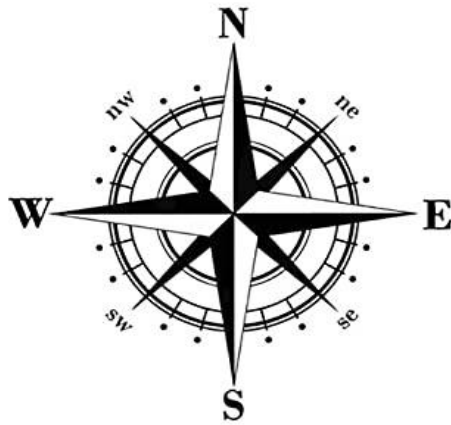


# **Cohasset High School Student and Family Handbook 2024-25**



**“Inspiring Character”  
“Purposeful Growth”  
“Scholarship Serving the Greater Good”**

143 Pond St.  
Cohasset, MA 02025  
781-383-6100

## **Cohasset Public Schools Nondiscrimination Policy**

The Cohasset Public Schools policy of nondiscrimination shall apply to the District's students, staff, and families, and shall extend to the District's dealings with the general public and those with whom it does business, in accordance with applicable law. No individual shall be discriminated against or harassed in admission, employment, or access to educational opportunities, courses of study, programs, activities, or facilities of the Cohasset Public Schools on the basis of actual or perceived race, color, ethnicity, national origin, ancestry, immigration status, religion, creed, sex, sexual orientation, gender, gender identity or expression, genetic information, veteran status, U.S. uniformed military service member status, disability, age (student age eligibility requirements excepted), homelessness, marital or parental status, pregnancy or pregnancy related condition, or any status or characteristic protected under applicable federal, state or local law. Cohasset Public Schools is an equal opportunity employer. Any complaint of a violation of the District's nondiscrimination policy should be directed to the Superintendent of Schools or to the relevant District Officer or Coordinator (e.g., Title VI, Title VII, Title IX, ADA, Section 504, McKinney-Vento).

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Students cannot intentionally alter any likeness of any member of the Cohasset High School community using any form of image alteration programs (such as, but not limited to, artificial intelligence applications, Deep Fake/Face Swap/Re Face, etc.) in an effort to discredit, harass, bully, or intimidate that individual. Appropriate disciplinary consequences may be assigned to a student for violating this expectation. ....	46
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# Administrative Greeting

Dear Students and Families,


Welcome to the 2024-25 school year! We hope that throughout the year you find Cohasset High School to be an environment in which all students can grow to be their best selves. Our faculty, administrators, support staff, families, community members, and students all play a vital role in helping students set and achieve their goals, and this handbook, along with our district website is intended to outline the structures that we think best promote student success.

Our primary goal is to provide an intellectually challenging and personally fulfilling experience in a safe and supportive environment. Such an endeavor requires that we provide an appropriately rigorous curriculum, but it also requires that we teach the skills that underlie learning, that we provide structures that facilitate communication, problem-solving, and conflict management, and that we model civil discourse and the values that we wish to promote – values like integrity, wellness, mutual and self-respect, and compassion.

It is within this context that we have developed this handbook. We seek to make clear the expectations that we have for each other, to provide vehicles for effectively working together, and to have a basis for which we can hold each other mutually accountable. The nature of our humanity tells us that we will not live up to each standard every time, but the expectation is that we will give our best effort, that we will work together to navigate challenges, and that we will assume positive intentions. Such an expectation hopes to build trust in each other and build a culture in which a handbook is obsolete, because this is just who we are and what we do.

It is our goal to aid you in effectively championing our students towards fulfilling the Vision of the Graduate, which promotes Inspirational Character, Purposeful Growth, and Scholarship Serving the Greater Good.

Sincerely,



Brian T. Scott  
Principal



Tara A. Noyes  
Assistant Principal

**If you need this booklet translated, please contact the main office.**

**Portuguese/Português**

Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.

**Spanish/ Español**

Si usted necesita este librete traducido, entre en contacto con por favor la oficina principal de la escuela de su niño.

**French/ Français**

Si vous avez besoin de ce livret traduit, entrez en contact avec svp le bureau principal de l'école de votre enfant.

**German/ Deutsch**

Wenn Sie diese übersetzte Broschüre benötigen, treten Sie bitte mit dem Hauptbüro der Schule Ihres Kindes in Verbindung.

**Russian/Русско**

Если вы этот переведенный буклет, то пожалуйста контактируйте главный офис школы вашего ребенка.

**Korean/한국어**

너가 번역되는 이 소책자를 필요로 하면, 너의 아이 학교의 본사를 접촉하십시오.

**Chinese/汉语**

如果您需要这本小册子被翻译，请与您的儿童的学校大会办公处联系。

**Japanese/日本語**

翻訳されるこの小冊子を必要とすれば あなたの子供の学校の主要なオフィスに連絡しなさい。

**Hindi/हिन्दी**

Agar Aapko yah puistka ki Anauvaaidt AavaSyakta hO tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryao .

**Polish/Polski**

Jeśli potrzebujesz tej broszury przetłumaczone, skontaktuj się z głównego urzędu Twoje dziecko w szkole.

**Greek**

Αν χρειάζεστε το φυλλάδιο αυτό μεταφράστηκε, παρακαλούμε επικοινωνήστε με την κύρια έδρα του σχολείου του παιδιού σας.

**Italian/Italia**

Se hai bisogno di questo opuscolo tradotto, si prega di contattare l'ufficio principale del vostro bambino scuola.

**Arabic**

عاجز، مجرتي سارك اذه جاتحت تنأ نأ ب ل صتا. تسردم ك تلفظ نم تيسير بتكملا

**Albanian**

Ne qofte se ju do te deshironit dokumentat te perkthyer ne gjuhen shqip. Ju mund ti kerkoni ne zyren qendrore te shkollës du eshte femija juaj.

## GUIDING SCHOOL COMMITTEE POLICIES

The following guiding policies can be found in the School Committee Policies

JA	STUDENT POLICIES AND GOALS
JB	EQUAL EDUCATIONAL OPPORTUNITIES
JBA	STUDENT-TO-STUDENT HARASSMENT
JEB	ENTRANCE AGE
JEBA	POLICY AND PROCEDURE FOR EARLY ENTRANCE TO KINDERGARTEN
JECA	ENROLLMENT OF THE CHILDREN OF SCHOOL DEPARTMENT PERSONNEL
JF	SCHOOL ADMISSIONS
JF-R	RESIDENTIAL REQUIREMENTS FOR SCHOOL MEMBERSHIP
JFABB	ACCEPTANCE OF INTERNATIONAL AND EXCHANGE STUDENTS
JFABD	HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES
JFBB	SCHOOL CHOICE
JFBB-1	SCHOOL CHOICE
JH	STUDENT ABSENCES AND EXCUSES
JHD	EXCLUSION AND EXEMPTIONS FROM SCHOOL ATTENDANCE
JI	STUDENT RIGHTS AND RESPONSIBILITIES
JIB	STUDENT INVOLVEMENT IN DECISION-MAKING
JICA	STUDENT DRESS CODE
JICC	STUDENT CONDUCT ON SCHOOL BUSES
JICE	STUDENT PUBLICATIONS
JICF	GANG ACTIVITY/SECRET SOCIETIES
JICFA	PROHIBITION OF HAZING
JICFA-E	HAZING
JICFB	BULLYING PREVENTION
JICG	TOBACCO USE BY STUDENTS
JICH	ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED
JIE	PREGNANT STUDENTS
JIH	INTERROGATIONS AND SEARCHES
JII	STUDENT COMPLAINTS AND GRIEVANCES
JJ	CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
JJA	STUDENT ORGANIZATIONS
JJE	STUDENT FUND-RAISING ACTIVITIES
JJF	STUDENT ACTIVITY ACCOUNTS
JJG	CONTESTS FOR STUDENTS
JJIB	INTERSCHOLASTIC ATHLETICS
JK	STUDENT DISCIPLINE
JKA	CORPORAL PUNISHMENT
JKAA	PHYSICAL RESTRAINT REQUIREMENTS
JL	STUDENT WELFARE
JLA	STUDENT INSURANCE PROGRAM
JLC	STUDENT HEALTH SERVICES AND REQUIREMENTS
JLCB	INOCULATIONS OF STUDENTS



JLCC	COMMUNICABLE DISEASES
JLCD	ADMINISTERING MEDICINES TO STUDENTS
JLCEA	THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS
JP	STUDENT GIFTS AND SOLICITATIONS
JQ	STUDENT FEES, FINES, AND CHARGES
JRA	STUDENT RECORDS
JRA-R	STUDENT RECORDS
JRD	STUDENT PHOTOGRAPH

## **NOTICE OF EQUAL OPPORTUNITY**

The Cohasset Public Schools reaffirms that they do not discriminate based on race, color, religion, sex, national origin, age, disability or sexual orientation in admission to, access to treatment in or employment in its programs or activities. Consistent with M.G.L. Chapter 76, Section 5, the Cohasset School District also affirms the commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age disability or sexual orientation. Any harassment based on sex, race, national origin, religion, age, disability or sexual orientation will not be tolerated and will be punishable to the full extent of the law.

If you should have any questions about the district's policy, please feel free to contact the Director of Student Services. She has been designated to respond to your inquiries and to be the district's Equal Opportunity, Title IX, Section 504, and Americans with Disabilities (ADA) Coordinator. The Director of Student Services can be reached at (781) 383-6104.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violations to any staff member in the Cohasset Public Schools. They will notify the building Principal or grievance coordinator. The building Principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced by the school district investigators in each area, within a reasonable period of time. The building principal will issue their decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity, Title IX, Section 504, ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the Principal's decision.
3. The Equal Opportunity, Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Superintendent of Schools or the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack POICH, Room 222, Boston, MA 02109-4557.

