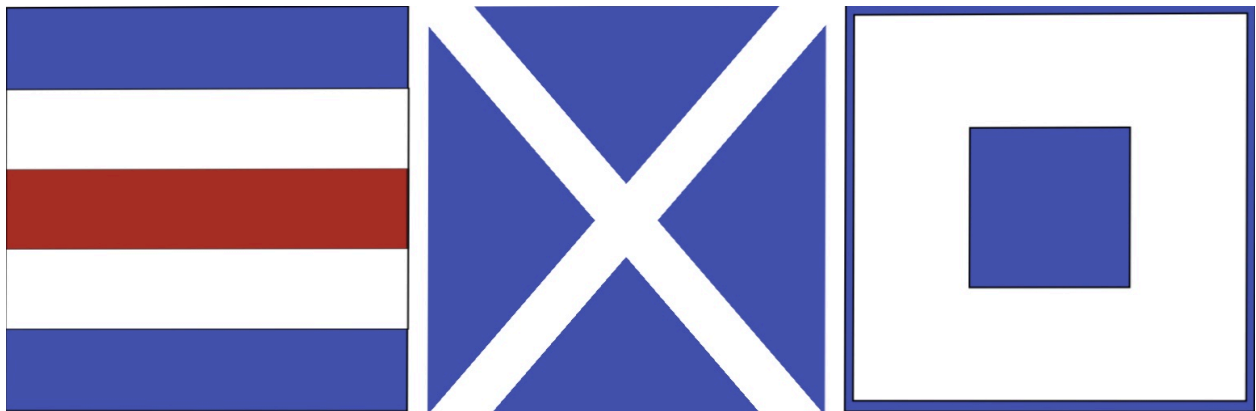


Cohasset Middle School

Student-Family Handbook

2024-2025



143 Pond Street
Cohasset, MA 02025
781-236-1070
www.cohassetk12.org

Table of Contents

ADMINISTRATIVE GREETING	6
NOTICES AND RESPONSIBILITIES	8
Notice of Equal Opportunity	8
Notice of Non-Discrimination	9
Abbreviated Reference to the Legislation and Specific Criteria of Civil Rights Laws, School and District Coordinator Information	9
Guiding School Committee Policies	10
CPS MISSION, CORE VALUES & VISION	11
Cohasset Public Schools Mission	11
Cohasset Public Schools Core Values	12
Cohasset Public Schools Vision	12
CALENDARS	13
CPS 2024-2025 SCHOOL YEAR CALENDAR	13
CMS 2024-2025 TERM CALENDAR	13
2024-2025 CMS DAILY SCHEDULES	13
CMS Daily Bell Schedule	13
CMS Daily Lunch/Utility Schedule	13
CMS Early Release Schedule	14
CMS Delayed Opening Schedules	14
GENERAL SCHOOL INFORMATION	15
Cohasset Middle School Administration	15
Cohasset Middle School Counseling	15
Visitors	16
Guests	16
Communications with the School	16
EMERGENCY PROTOCOLS	17
Emergency Evacuation of the Building	17
Shelter-in-Place	17
Lockdown	17
ACADEMIC STANDARDS AND PROCEDURES	18
CMS Course Overview by Grade	18
Requirements for Promotion and Grade Assignment	19
Grading	19
Academic Letter Grades and Numerical Equivalents	19
Course/Level Placement	19
Academic Integrity	20

Plagiarism	20
Cheating Policy	21
Make-up Work	21
Textbooks	21
Homework	21
Exam Policy	22
Escalation of Academic Concerns	22
BEHAVIORAL EXPECTATIONS AND PROCEDURES	22
General Information	22
Assemblies	22
Cafeteria	23
Personal Technology	23
Dances, Social Events, and School Activities	24
Fitness Center	25
Learning Commons	25
Lockers	26
Personal Property	26
School Sponsored Field Trips	26
Technology	26
DISCIPLINE-STUDENT CONDUCT EXPECTATIONS	27
Escalation	27
Level 1 Offenses	28
Level 2 Offenses	28
Level 3 Offenses	29
Description of Infractions Named in Tables	30
Academic Integrity	30
Attendance	30
Bus Violations	30
Dress Code	30
Classroom Violations: Tardiness to Class	30
Classroom Violations: Classroom Disruptions	31
Classroom Violations: Removal from Class	31
Classroom Violations: Unexcused Absence from Class (class cuts)	31
Inappropriate Use of Image Altering Technology	31
Meal Card Violations	31
Alcohol, Tobacco, and Controlled Substances	32
Suspicion of Being Under the Influence of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia (including vaporizers and electronic smoking devices)	32
Possession of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia (including vaporizers and electronic smoking devices)	32

Under the Influence and/or Use of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia (including vaporizers and electronic smoking devices)	33
Selling or Distributing Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia (including vaporizers and electronic smoking devices)	33
Breathalyzer Protocol	34
Unauthorized Departure from the School Building and/or Grounds	35
Truancy	35
Vandalism	35
ADMINISTRATIVE RESPONSES	36
Detention	36
Restorative Justice Practices	36
Social Probation	36
Suspension	36
In School Suspension	37
Out of School Suspension	37
ATTENDANCE	38
Absence Procedures	38
Short-Term Absences	38
Long-Term Absences	39
Family Vacations	39
Make-up Work	39
Dismissal Procedures	39
Illness	40
Other Dismissals	40
Tardiness to School	41
Excused Tardiness	41
Tardiness Consequences	41
SCHOOL COUNSELING	41
Student Records	42
Home Tutoring	42
HEALTH SERVICES	43
Pregnancy Policy	43
Health Clinic	43
HIV/AIDS Policy	44
Head Injury/Concussion Management	45
Procedures and Protocols	45
CO-CURRICULAR PARTICIPATION	47
Club Officers	47
Communication	47

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).

