX of the Education Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. 20 USC §1681.

**Sexual harassment, including sexual violence, is unlawful sex discrimination.** As required by Title IX and in compliance with Title IX, the Hamilton-Wenham Regional School District does not discriminate on the basis of sex in its education programs or activities including in its admission or employment practices. Inquiries regarding the application of Title IX to the Hamilton-Wenham Regional School District's education program and activities are directed to the Title IX Coordinator.

The following conduct constitutes sexual harassment:

- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

### **How to Report Sex Discrimination, including Sexual Harassment**

Any person may report sex discrimination, including sexual harassment in person, by mail, by telephone, or by electronic mail, to the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Stacy Bucyk  
Director of Student Services and Title IX Coordinator for Students  
Hamilton-Wenham Regional School District  
5 School Street  
Wenham, MA 01984  
978-468-5303  
s.bucyk@hwschools.net

Vincent Leone  
Title IX Coordinator for Staff and Third Parties  
Director of Human Resources  
5 School Street  
Wenham, MA 01984  
978-468-5301  
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## **How to File a Formal Complaint of Sexual Harassment**

A complainant may file a formal complaint with the Title IX Coordinator by mail, email, telephone or in person. The Title IX Coordinator may also initiate a formal complaint.

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

*Formal complaint* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Hamilton-Wenham Regional School District investigate the allegation.

### **How HWRSD will respond:**

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures.

*Supportive measures* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive measures are offered whether or not the complainant files a formal complaint and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator must treat complainants and respondents equitably and offer supportive measures to the complainant and respondent.

The Hamilton-Wenham Regional School District may remove a respondent from school or an activity on an emergency basis, provided that the individualized safety and risk analysis determines that there is an immediate threat to the physical health or safety of any student or other individual. Respondents removed on an emergency basis will receive notice and an opportunity to challenge the decision immediately following the removal. This provision may not modify any rights for students with disabilities.

### **Grievance Process**

In response to a formal complaint, Hamilton-Wenham Regional School District will adhere to the following grievance process.

#### Written Notice:

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties who are known. The written notice shall include:

- Notice of the grievance process, including notice of informal resolution process;
- Notice of the allegations that includes sufficient details known at the time and with sufficient time to prepare a response before any initial interview;

- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice and may inspect and review evidence; and
- Notice that the Hamilton-Wenham Regional School District code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If any new allegations arise during the grievance process, the Title IX Coordinator will provide written notice of the additional allegations to the parties whose identities are known.

**Investigation:**

The Hamilton-Wenham Regional School District will investigate the allegations in the formal complaint. HWRSD will use trained personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.

The HWRSD may dismiss the formal complaint if:

- The conduct alleged would not constitute sexual harassment even if proved, did not occur in a Hamilton-Wenham Regional School District' education program or activity, or did not occur in the United States.
- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint of any of the allegations in the formal complaint, or if the respondent is no longer enrolled or employed by the HWRSD; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon a dismissal, the Title IX Coordinator will promptly send written notice for the dismissal and reason(s) therefore simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the HWRSD will:

- Apply a presumption of innocence, and ensure that the burden of proof and the burden of gathering evidence rests on the HWRSD and not on the parties;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during the grievance process;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- Prior to the completion of an investigative report, send to each party and the party's advisor the evidence subject to inspection and review and provide the parties at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- Create an investigative report that fairly summarizes relevant evidence for their review and written response.

**Determination regarding responsibility:**

The decision-maker, who shall not be the investigator or the Title IX Coordinator, will provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Complainants may not be asked inappropriate questions about prior sexual history. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

- The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision maker shall apply a preponderance of the evidence standard. Preponderance of the evidence means that it is more likely than not that the alleged conduct occurred.
- The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances.
- The Title IX Coordinator is responsible for effective implementation of any remedies.

**Appeals:**

Either party may appeal the determination regarding responsibility (or from a dismissal) on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the complainant or respondents generally or the individual that affected the outcome of the matter.