## Abbreviate Reference to the Legislation and Specific Criteria of Civil Rights Laws, and School and District Coordinator Information

<b>Law</b>	<b>Coordinator</b>
<b>Title VI of the Civil Rights Act of 1964</b> – prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.	Director of Student Services, Mr. Michael Stapleton, 781-383-6104
<b>Title IX of the Education Amendments of 1972</b> – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.	Assistant Superintendent: Dr. Leslie Scollins, 781-383-4210
<b>Title I of the Americans with Disabilities Act of 1990</b> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.	Director of Student Services, Mr. Michael Stapleton, 781-383-6104
<b>Title II of the Americans with Disabilities Act of 1990</b> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.	Director of Student Services, Mr. Michael Stapleton, 781-383-6104
<b>Section 504 of the Rehabilitation Act of 1993</b> – prohibits discrimination, exclusion from participation, and denial of benefits based on disability.	District – Mr. Michael Stapleton, 781-383-6104 Osgood – Mr. David Vinton 781-383-6117 Deer Hill – Ms. Robyn Costa 781-383-6115 Middle School – Dr. Kathryn Salas 781-383-6100 High School – Ms. Tara Noyes 781-383-6100
<b>Massachusetts General Laws, Ch. 76, S.5</b> – prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.	Director of Student Services, Mr. Michael Stapleton, 781-383-6104
<b>Title I of the Elementary and Secondary Education Act of 1965</b> – designed to help disadvantaged children meet challenging content and student performance standards.	Assistant Superintendent: Dr. Leslie Scollins, 781-383-4210
<b>603 CMR 4600</b> – governs the use of physical restraint on students in publicly funded schools.	Director of Student Services, Mr. Michael Stapleton, 781-383-6104
<b>McKinley-Vento Act - Homeless</b>	Director of Student Services, Mr. Michael Stapleton 781-383-6104

Cohasset Public School policy, AC, “Nondiscrimination” states, “Individuals who have a complaint or feel they have been discriminated against because of race, color, gender, religion, national origin, sexual orientation and disability, should register their complaint with the Title IX compliance officer.” The above references laws and coordinators indicate whom individuals should contact in the event they feel they have been victims of discrimination.

If any individual associated with the Cohasset Public Schools feels discriminated on the basis of race or national origin (Title VI), gender (Title IX) or disability (Section 504), s/he may file a complaint with the appropriate school or district coordinator.

**Grievance Decision APPEALS: Mrs. Sarah Shannon, Superintendent, 781-383-6111**



# Charting the Course

Cohasset Public Schools  
Strategic Plan | 2021-2024

## Our Mission

Cohasset Public Schools places students first. We provide an optimal teaching and learning environment by cultivating empathy, global citizenship, agency, inclusivity, and community engagement to empower students to realize continuous personal growth and achievement.

## Our Vision

Empower students to improve communities

## Our Core Values

## Strategic Objectives 2021 - 2024



**Compass Point #1:** Teaching and Learning



**Compass Point #2:** Social and Emotional Wellness



**Compass Point #3:** Resources



**Compass Point #4:** Communication and Engagement

### Placing Students First

Create and maintain an environment that places students first and is focused on the whole student



### Continuous Personal Growth & Achievement

Encourage students to achieve their full potential socially, emotionally, and academically

Empower students to embody equity, cultural responsiveness, inclusivity, empathy, and global citizenship

Support students in developing agency (to act independently and make their own free choices) with an innovative and creative mindset

### Creating an Optimum Teaching & Learning Environment

Provide personalized learning experiences that foster student voice, advocacy, and real-world application

Create a safe, compassionate, and empathetic learning environment to ensure every student feels included, valued, and respected in the school



### Strong School - Community Engagement

Cultivate an environment of open communication, engagement, and collaborative learning opportunities among home, school, and community

### Utilization of Resources to Support the Teaching, Learning, & Leading

Support optimal teaching, learning, and leading through responsible funding that provides academic excellence, appropriate staffing, state of the art facilities, and quality instructional materials



## Cohasset Public Schools Vision Statement of Equity

We believe that educational equity means that every child receives what she/he/they need to develop her/his/their full academic and social potential and to thrive, every day. We are committed to ensuring that every individual who enters Cohasset Public Schools feels included, valued, and respected.

## **Cohasset Public Schools District Calendar and Website**

[District Website Page](#)

Cohasset Public Schools

# Vision of a Graduate



## Inspiring Character

The Cohasset Graduate always strives to act with integrity, demonstrating respect to themselves and others. They collaborate inclusively, identifying ethical solutions to problems that consider the personal, interpersonal, communal, and institutional impact of such solutions.



## Purposeful Growth

The Cohasset Graduate lives purposefully, recognizing that there is no one path to success. They engage in a process of continuous self-reflection as they journey towards fulfillment.



## Scholarship Serving the Greater Good

The Cohasset Graduate thinks inquisitively, seeking continuous understanding by employing a self-disciplined, open-minded, patient, and resilient approach to learning. They promote empathy, committed to advancing global citizenship by making our planet more peaceful, sustainable, and just.



*Find your  
Compass*



**Cohasset Public Schools**  
143 Pond Street | Cohasset, MA 02025  
781-383-6111 | [www.cohassetk12.org](http://www.cohassetk12.org)

# GENERAL SCHOOL INFORMATION

## Cohasset High School Administration

Brian Scott	Principal	383-6100
Tara Noyes	Assistant Principal	383-6100
Steve Rotondi	Athletic Director	383-6100
TBA	Special Education Team Chair	383-6100
Linda Moscardelli	Main Office Secretary	383-6100
Lisa Tokarz	Secretary to Principal	383-6100
Vinicio Cordon	Food Service Director	383-6100

## Cohasset High School Guidance

Laura Struzziery	Lead Counselor	383-6102
Kevin McGowan	Guidance Counselor	383-6102
Allison Battista	Guidance Counselor	383-6102
Caitlin Stromberg	Psychologist / Adj. Counselor	383-6102
Leanne McCarthy	Adjustment Counselor	383-6102
Marguerite Juliano	Guidance Secretary	383-6102

## Report card and Term Information

<b>Term</b>	<b>Last Day of Term</b>	<b>Report Card Distribution</b>
<b>1</b>	<b>11.8.24</b>	<b>11.15.24</b>
<b>2</b>	<b>1.24.25</b>	<b>1.31.25</b>
<b>3</b>	<b>4.4.25</b>	<b>4.11.25</b>
<b>4</b>	<b>6.17.25</b>	<b>6.25.25</b>

- Seniors last day May 30, 2025
- Graduation June 7, 2025

# COHASSET HIGH SCHOOL

## Bell Schedules 2024-2025

### Opening Day

8:13-8:15	Warning Bell
8:15-9:20	Period 1
9:22-9:32	Break
9:34 - 10:39	Period 2
10:41-11:46	Period 3
11:48=12:53	Period 4
12:55-1:20	Lunch
1:23-1:48	Utility
1:50-2:55	Period 5

### Regular Schedule

8:13-8:15	Warning Bell
8:15-9:35	Period 1
9:37-9:47	Break
9:49-11:09	Period 2
11:11-12:31	Period 3
12:33-1:01	Lunch
1:04-1:32	Utility
1:35-2:55	Period 4

### Early Release Schedule

8:15 – 9:13	Period 1
9:15 – 9:30	Break
9:32 – 10:30	Period 2
10:32 - 11:30	Period 3
11:32 – 12:30	Period 4

### Last Day of School Schedule

8:13-8:15	Warning Bell
8:15 – 8:52	Period 1
8:54 – 9:31	Period 2
9:33 – 10:10	Period 3
10:12 – 10:49	Period 4
10:51 – 11:30	Period 5

### One-Hour Delay Schedule

9:15-10:30	Period 1
10:34-11:49	Period 2
11:55-1:10	Period 3
1:12-1:37	Lunch
1:40-2:55	Period 4

### Two-Hour Delay

10:15-11:15	Period 1
11:19-12:19	Period 2
12:23-1:23	Period 3
1:26-1:51	Lunch
1:55-2:55	Period 4



## Visitors

All visitors entering the building are required to sign in using the Lobby Guard system. Parents can drop off materials through the window if possible, and students can be released to parents without requiring parents to enter the building. All visitors entering the building must present a valid ID.

## Guests

Guests of students are not permitted at Cohasset High School. Students who are planning on enrolling in our school are welcome as long as arrangements are made in advance with the administration.

## Communications with the School

It is the school's policy not to interrupt classes to convey personal messages to students, except in the case of emergencies. This includes texting and calling during school hours.

Messages for teachers may be left in the teacher's voicemail or through email. The secretary will forward phone calls directly to teachers only during non-teaching blocks or when classes are not in session. Teachers will return phone calls within a reasonable period of time, usually 24 hours.

**We encourage parents to communicate any problems or concerns they may have about their children's education. Teacher conferences, arranged by appointment or as scheduled by the District, are a good vehicle for communications. If a parent or guardian has a concern about a course or practice, we ask the following procedures to be followed:**

- 1. It is strongly encouraged that students advocate for themselves with a teacher either in person or via email.**
- 2. If student advocacy is ineffective, contact the teacher to discuss the matter or to arrange an appointment.**
- 3. If the problem is not resolved, a meeting may be arranged with the department chairperson.**
- 4. If a resolution is not reached at this point, the assistant principal may be called.**
- 5. If the matter is still not resolved, it may be appealed to the principal.**

Circumventing the above protocol may inhibit communication and delay a resolution. Teaching responsibilities and extra help sessions often occupy teachers before, during, and after school hours. Hence, we ask that parents and guardians please understand that, in most instances where discussions with teachers are concerned, appointments are advisable. The administrative team maintains an "open door" policy for "drop in" conversations but calling ahead of time is still recommended.

## Emergency Protocols

In the event of an emergency, Cohasset will respond first with the local police and fire. Should the situation escalate, Cohasset will be supported by the South Shore Regional Emergency Communications Center (comprised of Cohasset, Hingham, Norwell, and Hull) and then the Metropolitan Law Enforcement Council (Metro LEC), a consortium of 42 law enforcement agencies in the metropolitan Boston area.

## Emergency Evacuation of the Building

There are times during the school day when it may be necessary to evacuate the building of all personnel. An evacuation may cause fire apparatus and police vehicles to arrive. During these times students will:

- Leave the classroom quickly but quietly as a group under the supervision of the teacher.
- Follow the posted evacuation route to leave the building by the nearest exit.
- Remain with the teacher/class that they are currently assigned to. Students are not to leave school grounds unless instructed by administration for safety reasons.

## Shelter in Place

Shelter in place is used when it has been determined that it is safer **inside** the building than **outside** the building. These situations could constitute weather emergencies, medical emergencies within the building, violence or criminal activities outside of the building. In the event that the school needs to shelter in place, the order will be announced by the principal or other administrator over the public address system. All exterior doors and windows must be locked. Gym classes or other outside activities should report to the gymnasium by the closest point of entry.