ADMINISTRATIVE GREETING



Dear CMS Students and Families,

Welcome to the 2024-2025 academic year! We are thrilled to have each and every one of you join us at Cohasset Middle School. As you embark on this new chapter of your educational journey, we want to introduce you to our Student-Family Handbook, which serves as your guide to navigating the school's policies, procedures, and expectations.

The student handbook is designed to provide you with essential information that will help create a safe, inclusive, and engaging learning environment for all. It outlines the rights and responsibilities of every student, promoting respect, integrity, and a sense of community within our school. It also serves as a reference tool, answering common questions and addressing common concerns that may arise during the academic year.

As we strive to foster a positive school culture, we encourage you to actively engage in your education, embrace diversity, and treat your peers and staff with kindness and respect. Our school values the uniqueness and individuality of each student, and we are committed to providing you with an environment that promotes personal growth, critical thinking, and collaboration.

On behalf of the entire staff at Cohasset Middle School, we wish you a successful and rewarding school year. Remember, you are an integral part of our school community, and we are here to support and guide you every step of the way.

Sincerely,

John P. Mills
Principal

Dr. Kathryn Salas
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하십시오。

Hindi/ihndI

Agar Aapka yah puistka kI Anauvaaidt AavaSyakta hO tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryaao .

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 اذھ جاتحت تنأ ناب لصتا .تسردم كتلفظ نم ئيسير بتكملا

Albanian

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

NOTICES AND RESPONSIBILITIES

Notice of Equal Opportunity

The Cohasset Public Schools reaffirms that they do not discriminate on the basis of 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 on the basis of 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. He/she 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 his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity, Title IX, Section 504, ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the Principal's decision.
3. The Equal Opportunity, Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the 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.

Notice of Non-Discrimination

Cohasset Middle School admits the students of either sex and of any race, color, religion and ethnic origin to all the rights, privileges, programs, courses and activities generally accorded or made available to students at the school. Further, Cohasset Middle School does not discriminate on the basis of sex, sexual orientation, race, color, religion, national or ethnic origin or disability in the administration of its educational policies and programs.

Inquiries concerning the application of this policy prescribed by TITLE IX of the Education Amendments of 1972 and Chapter 622 of the Laws of the Commonwealth of Massachusetts may be directed to: Cohasset School Superintendent Patrick Sullivan.

Inquiries concerning the application of nondiscrimination policies may also be referred to: 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**

Law	Coordinator
Title VI of the Civil Rights Act of 1964 – prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.	Director of Student Services, Mr. Micheal Stapleton, 781-383-6104
Title IX of the Education Amendments of 1972 – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.	Assistant Superintendent: Dr. Leslie Scollins, 781-383-4210
Title I of the Americans with Disabilities Act of 1990 – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.	Director of Student Services, Mr. Micheal Stapleton, 781-383-6104
Title II of the Americans with Disabilities Act of 1990 – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.	Director of Student Services, Mr. Micheal Stapleton, 781-383-6104

Section 504 of the Rehabilitation Act of 1993 – prohibits discrimination, exclusion from participation, and denial of benefits based on disability.	District – Mr. Micheal 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
Massachusetts General Laws, Ch. 76, S.5 – prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.	Director of Student Services, Mr. Micheal Stapleton, 781-383-6104
Title I of the Elementary and Secondary Education Act of 1965 – designed to help disadvantaged children meet challenging content and student performance standards.	Assistant Superintendent: Dr. Leslie Scollins, 781-383-4210
603 CMR 4600 – governs the use of physical restraint on students in publicly funded schools.	Director of Student Services, Mr. Micheal Stapleton, 781-383-6104
McKinley-Vento Act - Homeless	Director of Student Services, Mr. Micheal 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

Guiding School Committee Policies

The following guiding policies can be found in the School Committee Policy Manual, located at www.cohassetk12.org.

- 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

CPS MISSION, CORE VALUES & VISION

Cohasset Public Schools 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.

Cohasset Public Schools Core Values

Cohasset Public Schools believe in ...

- **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

The Cohasset Public Schools aspires to empower students to improve communities.

CALENDARS

CPS 2024-2025 SCHOOL YEAR CALENDAR

Please refer to the online [Cohasset Public School 2024-2025 School Calendar](#)

CMS 2024-2025 TERM CALENDAR

Term	Start	End	Date Report Card Published to Aspen
1	September 3, 2024	December 6, 2024	December 13, 2024
2	December 9, 2024	March 13, 2025	March 21, 2025
3	March 17, 2025	June 17, 2025	June 25, 2025

2024-2025 CMS DAILY SCHEDULES

CMS Daily Bell Schedule

Period	Start	End
Period 1	8:15	9:11
Period 2	9:14	10:08
Period 3	10:11	11: 05
Lunch/Utility	11:08	12:04
Period 4	12:07	1:01
Period 5	1:04	1:58
Period 6	2:01	2:55

CMS Daily Lunch/Utility Schedule

	Lunch Times	Utility Times	Grades
1st Lunch	11:08-11:35	11:37-12:04	6 th &7 th
2nd Lunch	11:37-12:04	11:08-11:35	8 th