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome. In the event of an appeal, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

**Informal resolution:**

An informal resolution process is available when a formal complaint is filed. Informal resolution process is available without a full investigation and nothing in the informal process shall preclude the parties from resuming a formal complaint process. Participation is voluntary and written consent is

required. An informal resolution process is not permitted to resolve allegations that an employee sexually harassed a student.

**Record Keeping**

The Hamilton-Wenham Regional School District will maintain records regarding sexual harassment reports and complaints for a period of seven years.

**Retaliation Prohibited**

Retaliation is prohibited against any individual, including complainants, respondents, and witnesses for reporting sexual harassment, participating (or refusing to participate) in any investigation/grievance process. Individuals may report retaliation to the Title IX Coordinator who will investigate and take measures to protect individuals from retaliation.

**Complaints of Discrimination and/or Harassment on the basis of sex may also be reported to:**

The Office for Civil Rights, US Department of Education  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109-3921  
Telephone: 617-289-0111, FAX: 617-289-0150  
Electronic Mail: OCR.Boston@ed.gov

## **APPENDIX G: THE SEAL OF BILITERACY**

The Seal of Biliteracy recognizes students who, by the end of high school, have attained proficiency in reading, writing, listening and speaking in two or more languages. Students must demonstrate proficiency in English (proficient or advanced MCAS scores) and proficiency in a second language as demonstrated with approved standardized assessments. The Seal of Biliteracy is a national movement with 33 states currently offering this endorsement. In November of 2017, Governor Baker signed it into law.

In our pilot year 2018, thirty-six of the thirty-seven students receiving the award demonstrated proficiency in Spanish by taking the AP Spanish Language Exam last year as juniors. One young man chose to take the STAMP, an alternate assessment in Polish, the language he speaks at home. The STAMP is a Standards-Based Measure of Proficiency and is an adaptive web-based test that assesses language proficiency based on what students can do. The STAMP is available in a multitude of languages and is available to any student who wants to document their proficiency.

In 2020-21 we will have two testing dates for students to demonstrate proficiency using the STAMP assessment. Dates will be announced in September. The cost to test your proficiency is \$20.

The Seal is awarded at three different levels of proficiency. The Silver Seal is given to students who demonstrate proficiency at an intermediate-mid level. The Gold Seal is given to students who demonstrate an intermediate-high level and the Platinum Seal is given to students who demonstrate advanced-low proficiency. Bilingualism is a critical 21<sup>st</sup> century skill and the Seal of Biliteracy acknowledges the hard work, perseverance and commitment required to communicate in a second language.

## **APPENDIX H: MEAL CHARGE POLICY**

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances. The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

### **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Payments**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

### **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

**Delinquent Accounts/Collections**

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for family assistance.

**Policy Communications**

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

# APPENDIX I: FACE COVERINGS

## FACE COVERINGS

The Hamilton-Wenham Regional School District is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to return students to a full-time classroom learning experience.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance and recommendations from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings and on school transportation. Face coverings are not required when individuals are outside.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing.
- is unconscious.
- is incapacitated.
- cannot remove the mask or face covering without assistance.

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

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

- during mask breaks.
- while eating or drinking.
- during physical education classes
- staff are working alone in their classrooms or in an enclosed office space.
- when vaccinated staff are providing instruction that is most effective when students are able to see the staff member's mouth.

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

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement, or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

#### Guidance Statements

**Massachusetts Department of Public Health**

<https://www.mass.gov/doc/updated-advisory-regarding-masks-and-face-coverings-july-30-2021-0/download>

**Center for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools Updated August 5, 2021 -**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.htm>

**Center for Disease Controls – Guidance for Covid-19 Prevention on Public Transportation**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>

**Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance**

<https://www.doe.mass.edu/covid19/on-desktop/2021-0730fall-2021-covid19-guidance.pdf>

Adopted: 8/19/21