## Lockdown

Some situations will require the containment of students and staff in a semi-secure space. In the event that the school needs to lock down the building, lockdowns will be announced by the principals or designee over the public address system, and they will designate another staff member to call 911 and report the situation.

## Academic Standards and Procedures

For information regarding the academic course of study, please consult our [Program of Studies 2024-2025](#)

## Parental Notification and Involvement

Every city, town, regional school district or vocational school district implementing or maintaining curriculum which primarily involves human sexual education or human sexuality issues shall adopt a policy ensuring parental/guardian notification. Such policy shall afford parents or guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption.

## Escalation of Academic Concerns

In cases where a parent is dissatisfied with an academic matter and wishes to further clarify a teacher's policy or decision, the following chain of command should be respected: faculty member, department head, building assistant principal, principal.

## National Honor Society

Founded in 1921, the National Honor Society (NHS) is sponsored and governed by the National Association of Secondary School Principals. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students at secondary schools. Membership is open to all qualified juniors and seniors who meet the criteria for character, leadership, service and scholarship; this determination is made by a faculty council appointed by the principal. Students may not apply for membership. Through NHS chapter service activities, members maintain and extend those qualities that won them selection. Membership is both an honor and a commitment. Members are required to abide by the NHS Constitution and By-laws and Cohasset High School policies. Members who resign or are dismissed are never again eligible for membership or its benefits.

## National Honor Society Criteria and Selection Process

In order to be selected into the National Honor Society, a student must meet specific nationally and locally established criteria. Students become eligible for selection in their junior year by achieving a minimum Grade Point Average of 3.8, and they must have been a student at CHS for

at least one semester. Transfer students need to provide documentation of their NHS status before acceptance into the Joseph Osgood Chapter of NHS. Once students are determined to be academically eligible, they will be evaluated by a faculty council consisting of five teachers selected by the Principal. The faculty council reviews student selection materials and school records to determine if the student has achieved the required standards in the categories of service, character and leadership.

**Service:** A student who demonstrates service volunteers, gladly participates and works well with others. This student volunteers in outside activities, excluding school programs for which he/she receives credit. The student must provide completed service activities forms to verify that he/she has performed service on their own time. Students must complete a minimum of 40 hours of community service in order to apply. It is expected that students have diverse volunteer experiences. For this reason, no more than 30 hours in any one activity will be counted toward the total number of 40 hours.

**Leadership:** A student who demonstrates leadership is a positive influence in the community and a role model in the classroom. The faculty council will consider results of a teacher survey, completed leadership confirmation forms, and the contents of a selection process essay.

**Character:** A student who demonstrates character complies with all school regulations willingly, accepts criticism, upholds principles of morality and ethics, is honest, reliable, punctual and respectful. The faculty council may consider a student's conduct and effort grades, teachers' written documentation of the student's actions, and the contents of a selection process essay. A documented incident in any of the following areas may make a student ineligible for NHS selection: cheating, plagiarism, multiple discipline referrals, suspension, substance abuse, harassment, hazing, bullying, civil rights violations, felony/misdemeanor, obscene language, Saturday Schools, detentions and suspensions.

## Responsibilities of Members

Current members of the NHS will be reviewed after each quarter to ensure that they have maintained the required 3.8 GPA for membership. If a student's GPA has fallen below 3.8, that student will receive a warning letter and have one quarter to return their GPA to 3.8. Members must also complete a minimum of 25 hours of community service per year and participate in the chapter's chosen service activities.

Membership in National Honor society is a privilege, not a right. Students are expected to maintain the standards of the Society year-round. A student's actions in and out of school can be used for or against their membership status.

This policy will be posted in the Student Handbook, and on the school's website.

## Guidance Services

The guidance services at Cohasset High School are organized to help students lead lives that are intellectually, emotionally, and socially full and rich. The purpose of our guidance work is to help students with educational, vocational, and personal problems, to assist students in understanding themselves, to help in the relief of tensions and anxieties, and to remove, so far as we can, obstacles to learning.

Students should feel free to come to the guidance office any time during the school day. Students wishing to report to the guidance office may obtain a pass from their teacher, or if they wish, they may make an appointment before school with the guidance secretary.

## Student Records

According to Student Record Regulations in the Code of Massachusetts Regulations, student records are divided into two parts: the transcript and the temporary record. The transcript contains the student's name, address, course titles, grades, credits, and grade level completed. The school keeps the transcript for at least sixty years after the student leaves the school. The temporary record may consist of standardized test scores, class rank, school-sponsored extracurricular activities, evaluations and comments by school personnel, and disciplinary information. The temporary record is destroyed within five years after the student leaves the school system. Among other rights accorded to parents and eligible students are the rights to inspect student records upon request, to receive copies of these records, and to meet with the Principal or the Principal's designee to discuss the contents of the student record.

1. Upon receiving verification that the student may be transferring out of the district, the Cohasset Public Schools may provide access to the student's record to any public school into which the student seeks or intends to enroll. Cohasset Public Schools shall give notice to the student and his or her parents or legal guardian that the request for records has been made by the other school district.
2. It is also a requirement of the Cohasset Public Schools that incoming students provide a complete copy of their student record from their prior school (M.G.L. Chapter 71, Section 37L). Students may not be admitted to the Cohasset Public Schools until the necessary documentation (health records, proof of residency, up-to-date immunizations, and discipline records required under M.G.L. Chapter 71, Section 37H, etc.) have been provided.
3. Access to student records is provided to parents, guardians, non-custodial parents, etc. as outlined in Massachusetts General Law, Chapter 71, Section 34H: "An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or

custody that specifically revokes these rights.” Procedures may be obtained from the Principal.

## Release of Student Information

All secondary schools that receive federal funds under this law, including Cohasset High School, must provide military recruiters and any institution of higher learning access to the name, address, and telephone listings of all secondary school students. However, parents and/or students may request that this information not be released, and if such a request is made, the school will not provide it.

In addition to military recruiters, other third parties may request that the school provide “directory” that includes information on our students. According to MGL 603 CMR 23.07 (4)(a) such “directory” information may include, but is not limited to name, address, telephone, activities, sports, degrees and honors, etc.

Unless the parent or the student notifies the principal on or before October 1 of the current school year that he/she does not wish to have your student’s information released, this information may be released without further notice or consent. Please be advised that the parent or student has the right to refuse release of this information at any time, but that until the request is made in writing, the information may be released.

## Working Papers

According to State and Federal Law, any student under the age of 18 years who is gainfully employed must obtain working papers from their local school department. At Cohasset High School these papers may be obtained in the main office and guidance office.

## Home Tutoring

Upon receipt of a physician’s written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the guidance department shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her education program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator of Special Education for eligible students. Such education services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student’s IEP.

# HEALTH SERVICES

## Pregnancy Policy

Please see the most current policy [School Committee Policies](#)

## Health Clinic

Cohasset High School has the professional services of a registered nurse and a doctor. The health room facilities are available to students throughout the school day for adult and student first aid, emergency care, health assessment, immunization compliance, medication administration, mandated screenings, and referrals. There is no nurse available after school hours. The physician is on site at scheduled times throughout the school year; otherwise, the doctor is available to the school as needed.

The health office provides state mandated screenings for high school students. Parents are permitted to opt out of all or part of the screening for their child by notifying the school nurse at the start of the school year.

The screening schedule is as follows:

Grade 9:	Scoliosis Screening, SBIRT Screening
Grade 10:	Vision Screening, Hearing Screening, Height and Weight, Body Mass Index (BMI)

Parents will be contacted by the school nurse if their student fails the screenings and needs further follow-up. BMI results are kept in the student's school health record and may be accessed by the parents by contacting the school nurse.

Along with the state mandated screenings, students entering grades seven and ten are also required to have a current physical examination on file in the health office. If you are unable to provide this documentation, please contact the school nurse.

High school sports physicals are provided three times a year by the school physician. Physicals are held after school in the health office prior to the start of the fall, winter, and spring sports seasons.

All medication given during the school day is to be dispensed through the health office by the school nurse. All medication must be brought to the health office by a parent/guardian. Prescription medication must be in the pharmacy container with the pharmacy label intact. Over-the-counter medication must be in the manufacturer's container and labeled with the student's name. Proper documentation must be completed prior to the medication being administered.

Students are only allowed to carry their EpiPen and/or Rescue Inhaler during school hours provided that proper documentation is in the health office. Students are not allowed to carry any other prescription or over-the-counter medication with them during the school day or transport medication to or from school.

The *Cohasset Confidential Health Form* is to be completed annually by the student's parent/guardian and brought to the health office. Completion of the form provides the health office with updated health information on the student. A copy of the form will be sent home at the start of each year and is available on the school website.

Any injury occurring during school hours or at any school-sponsored function must be reported to the school nurse. Prompt attention will ensure adequate medical treatment and reduce the chance of further complications. For a student to become eligible for an insurance claim, the injury must be recorded.

## Head Injury/Concussion Management

### *Procedures and Protocols*

1. The School Nurse will collect documentation of physical examination prior to a student's participation in extracurricular athletic activities on an annual basis, consistent with 105 CMR 200.100(B)(3): Physical Examination of School Children, and information for students participating in multiple sports seasons that documentation of one physical examination each year is sufficient.
2. The Athletic Director and Athletic Trainer will establish the procedure for the school to obtain and ensure review, prior to each sports season, of current information regarding an athlete's history of head injuries and concussions using either the Department Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities (herein after "Pre-participation Form"), or school-based equivalent.
3. The Athletic Director and Athletic Trainer will establish the procedure for medical review of all Pre-participation Forms indicating a history of head injury. Procedure for sharing information concerning an athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities on a need-to-know basis consistent with requirements of 105 CMR 201.000 and applicable federal and state law including but not limited to the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99.
4. The Athletic Trainer with the nurse's assistance will administer all Baseline and Post-Concussion IMPACT testing to all student athletes. Student-athletes will be given a baseline test once every two years.