CMS Early Release Schedule

Grade 6 and 7 Schedule			Grade 8 Schedule		
Start	End	Class	Start	End	Class
8:15	8:53	Period 1	8:15	8:53	Period 1
8:56	9:34	Period 2	8:56	9:34	Period 2
9:37	9:47	Gr 6 & 7 Break	9:37	10:15	Period 3
9:49	10:27	Period 3	10:17	10:27	Gr 8 Break
10:30	11:08	Period 4	10:30	11:08	Period 4
11:11	11:49	Period 5	11:11	11:49	Period 5
11:52	12:30	Period 6	11:52	12:30	Period 6

CMS Delayed Opening Schedules

CMS Daily Schedule with One-Hour Delay

Start	End	Class
9:15	10:00	Period 1
10:03	10:47	Period 2
10:50	11:34	Period 3
11:35	12:35	Lunch
12:37	1:21	Period 4
1:24	2:08	Period 5
2:11	2:55	Period 6

CMS Lunch Schedule with One-Hour Delay

	Lunch Times	Utility Times	Grades
1st Lunch	11:35-12:00	12:03-12:35	6 th &7 th
2nd Lunch	12:10-12:35	11:35-12:08	8 th

CMS Daily Schedule with Two-Hour Delay

Start	End	Class
10:15	10:50	Period 1
10:53	11:27	Period 2
11:29	12:28	Lunch
12:30	1:04	Period 3
1:07	1:41	Period 4
1:44	2:18	Period 5
2:21	2:55	Period 6

CMS Lunch Schedule with Two-Hour Delay

	Lunch Times	Utility Times	Grades
1st Lunch	11:29-11:54	11:56-12:28	6 th &7 th
2nd Lunch	12:03-12:28	11:29-12:01	8 th

GENERAL SCHOOL INFORMATION

Cohasset Middle School Administration

John Mills	Principal	781-236-1070
Kathryn Salas	Assistant Principal	781-236-1070
Catherine Breen	Special Education Team Chair	781-236-1070
Deborah Simmons	Middle School Secretary	781-236-1070

Cohasset Middle School Counseling

Allison Pearce	CMS Guidance Counselor	781-236-1070
Meghan Leary	School Psychologist	781-236-1070
Emily Manewal	Adjustment Counselor	781-236-1070
Robert Collins	Social Worker	781-236-1070

Visitors

All visitors entering the building are required to sign in using the Lobby Guard system in the Cohasset Middle School Main Office. The Lobby Guard system requires visitors to present a government-issued photo identification such as a driver's license.

Parents can drop off materials at the CMS Main Office. Students can be released to parents through the CMS Main Office.

Guests

Guests of students are not permitted at Cohasset Middle School. Students who are planning on enrolling in our school are welcome if 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.

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, 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. Contact the teacher to discuss the matter or to arrange an appointment.**
- 2. If the problem is not resolved, a meeting may be arranged with the department chairperson.**
- 3. If a resolution is not reached at this point, the assistant principal may be called.**
- 4. If the matter is still not resolved, it may be escalated 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 principal 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.

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, violence, or criminal activities outside of the building. If 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 containment of students and staff to a semi-secure space. If the school needs to lock down the building, lockdowns will be announced by the principal over the public address system, and s/he will designate another staff member to call 911 and report the situation.

ACADEMIC STANDARDS AND PROCEDURES

CMS Course Overview by Grade

Grade 6	
Full Year Courses	Specialist Courses (Trimester)
ELA 6	Chorus 6 or Beginning Instrumentation or Band 6
Math 6	Health/Wellness 6
Science 6	STEM 6
World Geography/Ancient Civilizations I	Literacy 6
French or Spanish	Art or Digital Arts/Coding
Grade 7	
Full Year Courses	Specialist Courses (Trimester)
ELA 7 or Accelerated ELA 7	Chorus 7 or Band 7
Math 7 or Accelerated Math 7	Health/Wellness 7
Science 7	STEM 7
World Geography/Ancient Civilizations II	Guidance
French or Spanish	Art or Digital Arts/Coding or Coding/ Robotics
Grade 8	
Full Year Courses	Specialist Courses (Trimester)
ELA 8 or Accelerated ELA 8	Chorus 8 or Band 8
Math 8 or Accelerated Math 8	Health/Wellness 8
Science 8	STEM 8
Civics	Research
French or Spanish	Art or Coding/Robotics

The principal may exempt a student from any of these requirements. Each request for exemption will be considered on its own merit. In general, the request will be considered if meeting the requirements will severely disrupt a student's academic program.

Requirements for Promotion and Grade Assignment

Students receiving two or more F's in major subject areas will be considered for retention in the current grade.

Grading

It is the philosophy of the Cohasset professional staff that students respond more positively to the opportunity for success than to the threat of failure. Therefore, it seeks to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance and reports achievement using letter grades.

The primary purpose of grading is to report to students and their parents/guardians the extent to which the student has mastered the content and skills of a course as defined by course objectives and Learning Outcomes. The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform students and their parents/guardians of progress, and to provide a basis for improvement in student performance.

Students receive course expectations and objectives at the beginning of each course. The teachers explain to students the course objectives, her/his expectations of students' performances and responsibilities, and the evaluation system that will be used to measure mastery of those objectives. The teacher will make clear to students and parents/guardians as necessary, the basis upon which the grades are earned.

Academic Letter Grades and Numerical Equivalents

Letter Grade	Numerical Equivalent	Student demonstrates
A	93.5 - 100	Comprehensive and in-depth understanding of the essential concepts/processes embodied in course content; substantial evidence of understanding, reasoning, and communication skills as they apply to specific learning tasks, assessments, and class discussions
A-	89.5– 93.49	
B+	86.5–89.49	Proficient understanding of the essential concepts/processes embodied in the course content; sufficient evidence of understanding, reasoning, and communication skills as they apply to specific learning tasks, assessments, and class discussions
B	83.5–86.49	
B-	79.5–83.49	
C+	76.5–79.49	Basic understanding of the essential concepts/processes embodied in the course content; adequate evidence of understanding, reasoning, and communication skills as they apply to specific learning tasks, assessments, and class discussions
C	73.5–76.49	
C-	69.5-73.49	
D+	66.5–69.49	Minimal understanding of the essential concepts/processes embodied in the course content; partial evidence of understanding, reasoning, and communication skills as they apply to specific learning tasks, assessments and class discussions
D	63.5–66.49	
D-	59.5–63.49	
F	0 –59.49	Deficient understanding of the essential concepts/processes embodied in the course content; inadequate evidence of understanding, reasoning, and communication skills as they apply to specific learning tasks, assessments, and class discussions

Course/Level Placement

Cohasset Middle School utilizes both heterogeneous and homogeneous grouping patterns. In heterogeneous classes, students with different ability levels and varied interests are brought

together in a learning situation. In homogeneous classes, students are grouped by ability levels as determined by several established criteria. Seventh and eighth grade Math and ELA programs feature homogeneous grouping while all other classes are heterogeneously grouped.

When a course is homogeneously grouped, every effort is made to group students according to and commensurate with their individual abilities in each subject area. Grouping of students will be based upon the following factors:

1. Prior academic record
2. Teacher recommendations
3. Standardized and diagnostic or screening test results
4. Department Head and counselor recommendation

Thus, it is possible for a student to be placed at different levels depending on his or her strengths and weaknesses in the various subject areas.

Any parent/guardian wishing to discuss his/her child's placement in a particular subject first should contact the teacher, then the appropriate department head.

If a parent/guardian desires that a student take a course level that differs from the recommendation of the teacher, the parent must request a recommendation waiver using the waiver form. These forms are available in the Middle School Main office and online. A waiver request will only be considered after talking to the teacher and the department head and is subject to the approval of the principal.

Academic Integrity

Plagiarism

At Cohasset Middle School, we value academic integrity. It is as integral to the education process as the acquisition of skills and the accumulation of knowledge. The faculty assumes that any work submitted by a student represents his or her own work. Because plagiarism is a serious form of cheating, it is not tolerated at Cohasset Middle School.

It is the teachers' responsibility to present and reinforce what students should do to avoid plagiarism. Cohasset Middle School follows the guidelines set by the Modern Language Association as presented in the *MLA Handbook for Writers of Research Papers 9th edition* (2021), which states that "Plagiarism is presenting another person's ideas, words, or entire work as your own" (139). "Another person" in this definition is not limited to a single person but may be two or more persons as well as a digital resource such as but not limited to an artificial intelligence program.

In each instance of plagiarism, the teacher will contact the parent/caregiver, explain the situation, and submit a discipline referral. Penalty: first penalties will be determined by the teacher in

consultation with the department chair and CMS administration. Penalties may include but will not be limited to receiving a “0” for the work with no option to make up the work. Subsequent penalties will be the responsibility of school administration in collaboration with the department chair.

Cheating Policy

Each Cohasset Middle School 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 his/her 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.

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, school counselor, 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 3 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.

Textbooks

If a textbook is misused, students will be required to pay a fine. If a textbook is lost, the student to whom it was issued must pay for a replacement.

Homework

Part of our mission is to encourage lifelong learning: study beyond the school day should therefore be a significant part of the education of our students. Homework supplements

classroom instruction, fosters independent learning, and provides students with practice in skill development beyond the regular class period. Students are expected to prepare for all classes. Students may receive 20-30 minutes of homework per subject per night, with increased expectations for accelerated courses. Accordingly, students should make careful choices about commitments beyond the school day. Academic responsibilities should always remain a priority, and we encourage students to make choices that allow them to balance academics with other parts of their lives.

Exam Policy

Teachers may administer final exams in their courses as they deem appropriate. The grade weight will be determined by each department.

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.

BEHAVIORAL EXPECTATIONS AND PROCEDURES

CMS students and staff have a responsibility to contribute to an environment that is safe, comfortable, and conducive to learning. We all have a responsibility to conduct ourselves in a manner that respects the rights of other students, staff, and visitors to our school, specifically:

- the right to feel welcome and respected at all times;
- the right to a safe, non-threatening learning environment; and
- the right to work hard and learn in an environment free from distraction.

General Information

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 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.

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. 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. Students should not have any beverage other than water outside of the cafeteria. To maintain a safe school environment, students can not use reusable drinking containers made out of glass or glass lined at CMS.
3. Students can only go to the cafeteria during their assigned lunch or during break time.
4. All students MUST remain in the cafeteria unless otherwise directed by the school administration.
5. Students are NOT permitted to have cell phones OR devices out or on during break or lunch.
6. Students are not permitted to have food delivered from restaurants or anyone other than parents without permission from the administration. Parents are asked NOT to deliver coffee, snack items, or food for groups (more than 1 person) of students as it is very disruptive to the school day and places an unfair burden on the office staff.
7. Respectful behavior is always expected.
8. Students will observe any protocol established to accommodate students with food allergies (e.g., "peanut-free" tables, "peanut-free" locker areas).
9. Absolutely no throwing of food, trash, or any other object will be tolerated.
10. To help promote sustainability and protect our environment, students and staff are expected to support Green Team and schoolwide efforts to reduce waste whenever possible, by reducing, reusing, recycling, and composting in the cafeteria.