5. Coaches will be responsible for reporting head injuries or suspected concussions sustained during extracurricular athletic activities to the School Nurse, Athletic Trainer, and the licensed athletic trainer or EMT in charge of the event at opposing school if applicable.
6. The School Nurse and Athletic Trainer will be responsible for the procedure for identifying head injuries or suspected concussions sustained during extracurricular and referring the student for medical evaluation.
7. After a head injury/concussion has occurred, Students must have a completed Commonwealth of Massachusetts Post Sports-Related Head Injury Medical Clearance and Authorization Form” completed before they can begin their “return to play” program.
8. ImPACT Post-Concussion Testing will also be made available for “return to play” decisions made by a student’s physician in the Cohasset High School Athletic Program.
9. The Athletic Trainer and School Nurse will work together and be responsible for the reporting of all concussions to the student’s parents, physician, coach, teachers, and school administration. The School Nurse and Athletic Trainer will work together to inform all the above-mentioned parties of “return to play” decisions made by physicians and to develop and implement gradual reentry post-concussion plans and protocol for school and extracurricular activities.
10. Students and parents must complete the school “Commonwealth of Massachusetts Pre-Participation Head Injury/Concussion Reporting Form” and the “CHS Permission to Participate and Emergency Medical Form” section which is part of the Cohasset Athletics On-line Registration form before the first date of participation.
11. Student-athletes and parents will be informed about the ImPACT Concussion Management Program at the preseason sport’s informational meetings. ImPACT Baseline Testing has been mandatory in Athletic at Cohasset High School since 2008.
12. The NFHSLearn.com Concussion Course and/or the CDC Heads-Up Concussion Training will be offered to all students and parents. Students and parents will be given a sign off sheet confirming they completed the course and/or are attending a head injury education session at a preseason sports information program.

13. Additional handouts from the CDC (Heads-Up Concussion) will be available to students and parents at the preseason sports information program and the CHS athletic page of the school's website.
14. Appropriate information and resources will be posted on the CHS athletic page of the school website for athletes, coaches, faculty, and parents. There will also be a procedure in place to provide effective communication to students and parents with limited English proficiency.
15. The Athletic Director will implement a procedure for outreach to parents who do not return completed forms required for students to participate in extracurricular sports and for how to handle situations where a student verifies completion of the annual training requirement, but a parent has not.
16. All Athletic Department Staff will be required annually to complete the NFHSLearn.com Concussion Course and/or CDC Heads Up Concussion Training Course.
17. Instructions will be given to coaches, licensed athletic trainers, trainers and volunteers:
  - (a) To teach form, techniques and skills and promote protective equipment use to minimize sports-related head injury, and
  - (b) To prohibit athletes from engaging in any unreasonably dangerous athletic technique which endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.
18. The CHS Faculty will be trained and given information re: school protocol, policy, and information regarding the school's concussion management program. The school nurse will communicate to the staff procedures, protocols, and academic accommodations once a student has suffered a head injury/concussion.
19. The School Nurse and the Athletic Director will be responsible for the implementation of these policies and protocols and will complete the Year End Reporting Form for Schools which is required for all public schools and other schools subject to the rules of the MIAA with extracurricular sports grades 6-12 and should be submitted to the Department of Public Health annually by August 30.
20. Per the regulations schools or school districts shall provide MDPH with an affirmation on school or school district letterhead that it has developed policies in accordance with 105 CMR 201.000 and it shall provide an updated affirmation by September 30, 2021 upon review and revision of its policies.

# ATTENDANCE PROCEDURES

## Absences Procedures

Regular attendance and promptness are essential to a student's academic career and social development. Therefore, each student is expected to attend school daily unless there are serious reasons to the contrary. The classroom experience cannot be replicated, and we believe that students being present and on time each day is essential to school success. Daily attendance is the responsibility of the student and the parent, together with the best efforts of teachers and administrators. A maximum cooperative effort from all will result in a positive academic experience for the student.

In accordance with Chapter 76 of Massachusetts General Law, the Cohasset Public Schools is required to notified via letter/email to the parents/guardians of a student who has reached 5,10, or 15 or more unexcused absences in a school year.

In the event that a student exceeds ten (10) unexcused absences, a parent/guardian is required to meet with an administrator to discuss his/her child's attendance issues.

## Absences

Absences will be excused under the following circumstances:

- After a medical appointment documented with a note from the medical office
- Illness or quarantine with a note from the appropriate medical office
- Observance of a religious holiday
- Bereavement or serious illness in family
- Court appearance

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified. Please reference the School Committee Policies for more detail on absences.

## Short-Term Absences

The procedure explained below will be followed any absence from school:

- A student is requested to bring in a written note of explanation or email, signed by a parent/guardian, stating the date(s) and reason for the absence. The note is to be submitted to the Main Office on the day of return to school.
- Parents/guardians are reminded that Aspen lists the number of absences, and they should review and contact the school to discuss any discrepancies. For the purposes of school

attendance records, a student must arrive at school before **11:35** to be considered “present.” A student who begins the school day at 8:15 a.m. must remain in school at least until 11:35 a.m. in order to be considered “present.” Refer to MGL Chapter 72, section 8: “A pupil who is not present during at least half of a session shall be marked and counted as absent for that session.”

## Long-Term Absences

The administration recognizes that there are circumstances when a student may have reason for an extended absence from school. If a student is absent due to prolonged illness, the parent/guardian can decide for home study or tutoring through the Guidance Office. A signed doctor’s note must be presented to the Main Office if a student returns to school after an illness of five (5) or more consecutive days. Extenuating circumstances should be discussed with the principal or a designee.

## Family Vacations

Cohasset High School considers that its first responsibility to students is to provide them with an education and that attendance in class is the responsibility of the student. In that regard, the school discourages absences due to family vacations. If an absence from class is due to a family vacation, students are responsible for deciding with teachers for make-up work. Students and parents/guardians should consult the policy on make-up work and understand that the student should be prepared to make up work upon their return to school.

## Make-up Work

Students with absences will be allowed make-up time according to the following general guidelines, recognizing that each situation is unique and will be considered individually:

- Make-up for absences will be determined by the teacher after consultation with the student, guidance, and administration.
- Normally, students will have two (2) days to make up work upon return from a short-term absence due to illness (considered less than 2 days).
- Make-up for extended absences of three (3) consecutive days or more will be determined by the assistant principal after consultation with the student, guidance department, and teachers.
- If absence from class is due to tardiness or dismissal, work in all classes is still due on that day.

- Students who cut (skip) class or who are asked to leave class due to disciplinary reasons may not be granted an opportunity to make up missed classwork and will be granted a zero on any homework, assignments, and assessments within the teachers' discretion.

## Dismissal Protocols

### Illness

The following procedures will be followed for dismissals due to illness:

- Students who are ill may not leave school without the authorization of the nurse or an administrator.
- If a student becomes ill while in school, he/she must obtain permission from a staff member to report to the nurse.
- The nurse will then decide if the illness requires a dismissal from school, at which point the parent/guardian will be notified.
- In order to receive an excused absence from class(es) due to illness, students must have been dismissed by the nurse.
- If the illness does not appear to be serious enough to warrant dismissal, the nurse may keep the student under observation for a period of time in order to determine if the student should return to class or be sent home.
- Students must check out in the main office before leaving the building. Students may not dismiss themselves or drive themselves without parent and administrator approval.
- Students who have been dismissed due to illness will not be allowed to participate in co-curricular activities that day unless they receive permission from the principal or designee.
- Driving lessons are not an excused dismissal.

### Other Dismissals

Dismissals will be granted for an emergency or for those important matters that cannot be taken care of after school hours. If a student wishes to be dismissed for a reason other than illness, he/she must follow the procedures outlined below.

Failure to follow these rules will result in an unauthorized departure from school being assigned.

- **The student must bring or have emailed a written request from a parent/guardian to the main office before school on the day of the requested dismissal.** The request must specify the name, date, time to be excused, and the destination/reason for the

dismissal, along with a phone number where a parent/guardian can be reached. The main office will issue a pass to be released from class.

- The student must sign out in the main office before leaving the building.
- A student dismissed from school before 11:35 will be considered absent due to dismissal. Participation in co-curricular activities that day will be at the discretion of the principal or designee.
- Students who are 18 years of age may **only** dismiss themselves with the permission of an administrator. They must still sign out through the main office.

#### Excessive unexcused dismissal from school: Consequences

Unless excused (see above), excessive incidents of dismissals will result in escalating consequences:

- **2 Unexcused dismissals within a term**  
On the 3<sup>rd</sup> unexcused an early morning meeting will be assigned which will last 30 minutes in the main office (7:45-8:15) with the goal of implementing restorative justice practices. If the meeting is missed on the given date, it will be served the following day.
- **4 Unexcused dismissals within a term**  
On the fourth tardy a lunch/utility meeting (12:33-1:01) will be held in the main office. Restorative Justice practices will be in place. If the meeting is missed on a given date the detention will be served the following day.
- **6 Unexcused dismissals within a term**  
On the sixth tardy a 1-hour meeting (7:15-8:15) will be held in the main office. On the sixth dismissal it will be considered an unexcused absence towards loss of credit. Restorative Justice practices will be in place. If detention is missed on a given date the meeting will be served the following day.

## Tardiness to school

All students expected to be entering the high school building by **8:10 and seated in their class by 8:15**. Anyone who enters the building after 8:15 a.m. must immediately report to the main office and check in with the attendance secretary and be given a pass if needed. A student failing to report to the main office will be assigned a consequence for “unauthorized entrance into school.” In addition, the student may be assigned a class cut if 30 minutes a period is missed. A student arriving tardy to school will be held responsible by the teacher to make up missed work, possibly after school.

Any student arriving to school after 9:00 a.m. must have a note or phone call from a parent/guardian indicating their awareness of tardiness. If a note or phone call is not submitted, the student may be subject to disciplinary action.

Tardiness to school may be excused under the following circumstances:

- After a medical appointment documented with a note from the medical office
- Illness or quarantine with a note from the appropriate medical office.
- Observance of a religious holiday
- Bereavement or serious illness in family

#### TARDINESS to SCHOOL: Consequences

Unless excused (see above), excessive incidents of tardiness will result in escalating consequences:

- **Tardy 2 times within a term**

On the second tardy an early morning meeting will be assigned which will last 30 minutes in the main office (7:45-8:15) with the goal of implementing restorative justice practices. If the meeting is missed on given date, it will be served the following day.

- **Tardy 4 times within a term**

On the fourth tardy a lunch/utility meeting (12:33-1:01) will be held in the main office. If detention is missed on given date the detention will be served the following day.