Personal Technology

Personal Technology is "Away for the Day" at Cohasset Middle School unless expressly permitted by a teacher for instructional purposes. Examples of personal technology includes (but is not limited to) cell phones, smartwatches, airpods, gaming consoles, etc. As we are a BYOD learning environment, students have ample access to technology for instructional purposes and do not need to utilize personal technology during the school day. This holds true at break, lunch, during passing time, as well as in lavatories and locker rooms. Students who violate this practice are subject to progressive discipline and should expect that a teacher or staff member will retain the device for the remainder of the school day during which it is confiscated. Students needing to connect with a parent/caregiver can use a school phone in the Middle School Main Office before, during, and after school with the permission of a staff member.

We appreciate our parents's support for our "Away for the Day" practice. However, as technology continues to evolve, students can also be distracted by online messaging applications accessible by students' BYOD devices. We ask our parents to support their students in the following ways among others:

- refrain from directly texting students during school hours. Please call the CMS Main Office (781-236-1070) and we will relay messages to students without disrupting their academics
- reconsider whether students need to bring smart watches to school as they constitute a major distraction to middle school students
- actively manage the student's BYOD device. Restrictions can be set on laptops so students cannot access certain apps/websites during school hours

Most importantly, we encourage parents to discuss with their children how important it is to avoid letting technology negatively impact them during the school day. Academic achievement is undermined when learning is frequently disrupted and distracted by inappropriate technology use. We are trying to develop students who are engaged in their learning, can meaningfully communicate in person, maintain healthy, respectful relationships, and can limit their use of technology to productive pursuits. We appreciate our parent community's help in their endeavor.

Students are also reminded that use of audio/video recording 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 appropriate disciplinary consequences may be assigned. Students should also be aware that a secret audio recording (recording of an individual without his/her knowledge) could result in criminal charges under Massachusetts General Laws Ch. 272, §99F and/or civil damages.

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 approved by the administration.**

Cohasset Middle School dances and social activities are planned for members of our school and attendance by non-school members is by invitation only. When guests are permitted, a student is restricted to one guest at a dance or social event, 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, the School Resource Officer (or detail officer alternatively) will be present at school dances to assist the administration in the event of any law enforcement issues that may arise. A student who 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.

Fitness Center

We believe that fitness and wellbeing is critical for learning and emotional health. CMS is fortunate to have the Fitness Center as an asset to be enjoyed by staff and students. In order to use the Fitness Center safely and effectively, the following expectations must be met:

1. Middle school students are only allowed to use the Fitness Center when there is adult supervision provided by a member of the school personnel.
2. Students must be dressed appropriately to perform to the best of your abilities everyday. Please do not work out in boots or barefoot/socks.
3. Treat ALL others in the Fitness Center with courtesy and respect.
4. Follow posted safety guidelines while in the Fitness Center.
5. Respect and care for all equipment and facilities.
 - Use the equipment appropriately
 - One person per machine
 - Use a safe amount of weight
 - Respect peoples' personal space
6. All other CMS and CHS rules and policies will be enforced.

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 the utility period with prior permission of an academic teacher and with the appropriate notation entered into the "Utility Pass" page of the agenda book.

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.

Learning Commons materials may be checked out for two weeks. Reserved materials can be checked out overnight at the end of the school day, to be returned before school the 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. 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. Never share a locker
2. Keep his/her locker locked and not give the combination to anyone else
3. Always make sure the locker door is **CLOSED AND LOCKED** when not in use
4. Never leave money or expensive valuables in the locker
5. Keep the locker neat and clean

The right of inspection of students' school lockers is inherent in the authority granted School Committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. (SC Policy JIH)

Personal Property

CMS prohibits students from bringing toys and personal property that is inappropriate for the school environment (examples include but are not limited to: toy guns, water guns, etc.). These can be disruptive to the learning environment and undermine the important sense of safety that CMS offers to all members of our community. Appropriate disciplinary consequences may be assigned to a student for violating this expectation.

School Sponsored Field Trips

Field trips by their very nature are optional. Students not wishing to attend a field trip cannot be penalized academically and will be given an alternate assignment to complete.

Students who participate in a school-sponsored field trip must have their parents/caregivers complete the required permissions. Additional behavior contracts are required for all overnight trips organized by the school.

Technology

The Cohasset Public Schools fully realizes the potential of technology devices as a tool to inspire learning and create independent, critical thinkers who are prepared to be successful individuals in society. To ensure that students are prepared to meet these expectations, Cohasset's Technology Plan has incorporated a BYOD (Bring Your Own Device) initiative in Grades 6 through 12. A BYOD initiative is one in which students bring their own devices to and from school so that they can be utilized in their classes. Please note that a cell phone does not meet the needs of the BYOD Program. Please review the section on cell phones above.

CMS students utilize and integrate technology into many aspects of their school day and are expected to demonstrate responsible digital citizenship. More information about the BYOD Program can be found [here](#). Students are expected to use technology responsibly and appropriately. Students and families are encouraged to review the [District Technology Network Access and Acceptable Use Policy](#).

Being prepared for a successful day at CMS includes bringing an appropriate and charged device to school each day. However, if a student's device breaks during the school day, the CMS Main Office will lend out a Chromebook for the school day. Students are expected to leave a cell phone or their device as collateral ensuring that the device is returned at the end of the school day. A student who does not return the loaner device at the end of the school day will be assigned an office detention to be served on the next school day.