- **Tardy 6 times within a term**

On the sixth tardy a 1-hour meeting (7:15-8:15) will be held in the main office. On the sixth tardy it will be considered an unexcused absence towards loss of credit. If detention is missed on given date the detention will be served the following day.

**If tardies exceed six in one term, seniors will lose parking privileges for the remainder of the term. Seniors can regain their parking privileges by completing a full term with no more than 2 tardies for term.**

Tardies will refresh after each term.

#### LOSS of CREDIT

Students must be in class for at least 50 minutes of a class period in order to get credit for the class. If a student misses more than 50 minutes of the class, such absence may count toward loss of credit.

With regard to the days counting toward loss of credit, exceptions for religious commitments, doctors' appointments, mandated court appearances, etc. will be honored.

A student who attains **more than**

- **Four (4)** absences in a quarter course may receive **no credit** for that course.

- **Eight (8)** absences in a semester course may receive **no credit** for that course.
- **Twelve (12)** absences in a three-quarter course may receive **no credit** for that course.
- **Sixteen (16)** absences in a yearlong course may receive **no credit** for that course.

The legitimacy of such absences will be determined by the school administration. Requests for an exemption from this policy must be submitted in writing, by the student's parent/guardian, to the principal.

## **BEHAVIORAL STANDARDS AND PROCEDURES**

### **Discipline of Behaviors**

The word "discipline" has its origins in the Greek and Latin words for teaching or instruction. Our core curriculum is designed to teach both the content and skills needed to help students succeed in the world. Some of these skills are related to behavior. The ability to proactively teach and manage appropriate student behavior is expected because it contributes to establishing a safe and orderly environment that promotes student learning. Behaviors that do not meet the high standards expected of the Cohasset community should be addressed fairly and consistently to all students as part of the learning process.

### **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 District 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 against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days. Any student determined by the Principal to be the organizer of a hazing activity may be



recommended for expulsion from school 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

## General Rules and Regulations

### Assemblies

There will be opportunities to attend a variety of assemblies throughout the school year. These assemblies will be of an informational and cultural nature, and students are expected to receive these programs in a most courteous manner. Prior to an assembly, students will report to their regularly assigned class. After attendance has been taken, students will proceed in an orderly fashion to the assembly area. There students will sit with their class under the supervision of the teacher.

### Student Parking

A student parking area has been provided in the front of the school, using **this parking lot is a privilege not an expectation**. Students are required to: maintain a maximum speed of ten miles per hour while on school grounds, obey all posted traffic signs, and park in the assigned area. Student parking is only allowed for those cars registered with the school and within acceptable capacity. All cars must have placard visible at all times that match the parking space number. If a student is parked illegally, towing can be expected. All seniors will have first option for spaces and juniors by lottery if spaces become available. All other students should respectfully and legally parking at Milliken field.

In the fall of every year, instructions for registering a vehicle(s) are provided. Student parking is a privilege that can be revoked at any time for: failure to follow safe driving practices, discourteous behavior in the designated parking area, parking in faculty spaces, and 10 tardies within a term. Any unregistered vehicle or vehicle parked in the fire zone may be towed at the owner's expense. During the school day, students may return to their cars only with the permission of the administration.

### Cafeteria

The cafeteria is intended to be a pleasant place where students may eat lunch in a relaxed atmosphere. Students may bring their own lunch or purchase a school lunch. In order for the service to be as efficient as possible, student cooperation is necessary. Students are expected to follow the guidelines listed below:

1. Neatness and cleanliness are everyone's responsibility. Nothing should be left on the tables at the conclusion of lunch. Areas surrounding the tables should be left reasonably clean.
2. Students may not take food or drink from the cafeteria, except for water, with the exception of the following approved areas: the senior cafeteria, the lower courtyard (when approved) and the lower lobby. Students visiting teachers or counselors, or students going to the Learning Commons must consume all food before leaving the classroom unless otherwise approved by an administrator.
3. Students must go to the cafeteria only during their assigned lunch or during break time.
4. All students will remain in the cafeteria unless otherwise directed by the school administration.
5. Students are not permitted to have food delivered from restaurants or anyone other than parents without permission from the administration.
6. Good behavior is expected at all times.
7. Students will observe any protocol established to accommodate students with food allergies (e.g. "peanut-free" tables, "peanut-free" locker areas).
8. Absolutely no throwing of food, trash, or any other object will be tolerated.
9. We strongly encourage recycling and composting of all of our products when lunch is finished.

## Learning Commons

The Learning Commons is a flexible learning space designed for use by teachers and students who may engage various spaces for group or individual work. Students are allowed to use the space during utility period and will also use the space as members of classes. Students enrolled in courses of independent study or online learning may use the Learning Commons during that assigned period, unless otherwise directed by a staff member.

Our Library Media Specialist is available to assist students with developing the following skills:

- Becoming effective users of information,
- Making optimal use of resources,
- Expanding problem-solving and thinking skills,
- Providing access to a broad scope of information and ideas,
- Enhancing literacy and the enjoyment of reading.

In regard to Learning Commons materials, the checkout period is two weeks. Reserved materials can be checked out overnight at the end of the school day, to be returned before school the following day. Reference materials do not circulate, and therefore, must be used in the Learning Commons.

## Lockers

The school district has the responsibility to create a climate within the school that assures the safety and welfare of all persons. Lockers belong to the school district but may be used by the students upon request. Therefore, the school insists that lockers be properly cared for and not used for storage of illegal items. Students will be charged for any damage done to their lockers, including marker graffiti. Disciplinary action will be taken against those who damage lockers. Students are responsible for the contents of any locker assigned to them. To help ensure safety, security, and cleanliness, a student should:

1. Not share their locker.
2. Keep their locker locked and not give the combination to anyone else.
3. Always make sure the locker door is completely shut when not in use.
4. Not leave money or expensive valuables in the locker.
5. Keep the locker neat and clean.

## School Sponsored Field Trips

Teachers who are planning a field trip will give other faculty members two weeks' notice of the impending trip, followed by a list of all students going on the trip distributed to each faculty member. If a teacher believes that a student on the field trip is in academic trouble in their class, that teacher may veto the student's participation in that trip. When that happens, the field trip's teacher will prepare an alternative assignment for the student, and the student will work on that assignment in the library.

Students who participate in a school-sponsored field trip must have completed an indemnification form. Some field trips may require that this form be notarized. In these cases, teachers will inform students that the form must be notarized.

## Dances, Social Events, and School Activities

Students who attend any school dance, social event, or school activity will be required to observe the rules of behavior that are in effect during the school day. In order to participate in such activities, students must be in good behavioral standing as determined by the administration. In order to attend any dance, social event, or other school activity, students must be present in school for the full day unless otherwise determined by the administration.

Cohasset High School dances and social activities are planned for members of our school; attendance by non-school members is by invitation only. When guests are permitted, a student is allowed one guest at a dance or social, and approval must be given in advance by the administration.

**Students must remain for the entire dance unless previous arrangements have been made with the administration.** Students will not be permitted to enter the dance or activity thirty minutes after it has started.

Each student entering a school-sponsored dance may be required to submit to a breathalyzer test. A full copy of the Breathalyzer Protocol that is currently in effect can be found in this Handbook.

When possible, and at the discretion of the administration, a police officer will be present at school dances to assist the administration in the event of any law enforcement issues that may arise. A student whom the administration has determined to have violated the school's alcohol and controlled substances policies will be sent home with a parent or turned over to the police for protective custody or arrest. School consequences may be applied subsequently.

## Corporal Punishment

Please see the most current policy on the [School Committee Policies](#)

## Escalation

Cohasset employs a system of progressive discipline through which consequences for violating school rules are determined based on the severity of the infraction and the number of offenses the student has incurred. The goal of all interventions is to change the students' behaviors. Instances of significant or repeated conduct violations will result in more intensive or severe consequences.

Discipline issues should generally be handled by the party that was closest to the infraction. In most cases, this will be a faculty member, but depending on the circumstances surrounding the infraction or the severity of the infraction, could escalate to the department head or building administrator. In cases where a parent is dissatisfied with a consequence assigned and wishes to further clarify or appeal the decision, the following chain of command should be respected: faculty member, department head, building assistant principal, principal.

The following list is meant to serve as *general guidelines only* for the levels of severity and the possible consequences. It is not an exhaustive list of possible infractions. Each case must be considered individually and in context. Consequences will be determined by the faculty member or administrator in charge.

### *Level 1 Offenses*

Primary prevention occurs in the classroom setting and, in most cases, interventions should be handled at the discretion of the teacher, often beginning with a verbal correction. In some situations, a student may be required to report to the teacher for detention.

Types of Level 1 Offenses	Possible Consequences
<ul style="list-style-type: none"> <li>● Classroom disruptions</li> <li>● Failure to return (test, progress report, form, etc.)</li> <li>● Eating, drinking (other than water) or chewing gum.</li> <li>● Tardiness to class/school</li> <li>● Using inappropriate language</li> <li>● Littering</li> <li>● Careless hurtful remarks towards another student or adult</li> <li>● Cell phone policy violation</li> <li>● Abuse of a pass</li> <li>● Class cut</li> <li>● Other forms of disobedience or disrespect</li> <li>● Cheating/Plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal or non-verbal correction</li> <li>● Private conference with the student</li> <li>● Written or verbal apologies</li> <li>● Teacher assigned detention</li> <li>● Email or phone call home</li> <li>● Parent/Guardian conference</li> <li>● Zero on assignment</li> <li>● Restorative Justice practices if deemed appropriate by the administration. (i.e., Verbal/Written Apologies, Verbal/Written Self – Reflection, Community Service)</li> </ul>

### *Level 2 Offenses*

Students who continue to exhibit behavioral difficulties may need more intensive, targeted interventions.