DISCIPLINE-STUDENT CONDUCT EXPECTATIONS

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. Managing appropriate student behavior contributes to a safe and orderly environment that promotes student learning. Behaviors that do not meet the high standards expected of the Cohasset student are addressed fairly and consistently with all students as part of the learning process.

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 student's behavior and in most cases will be addressed by the teacher or administrator in whose presence the incident occurs. Instances of significant or repeated conduct violations will result in more intensive or severe consequences.

Discipline issues are generally 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, associate principal, principal.**

The following tables are meant to serve as general guidelines for the levels of severity and the possible consequences. Each case is considered individually and in context. Consequences are determined by the faculty member or administrator in charge.

Level 1 Offenses

Primary prevention occurs in the classroom setting and, in most cases, interventions are 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 a private detention.

Types of Level 1 Offenses	Possible Consequences
<ul style="list-style-type: none"> ● Cheating/Plagiarism ● Classroom disruptions ● Failure to return (test, report card, etc.) ● Eating, drinking or chewing gum. ● Tardiness to class* ● Using inappropriate language ● Littering ● Careless hurtful remarks towards another student or adult ● Cell phone policy violation* ● Abuse of a pass ● Class cut* ● Other forms of disobedience or disrespect ● Drinks, other than water, outside of the cafeteria (unless permitted by a teacher for a special classroom activity) 	<ul style="list-style-type: none"> ● Verbal or non-verbal correction ● Private conference with the student ● Written or verbal apologies ● School Counseling referral ● Teacher assigned detention ● Email or phone call home ● Parent conference

Level 2 Offenses

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

Types of Level 2 Offenses	Possible Consequences
<ul style="list-style-type: none"> ● Failure to respond to teacher's corrective strategies, including failure to report to teacher or office detention. ● Excessive tardiness to class* ● Cutting class* ● Smoking/tobacco* ● Cell phone violation* ● Verbal or written teasing ● Meal card violations ● Dress code violations* ● Parking violations ● Destruction of property ● Forgery ● Internet policy violation* ● Lying / academic integrity (cheating)* ● Being in unauthorized areas without permission ● Bus violations ● Disrespectful behavior towards faculty or staff ● Disruptive or inappropriate acts as deemed serious by the administration. ● Gambling ● Throwing objects / snowballs ● Cutting school* 	<ul style="list-style-type: none"> ● Student/teacher conference ● Office detention(s) ● School Counseling referral ● Verbal or written reflection ● Written or verbal apologies ● Parent conference ● Behavioral contract ● Adult mentor assigned ● Community service ● Loss of privilege ● Removal from class (should be followed up with a parent phone call or email that day) ● Internal or external suspension

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.

Types of Level 3 – Major Offenses	Possible Consequences
<ul style="list-style-type: none"> ● Any failure to respond to Level 2 interventions or repeated violation of school rules. ● Assault on a staff member (MGL) ● Felony charge or conviction (MGL) ● Harassment on grounds of race, color, religion, nationality, sex, sexual orientation, age, ancestry or disability (MGL) ● Possession or use of a weapon (MGL) ● Sexual harassment (MGL) ● Truancy or excessive tardiness* ● Off campus without permission after school starts ● Physical attacks/fighting ● Stealing ● The use of possession of alcohol in school or at any school-related event. The use and/or possession of look-alike designer drugs or drug paraphernalia or other violation of the chemical health policy.* ● Vandalism ● Insubordination ● Physical threats or actions reasonably deemed as intimidation. ● Verbal or physical harassment* ● Unwanted touching ● Abusive language or actions towards staff or students ● Verbal or written taunts* ● Encouraging peer aggression (including athletic or co-curricular competitions) or inciting others to disregard school rules. ● Cafeteria or other public disturbance ● Possession of a toy or replica weapon ● Abusive, threatening, or intimidating language/actions directed at a staff/faculty member ● Inappropriate use of image altering technology 	<ul style="list-style-type: none"> ● Remove from class (requires a call home from the teacher that night) ● Behavior improvement plan / disciplinary contract ● Student or adult mentors ● Consultation with the student’s doctor / Psychiatric evaluation / Rehabilitation ● Parent-teacher-administrator meeting ● Internal Suspension ● External Suspension ● Exclusion ● Expulsion ● Referral to police or fire department ● Restitution

Description of Infractions Named in Tables

Academic Integrity

Please refer to “Academic Information” regarding the definition and discipline policy on cheating.

Attendance

Please refer to “Attendance” regarding penalties for attendance.

Bus Violations

Please refer to School Committee policy [*Student Conduct on School Buses \(EEAEC\)*](#)

Dress Code

The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements. This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

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 (1st), second (2nd), and third (3rd) incidents of unexcused tardiness, the student will report to the teacher after school. On the fourth (4th) and subsequent incidents of unexcused tardies, students will be referred to the assistant principal for further disciplinary action, which may include office detention.
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 - result in the student being referred to the Assistant Principal.
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 associate 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 at the teacher's discretion. 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 considered only 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 also 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 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.
- 3rd Cut - the student is to be referred to the Assistant Principal.
- For any subsequent cut, the student will receive two (2) days of external suspension, and a parent conference is required for reinstatement.

Inappropriate Use of Image Altering Technology

Students cannot intentionally alter any likeness of any member of the Cohasset Middle School community using any form of image alteration programs (such as, but not limited to, artificial intelligence applications, DeepFake/FaceSwap/ReFace, 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.