Types of Level 2 Offenses	Possible Consequences/Supports
<ul style="list-style-type: none"> <li>● Failure to respond to teacher's or administrators corrective strategies, including failure to report to teacher or office detention.</li> <li>● Excessive tardiness to class or school</li> <li>● Cutting class/school</li> <li>● Smoking/tobacco</li> <li>● Cell phone policy violation</li> <li>● Verbal or written teasing</li> <li>● Dress code violations</li> <li>● Parking violations</li> <li>● Destruction of property</li> <li>● Forgery</li> <li>● Internet policy violation</li> <li>● Lying/academic integrity/plagiarism/cheating (including AI)</li> <li>● Miss use of personal technology</li> <li>● Inappropriate recording, videoing or audio without permission.</li> </ul>	<ul style="list-style-type: none"> <li>● Student/teacher conference</li> <li>● Office, lunch, or utility detention(s)</li> <li>● School counseling referral</li> <li>● Parent conference</li> <li>● Behavioral contract</li> <li>● Adult mentor assigned</li> <li>● Community service</li> <li>● Loss of privilege (including bus)</li> <li>● Social Probation</li> <li>● MIAA Penalties</li> <li>● Removal from class (should be followed up with a parent phone call or email that day)</li> <li>● Saturday detention</li> <li>● Internal or external suspension</li> <li>● Restorative justice if deemed appropriate. (i.e., Verbal/Written Apologies, Verbal/Written Self – Reflection, Community Service)</li> </ul>

<b>Types of Level 2 Offenses</b>	<b>Possible Consequences/Supports</b>
<ul style="list-style-type: none"> <li>● Being in unauthorized areas without permission/trespassing</li> <li>● Bus violations</li> <li>● Excessive bathroom use and not returning to class in appropriate time given.</li> <li>● Disrespectful behavior towards faculty or staff</li> <li>● Disruptive or inappropriate acts as deemed serious by the administration.</li> <li>● Gambling</li> <li>● Throwing objects / snowballs</li> <li>● Driving infraction</li> </ul>	

*Level 3 Offenses*

Level 3 behaviors are the most severe in nature. In some cases, level 3 behaviors will be reported to the police, in accordance with the Memorandum of Understanding. Allocating appropriate resources to the student is determined largely by the administration in consultation with guidance and/or the school psychologist and social worker.

<b>Types of Level 3 – Major Offenses</b>	<b>Possible Consequences/Supports</b>
<ul style="list-style-type: none"> <li>● Any failure to respond to Level 2 interventions or repeated violation of school rules.</li> <li>● Verbal, mental, or physical assault on a staff member (MGL)</li> <li>● Felony charge or conviction (MGL)</li> <li>● Harassment on grounds of race, color, religion, nationality, sex, sexual orientation, age, ancestry or disability (MGL)</li> <li>● Possession or use of a weapon or mock gun or dangerous object (MGL)</li> <li>● Sexual harassment (MGL)</li> <li>● Bullying</li> <li>● Inappropriate use of social media</li> <li>● Inappropriate audio/visual recordings with out person permission</li> <li>● Truancy or excessive tardiness</li> <li>● Off campus without permission after school starts</li> <li>● Physical attacks/fighting</li> <li>● Stealing</li> </ul>	<ul style="list-style-type: none"> <li>● Remove from class (requires a call home from the teacher that night)</li> <li>● Behavior improvement plan / disciplinary contract</li> <li>● Student or adult mentors</li> <li>● Social Probation</li> <li>● MIAA Penalties</li> <li>● Consultation with the student’s doctor / Psychiatric evaluation / Rehabilitation</li> <li>● Parent-teacher-administrator meeting</li> <li>● Saturday school detention</li> <li>● Internal Suspension</li> <li>● External Suspension</li> <li>● Emergency Removal</li> <li>● Expulsion</li> <li>● Referral to police or fire department</li> <li>● Restorative Justice Practice if deemed appropriate.</li> <li>● Community service</li> <li>● Restitution</li> </ul>

Types of Level 3 – Major Offenses	Possible Consequences/Supports
<ul style="list-style-type: none"> <li>● The use of possession of alcohol in school or at any school-related event.</li> <li>● The use, and/or possession of look-alike designer drugs, intoxicant or drug paraphernalia in school or at any school-related event or other violation of the chemical health policy.</li> <li>● The use, and/or possession of vaping devices (such as Juul).</li> <li>● Vandalism</li> <li>● Insubordination</li> <li>● Physical threats or actions reasonably deemed as intimidation</li> <li>● Verbal or physical harassment</li> <li>● Graffiti</li> <li>● Unwanted touching</li> <li>● Engaging in sexual behavior</li> <li>● Abusive language or actions towards staff or students</li> <li>● Verbal or written taunts</li> <li>● Encouraging peer aggression (including athletic or co-curricular competitions) or inciting others to disregard school rules.</li> <li>● Cafeteria or other public disturbance</li> <li>● Failure to serve detention</li> <li>● Refusal of warranted search</li> <li>● Making a bomb threat/pulling a false fire alarm</li> </ul>	

**Please Note:**

- Restitution is required in addition to discipline for destruction, damage and/or theft of property.
- Out of school suspension may be used for multiple offenses of any type
- This is a list of common offenses. In no way is this list all inclusive. Administration reserves the right to discipline for behaviors/circumstances not listed above. Any school incident may be given a more severe consequence at the discretion of the administrative team.
- Emergency Removal

## Administrative Responses

*Please note that student due process rights can be found on the district website.*

The administrative team has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The team shall first consider ways to re-engage the student offender in the learning process and shall avoid using expulsion or suspension until other remedies and consequences have been employed. A variety of administrative responses are available depending on the nature of the infraction and the accompanying circumstances. The following consequences require particular clarification.

### Detention

Detention can be given as a teacher detention or an office, lunch, or utility detention. The length of a teacher detention is at the discretion of the teacher within reason and not to exceed 90 minutes. Most office detentions are 30-60 minutes in length and may be served before or after school, lunchtime or utility depending on the circumstances of the infraction.

### Restorative Justice Practices

Detention, at times, may be replaced with restorative justice practices that are deemed appropriate. Restorative justice practices seek to repair and restore the relationship between the offending party, the victim, and the larger community.

### Social Probation

Students may be prohibited from attending non-academic activities or field trips, including activities that occur outside of the school day, including athletic events, dances, community-building events and performances.

### Suspension

A suspension is a short term or long-term removal from regular classroom activities. Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less. Short term suspensions may be appealed to the principal.

Long term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. Long term suspensions may be appealed to the superintendent.



A suspended student is restricted from entering the school buildings or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period.

The principal or their designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

### In-school suspension

At the discretion of the administrative team, an in-school suspension may also be imposed for violation of the student code of conduct. In-school suspension means the student is removed from regular classroom and extracurricular activities, but not from the school premises, for no more than 10 consecutive school days.

For an in-school suspension, the principal or designee 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 determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The 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 a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) 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 designee 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, if such meeting has not already occurred. The 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 by other method of delivery agreed to by the principal and the parent.

### Out of School Suspension

For those infractions considered most serious, the consequence may be out of school suspension. When an administrator determines that student behavior is flagrantly and purposefully disruptive to the school assembly, has substantially disrupted the school day, or that the student's presence

is impacting others' ability to learn, that student may be removed from the school setting. The Principal or their designee shall send written notice of the intent to suspend and invite the parents/caregivers to bring the student to a formal suspension hearing. At that meeting, the Principal will explain the nature of the infraction and allow the student to share their description of the event(s). After considering all of the information presented, the Principal or their designee will decide on the length of the suspension or choose to impose a different consequence. The Principal shall deliver such a decision on the day of the hearing by certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent/caregiver.

Any student suspended from school shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

A re-entry meeting will be held prior to the student's return.

## Specific Infractions

### Cheating and Plagiarism

The "Expectations for Student Learning at Cohasset High School" state that "The Cohasset student will develop a strong sense of honor and integrity, behave ethically, and act responsibly." Implicit in this statement is the fact that trust is an important component in the educational process. Cheating violates this trust. Consequently, **the work that a student hands in must be their own**. For instance, students are expected to complete assignments individually unless otherwise directed by the teacher. Furthermore, the unauthorized provision of information to another individual, whether in a testing situation, homework assignment, etc., also constitutes a violation. In this case, the person who provides the information will be considered just as guilty as the person who uses it. The dishonest use of technology resources also falls under this policy. For example, downloading material from the Internet and submitting it as the student's own work, using translation websites, downloading essays or parts of essays, book summaries, or inserting plagiarized material in a research project: all of these constitute serious breaches of the academic code of ethics.

It is the teachers' responsibility to present and reinforce what students should do to avoid plagiarism. Cohasset High School will follow the guidelines set by the Modern Language Association as presented in the MLA Handbook for Writers of Research Papers 9<sup>th</sup> edition(2021), which states that "Plagiarism is presenting another person's work as your own."

“Another person” in this definition is not limited to a single person but may be two or more persons as well as digital resource such as a but not limited to an artificial intelligence program.”

- has taken notes that did not distinguish summary and paraphrase from quotation and then presented wording from the notes as if it were the student’s own;
- copied text while browsing the Web and pasted it into a paper without quotation marks or without citing the source;
- has presented facts without saying where they came from;
- has repeated or paraphrased someone’s wording without proper acknowledgment;
- has paraphrased someone’s argument or presented someone’s line of thought without proper acknowledgment;
- has bought or otherwise acquired a research paper and handed in part or all of it as their own.

In each instance the teacher will contact the parent/guardian, explain the situation and submit and enter a discipline referral in ASPEN to the assistant principal. Penalty: first penalties will be determined by the teacher in consultation with the department chair. Penalties may include receiving a “0” for the work with no option to make up the work. Subsequent penalties will be handled by the department chair in consultation with building administration.

A student may make an appeal according to school policy.

## Attendance

Please refer to “Student Attendance” regarding penalties for attendance.

## Dress Code

Please see the most current policy in the [School Committee Policies](#) School administration is responsible for determining whether the student’s attire meets policy standards. Any student not attired in accordance with the policy will be asked to correct the violation.

## Classroom Violations: Tardiness to Class

If a student arrives late for a class without a pass or justification for tardiness, he/she is subject to the following procedure for unexcused tardiness:

1. For the **first (1<sup>st</sup>)**, **second (2<sup>nd</sup>)**, and **third (3<sup>rd</sup>)** incidents of unexcused tardiness, the student will report to the teacher after school. On the **fourth (4<sup>th</sup>)** and subsequent incidents of unexcused tardies, students will be referred to the

assistant principal for further disciplinary action, which may include office detention, utility detention, or external suspension.

2. If a student fails to report to the teacher after school, the teacher will reassign the student to two after-school detentions. Failure to serve either of these detentions will result in the student being referred to the assistant principal for Saturday School detention.
3. For subsequent failures to serve detention, the student will be referred to the assistant principal for further disciplinary action.

Teachers are not to send students in pursuit of a pass (exception: first block of the day). If students arrive late to class without a pass, they may be assigned teacher detention. The student may present an excused tardy pass to the teacher by the next school day or class day. Teachers are to notify the parent(s)/guardian(s) and the assistant principal if they find a problem with tardiness developing with a student.

### Classroom Violations: Classroom Disruptions

Most classroom disruptions are considered level 1 offenses and will be handled by the teacher. Depending on the circumstances, the teacher may inform the parent or guardian, but such notification is neither expected nor required except in cases of repeated misbehavior.

### Classroom Violations: Removal from Class

Removal of a student from the learning environment is among the most serious consequences and is generally reserved for when a student's behavior has become so problematic that the student poses a safety threat, or that the student's continued presence substantially affects other students' learning. In most cases, removal from class is a final strategy after other strategies have failed. In all cases in which a student has been removed from class, the teacher must attempt to contact the parent or guardian within 24 hours.

### Classroom Violations: Unexcused Absence from Class (class cuts)

Any student who deliberately fails to attend a scheduled class in its entirety, without permission, will be disciplined as described below. Students who cut class and leave school grounds will be disciplined in accordance with the rules governing "Unauthorized Departure from School Grounds."

When students are not where they are supposed to be, the burden of proof is on them to prove that they did not leave the school grounds. **All class cuts will result in no credit and possibly no make-up for the work missed.** A student who cuts class will be disciplined as follows:

- 1st Cut - the student is to be assigned a teacher detention.
- 2nd Cut - the student is to be referred to the assistant principal and will be assigned utility detention.
- 3rd Cut - the student will be placed on social probation.
- For any subsequent cut, an attendance hearing will be held.

## Alcohol, Tobacco, Vape, and Controlled Substances

Please see the most current policy on the [School Committee Policies](#).

### *Suspicion of being under the influence of any alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices/vaping*

If a member of the staff suspects that a student is under the influence of alcohol, THC, a controlled substance, designer or “look alike” drugs, using drug paraphernalia, or other substances, which, in the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use, the following steps will be taken:

- The opinion of a second person – school principal, assistant principal, teacher, and/or a school nurse – will be sought.
- The parent/guardian will be contacted to take the student home.
- The School Resource Officer will be notified.

### *Possession of alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices/vaping*

If a member of the staff suspects that a student is in the possession of alcohol, a controlled substance, intoxicant designer or “look alike” drugs, drug paraphernalia, or other substances, which, in the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use, the following steps will be taken:

- The opinion of a second person - school principal, assistant principal, teacher, and/or school nurse - will be sought;
- The parent/guardian will be called to take student home;
- A minimum five (5) day suspension; and expulsion hearing, in accordance with Massachusetts General Laws Chapter 71, Section 37H, may be assigned;
- The student will be immediately suspended from all school programs;

- A letter will be sent to the parent(s)/guardian(s) - copy placed in student's temporary file;
- When deemed appropriate, possible referral to a rehabilitation program may be made;
- Notification will be sent to the local police department;
- The student may be assigned expulsion, reinstatement, or further suspension, consistent with Massachusetts General Laws Chapter 71, Section 37H.

***Under the influence and/or use of alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices/vaping***

If a member of the staff suspects that a student is in the under the influence of alcohol, a controlled substance, designer or “look alike” drugs, using drug paraphernalia, or other substances, which, in the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use, the following steps will be taken

- The opinion of a second person - school principal, assistant principal, teacher, and/or school nurse - will be sought;
- The parent/guardian will be called to take the student home;
- Minimum five (5) day suspension, and expulsion hearing, in accordance with Massachusetts General Laws Chapter 71, Section 37H , may be assigned;
- The student will be immediately suspended from all school programs;
- A letter and resources will be sent to the parent(s)/guardian(s) - copy placed in student's temporary file;
- When deemed appropriate, possible referral to a rehabilitation program may be made;
- Notification will be sent to the local police department;
- The student may be assigned expulsion, reinstatement, or further suspension, consistent with Massachusetts General Laws Chapter 71, 37H.

***Selling or distributing or intent to sell or distribute alcohol, a controlled substance, designer drug or related paraphernalia including vaporizers and electronic smoking devices***

If a student has been determined to be selling or distributing alcohol, a controlled substance, designer or “look alike” drugs, drug paraphernalia, or other substances, which, in the opinion of the administrator, are intended to be used harmfully and/or in ways that are not in accordance with their intended use the following steps will be taken:

- The parent/guardian will be called to take the student home;
- The student will be immediately suspended from all school programs;
- The student may be assigned a minimum ten (10) day suspension;
- Notification will be sent to the local police department;
- An expulsion hearing, in accordance with Massachusetts General Laws, Section 37H, will be conducted;

- A letter and resources will be sent to the parent(s)/guardian(s) - copy placed in student's temporary file;
- The student may be assigned expulsion, reinstatement, or further suspension, consistent with Massachusetts General Laws Chapter 71, 37H.

## Unauthorized Departure from the School Building and/or Grounds

Students are not to leave the school building without permission from the main office.

Any student who is found to have left the school grounds or attempting to leave school grounds during school hours without just cause will be disciplined as follows:

- 1st Offense – The student will serve a utility detention, and parent(s)/ guardian(s) will be notified.
- 2nd Offense - The student may serve one (1) day of external suspension, Saturday Detention, or In-House Suspension at the discretion of the administrator.
- For subsequent violations, the student may serve two (2) days of external suspension, and a parent/guardian conference is required for re-admittance.
- When a student leaves school grounds without authorization or is truant on the day of an athletic contest or co-curricular activity, he/she will be suspended for one game/activity.

## Personal Technology

The high school expectations with the use of technology are as follows. Cellphones and all electronic devices are to be used with respect and proper etiquette throughout the school day, field trips, sporting events, and any other school activity. While classes are in session, personal technology such as cell phones, smartwatches, ear buds, and any other electronic devices should not be used without the expressed permission of the specific classroom teacher. Cell phones may be used in the halls or in the cafeteria during break and lunch. Respectful use of cell phones is expected, and repeated or significant violations of the cell phone and electronic device policy will be considered insubordination and escalated accordingly. A faculty member or administrator has the right to confiscate a phone if a student refuses to comply with the classroom rule. Phones may be returned to the student by the end of the day or turned into the main office for the student to retrieve.

Students are also reminded that use of audio/video recording of devices is particularly prohibited without the express consent of the student, teacher, or administrator. A violation of this prohibition is considered a serious infraction and may lead to suspension. Students should also be aware that a secret audio recording (recording of individual without his/her knowledge) could result in criminal charges under Massachusetts General Laws Ch. 272, 99F.

## Inappropriate Use of Image Altering Technology

Students cannot intentionally alter any likeness of any member of the Cohasset High School community using any form of image alteration programs (such as, but not limited to, artificial intelligence applications, Deep Fake/Face Swap/Re Face, etc.) in an effort to discredit, harass, bully, or intimidate that individual.

Appropriate disciplinary consequences may be assigned to a student for violating this expectation.

## Breathalyzer Protocols

### Part I: During School Sponsored Events

1. The administration will determine at which school-sponsored events the breathalyzer test procedures will be used. These events will include, but are not limited to, proms, dances, concerts, overnight activities, athletic events, etc.
2. The administration will determine the manner by which the students will be tested: entire group, random selection, or based on individualized suspicion. The administrator or designee present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test on entering the event.
3. Students attending these school-sponsored events may be required to take a breathalyzer test administered by a trained member of the staff prior to entering the event.
  - Any student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes;
  - If this test is also positive, the student will be denied entrance to the event and detained by school officials until parents/guardians arrive to remove them;
  - Students who refuse the test will be denied entrance to the event and detained until parents/guardians arrive to remove them;
  - Where school officials are testing based on individualized suspicion, a student who tests positive or who is suspected of using alcohol as described herein and refuses the test will be denied entrance, detained, and sent home with a parent/guardian, and may be suspended for up to ten (10) days;
  - Whether school officials are testing students randomly or testing the entire group, a student who tests positive may be subject to social probation and prohibited from participating in extra-curricular activities including, but not limited to, athletics.
4. A student already in attendance at a school-sponsored event who is suspected of being under the influence will be tested or retested.
  - If this test is positive, the student will be detained until a parent/guardian arrives and may be suspended for up to ten (10) school days.
  - If a student who is suspected of using alcohol as described herein refuses the test, that student will be detained and sent home with a parent/guardian and may be suspended for up to ten (10) school days.



## Part II: During the School Day

A trained member of the school staff, in the presence of an administrator, may give a breathalyzer test to any student who is suspected of being under the influence of alcohol according to the regulations of this policy.

- A student who tests positive (any reading above 0.00) may be given a second test after a waiting period of five (5) minutes.
- If this test is also positive, school officials will detain the student until parents/guardians arrive; the student will be sent home and may be suspended for up to ten (10) school days.
- A student who is determined to be under the influence as described herein and who refuses the test will be detained until parents arrive, be sent home, and may be suspended for up to (10) days.

## Co-Curricular Standards

### Leadership Standards

#### **Process of selection for student leadership positions:**

In order to become a leader of a co-curricular group, whether it is as a captain of an athletic team, an officer in student council, or any other similar position of leadership in any of our co-curricular groups, one must meet and accept the standards below.

The members of CHS athletic teams and co-curricular groups will be asked to consider leadership standards and provide input to the coach or advisor regarding recommendations for positions of leadership (e.g., Captains). The coach/advisor will consider the student input and make a recommendation to the administration for final approval. Other student leadership positions (e.g., class officers) will be elected by traditional methods (secret ballot).

#### **A leader is someone who has demonstrated qualities of Leadership, Character, Service, and Integrity and is:**

1. Approachable and outgoing with teammates and/or activity members.
2. A link between players/participants and coaches/advisors.
3. A positive role model who leads by example.
4. Respectful to coaches/advisors, teammates/activity members, and opponents/guests.
5. Someone who always demonstrates sportsmanlike behavior.
6. A well respected, law-abiding good citizen at all times.
7. A strong motivator for self and others.

8. A clear communicator.
9. An advocate/mentor for new team members/ activity members.
10. A hard worker.
11. A leader who demonstrates honesty, punctuality, reliability, confidence, and the ability to organize others on a daily basis.
12. Respectful of one's personal health and chooses not to use drugs or alcohol.

Any student leader whose personal conduct (in or outside of school) is in conflict with the leadership standards as listed above may be assigned consequences by the school administration. Consequences may include dismissal from the leadership position.