Meal Card Violations

The Cohasset Public School district recognizes the importance of child nutrition and how that directly relates to a successful learning environment. Because of this, the food services department will strive to make sure all students receive a lunch regardless of meal card account balances. Students are forbidden from charging the meal card account of another student to

purchase meals, snacks, etc. for themselves. Students found in violation will be assigned disciplinary consequences.

Students and parents are encouraged to learn more about the School Committee *Meal Charge Policy* (EFD) by clicking [here](#).

Alcohol, Tobacco, and Controlled Substances (including vaping and related paraphernalia)

In order to safeguard the individual and general welfare and safety of all students, the Cohasset School District has established the following guidelines for disciplinary action with regard to due process and student's rights in dealing with drug, alcohol, or other matters involving student impairment.

Students shall not use or consume, possess, buy/sell, or give away any product containing, nicotine, tobacco, alcohol, steroid, any other controlled substance, drug paraphernalia, or look-a-like on any school premises or while attending or before a school-sponsored activity. For the purposes of discipline, the school considers vaporizers and electronic smoking devices drug paraphernalia.

Referrals should be made by all school personnel (teachers, secretaries, custodians, etc.) to a building administrator who may consult other administrators, the school nurse and/or Superintendent of Schools. The following procedures should be followed:

Please refer to the School Committee policy manual, Section J- Students, for the full text of this policy. The manual can be accessed by clicking here: [Cohasset School Committee Policy Manual Section J](#)

Suspicion of Being Under the Influence of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia *(including vaporizers and electronic smoking devices)*

If a member of the staff suspects that a student is 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 a school nurse – will be sought.
- The parent/caregiver will be contacted to take the student home.
- The School Resource Officer will be notified.

Possession of Alcohol, a Controlled Substance, Designer Drug or Using Related Paraphernalia *(including vaporizers and electronic smoking devices)*

If a member of the staff suspects that a student is in the possession of 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 opinion of a second person - school principal, assistant principal, teacher, and/or school nurse - will be sought;
- The parent/caregiver 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 Using Related Paraphernalia *(including vaporizers and electronic smoking devices)*

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/caregiver 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 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 Alcohol, a Controlled Substance, Designer Drug or Using 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/caregiver 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 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.

Breathalyzer Protocol

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/caregiver, 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/caregiver 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/caregiver 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 the second 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.

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 be referred to the Assistant Principal and parent(s)/guardian(s) will be notified.
- 2nd Offense - The student may serve one (1) day of external suspension.
- For subsequent violations, the student may serve two (2) days of external suspension, with a parent/caregiver a 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.

Truancy

A student who is absent from school without authorization will be disciplined as follows:

- 1st Offense - Any student who is truant from school will be referred to the Assistant Principal for disciplinary consequences and his/her parent(s) or guardian(s) will be notified.
- 2nd Offense - Any student who is truant from school will be referred to the Assistant Principal for disciplinary consequences and his/her parent(s) or guardian(s) will be notified.
- Subsequent offenses will be handled at the discretion of the Principal or designee.

Vandalism

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages. (School Committee Policy ECAC)

ADMINISTRATIVE RESPONSES

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal 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 clarification.

Detention

Detention can be assigned as a teacher detention or an office detention. The length of a teacher detention is at the discretion of the teacher within reason and is not to exceed 90 minutes. Most office detentions are 30 minutes in length and may be served before or after school 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. Social Probation can be imposed by an administrator for any length of time during a school year and may be inclusive of co-curricular activities including athletics. Students are always expected to represent our school in a way that makes us proud, and a blatant disregard for responsible behavior could result in that student being denied permission to participate in any or all school events.

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 days or less.

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.

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

Suspension procedures are followed in accordance with the Massachusetts General Laws governing student discipline.

In School Suspension

At the discretion of the Principal, 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 activities, but not from the school premises, for no more than 10 consecutive school days.

For an in-school suspension, the principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal 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 is made, the Principal shall make reasonable efforts to notify the parent verbally 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 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.

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 his/her 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 his/her description of the event(s). After considering all the information presented, the Principal or his/her designee will decide on the length of the suspension or choose to impose a different consequence. The Principal shall deliver such 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 another 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 schoolwork 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.

ATTENDANCE

Student Absences and Excuses

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

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 access the full Cohasset School Committee Policy JH by clicking on this link](#)

Absence Procedures

Short-Term Absences

Please call the absent line (781-236-1070) before 8:15 a.m. in the event that your child will be absent or tardy. Your cooperation is appreciated.

If your child is absent and it has not been reported, you will receive an automated courtesy communication via email from the school asking you to call for confirmation of the absence.

This procedure promotes student safety by ensuring that we have accounted for all students.

After any absence from school, a student is requested to bring in a written note of explanation, 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 a.m. 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 make arrangements for home study or tutoring through the School Counselor. 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 Middle 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 making arrangements 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 his/her 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, school counselor, 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 3 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.

Dismissal Procedures

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 and receive a pass to report to the nurse. If a student fails to present a pass to the nurse, a class cut will be charged to the student.
- The nurse will then make a determination 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.

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 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 11:25 a.m. 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.

Tardiness to School

All students entering the building after 8:15 a.m. must immediately report to the main office and receive a pass for admittance to class. 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 at school after 8:15 a.m. must have a note or phone call from a parent/guardian indicating their awareness of the tardiness. If a note or phone call is not submitted, the student may be subject to disciplinary action.

Excused Tardiness

Tardiness to school may be excused under the following circumstances:

- After a documented medical appointment
- Observance of a religious holiday
- Bereavement.