In the event of a disciplinary matter:

- A. The student leader would receive notification of the transgression.
- B. The student leader will be offered due process.
- C. The administration may invoke consequences regarding the transgression including but not limited to suspension, conditional service, and/or dismissal from their leadership responsibilities.
- D. The student may be allowed to remain as a participant in the co-curricular group/team.
- E. If a student leader is suspended from a leadership position for a specific period of time by the administration, that student will be suspended from all positions of leadership held and will not be eligible to assume any new positions of leadership for the duration of the suspension.

## ELIGIBILITY

### Parental Consent, Release from Liability and Indemnity Agreement

1. All students at Cohasset High School have equal access to all programs including athletics and extracurricular activities.
2. Two (2) F's (failure), two (2) I's (incomplete), two (2) WF's or any combination thereof in all subjects will prevent a student from participating in an activity. In the case of incompletes, this rule applies until incomplete grades are made up to a passing average. Middle school students deemed eligible for high school sports by the Cohasset School Committee must pass all courses in order to retain eligibility.
3. Students participating in athletics or other co-curricular activities must be present in school by 8:25 AM and must remain in school for the remainder of the day in order to participate.
4. Good Citizen Rule: Students may not represent their school if they are on disciplinary suspension.

5. Tobacco, Alcohol, Vapes/Electronic Smoking Devices, Steroids, Controlled Substances:

Students shall not use or consume, possess, buy/sell, or give away any product containing tobacco, alcohol, steroid, any other controlled substance, drug paraphernalia, or look-a-like at any time during the school year beginning with the first allowable day of fall athletic practice through the end of the academic year or final athletic competition of the year, whichever is later. (Broadening this window from “in season” to the entire academic year reflects that the chemical health of students is not simply a seasonal concern – Mass. Interscholastic Athletic Association). This is a twenty-four (24) hour, seven (7) day a week rule covering the entire athletic *year* as defined by the M.I.A.A. Cheerleaders are not covered by MIAA rules; however, at Cohasset High School they will be subject to the same 24/7 rule as other student-athletes.

A student may be considered to be in violation of the MIAA’s chemical health policy if it is determined that he/she was in a vehicle where alcohol and/or illicit drugs are determined to be in plain view or when, in the opinion of the principal or their designee, the student should have been aware that said banned substances were in the vehicle.

First offense: The student is suspended from all interscholastic sports activities for 25% of all interscholastic contests in that sport in which the violation occurs.

Subsequent offenses: The student is suspended from all interscholastic sports activities for 60% of the contests in that sport in which the violation occurs.

All athletes are reminded that the following M.I.A.A. rule applies in both of the scenarios above: 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. **In addition, students who begin a sports season under athletic suspension must complete the season in good standing in order for the suspension to be completed or the suspension will be carried forward to the next athletic season of choice.**

First Offense Only

Athletes suspended for violation of these policies may practice during their period of suspension with the approval of the Assistant Principal or Principal.

- a. It is not a violation for any student to be in possession of a drug legally prescribed by their doctor for the student’s own use during the period of time when the student is a participating member of a school’s team, program, or activity.

Students who violate the MIAA/CMHS chemical health policy may not, at the principal’s discretion, be eligible to attend the post-season team banquet/ break-up celebration if they do not finish the season in good standing.

Students declared ineligible for any part of a season due to violation of the chemical health policy are ineligible for post-season honors and recognition in any and all sports from which they were suspended (including letter awards and all-star teams).

## Interscholastic Athletics

**Age:** Students shall be under nineteen years of age on September 1st of the current school year.

**Insurance:** All members of interscholastic teams representing Cohasset High School are covered by special athletic insurance. This insurance is "non-duplicating"; it is intended to provide coverage for expenses in excess of any personal or family coverage, but within the limitations of the policy.

**Awards:** Eligibility Requirements.

- The Cohasset "C" shall be awarded to any student who, for the first time, fulfills the "Varsity letter" requirements for their sport.
- Only one letter shall be awarded to any one person for participation in sports at Cohasset High School.
- When a player satisfies the requirements in any sport (after receiving a letter), he/she shall receive a metal service bar (if applicable) to be attached to the letter directly under the emblem denoting that sport.
- If, in the opinion of the Coach, a player has faithfully attended practices and games and has performed valuable service in the interest of the team, but has not satisfied the requirements for a letter, he/she shall receive a service certificate. In some cases, he/she may be awarded a letter at the discretion of the Coach.
- If an athlete does not successfully complete the season, he/she will receive no award.
- Exceptions may be made for injury, illness, conflicting school events or school vacations.
- Exceptions for extenuating circumstances may be granted by the Athletic Director.

### **Varsity Letter Requirements:**

- Regular practice and game attendance throughout the season on the Varsity team.
- Successful completion of the season.
  - An athlete must be academically eligible at the end of the season.
  - Athletes removed from the team for disciplinary reasons will not be eligible to receive a letter.
  - If a player is injured during a practice or a game and is unable to finish the season, he/she will be awarded a letter if he/she continues to support the team.
- Seniors who have participated in a program for three years will be awarded a letter even though the specific sport requirements may not be met, at the discretion of the Coach.
- The Varsity Coach's recommendation is required for all athletic awards. An athlete must compete in at least 50% of the Varsity contests to receive a Varsity letter. In certain individual sports, there are specific requirements to earn a letter. However, at the discretion of the Coach, a letter may be awarded to any bona fide team member who exhibits

extraordinary effort. These specific requirements for the following individual sports must be achieved:

### **Cross Country**

- Boys - Outrun a particular time or score in 50% of the meets.
- Girls - Outrun a particular time or score in 50% of the meets.

### **Boy's Golf**

- Participate as one of the top 8 players in 50% of the regular season matches.

### **Swimming**

- Accumulate 20 participation points.

### **Skiing**

- Score in 50% of all total regular season races.

### **Outdoor Track**

- Participate in 50% of the regular season meets, and score a minimum of points directly corresponding to the number of regular season meets.

### **Tennis**

- Boys - Play in 50% of the regular season matches (to include exhibition).
- Girls - Play in 50% of the regular season matches (to include exhibition).

### **Girl's Golf**

- Participate as one of the top 8 players in 50% of the regular season matches.

### **Managers:**

- Attend all games for a full season.

### **Statisticians:**

- Attend all games for a full season.

### **Academic Eligibility:**

Two (2) F's (failure), two (2) I's (incomplete), two (2) WF's or any combination thereof in all subjects will prevent a student from participating in an activity. In the case of incompletes, this rule applies until incomplete grades are made up to a passing average. Students who receive one F will be placed on academic probation for that quarter. They may continue to participate in extracurricular activities; however, they must meet with the principal or his designee to review their academic progress.

### **Loyalty to High School Team**

**Bona Fide Team Members** A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high

school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs.

First Offense: Student-athlete is suspended for one (1) contest and shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule or in tournament play. Second Offense: Student-athlete is suspended for an additional 25% of the season (see chart on Rule 62), and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 96 for additional tournament restriction and Rule 88 for waiver guidelines.

45.1 A student-athlete must be a Team Member for 50% of the regular season schedule for that sport to participate in any MIAA Tournament competition (team member: any student athlete who attends practices or games for their sport team – e.g. Freshman basketball player moved to JV and then Varsity).

45.2 If ineligible, cannot be in uniform. Attendance at event to be determined by high school administration.

#### **46. Only One School Sport Per Season is Permitted**

A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of that team for the sport season on the date of the school's first regular season contest in that sport. A student-athlete is not allowed to play more than one season of the same sport in a school year.

**In order for a student to participate in a sport, the entire user's fee must be received on or before the first day of competition; no exceptions will be made.** Payment should be by check, made payable to: Cohasset High School. This fee, which is non-refundable, does not guarantee that a student will receive equal playing time during each game of their selected sport.

If this fee poses an unusual hardship for any student's family, the parent/guardian should contact either the Principal or Athletic Director so that arrangements may be made for the student(s) to participate.

**Taunting:** Special mention is being made in this handbook relative to the MIAA's rule on taunting. Taunting includes any actions or comments by coaches, players, or spectators, which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection and/or further disciplinary action.

We expect all Cohasset High School athletes, coaches, and spectators to maintain a high level of decorum at all school events.

**These co-curricular regulations apply to the following:**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Girls Basketball	Baseball
Field Hockey	Boys Basketball	Softball
Football	Gymnastics	Girls Lacrosse
Boys Golf	Wrestling	Boys Lacrosse
Girls Soccer	Boys Ice Hockey	Girls Tennis
Boys Soccer	Skiing	Boys Tennis
Girls Cross Country	Girls Swimming	Girls Track
Boys Cross Country	Boys Swimming	Boys Track
Volleyball		Girls Golf
		Sailing

## Home Education

### REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETIC PROGRAMS:

The MIAA will permit a home educated student to participate in interscholastic athletics if the following conditions are met:

1. The local school committee of a MIAA public school member institution has adopted a policy regarding participation of home educated students on the high school teams.
2. The local building principal has indicated such on the annual MIAA membership form and included **all** homeschoolers in the annual MIAA enrollment report.
3. The educational plan for the home educated student has been approved by the public-school superintendent or their designee.
4. The principal has determined appropriate high school grade level placement (9-12) for each home educated student in conjunction with chronological age and educational plan.
5. The student resides in the school district that serves the high school and must be living with their parent or legal guardians in the family residence. In multiple school districts, a home educated student must be assigned to the school of record in the same manner as other students.
6. The principal is satisfied that the student meets the guidelines for athletic participation required for all other students as defined in the current MIAA Blue Book. This should

include, but not be limited to, those rules governing transfers, academic eligibility, age requirements, and the number of consecutive seasons of athletic eligibility beyond grade eight.

7. MIAA requirements relative to academic eligibility must be reviewed by the principal at the same times that all other student athletes are to be certified as academically eligible.
8. If the principal determines that all eligibility standards detailed above have been met, the Principal may declare the student immediately eligible to participate in interscholastic competition. The rights, privileges, and responsibilities associated with all other student athletes attending MIAA member schools will apply to home-educated students who have satisfied the requirements above.



## **Release of school records**

Dear Parent/Guardian of a Senior at Cohasset High School,

In accordance with the DOE 23.06 outlined below:

The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

Each student will receive his/her cumulative academic folder with his/her cap and gown.