Tardiness Consequences

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

- **Tardy 5 times**
 - An office detention for each incident at the discretion of an administrator, students may be restricted from participating in co-curricular activities including sports, clubs, or drama practice until the assigned detention is served. The office detention is expected to be served before school on the days subsequent to its assignment by an administrator.
- **Tardy 10 times**
 - Referral to Assistant Principal for disciplinary consequences.
- **Tardy 15 times**
 - Attendance hearing with the Assistant Principal or Principal.

SCHOOL COUNSELING

The School Counseling Department helps students lead lives that are intellectually, emotionally, and socially full and rich. The goal of the School Counseling Department 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 visit the School Counselor (Rm. 231) any time during the school day. Students wishing to see our School Counselor may obtain a pass from their teacher, or if they wish, they may make an appointment through the CMS Main Office 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.

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 Principal shall arrange for provision of

educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue 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

State and federal laws protect students against unlawful discrimination and harassment on the basis of race, color, sex, religion, national origin, sexual orientation, and disability. The Cohasset Public Schools support the statutes that consider discrimination against pregnant students as a form of sex discrimination based upon gender. In addition, the Cohasset Schools support locally planned and implemented programs designed to educate students and protect them from harassment and promote continued learning in a nondiscriminatory manner.

Health Clinic

Cohasset Middle School has the professional services of a registered nurse. The health room facilities are available to students throughout the school day for adult and student first aid, emergency care, health assessment, medication administration, mandated screenings, and referrals. There is no nurse available after school hours.

The health office provides state mandated screenings for Cohasset Middle 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:

Grades 6 through 9: Scoliosis Screening

Grades 7 and 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.

All medication given during the school day is to be dispensed through the health office by the school nurse. Medication must be brought to the health office by a parent/caregiver. 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 allowed to carry their epinephrine auto injectors and rescue inhalers 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/caregiver 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 nurses. 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.

HIV/AIDS Policy

Epidemiologic studies show that HIV/AIDS is transmitted via sexual contact or blood-to-blood contact. Research indicates that it is not transmitted through casual contact such as that found in a school setting. State and federal laws dealing with discrimination based on handicap prohibit exclusion of students with HIV/AIDS from school unless their attendance would present an immediate danger to themselves or others.

Federal and state laws also protect the confidentiality of students with HIV/AIDS. These laws prohibit school personnel from requiring that students or their parents inform the school that a student has HIV/AIDS. Furthermore, if a parent or student chooses to inform school personnel, school personnel are prohibited from disseminating this information without the consent of the student or his/her parents.

Based on research indicating that HIV/AIDS is unlikely to be transmitted in a school setting and based on legal requirements regarding student confidentiality, the following policy statement has been approved by the School Committee:

1. A parent/guardian is not required to inform school personnel if the student has HIV/AIDS. However, the parent/guardian is urged to inform school personnel regarding the infection. If informed, school personnel may be able to better attend to the needs of the child by informing the parent of the occurrence of a contagious disease (e.g., influenza, measles, etc.) within the school population to which the HIV/AIDS infected student might be particularly susceptible and by administering medications if needed.
2. If a parent or student chooses to inform school personnel regarding the student's HIV/AIDS infection, the staff member receiving the information may not inform other

school personnel without the specific, informed, written consent of the parent or guardian. If the student has independently sought HIV testing and informs school personnel of his/her HIV/AIDS status, the school staff member may not inform others without the student's specific, informed written consent.

3. A student will not be excluded from school merely on the basis of his/her HIV/AIDS status. However, students with HIV/AIDS are not exempt from the Board's policy of excluding from school all students who bleed in an uncontrollable fashion.

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 School Nurse 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 School Nurse will establish the Procedure for medical or nursing 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 School Nurse administers 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 Head’s 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/CMS 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, 2015 upon review and revision of its policies.

CO-CURRICULAR PARTICIPATION

All CMS students in good standing who are eligible to participate in co-curricular offerings are required to agree to the terms and expectations for behavior herein detailed. Students cannot participate in co-curricular activities on any school day in which their attendance is marked with an unexcused absence. Co-curricular activities include: CMS teams, clubs, drama/music productions, school dance, or any other activity organized by CMS administration or faculty as well as participation in any CHS activities or sports.

At Cohasset Middle School, we support student development through activities that are driven by student interest and participation levels. All students who wish to remain club members or who want to participate in events beyond the school day are always expected to adhere to the code of conduct. Any student who is put on social probation immediately forfeits his/her right to membership in, attendance at, or leadership roles of, any student group.

Club Officers

Elected or appointed officers of Student Council or other clubs and groups have a responsibility to lead in a positive way. We expect such leaders to be inclusive, approachable, and respectful of the entire student body. A student's discipline record and behavior in the building are both relevant factors. No student is entitled to be a club officer, nor does longevity in the program guarantee such a role. Criteria for consideration include respect of one's peers; a positive attitude; a willingness to mentor younger students; reliability and promptness; and a desire to be a school leader. Any leadership role is revocable if student behavior is not in keeping with our expectations.

Communication

Students can expect clear communication about meetings, events, and activities from their Advisor. Updates are communicated to the school community via morning announcements and may also be shared on the school website.

When a concern or question arises, the appropriate protocol is for the student to reach out to the advisor in person or by email to request a conversation. If an advisor or club officer cannot

provide a satisfactory explanation to a student, then the student is urged to speak to the associate principal or principal.

Teachers and administrators reserve the right not to respond to emails or postings on social media that make ad hominem attacks. Such activities could result in the Principal requesting that parents/caregivers or other adult community members be restricted from attending Cohasset school events.
